

# ANNUAL REPORT 2018–2019



**Volunteer Wellington  
Te Puna Tautoko**

YOUR COMMUNITY CONNECTOR

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## Volunteer Wellington

Level 7  
186 Willis St  
PO Box 24130  
Wellington 6142  
T: 04 499 4570  
E: [info@volunteerwellington.nz](mailto:info@volunteerwellington.nz)

## Volunteer Porirua

Level 3  
Pember House  
16 Hagley Street  
Porirua 5022  
T: 04 237 5355  
E: [managerporirua@volunteerwellington.nz](mailto:managerporirua@volunteerwellington.nz)

## Volunteer Hutt

Level 4  
21–23 Andrews Avenue  
Lower Hutt 5010  
T: 04 566 6786  
E: [managerhutt@volunteerwellington.nz](mailto:managerhutt@volunteerwellington.nz)

## website

<http://www.volunteerwellington.nz>

## facebook

[www.facebook.com/volunteerwellington](http://www.facebook.com/volunteerwellington)

**THANKS TO MINIMUM GRAPHICS FOR DESIGN  
AND VERTIA FOR THE COVER**



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# Volunteer Wellington : Te Puna Tautoko

**Volunteer Wellington** (which includes our branches **Volunteer Hutt** and **Volunteer Porirua**) is registered as

- an incorporated Charitable Trust
- exempt from income tax

Donations to **Volunteer Wellington** are tax deductible to the donor.

Registered Charity CC26471

## Our vision

A strong and connected community and voluntary sector.

## Our mission

To connect and build capacity and capability of the community and voluntary sector; advocate for and champion volunteering in the Wellington region.

## Our values

- Embrace diversity
- Advocate for inclusiveness
- Act with respect
- Champion volunteering
- Operate with integrity

## Aims and objectives

**Volunteer Wellington** is a community organisation that focusses on championing volunteering and building the capacity and capability of communities in greater Wellington. We work with 400 community based agencies providing the essential volunteer workforce needed to sustain their services. We provide advice, mentoring and professional development in the management of volunteers and equip community organisations to develop effective and inclusive volunteer programmes.

## What we do

- Provide professional development to managers/ leaders of volunteers that enhances the growth of the profession of managers of volunteers across **Volunteer Wellington**'s geographic and demographic outreach

- Maintain a comprehensive range of quality volunteering opportunities from our network of community organisations
- Recruit and refer volunteers to voluntary roles suited to their interests and goals
- Promote the benefits and value of volunteering with emphasis on diversity, inclusion and effective management of volunteer programmes
- Produce two-monthly newsletters with up-to-date information about volunteering and the management and leadership of diverse volunteers
- Support networks of managers of volunteers and voluntary organisations in the Wellington region
- Facilitate a peer mentoring database and establish peer support groups for managers/ leaders of volunteers
- Maintain and develop accessible resources and publications
- Publicise, manage and facilitate Employee Volunteering
- Work with corporates, government agencies and other businesses to encourage volunteering and ongoing relationships with the community and public and business sectors

## Board of trustees

Mary Curnow, Dawn Ferguson, Debbie Gee, Anton Samoilenko, Raewyn Sinclair, Fiona Smith, Glenn Todd (chair), Alice Verry, Ming-chun Wu.

Glenn Todd, said in his final chair's column, the past year has had some 'daunting challenges' but an 'amazing group of dedicated staff and volunteers and having the support of a highly engaged board of trustees' had ensured a rewarding and successful year. New chair, Ming-chun Wu, takes **Volunteer Wellington** into the new financial year optimistic and keen to promote all aspects of volunteering and professional leadership and management of volunteers.

## Key achievements

- Recruitment and referral
- Volunteer diversity and inclusion
- Capacity building wider community
- Promotion and advocacy



### RECRUITMENT AND REFERRAL

**2800** formal volunteer seekers – includes those interviewed face-to-face and those referred online

**500** informal volunteer seekers – students (secondary and tertiary) connected to community projects

**8023** volunteer referrals made

### VOLUNTEER DIVERSITY AND INCLUSION

**536** seeking paid work

**277** registered with Work and Income

**635** full-time employees

**298** part-time employees

**595** students

**109** retirees

**82** unpaid workforce

**77** visitors

**191** other

**545** new migrants

**106** People with refugee background

### CAPACITY BUILDING IN THE WIDER COMMUNITY

**403** active community organization members of **Volunteer Wellington**

**17** professional development workshops/forums

**622** training participants

**323** liaison visits and calls with greater Wellington community organisation members

**40** meetings held to organise and strengthen mentor programmes and managers of volunteers' peer support groups

**10** mentor/mentee relationships continued through our Mentor Programme

**94** employee volunteer projects with business and public service organisations connecting with our community members

**1059** employees participating from 20 businesses

### PROMOTION AND ADVOCACY

**6** bi-monthly newsletters *Your Community Connector* produced and distributed to 650 stakeholders

**3** Employee Volunteering newsletters produced

**24** profiles/case studies written about volunteers and managers of volunteers and used for advocacy and promotion

**11** celebratory and educative events held in Hutt, Porirua and Wellington on International Volunteer Managers Day, National Volunteer Week, International Volunteer Day, Volunteer Connect Awards, Wellington volunteers and the 1918 flu epidemic booklet launch. More than 550 participants

**11** monthly meetups held at Southern Cross Garden Bar to promote volunteering with our community members

## Chair's report



### *Tēnā koutou*

It's my pleasure to present the 2018/19 annual report.

Now in our 27th year **Volunteer Wellington** continues to make a difference in the community and voluntary sector through our programme and service. Our volunteer registration numbers

increased by eight percent from last year, to 2800, bucking a decreasing numbers' trend since 2013.

Many of our strategic developments such as the new website and the social media strategy have resulted in more than half of all volunteer registrations now being made online. Higher engagement with the 20 to 39 age cohort is the result, plus our popular monthly Volunteer Meetups at the Southern Cross Hotel.

We are now focussing on the long-term needs of **Volunteer Wellington** to ensure ongoing sustainability. I'd like to thank the previous Board Chair, Glenn Todd, who retired at the end of 2018, for his contribution in leading the organisation out of a fiscally constrained period; and another former trustee, Alice Verry, who championed the Volunteering Meetups at the Southern Cross Hotel.

Through the collective efforts of our staff, volunteers and supporters, we have managed to pull through periods when we had unforeseen personnel capacity issues, and longer than expected recruitment periods to replace staff. Our Regional Manager, Julie Thomson, has been doing a great job with her team in making sure our community member programmes and services were unaffected. Generosity is an important part of culture and I am grateful for the crucial roles that volunteers played.

Our success would not be possible without our community organisation members, business friends, partners, funders, and supporters, for their engagement and support over the past year. My sincere thanks to all **Volunteer Wellington** staff, volunteers and the Board for their efforts.

I look forward with optimism to another great year ahead as we continue to make a positive difference to diverse communities across the wider Wellington Region.

*Nga mihi nui*  
**Ming-chun Wu**

## Getting together through volunteering

As **Volunteer Wellington's** year was ending and we were producing our final *Your Community Connector* of the 2018–2019 year, with the rest of New Zealand (and indeed the world) we were thinking about the terrible massacre at the Christchurch mosques the previous week, Friday 15 March.

With International Volunteer Week on our horizon we were discussing the impact of volunteering witnessed during the past year. Reminded of the power within the voluntary sector, this is what we wrote that month, for *Your Community Connector*.

'Everyone, the world over, has been deeply shocked and saddened by the terrible massacre which took place so recently in those two mosques in Christchurch. To remind us of the importance of retaining community solidarity the theme for National Volunteer Week 16–22 June is relevant. Whiria te tangata – weaving the people together.

Monica Carrer, practitioner in the field of peace and conflict studies and co-founder of the Everyday Peace Initiative, talks about how everyday acts of peace in the community can stop violence. 'Let us start a new story,' she said in an article in the *DomPost* following the shooting. 'Get to know your neighbours ... direct experience makes us realise how alike we all are.'

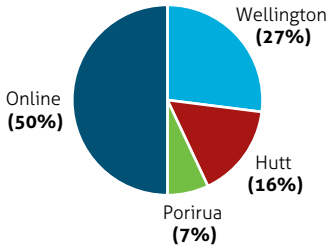
The voluntary sector has the power to bring people of different race, religion, gender, age and background together through volunteering. We are able to work and meet with refugees and migrants on a daily basis. More than 65 different nationalities came through the offices of **Volunteer Wellington** this past year seeking volunteering roles. All



**Julie Thomson (centre) with Paul Eagle MP right and Hon Peeni Henare at last year's Annual General Meeting.**

PHOTO: EVA KAPRINAY

### Distribution of volunteer registration by office

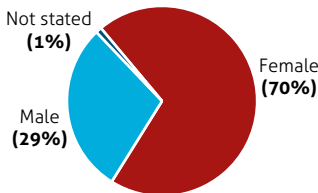


volunteers and the communities with whom they are working are ‘telling a new story.’ Steps are continuously being taken towards ‘community solidarity – and peace.’ In fact, we have seen during the 2018–2019 year real change happening because of sustained, ongoing volunteering. To maintain this momentum there has been an increase of programmes where diverse social connections have been the focus.

These actions range from our intensive work with often vulnerable people who seek volunteering roles with our communities through our Work and Income Engagement in the Community programme, the monthly volunteering meetups in the Southern Cross Hotel, the annual Volunteer Connect awards where new migrants and those with refugee backgrounds come together with their families and friends to meet the wider voluntary sector, student and youth volunteering, employee and business team volunteering.

Quality professional development training courses, associated with peer support groups, mentoring programme and advisory and consultancy services have continued throughout the year. The management team at **Volunteer Wellington** has witnessed the impact of our regional training and

### Volunteers by gender



support programmes. The valuable connections made, resources and ideas shared, innovative tips and tools gained, collegial support provided. These can make the difference between people surviving or thriving in their work environment. Through more confident, knowledgeable managers and leaders of volunteer programmes legacies are being created. The voluntary sector becomes stronger, more vital and inclusive, more resilient.

### Team impact

And all our staff members have contributed to this impact. I am grateful to you all – and I include in our staff line-up all the volunteers who have worked with us this year, enriching **Volunteer Wellington** with their diverse backgrounds, skills, and fresh perspectives. And with several staff and board changes, a special thank you for your flexibility, and for filling in gaps when these arose. The expertise of different board members and – at times – volunteer consultants, helped so much when there could have been a crisis! You all bring vitality and capacity to our services and make us a more resilient organisation. A special mention to volunteer Jeff Kidd who took on additional project work at this time.

Debra Roche has kept the wheels of administration rolling; and worked closely with volunteer IT specialist Chris Streatfield, who is responsible for our IT requirements. Engagement in the Community manager, Tracy Ward, has supported and followed the journeys of Work and Income clients, producing inspirational profiles that tell of the positive impact volunteering has had on them achieving their goals. Karen Waterreus has added value to this programme, supporting Work and Income clients who came through our Hutt office.

Lyne Pringle has brought together 1059 employees from businesses and public service organisations throughout the greater Wellington region connecting them with 94 community projects. Her passion for the work she does along with her creative flair was once again evident at the Awards event to celebrate the culmination of the Victoria University of Wellington 2018 Corporate Challenge in National Volunteer Week.

Programme manager, Aileen Davidson, initiated new projects this year and, through the Southern Cross volunteering meetups, managers of volunteers’ peer support groups, and student volunteering, made sure that our vision ‘a strong and connected community and voluntary sector’ kept happening. Funding officer Katherine Narbey joined our team for six months and kept the funding

applications and reporting on track. The managers of **Volunteer Hutt**, Katie Terris, and **Volunteer Porirua**, Julia Donovan, have remained closely connected with their local communities and have a very clear understanding of the needs of both volunteer seekers and managers of volunteers. They have a knack for creating new volunteering roles ... and finding the right volunteer to fill the bill quickly. With support from volunteers they have delivered our full range of services in their local areas.

It has been a busy, invigorating and productive year. Through the development of collaborative partnerships and with the support of our stakeholders, **Volunteer Wellington** has been innovative in responding to the needs of our community as demonstrated in this annual

report. We've seen increased participation in our programmes, further development and enhancement of our services and two inspiring publications produced by skilled volunteers.

Thank you to our stakeholders and supporters. Your belief and confidence in our work ensures that **Volunteer Wellington** remains a central force in the volunteer space in the Wellington region.

I have skimmed over so many initiatives and developments of the 2018–2019 year. They will be covered in more detail on the following pages – the results and impact of our mahi.

*Nga mihi*

**Julie Thomson, Regional Manager**

## BY THE RESULTS – SERVICE PERFORMANCE

# Recruitment and referral

**Volunteer Wellington** and our regional offices **Volunteer Hutt** and **Volunteer Porirua** have a pivotal role to play in connecting, during this past year, 2800 volunteer seekers with meaningful volunteering roles associated with our 403 community organisation members throughout greater Wellington. The numbers have increased this year for the first time since 2013. This increase came through our formal one-on-one interview process where time is spent discussing what volunteer seekers want to achieve by volunteering. Fifty percent of all referrals come through our website's online referral service, boosting representation of the 20 to 39 age cohort.



**Chris Streatfield, volunteer IT specialist, continues to find solutions with Volunteer Wellington's complex database which connects, promotes, monitors and measures our work. Office administrator Debra Roche, ensures the administration of our three offices runs smoothly, and oversees the ongoing outcomes revealed by the database.**

Through the monthly Volunteer Meetups at the Southern Cross Hotel, student volunteering projects and social media another 500 informal placements have also happened supporting organisations with unusual volunteering needs; or those who suddenly require additional numbers for projects such as collecting, sports events, weekend festivals.

*'Thank you for all the great volunteers you have sent our way recently. We had a great response from people who said they found out about volunteering as a telephone counsellor for Samaritans from Volunteer Wellington. We had 18 enquiries for our last volunteer training course which came from you guys. So we were really pleased. Thank you for all your efforts. Keep up the great work.'* Jo Leahy, Samaritans

## The regions

With a focus on recruiting volunteer seekers from diverse sectors and under the guidance of **Volunteer Hutt** manager Katie Terris, successful volunteer placements added value to our 103 Hutt Valley community members by providing an impressive list of unique skills – topping the list were promotional, marketing and communication professionals.

*Zaher brought his family from Syria via Dubai to find a more peaceful life. After a long period of unsuccessful job applications this highly skilled*



**Julia Donovan talks with Porirua volunteers on International Volunteer Day 2018.**

*migrant headed for **Volunteer Hutt**. After joining the volunteer interviewer team, the knowledge and understanding he gained of his adopted community made him feel more positive. His volunteer experience was a key factor in being accepted for a paid job, largely because he had learned so much from communicating with different cultures at the **Volunteer Hutt** office.*

With high unemployment in the Hutt Valley there is continued focus on people with disabilities, short and long-term job seekers, migrants and those with refugee backgrounds. Through carefully considered

### Volunteers by ethnicity

|                       |       |
|-----------------------|-------|
| Pakeha/NZ             | 1,140 |
| Maori                 | 163   |
| Pacific Peoples       | 83    |
| India                 | 244   |
| China                 | 198   |
| South East Asia       | 162   |
| East Asia             | 70    |
| South Asia            | 53    |
| Middle East           | 20    |
| Australia             | 34    |
| Western Europe        | 230   |
| Eastern Europe        | 30    |
| Russia/Baltic States  | 25    |
| North America         | 68    |
| South/Central America | 97    |
| Caribbean             | 3     |
| Africa                | 27    |
| South Africa          | 33    |
| Not Stated            | 120   |

volunteering placements this often vulnerable cohort gain confidence, learn new skills, understand workplace culture – and also become aware of the many local support agencies.

Those who came through the Hutt office, registered with Work and Income, were interviewed and supported by the staff team, led by Karen Waterreus.

*Deanne is an example from this group. He suffered from low confidence but with support and encouragement found a role three days a week at a community op-shop in Upper Hutt. His followup statement 'I am very excited about this work. Loving the role.'*

**Volunteer Porirua** manager Julia Donovan, also focused on increasing accessibility to volunteering for Work and Income clients. A high number of these volunteer seekers have been mothers returning to the workforce; or entering it for the first time. Says manager Julia Donovan: 'Many have been surprised at how the skills they developed at home with their children are of value to community organisations (and employers): time management, negotiation, planning, budgeting, mediation, event management ...'

*'I ended up taking the Graeme Dingle mentoring role which is 12 months long, and also the companionship role with Age Concern. This was so easy to do with your help **Volunteer Porirua**. I began voluntary work within four weeks of the meeting so thanks a heap for that.'*

Migrants and those with refugee backgrounds find that volunteering adds to their wellbeing as they become integrated into their new home.

### Securing a future

Last year, thanks to funding from Nikau Foundation, we employed a consultant who drew up a fundraising strategy aiming to secure a more sustainable future for **Volunteer Wellington** by diversifying our fund streams. In order to implement the strategy we have once again been supported by Nikau. Laura Vonk has been employed to research and develop a regular giving programme. These efforts are expected to add to **Volunteer Wellington's** funding base so that we can continue to be 'your community connector'.



## VOLUNTEER PROFILE

# A push in the right direction



**Hiyam and Zeinab Ali**, two sisters with refugee backgrounds, came from their home in Sudan to New Zealand nearly 10 years ago. It's been difficult to navigate some of the challenges they have faced – particularly those associated with finding employment.

On the suggestion of a **Red Cross** work broker (both sisters are Work and Income clients) they came to **Volunteer Hutt** to find volunteering roles which would give them experience as well as

opportunities to hone their English. They were also keen to volunteer, both said, because they wanted to give back to a community that was so generous upon their arrival.

Now they are paving their way side by side at **Volunteer Hutt** as volunteer interviewers, helping place others in volunteer roles that fit their needs.

Hiyam has been to school here and studied Political Science and International Relations at Victoria University. A short-term internship with Z Energy has given her some work experience; but full-time employment remains hard to find. 'I want to work as a humanitarian,' she says.

Zeinab's only exposure to a work environment in the 10 years she's been here is her current volunteering role. 'I am qualified to be an accountant and I was working in Sudan but it's not easy to find a job here,' she says. Both women are competent and share an ambition for full-time employment. But they have been faced with difficulties in their new home which has bruised their confidence.

Therefore it was reassuring to find that the sisters were adamant about the palpable change in their confidence since they began volunteering at **Volunteer Hutt**. Says Hiyam, 'I was terrified of phone calls when I started but I faced the fact and just went for it! I went from having a low voice to being assertive and that really helped in my internship.' Zeinab agrees that 'being face to face with people' is a push in the right direction.

Their tasks are to talk with volunteer seekers, explain the personal gains from volunteering, and find the most suitable roles. 'To see others doing what they like makes us very happy.'

The diversity of people they deal with has also been pleasantly surprising, they said. **Volunteer Hutt** manager, Katie Terris said the interview role is demanding as the people coming through have wide-ranging needs; and it's also necessary to become familiar with several local community organisations. 'Hiyam and Zeinab are handling all this new information exceptionally well.'

Prior to **Volunteer Hutt**, volunteering was uncharted territory for Hiyam and Zeinab. They are grateful for the opportunity. 'The friendly and supportive work environment makes the role even more exciting. Even when I get a job I'll never stop volunteering,' Hiyam says. As for Zeinab, Katie is keen to find her an accounting role from among her many networks.

The 'give back' experience which first took the sisters to **Volunteer Hutt**, has turned out to be a major booster for their confidence, interpersonal skills, as well as a reciprocal sharing of cultural awareness and sensitivity. ■

STORY AND PHOTO BY RICHA KOHLI

## Volunteer diversity and inclusion

Wellington is a diverse and dynamic region. In order to support member organisations to deliver on their mission by connecting them with volunteers, we include different methods and processes to reach out to all groups ... and this 'inclusivity' means covering the spectrum of ages, ethnicities, highly qualified professionals, those who are unemployed and those with disabilities who are often marginalised and feel isolated from community life.

### Successful engagement

Our Engagement in the Community Programme, managed by Tracy Ward, is a contracted service with Work and Income under the auspices of the Ministry of Social Development, which focusses on connecting beneficiaries with our community members. Tracy has witnessed throughout the year how depression and anxiety are too often the result of isolation and feeling 'disengaged'. But through this supported service, which has a focus on Preparing for Employment, many successful volunteer placements have led to a visible increase in wellbeing and self-esteem.

*'I often hear from clients that the biggest impact from volunteering is the increase in their confidence and self esteem which leads to a greater capacity to continue job hunting,' says Tracy Ward.*

*'As one young woman who has successfully moved into paid employment told me "It felt great when I was volunteering that I was wanted and I was useful to people. That helped my confidence in applying for my paid job a lot."'*



Tracy Ward talks with a local Work and Income client.



Gifts galore thanks to young Eddie.

### Young students

Again 360 Year 10 students from Wellington College volunteered one morning in November. Fourteen member organisations were involved and projects ranged from assisting at Mary Potter Hospice's Strawberry Day to playing indoor bowls at the Vincentian Rest Home to wrapping a huge pile of Christmas presents at Birthright. An energetic team from Rongotai College tackled the pile of mis-matched uniforms at Wellington Hockey, tidying them up and getting them ready for the next season. A class from Wellington East Girls College got into the festive mood and baked Christmas goodies for Ronald McDonald House.

Participation was the focus for *Open Streets* – a Wellington City Council 2018 initiative – in which **Volunteer Wellington** volunteers Viraj and Paul organised a chalk street mural in Dixon Street. Forty five additional volunteers were recruited who included walking guides from Wellington Girls' College and waste warriors from Spectrum Care.

### Even younger

No one is too young for volunteering, said Programme Manager Aileen Davidson, when Mayor Justine Lester approached her with a proposal he had received from four-year-old Eddie for a Manaaki Day. In true community development style, Aileen co-ordinated a volunteer who invited kindergartens around the city to be part of the project by encouraging the children to bring gifts for other children. Three **Volunteer Wellington** organisations collected the great assortment of gifts



**There is no doubt that everyone in this 2018 group of recipients is happy to receive their award certificates.**

and distributed them to the families with whom they work.

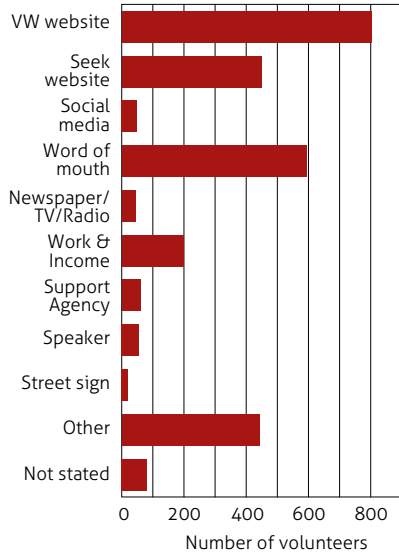
The focus of Seniors' Week this year was migrant and refugee background seniors for whom language is an additional barrier to feeling connected with the locals. Volunteers from the NZ Language College acted as hosts and interpreters and a volunteer accordion player from Russia provided entertainment for 34 happy participants.

Hosted by **Volunteer Wellington**, English Language Partners and Wellington CAB, 26 volunteers from 16 different ethnicities received Volunteer Connect Award certificates at our annual event which celebrates migrant volunteering. 'Their volunteering contribution enriches the community as a whole ... they are part of the "heart of the community" and have begun the journey of positive resettlement in New Zealand,' said Regional Manager Julie Thomson.

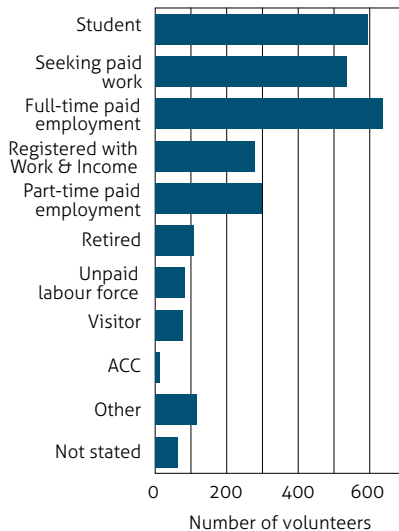
*'Volunteer Wellington is a light in the wilderness for our Trust and through Volunteer Wellington we've stayed afloat.'* Wintergreen from Common Knowledge Trust

**Note:** A volunteer increase this year of 48 per cent of full-time workers is an important highlight. Anecdotally we know that many people from this cohort are keen to volunteer because, a) they have been introduced to the concept through participation in an Employee Volunteering project; b) they volunteered as a student, or in a time of transition when either unemployed, suffering ill health or mental distress, or relocating. They volunteered often out of necessity and experienced the appeal of well-managed community participation; c) they are passionate about a cause and they want to give their skills and energy to benefit society. All are part of the volunteering legacy.

### How volunteers heard of Volunteer Wellington



### Volunteers by labour force



## MANAGER OF VOLUNTEERS PROFILE

**Finds the strengths in her volunteer team**

**Lorraine Sheenagh's** (pictured front row right) career as a Manager of Volunteers began with a counselling degree from WELTEC. A practicum involving mentoring through **Youthline** and other organisations working with at-risk youth introduced her to the community sector.

She recognized the experience gained through volunteering and her next step was involvement with the broader impact of a busy retail shop – Kilbirnie's **Red Cross Shop**. There were surprises in store. Combining her knowledge of psychology

and now adding the supervision of teams of very different people, Lorraine found she had leadership and management qualities.

'I was so shy at first. It was the skill of my manager that drew me out of myself; gave me more confidence in my abilities.'

When this position became vacant Lorraine was encouraged to apply. 'I didn't think I was bold enough for such a role but went for it anyway!' For five years she was the manager of both the Newtown and Kilbirnie **Red Cross** stores, with an extraordinarily diverse team of volunteers to lead and direct.

'A baptism of fire,' she said. But quickly she knew her 'strengths-based' approach was going to pave the way for success. 'What did all these volunteers bring from their different backgrounds? How could I delegate out my role? I wanted the organisation to gain value and I wanted the volunteers to feel valued.'

Running two shops efficiently was a 'massive task' and Lorraine knew she would burn out if she didn't increase volunteers' responsibilities – in other words they had to become supervisors and trainers. The methodology worked leading to often vulnerable people becoming proficient and excited about specific tasks they may never have done before.

Early in 2018 Lorraine became manager of **Habitat for Humanity's** 1000 sq metre retail store in Lower Hutt. With 55 volunteers Lorraine again uses her delegation skills – 'I was pushed and encouraged. I now do the same.' She notes people's interests and discovers their strengths. Trade Me, social media, a truck policy (rules and regulations around pick-up and distribution of goods), supervising of the different floor spaces are all taken on by volunteers.

Buddies who supervise and train others extend Lorraine's role by releasing her from 'having to do everything ... a common mistake in the voluntary sector. The volunteers feel purposeful – and grateful.'

A group of 14 and 15-year-old boys come in regularly to take photographs for Instagram and Facebook. 'They're hungry to learn and have lots of cool ideas themselves.'

Lorraine talks about the inevitable issues which arise with such a varied workforce. 'Yes there were moments when I felt out of my depth,' she says. 'With one incident I sought out the wisdom of Katie Terris, manager of the nearby **Volunteer Hutt** office. She was incredible. And as a member of the Hutt Peer Support group for managers sharing of such experiences is invaluable. Talking through issues is always the way to find a solution.'

She looks out from her small office to the shop floor – there's a queue at the till, the volunteers are confident. 'They're running the place,' says Lorraine with a grin. ■

# Capacity building in the wider community

Managers of Volunteers peer support groups organised by **Volunteer Hutt**, **Volunteer Porirua** and **Volunteer Wellington** have been a major strength for community organisations during this past year. According to Julia Donovan, whose group in Porirua began early in the 2018–2019 year, 'we continue to build a network of people with shared interests, diverse resources/backgrounds and a strong drive for continuous improvement in the way they serve the people of Porirua.'

By bringing different local managers of volunteers together, Katie Terris from the Hutt office commented on the opportunities created to discuss challenges and feel less isolated. ...thus increasing the strength and resilience of the local community.

Facilitator Sue Hine's extensive experience in the community and voluntary sector has helped to shape the structure of **Volunteer Wellington's** group, now in its third year.

*'The group discussion helps me find strategies for dealing with different situations'; 'I realised I am in a stand-alone role and this offers me support'; 'I was keen to meet with others who speak the same language'; 'A place to reflect'; The group makes me feel more confident in my role.'* 'Many thanks again, I am so glad that I reached out to you from the start. If ever needed, I'd be happy to vouch for the awesomeness that you are, to support **Volunteer Wellington** in their work.'

Local community centre



**Volunteers Diana Crisp and Jeffrey Kidd – providing support in the Wellington office.**



**Lyne Pringle with reps from Vic students' Volunteer Wellington Vanguard and Think Tank group.**

## Legacy creation

Julie Thomson reminded **Volunteer Wellington** community members, in the first *Your Community Connector* for 2019, of the legacy managers and leaders of volunteers are creating when they work well with their volunteer teams. 'Your training, your influence, the way you welcomed them and how you acknowledged their work when they left, leave an indelible mark. These loyalists, trained – and encouraged – by you will have changed their priorities and values. They will keep returning to the voluntary sector. They are intent on making the world a better place.'

She then emphasised the importance of **Volunteer Wellington's** training programme – with topics chosen as a result of an earlier survey with members. During the past year there have been 17 professional development workshops and forums run through our three offices; 622 community sector managers/leaders have participated; 323 have received one-on-one liaison/mentoring visits and calls.

*'I look forward to attending more amazing workshops with **Volunteer Wellington** and can also inform you that yesterday we signed up a volunteer that came via your promotion of our needs.'* Holocaust Centre NZ

## 32,000 plants

The **Volunteer Wellington's** Employee Volunteering programme co-ordinated by Lyne Pringle, connected numerous volunteers with



Team Treasury



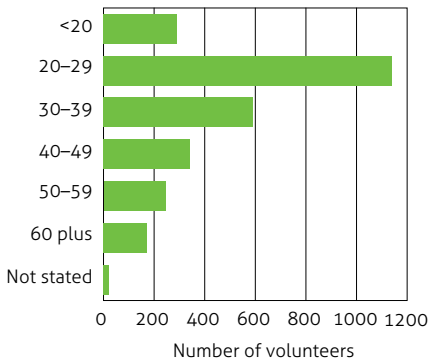
Team Chorus

multiple community led restoration planting projects during the course of the year. In terms of protection and restoration of biodiversity, research has shown that Wellington is ahead of any other city in New Zealand.

Lyne works closely with Wellington City Council's Biodiversity Specialist referring employee volunteer teams from our business friends and partners, to the 120+ council supported community groups who plant 32,000 seedlings annually. One such 'sterling community planting group' is the Houghton Valley Rainforest project situated along the ridgeline near the Zoo. Volunteer teams from Chorus, Treasury and NZ Post Group worked there during the year. This quote says it all:

*'Thank you all for your help. You did an awesome job and there are now around 600 trees planted. Over the next few years I do hope you visit and see them grown into tall giants.'*

### Volunteers by age



Z Energy volunteers welcomed at Nga Hau e Wha O Paparangi.

With the added stimulus of partnership with Victoria University of Wellington, which is now in the second year of sponsoring **Volunteer Wellington's** annual Corporate Challenge, a record 94 projects involving 1059 employees had taken place before the end of the 2018–2019 year.

The focus of the 2018 Victoria University Corporate Challenge was two United Nations Sustainable Development Goals – Life on Land and Reduced Inequalities. Next year the Sustainable Cities and Communities – Goal 11 – has been selected. An impressive line-up of businesses took part. Those who won awards at the 2018 Corporate Challenge finale for Life on Land were Chorus and NZI with Conservation Volunteers and Predator Free Miramar; IAG and Zealandia; ANZ and Te Rito Gardens; Z Energy and Nga Hau e Wha O Paparangi.

Winners under the Reduced Inequalities Goal were NZ Post Group and Habitat for Humanity; Vic Plus and St Vincent de Paul; ANZ and Hutt Valley Riding for the Disabled; ACC and KCA; ANZ and Kaibosh.

## VOLUNTEER PROFILE

# Volunteering: Craig's way forward



**Craig Paterson**, a jack of all trades, is passionate about DIY artisanship. His hands-on proclivity is not only limited to work; he spent 11 years shouldering the responsibility as a full-time caregiver for his ailing parents. Since his mother's passing, a determination to make his way back into the workforce has stirred him and his first pit stop is volunteering.

Referred by Work & Income, **Volunteer Wellington** found him

roles that put his multipurpose skills to good use. He immediately took on plastering and carpet tile-laying for **Samaritans of Wellington Inc.** "Getting insight into a topical area like mental health was an added experience."

Keen to do more, **Volunteer Wellington** pointed him towards **Maritime Heritage Trust of Wellington** for restoration work at the Hikitia crane on the waterfront. Craig volunteers there every Saturday. "Anyone interested in New Zealand history, like I am, absolutely must volunteer at the Hikitia. I'm building up to the confidence of showing tourists around the ship. I do like to greet them in their language though!"

A love for animals and prior adoption experience led him to the **SPCA Op Shop** in Johnsonville, where he volunteers twice a week. Craig attributes much of his learning to Daniela, his store manager, and at the time of this interview, was being taught retail skills like pricing and sorting products, and the art of visual merchandising. "Volunteering gave me a routine, which wasn't always the case with caregiving. The relaxed environment here has allowed me to ease into working as opposed to the compulsions of a full-time workplace."

Shared experiences and networking have been cornerstones for Craig. He explains, "On the Hikitia, I hear stories from retired engineers and others who have faced considerable challenges and come through ... and I thought I had it tough. I've learnt that there is more than one path back to the mainstream and volunteering is a real and encouraging way to access work."

He asserts that approaching **Volunteer Wellington** is "the best decision I've made in a long time". He adds that his experience has been invariably positive; a feat impossible without **Volunteer Wellington** supporting his readiness to move onwards and upwards from what he describes as "the hardest time in my life". Of the charities he's volunteered for, he notes the kindness extended to him throughout, and how grateful they are to simply have people help.

Craig is not just a man with a tool box. He has renewed energy to step out of his conventions and see the wider picture. As he aims for paid employment, with the variety of volunteering he's doing, he feels confident about getting there. ■

STORY AND PHOTO BY RICHA KOHLI

# Promotion and advocacy



'We're all in this together.' Katie pictured left.

The high visibility of **Volunteer Hutt**, **Volunteer Porirua** and **Volunteer Wellington** has much to do with the excellent celebratory events organised throughout these different localities, and always well attended. Katie Terris, manager of the Hutt office, reiterated the 2018 International Volunteer Day theme *volunteers build resilient communities* when she hosted an event with more than eighty locals, held at the Dowse Museum. 'This theme is so apt today. We are living in a time of great change with its possible consequences to the forefront of the news. But let's also focus on the amazing work being done in the community to build connection and resilience.'

## Flu epidemic remembered

Aileen Davidson recruited a team of volunteers to produce a remarkable small book commemorating 100 years since the devastating flu epidemic which wiped out so many New Zealanders. Brendan Sweeney became the project co-ordinator and Lynne White, Ann Hodson, Ida Bagus, Aditya Manuaba,

Julie Obrien, Sharon Kirk, Alex Birch and Hilary Stace made up the group of researchers and writers. Max Kerr was a perceptive editor and Sue Hobbs designed the book and graphics. Titled *Wellington volunteers and the 1918 flu epidemic*, the book is a homage to the brave volunteers who worked continuously with the victims and their families. It was launched by Emeritus Professor Geoffrey Rice and Mayor Justin Lester at Wellington's War Memorial Museum café – during November, to commemorate the month when the epidemic was at its worst, 100 years ago. (See panel on page 15.)

## Further publication

'Through volunteering we get to know one another,' said Justin Lester at **Volunteer Wellington's** celebration of International Volunteer Day 5 December and held at the Sustainability Trust's headquarters. 'This connecting is what builds resilient communities.'



The team that made the publication happen with Aileen pictured third from left. PHOTO: EVA KAPRINAY



The Mayor and Katie Bruce (second right) with books – and local volunteers. PHOTO: EVA KAPRINAY



Reinforcing the crucial place played by connecting volunteers with communities so that they do 'get to know one another' **Volunteer Wellington's** new publication Volume 5 *Once upon a time ... stories about volunteers and volunteering* was also launched at this event. Guest speaker Dr Katie Bruce, executive director of Volunteering New Zealand, spoke about the 35 stories represented in the book. 'If you are feeling downcast about the state of the world, read this book,' she said. 'The outcomes from volunteering and the wonderful stories about changed lives, will lift your spirits.'

### Maraeroa Marae

As the financial year ends **Volunteer Porirua** has set plans in place to extend their visibility into Waitangirua where during the coming year they will have an outreach base at Maraeroa Marae. 'It is often difficult for people from Eastern Porirua to get into the city,' said Porirua manager Julia Donovan. 'This outreach will enable people there to be interviewed and referred to volunteering roles which are within easy reach of their homes.'

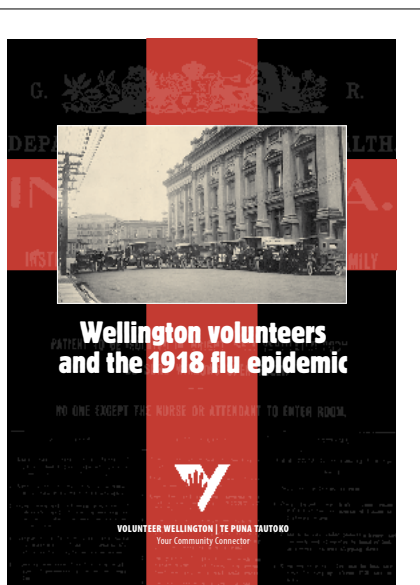


All ears at the Southern Cross meetup.

### Meetups at Southern Cross

These monthly volunteer meetups at the Southern Cross Hotel remain as popular as ever. Around 35 of our community members, in total, have spoken about their work and services throughout the year with always a wide range of volunteer seekers attending.

*'I didn't know there was so much going on in the Wellington community. I came to keep my partner company and I have just signed up with one of the community groups who spoke!'*



**Volunteer Wellington** contributed to Wellington history, and how volunteering legacies are sustained, with the production in 2018 of *Wellington volunteers and the 1918 flu epidemic*. Here is an extract from this excellent book.

*'Volunteers came from many segments of Wellington's population. They included trained nurses, Sisters of Mercy and Compassion, doctors, those linked to St John and the Red Cross, scouts, people whose workplaces had shut as a disease prevention measure, and everyday citizens. Individual status was unimportant as the number of deaths across the city grew and volunteers were needed for tasks they had never undertaken before. For some their efforts proved fatal as they too succumbed, but the volunteering work continued until the epidemic died out.'*

The epidemic claimed the lives of some 9000 New Zealanders – and it killed those in the prime of their lives, aged 25 to 45, rather than the very young or very old. In Wellington more than 750 died.

For more information about this book either ring 04 499 4570 or go to [www.volunteerwellington.nz](http://www.volunteerwellington.nz)

## VOLUNTEER PROFILE

# Volunteering – a rite of passage



**Richa Kohli** has moved around the world extensively. With parents involved in the Indian foreign service (her father is currently the Indian High Commissioner in New Zealand), she has lived, besides India, in the Middle East, Russia and now Wellington.

‘I had developed a sense of disengagement – I never know how long I will be anywhere.’ But the year she graduated from Massey University with a degree in communications was different. Richa became ‘immersed’ in volunteering.

Everyone in New Zealand talks about volunteering, she said. It felt like a necessary rite of passage. Her surprise was

that some of the opportunities available were so skills-based. But her list of surprises grew as she took on the role of volunteer writer with **Volunteer Wellington**.

Besides developing writing skills, for Richa the position took on a new dimension because of the fact that she was interviewing people who had signed up for **Volunteer Wellington**’s Work and Income programme. She was assigned to interview and write about people who had often been marginalised or isolated from mainstream New Zealand.

‘Not being a native citizen I was unaware of the socio-economic issues pertaining to people in such circumstances. These stories gave me a chance to have a deeper understanding of New Zealand’s social welfare system.’

Everyone she spoke with wanted to make something positive out of their volunteering opportunities. ‘They were honest with me and, despite our differences, I sensed our common goals. They often had so little but they were reaching out, eager to make the most of their volunteering journey.’

Richa’s profiles have included refugees from Sudan, a sole parent working with fashion and sewing through **Vinnies Resew** project, people who may have had a chequered past but were taking hold of this volunteering experience to develop a positive CV, and references.

‘Any preconceived ideas about why people are where they are, were dismissed. I now see that we all have different motives for volunteering; and they are all valid.’ The most rewarding outcome of all, she said, was that as she wrote these stories, ‘almost always people achieved their goals’.

Richa’s next surprise was that after several weeks of writing she was approached by publisher Roger Steele of Steele Roberts, to take on an internship with his company. At the time of this interview she was working with him almost full-time.

‘Both my volunteering and this work has been a time of accelerated learning; and recognising how boldly we can live our lives.’ Her goal now is that the rest of the world will read her stories and know a little more about the impact of volunteering on so many people and their immediate communities.

‘How else are people going to know about the opportunities, the rewards, the personal benefits of volunteering and the way so many have turned their lives around – except by reading about them.’ That’s real communication, she says. ■

# Thank you ... Thank you ... Thank you

## **Volunteers who have worked with us during the past year adding to the capacity and diversity of Volunteer Wellington**

### **Interviewers and follow-up**

Sarika Arora  
Zaher Asfari  
Peter Atkinson  
Megha Bellikiall  
Matthew Brown  
Robert Carmichael  
Margarita Dimitrievska  
Jenny Greer  
Penny Griffith  
Denise Haronga  
Judith Hatton  
Anita Hawkes  
Phil Hollis  
Billee Mutton  
Arathy Nair  
Hiyam Ali Okud  
Zeinab Ali Okud  
Nikki O'Donnell  
Mary-Ann Parker  
Jude Patel  
Sophia Rajoo  
Vivienne Rosvall  
Chalaka Salpadoru  
Nitika Sarna  
Tasha Sharp  
Rahul Singhal  
Stan Tampeau  
Viraj Thomson  
Karen Waterreus  
Catherine Watkins

### **Administration, follow-up, liaison**

Diana Crisp  
Reimer Freitag  
Manisha Guria  
Judith Hatton  
Anita Hawke  
Paul Headifen  
Jeffrey Kidd  
Ankita Rabra  
Karen Waterreus

### **Statistician**

Kylie Capundan

### **Writers/researchers**

Tessa Castree  
Chris Golder  
Pauline Harper  
Sahiban Hyde  
Richa Kohli  
Jo Lucre  
Jeanna Thomson  
Julie O'Brien  
Jessica Roden  
Jeanna Thomson

### **Flu epidemic book production team**

Ida Bagus  
Alex Birch  
Sue Hobbs  
Ann Hodson  
Max Kerr  
Sharon Kirk  
Aditya Manuaba  
Julie O'Brien  
Hillary Stace  
Brendan Sweeney  
Lynne White

### **Photographers**

Simon Hoyle  
Eva Kaprinay  
Annie Liang

### **ICT and graphic design**

Inêz Diaz Araya  
Felicia Clarke  
Sue Hobbs  
Jennifer Monk  
Chris Streatfield  
Glenn Todd

### **Comms/social media**

Dianne Amalong  
Matthew Brown  
Jacky Dwane  
Ruth Nicol  
Amy O'Reilly  
Rob Sweeney

### **Story tellers**

Moira Wairama  
Tony Hopkins

### **Project coordinators and event assistants**

Jo Boyle  
Jeff Kidd  
Margarita Dimitrievska  
Hugo Campbell  
Samantha  
Team from Weltec Leap programme  
and Andrea Trueman  
Judith Hatton

### **Mentors**

Paula Connolly  
Pauline Harper  
Sue Hine  
Ann Hodson  
Toni Hogg  
Keith Vaughan

### **Facilitators**

Weldon Curzon-Hobson  
Sue Kobar, IHC  
Penny Mudford  
Professor Karen Smith  
Keith Vaughan  
Mallory Ward, KensingtonSwan

### **Victoria University Corporate Challenge Steering Committee**

Sarah Barnaby  
Charlie Devenish  
Jane Fletcher  
Millie Lambass  
Kelly O'Brien  
Raewyn Sinclair

### **Youth Vanguard**

Joshua Finnegan  
Emma Green  
Paige Hennessy  
Michaela Hing  
Lucy Keener  
Jordan Lanshear  
Rob Teagle

# Thank you ... Thank you ... Thank you

## Individual Friends

Ann Hodson  
Chris Streatfield  
Helen Middleton  
Olwen Taylor  
Pat Lakeman  
Raewyn Sinclair  
Sue Hine  
Sue Hobbs  
Pauline Harper

## Funders

Betty Campbell Trust, Christine Taylor Foundation, COGS; Colin Hyde; Department of Internal Affairs Support for Volunteering Fund, Four Winds Foundation, Holcim NZ; Hutt City Council Community Development Fund, Havana, Hutt Mana Charitable Trust; John Ilott Charitable Trust, Lion Foundation; Lottery Grants Board; Nikau Foundation; Ministry of Social Development – Work and Income, Pelorus Trust; Roy Ferguson; Sargood Bequest, Tai Shan Foundation, T G McCarthy Trust, Trust House Foundation, Victoria University Wellington, Wellington City Council; Community Trust Wellington

## Business Friends

House of Sabra, Hutt Automatics Ltd, Mosquito Consulting Services Ltd, Symonite Consultants

## Thanks for catering support

Mayor's Office, Wellington City Council  
Mayor's Office, Hutt City Council  
Metro New World  
Sushi Bi

## Thank you to these organisations and individuals whose skills, enthusiasm and support has made a difference to our services during the 2018–2019 year

Hon Peeni Henare, Minister for the Community and Voluntary Sector  
Justin Lester, Mayor Wellington  
Ray Wallace, Mayor Lower Hutt  
Mike Tana, Mayor Porirua  
Paul Eagle MP  
Ian McKinnon, Greater Wellington Regional Councillor  
Wendy Lerner, Provost Victoria University of Wellington  
Linda Trenberth, Vice Provost Victoria University of Wellington  
Jane Fletcher, Charlie Devenish, Victoria University Careers Service  
Emeritus Professor Geoffrey Rice  
Department of Internal Affairs  
Jenny Rains, Mark Farrar, Wellington City Council  
Community Development team Hutt City Council  
Community Law Wellington and Hutt Valley  
Aurora Financials Limited  
Community Comms Collective  
LEAD  
BGI  
National Archives  
St Peter's Church  
Whittaker's  
CSG  
DLA Piper  
*Kapi Mana News*  
KPMG  
minimum graphics  
Southern Cross Hotel  
St Johns in the City Presbyterian Church  
Sue Hine, volunteering advocate  
Professor Karen Smith  
Volunteering New Zealand  
English Language Partners  
CAB Central Wellington  
Ota Savaiinaea, Katrena Thomas, Dianne Rojas, Mathew Mathai, Work and Income  
Chris Streatfield  
Roger Tweedy  
Vertia  
Riegers Copiers

# Those who have used our services

- 4abettercity
- Accent Learning
- Access Radio
- Achieve 2B
- Activation
- Activity and Nutrition Aotearoa
- Addiction Practitioners Assoc of Aotearoa NZ
- African Communities Council of Wellington
- AFS Intercultural Programmes
- Agape Budgeting Service Ltd
- Age Concern New Zealand
- Age Concern Wellington
- Aida Childrens Fund
- Alicetown Community Centre
- Anglican Parish of Miramar
- Ara Taiohi
- Aro Valley Citizens Advice
- Aro Valley Community Centre
- Arthritis New Zealand
- Arts Access Aotearoa
- Asert Tatou Development Trust
- Asthma NZ
- Baggage Arts Charitable Trust
- Balance Of Life Trust
- Bellyful NZ
- Berhampore Centennial Community Centre
- BGI Challenge for Change
- Birthingright New Zealand
  - Wellington
  - Hutt Valley
- Bishop Viard College
- Boomerang Bags
- Brain Injury Association Wellington
- Buddies Peer Support Service
- Cancer Society of New Zealand National Office
- Cancer Society of New Zealand Wellington Division
- Canine Friends Pet Therapy
- CanTeen
- Cats Protection League
- Cats Protection League – Kelson Kitten Shelter
- CCS Disability Action (Wellington Branch)
- Centre for Marriage and Family Challenge 2000
- Changemakers Refugee Forum
- Chelsea Day Care Trust
- Child Cancer Foundation
- Christ Church Cottage Museum Trust
- Christ Church Preservation Society
- Christian Medical Fellowship of New Zealand
- Churton Park Community Centre
- Citizens Advice
  - Central City
  - Eastern Suburbs
  - Newtown
  - Wellington West
  - Johnsonville
  - Wellington Budget Service
- Clubhouse Naenae
- Common Knowledge Trust
- Community Gardens
- Community Law Wellington & Hutt Valley Te Awa Kairangi Office
- Community Law Wellington and Hutt Valley
- Community Networks Aotearoa
- Community Networks Wellington
- Conservation Volunteers NZ
- Cook Islands (NZ) Society
- Crafty Volunteers of NZ Charitable Trust
- Diabetes NZ Wellington
- Downtown Community Ministry
- Dress For Success
- Earthlink
- Eastern Suburbs Citizens Advice Bureau
- Employment Connections/Emerge
- English Language Partners Hutt
- English Language Partners Porirua
- English Language Partners Wellington
- Enjoy Public Art Gallery
- Environment & Conservation Organisations of NZ
- Epilepsy New Zealand
- Ethiopian Community
- Evans Bay Intermediate
- Every Body is a Treasure CT
- Exhibition Coexistence
- Fertility New Zealand
- Film for Change Aotearoa
- Focus Trust (Workmates)
- Footy For All Charitable Trust
- Fostering Kids
- Foureyes Foundation
- Friends of Bolton Street Memorial Park
- Generosity NZ
- GirlGuiding New Zealand
- GirlGuiding Porirua
- GirlGuiding Wellington – Tinakori District
- Graeme Dingle Foundation
- Greenstone Doors
- H2O Xtream
- Habitat for Humanity Restore
- Hataitai Community House
- Heart Kids
- Hearth Trust
- Holocaust Centre of New Zealand
- Hutt City Budget and Advocacy Service
- Hutt City Council
  - Animal Control
  - Archives
  - CBD Development
  - City Services & Parks
  - Community Arts & Culture
  - Events & Outdoors
  - Mayors Trask Force/Youth Inspire
  - Hutt City Library
  - Hutt City Safety & Guides
  - Hutt Science Centre
  - Korauuni Stokes Valley Community Hub
  - Leisure Active Business Unit
  - Road Safety
  - Wainuiomata Library
- Hutt Safe City Group Charitable Trust
- Hutt Valley Activity Centre
- Hutt Valley Benefit Education Service Trust
- Hutt Valley DHB
- Manaaki Ability Trust
- Hutt Valley Horticultural Society
- Hutt Valley Riding For The Disabled
- Hutt Valley Sexual Abuse Support & Healing
- Hutt Valley Youth Health Trust
- Ideal Services
  - ACTIVE Youth Service
  - Alpha Art Studio
  - Aranui
  - Kapiti
  - Specialist Services: Lifeskills

- Te Mana Huarahi (Day Base)
- The Parade Day Programme
- Wellington and Hutt Valley Area
- IBC New Zealand
  - National Office
  - Porirua, Hutt and Kapiti
  - Wellington
- Inclusive Education Action Group
- International Muslim Association of NZ
- Interpreting Wellington
- Island Bay Community Centre
- Johnsonville Citizens Advice
- Johnsonville Community Centre
- Just Family Festival NZ
- Kahurangi Friends
- Kaibosh Charitable Trust
- Kaibosh Food Rescue Lower Hutt Kaicycle
- Kapiti Womens Health Collective
- Karori Community Centre
- Karori Normal School
- Karori Youth Centre
- Keep Porirua Beautiful
- Kemp Home & Hospital
- Khandallah Plunket Toy Library
- Kilbirnie Business Network
- Kilbirnie Lyall Bay Community Centre
- Kingfisher Wellington Trust
- Kites Trust
- KittyCat Rehoming
- Kiwi Community Assistance Charitable Trust
- Laura Fergusson Trust Wellington
- Lesbian and Gay Archives of NZ
- Library and Information Association of NZ
- Linden Social Centre
- Literacy Aotearoa Charitable Trust
- Literacy Aotearoa Porirua
- Lower Hutt Citizens Advice Bureau
- Lower Hutt Community Foodbank
- Lower Hutt Womens Centre
- Makara Peak Supporters
- Manawa Karioi Society
- Manawatu PARS (Prisoners Aid & Rehabilitation Society)
- Maritime Heritage Trust of Wellington
- Maritime Heritage Trust of Wellington
- Marsden Day Care Trust
- Mary Potter Hospice – Shops
  - Karori
  - Kilbirnie
- Miramar
- Paraparaumu
- Porirua
- Media Matters in NZ
- Miramar and Maupuia Community Trust
- Miramar Peninsula Community Trust
- Mix – Connecting Creating Living
  - Lower Hutt
  - Upper Hutt
- Moera Community House
- MOSAIC
- Mt Vic Hub
- Multicultural Centre for Learning & Support Services
- Muscular Dystrophy Association Wellington
- Naku Enei Tamariki
- National Collective of Independent Womens Refuges
- National Council of Women of New Zealand .
- National Heart Foundation Of NZ
- Neighbourhood Support Wellington
- New Zealand Blood Service
- New Zealand CCS
- New Zealand Green Bike Trust
- New Zealand Police Museum
- Newlands Community Centre
- Newtown Budgeting & Advocacy Service
- Newtown Community and Cultural Centre
- Newtown Park Flats Community Sewing Group
- Nga Hau e Wha o Papararangi
- Nikau Foundation
- North Wellington Football Club
- Northland Kidz Club
- NZ Association of Citizen Advice Bureaux
- NZ Red Cross National Office
- NZ Red Cross Humanitarian Services
  - Community programmes
  - Refugee Resettlement
- NZ Red Cross Refugee Trauma Recovery
- NZ Red Cross Shops
  - Karori
  - Kilbirnie
  - Petone
  - Tawa
  - Upper Hutt
- Oasis Community Cafe/Centre
- Waitangirua
- Oasis Network
- Old Saint Pauls
- Open Home Foundation International
- Opportunity for Animals / The Animal Protection Society
  - Miramar
  - Newtown
- Otari-Wilton Bush
- OuterSpaces
- Pablos Art Studio
- Parent Help Wellington
- Partners Porirua Charitable Trust
- Pauatahanui Wildlife Reserve
- People First Central Region
- People First New Zealand
- Perinatal Anxiety & Depression Aotearoa
- Petone Citizens Advice Bureau & Budget Service
- Petone Community House
- Petone Settlers Museum
- Plunket
- Porirua Activity Centre
- Porirua Citizens Advice Bureau
- Porirua City Council Community Development
- Porirua City Council Library
- Porirua Community Services Centre
- Porirua Sexual Abuse HELP Foundation
- Post & Ante Natal Distress Support Group
- Pregnancy Counselling Services
- Presbyterian Support Central
  - Cashmere Heights
  - Cashmere Home
  - Central Offices
  - Huntleigh Home
  - Longview Home
  - Woburn Elderly Care
- Presbyterian Support Central Family Works
- Prison Fellowship NZ
- Read Write Plus
- Rimutaka Renegades Inline Hockey
- Ronald McDonald House
- Royal Forest and Bird Protection Society – Lower Hutt
- Royal Forest and Bird Protection Society of NZ
- Royal New Zealand Plunket Trust
  - Wellington/Wairarapa
  - Johnsonville/Newlands
- Royal NZ Foundation Of The Blind
- Royal NZ Plunket Trust
- Sailability Wellington Trust
- Samaritans of Wellington

Save The Children New Zealand  
 National Office  
 Save The Children New Zealand –  
 Lower Hutt  
 Schizophrenia Fellowship  
 Wellington Branch  
 Scouts New Zealand  
 SeniorNet Upper Hutt  
 Shakti Wellington  
 Sing Your Lungs Out Choir  
 Skylight Trust  
 SPCA  
 Special Olympics Hutt Valley  
 Special Olympics Wellington  
 Sport Porirua ( PACNET )  
 Sport Wellington  
 St John – Retail Lower Hutt  
 St John – Retail, Porirua  
 St John Greater Wellington District  
 St John of God Hauora Clouston  
 Park  
 St John of God Hauora Trust  
 St Michaels School  
 St Vincent de Paul Society Shops  
 – Aro Valley  
 – Island Bay  
 – Johnsonville  
 – Porirua  
 – Karori  
 – Kelburn  
 – Khandallah  
 – Kilbirnie  
 – Miramar  
 – Newtown  
 Stokes Valley Scout Group  
 Stroke Central Region  
 Summer Shakespeare  
 SuperGrans Aotearoa  
 Supergrans Charitable Trust Hutt  
 Valley & Wellington  
 Supergrans Charitable Trust  
 Suzanne Aubert Compassion Centre  
 Taita Clubhouse  
 Taita Community Patrol  
 Tautoko Services  
 Tawa Community Centre  
 Te Hopai Trust Hospital  
 Te Omanga Hospice  
 Te Whare Rokiroki Maori Womens  
 Refuge  
 Team Naenae Trust  
 The Dowse  
 The Hearing Association Hutt Valley  
 The National Military Heritage  
 Charitable Trust  
 The New Zealand Breast Cancer  
 Foundation  
 The Road Forward Trust  
 The Salvation Army Central Division  
 The Salvation Army Wellington  
 South Corps  
 The Salvation Army Community  
 Ministries  
 – Boutique Store  
 Kaiwharawhara  
 – Family Store Kilbirnie  
 – Family Store Lower Hutt  
 – Family Store Miramar  
 – Family Store Naenae  
 – Family Store Newtown  
 – Family Store Petone  
 – Family Store Porirua  
 – Family Store Tawa  
 – Family Store Upper Hutt  
 The Whitireia Foundation  
 Thumbs Up Charitable Trust  
 Titahi Bay Lions Club  
 Trade Aid Petone  
 Trade Aid Wellington  
 Trade School Industries Trust  
 Trelissick Park Group  
 UnionAID  
 Upper Hutt City Council  
 Upper Hutt City Library  
 Upper Hutt Housing Trust  
 Upper Hutt Womens Centre  
 Upstream – Friends of Central Park  
 Victim Support  
 – Kapiti  
 – Lower Hutt  
 – Porirua  
 – Upper Hutt  
 – Wairarapa  
 – Wellington  
 Village Green Charitable Trust  
 Vincentian Home for the Elderly  
 Vincents Art Workshop  
 Vogelmorn Community Group  
 Volunteer Hutt  
 Volunteer Kapiti  
 Volunteer Porirua  
 Volunteer Service Abroad  
 Volunteer Wellington  
 Volunteering New Zealand  
 Vulnerable Support Charitable Trust  
 Wainuiomata Community Hub  
 WellElder Counselling Trust  
 Wellington After-Care Association  
 Wellington City Council  
 Wellington City Housing  
 Wellington City Mission  
 – Mission 4 Families  
 – Mission 4 Independence  
 – Mission 4 Seniors  
 – Mission 4 Youth  
 Wellington Free Ambulance  
 Wellington Hockey Association  
 Wellington Hospitals Foundation  
 Wellington Hospitals Foundation  
 Kenepuru  
 Wellington Lux Festival Trust  
 Wellington North Parents Centre  
 Wellington Regional Emergency  
 Management Office  
 Wellington Regional Prisons  
 Wellington Riding For The Disabled  
 Wellington Rugby Football Union  
 Wellington Sexual Abuse HELP  
 Foundation  
 Wellington Volunteer Fire Support  
 Unit  
 Wellington Welfare Guardianship  
 Trust  
 Wellington Womens Boarding  
 House  
 Wellington Womens Health  
 Collective  
 Wellington Womens Refuge  
 Wesley Care Hutt Valley  
 Wesley Community Action  
 – Hutt Valley  
 – Porirua  
 Wesley Haven Naenae  
 Waterloo Empowerment through  
 the Arts Programme  
 Whanau Family Support Services  
 Trust  
 Whitford-Brown Community Trust  
 Women of Worth Charitable  
 Organisation  
 Young and Hungry Arts Trust  
 Youthline  
 Zealandia

# Independent Auditor's Report



## To the Trustees of Wellington Volunteer Centre

*This report must be read with the audited financial statements that have been initialed by the auditor on each page prior to release.*

### Report on the Performance Report

#### Opinion

We have audited the performance report of Wellington Volunteer Centre (the entity) on pages 25 to 32 which comprise the:

- Statement of financial position as at 31 March 2019
- Entity information, the statement of service performance, the statement of financial performance, the statement of movements in equity and the statement of cash flows for the year ended 31 March 2019
- Notes to the performance report, including a summary of significant accounting policies and other explanatory information.

In our opinion, the performance report:

- Presents fairly, in all material respects, the entity's financial position as at 31 March 2019, its service performance, financial performance, movements in equity, and cash flows for the year ended on that date
- Complies with the Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) Standards issued by the New Zealand Accounting Standards Board
- Includes reported outcomes and outputs in the statement of service performance, where the quantification of the outputs (to the extent practicable) is suitable.

#### Basis for Opinion

We conducted our audit of the statement of financial performance, the statement of financial position, the statement of movements in equity, the statement of cash flows, and the notes to the performance report in accordance with International Standards

on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised).

Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of our report. We are independent of the entity in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Other than in our capacity as auditor, we have no relationship with or interests in the entity.

#### Other Information

The Trustees, on behalf of the entity, may prepare an Annual Report which includes the audited performance report. The Trustees are responsible for the other information that may be included in the entity's Annual Report. Our opinion on the performance report does not cover any other information in the entity's Annual Report and we do not express any form of assurance conclusion on that other information.

#### Key Audit Matters

Key audit matters are those matters that, in our professional judgement, were of most significance in our audit of the performance report for the current period. Below is a summary of those matters and our key audit procedures to address those matters in order that the Trustees may better understand the process by which we arrived at our audit opinion. Our procedures were undertaken in the context of and solely for the purpose of our statutory audit opinion on the performance report as a whole, and we do not express discrete opinions on separate elements of the performance report.



## Grants income and income in advance

### *The key audit matter*

- The entity received grants from several organisations during the period.
- These grants are quantitatively significant to the entity's performance report.

### *How the matter was addressed in our audit*

- We reviewed a sample of grant applications, invoices, bank statements to confirm that funds were received, and the use of grant funds. Unspent amounts at year end were recorded as income in advance.
- Based on our sample testing, we did not identify any material issues with the entity's grants income and income in advance at year end.

## Use of this Audit Report

This report is made solely to the Trustees of the entity. Our audit has been undertaken so that we might state to the Trustees those matters that we are required to state to them in our Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trustees for our audit work, this report, or any of the opinions we have formed.

## Responsibilities of the Trustees for the Performance Report

The Trustees, on behalf of the entity, are responsible for:

- Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance
- The preparation and fair presentation of the performance report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board
- Implementing necessary internal control to enable the preparation of the performance report that is fairly presented and free from material misstatement, whether due to fraud or error; and

- Assessing the entity's ability to continue as a going concern. This includes disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless they either intend to liquidate or to cease operations, or have no realistic alternative but to do so.

## Auditor's Responsibilities for the Audit of the Performance Report

Our objectives are to obtain reasonable assurance about whether the performance report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of the performance report.

As part of an audit in accordance with ISAs (NZ), the auditor exercises professional judgement and maintains professional scepticism throughout the audit. The auditor also:

- Identifies and assesses the risks of material misstatement of the performance report, whether due to fraud or error, designs and performs audit procedures responsive to those risks, and obtains audit evidence that is sufficient and appropriate to provide a basis for the auditor's opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtains an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluates the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Concludes on the appropriateness of the use of the going concern basis of accounting by

the Trustees and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If the auditor concludes that a material uncertainty exists, the auditor is required to draw attention in the auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify the auditor's opinion. The auditor's conclusions are based on the audit evidence obtained up to the date of the auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

- Evaluates the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

The auditor communicates with management and the Trustees, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies identified in internal control.

From the matters communicated with management and the Trustees, the auditor determines those matters that were of most significance in the audit of the performance report and are therefore the key audit matters. The auditor describes these matters in the auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, the auditor determines that a matter should not be communicated in the auditor's report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.



**Aurora Financials Limited**  
Qualified Statutory Auditors  
Wellington, New Zealand  
28 June 2019

# STATEMENT OF FINANCIAL PERFORMANCE

FOR THE YEAR ENDED 31 MARCH 2019

|  | Note | 31 March 2019  | 31 March 2018  |
|--|------|----------------|----------------|
| <b>Revenue</b>                                     |      |                |                |
| Donations, fundraising and other similar revenue   | 1    | 263,738        | 251,047        |
| Fees, subscriptions and other revenue from members | 1    | 67,225         | 70,505         |
| Revenue from providing goods or services           | 1    | 94,774         | 84,839         |
| Interest, dividends and other investment revenue   | 1    | 4,909          | 4,554          |
| <b>Total Revenue</b>                               |      | <b>430,646</b> | <b>410,945</b> |
| <b>Expenses</b>                                    |      |                |                |
| Volunteer and employee related costs               | 2    | 324,220        | 285,018        |
| Costs related to providing goods or services       | 2    | 93,237         | 96,393         |
| Other expenses                                     | 2    | 8,911          | 11,867         |
| <b>Total Expenses</b>                              |      | <b>426,368</b> | <b>393,278</b> |
| <b>Surplus/(Deficit) for the Year</b>              |      | <b>4,278</b>   | <b>17,667</b>  |

# STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2019

|   | Note | 31 March 2019 | 31 March 2018 |
|---|------|---------------|---------------|
| <b>Cash Flows from Operating Activities</b>         |      |               |               |
| <b>Cash was received from:</b>                      |      |               |               |
| Donations, fundraising and other similar receipts   |      | 310,060       | 256,482       |
| Fees, subscriptions and other receipts from members |      | 70,457        | 73,881        |
| Receipts from providing goods or services           |      | 114,469       | 87,114        |
| Interest, dividends and other investment receipts   |      | 3,429         | 4,524         |
| Net GST   |      | (9,091)       | 2,602         |
| <b>Cash was applied to:</b>                         |      |               |               |
| Payments to suppliers and employees                 |      | 413,430       | 380,564       |
| <b>Net Cash Flows from Operating Activities</b>     |      | <b>75,894</b> | <b>44,039</b> |
| <b>Cash was applied to:</b>                         |      |               |               |
| Payments to acquire property, plant and equipment   |      | 4,076         | 2,965         |
| <b>Net Increase / (Decrease) in Cash</b>            |      | <b>71,818</b> | <b>41,074</b> |
| Opening Cash  |      | 220,853       | 179,779       |
| Closing Cash  |      | 292,671       | 220,853       |
| <b>This is represented by:</b>                      |      |               |               |
| Bank Accounts and Cash                              |      | 292,671       | 220,853       |

These statements must be read in conjunction with the notes to the performance report and the audit report.

# STATEMENT OF FINANCIAL POSITION

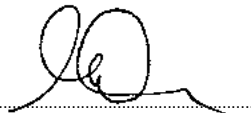
AS AT 31 MARCH 2019

|   | Note | 31 March 2019  | 31 March 2018  |
|---|------|----------------|----------------|
| <b>Assets</b>   |      |                |                |
| <b>Current Assets</b>                                   |      |                |                |
| Bank accounts and cash                                  | 3    | 292,671        | 220,853        |
| Debtors and prepayments                                 | 3    | 51,911         | 80,456         |
| Other current assets                                    | 3    | 2,167          | 688            |
| <b>Total Current Assets</b>                             |      | <b>346,749</b> | <b>301,997</b> |
| <b>Non-Current Assets</b>                               |      |                |                |
| Property, plant and equipment                           | 4    | 5,891          | 4,593          |
| <b>Total Non-Current Assets</b>                         |      | <b>5,891</b>   | <b>4,593</b>   |
| <b>Total Assets</b>                                     |      | <b>352,640</b> | <b>306,590</b> |
| <b>Liabilities</b>                                      |      |                |                |
| <b>Current Liabilities</b>                              |      |                |                |
| Bank overdraft  |      |                |                |
| Creditors and accrued expenses                          | 3    | 1,599          | 7,930          |
| Employee costs payable                                  | 3    | 21,400         | 23,203         |
| Income Carried Forward                                  | 3    | 180,996        | 137,148        |
| Other current liabilities                               | 3    | 25,460         | 19,402         |
| <b>Total Current Liabilities</b>                        |      | <b>229,455</b> | <b>187,683</b> |
| <b>Total Liabilities</b>                                |      | <b>229,455</b> | <b>187,683</b> |
| <b>Total Assets less Total Liabilities (Net Assets)</b> |      | <b>123,185</b> | <b>118,907</b> |
| <b>Accumulated Funds</b>                                |      |                |                |
| Accumulated surpluses or (deficits)                     | 5    | 13,185         | 18,907         |
| Reserves  | 5    | 110,000        | 100,000        |
| <b>Total Accumulated Funds</b>                          |      | <b>123,185</b> | <b>118,907</b> |

This performance report has been approved by the Trustees for and on behalf of Wellington Volunteer Centre

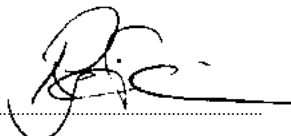
Dated: 28 June 2019

Trustee



Ming-chun Wu

Trustee



Raewyn Sinclair

These statements must be read in conjunction with the notes to the performance report and the audit report.

# Statement of Accounting Policies

FOR THE YEAR ENDED 31 MARCH 2019

## Basis of Preparation

Wellington Volunteer Centre has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

## Goods and Services Tax (GST)

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

## Income Tax

Wellington Volunteer Centre is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

## Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 218 days or less.

## Depreciation

Depreciation is calculated so as to write off the cost of assets over the period of their useful economic lives. The following depreciation rates have been adopted in line with those permitted under the Income Tax Act 2007:

Furniture & Fittings: 13%–19.2% DV and Computers & Equipment: 16%–67% DV

## Tier 2 PBE Accounting Standards Applied (if any)

The Board has not adopted any Tier 2 PBE Accounting Standards in the preparation of these accounts.

## Changes in Accounting Policies

There have been no changes in accounting policies since last year.

## Note 1: Analysis of Revenue

| REVENUE ITEM  | 31 March 2019  | 31 March 2018  |
|---|----------------|----------------|
| <b>Donations and other similar revenue</b>                |                |                |
| Betty Campbell Trust                                      | 8,500          | 8,500          |
| CCM Architects  |                | 5,000          |
| Christine Taylor Foundation                               | 2,000          | 1,500          |
| Colin Hyde  | 600            |                |
| Department of Internal Affairs – COGS                     | 12,000         | 14,000         |
| Department of Internal Affairs – Support for Vol Fund     | 64,536         | 57,812         |
| First Sovereign Trust                                     |                | 1,127          |
| Four Winds Foundation                                     | 3,223          | 3,323          |
| Geoffrey Marsland   | 519            |                |
| Holcim NZ   | 5,000          | 5,000          |
| House of Sabra  | 300            |                |
| Hutt Automatics   | 840            |                |
| Hutt City Council - Community Development Fund            | 5,000          | 10,000         |
| Hutt Mana Charitable Trust                                | 1,000          | 3,500          |
| John Hlott Charitable Trust                               |                | 2,000          |
| Lion Foundation   | 3,442          | 12,794         |
| Lottery Grants Board                                      | 50,000         | 30,000         |
| Mosquito Consulting                                       | 260            |                |
| Nikau Foundation  | 7,788          | 18,164         |
| Other Donations   | 160            | 287            |
| Pelorus Trust   |                | 3,000          |
| Roy Ferguson  | 5,000          |                |
| Sargood Bequest   | 2,500          |                |
| Symonite  | 440            |                |
| Tai Shan Foundation                                       | 10,000         | 10,000         |
| T G Macarthy Trust  | 4,500          | 4,500          |
| Trust House Foundation                                    | 12,000         | 6,000          |
| Victoria University                                       | 16,932         | 8,000          |
| Wellington City Council                                   | 37,198         | 36,540         |
| Wellington Community Trust                                | 10,000         | 10,000         |
| <b>Total</b>  | <b>263,738</b> | <b>251,047</b> |
| <b>REVENUE ITEM</b>                                       |                |                |
| <b>Fees, subscriptions and other revenue from members</b> |                |                |
| Fees and subscriptions from NFP members                   | 34,858         | 36,445         |
| Fees and subscriptions from Corporate members             | 32,367         | 34,060         |
| <b>Total</b>  | <b>67,225</b>  | <b>70,505</b>  |
| <b>REVENUE ITEM</b>                                       |                |                |
| <b>Revenue from providing goods or services</b>           |                |                |
| Training Fees   | 9,307          | 19,966         |
| Ministry of Social Development – Work and Income          | 79,350         | 59,170         |
| Consultation Services                                     |                | 1,218          |
| Book Sales  | 17             |                |
| Office Sublease   | 6,100          | 4,485          |
| <b>Total</b>  | <b>94,774</b>  | <b>84,839</b>  |
| <b>REVENUE ITEM</b>                                       |                |                |
| <b>Interest, dividends and other investment revenue</b>   |                |                |
| Interest  | 4,909          | 4,554          |
| <b>Total</b>  | <b>4,909</b>   | <b>4,554</b>   |

## Note 2: Analysis of Expenses

| <b>EXPENSE ITEM</b>                                 | <b>31 March 2019</b> | <b>31 March 2018</b> |
|---|----------------------|----------------------|
| <b>Volunteer and employee related costs</b>         |                      |                      |
| Salaries and Wages                                  | 311,901              | 274,529              |
| Volunteer Costs                                     | 6,179                | 6,382                |
| ACC levies  | 699                  | 590                  |
| Staff Training & Recruitment                        | 5,441                | 3,517                |
| <b>Total</b>  | <b>324,220</b>       | <b>285,018</b>       |
| <b>EXPENSE ITEM</b>                                 |                      |                      |
| <b>Costs related to providing goods or services</b> |                      |                      |
| Advertising   | 2,700                | 1,539                |
| Client Training Costs                               | 9,862                | 14,629               |
| Office Supplies                                     | 3,948                | 1,796                |
| Postage & Courier                                   | 260                  | 386                  |
| Premises Costs                                      | 5,527                | 7,299                |
| Printing & Photocopying                             | 2,973                | 3,822                |
| Rental of Premises                                  | 49,399               | 48,716               |
| Telephone & Internet                                | 7,696                | 7,366                |
| Travel & Meeting Costs                              | 10,872               | 10,840               |
| <b>Total</b>  | <b>93,237</b>        | <b>96,393</b>        |
| <b>EXPENSE ITEM</b>                                 |                      |                      |
| <b>Other expenses</b>                               |                      |                      |
| Bank / Professional / Membership Fees               | 1,515                | 1,015                |
| Depreciation & Assets Written Off                   | 2,778                | 1,375                |
| Fundraising Consultants                             | 4,618                | 9,477                |
| <b>Total</b>  | <b>8,911</b>         | <b>11,867</b>        |

### Note 3: Analysis of Assets and Liabilities

| Asset Item             | Analysis                | 31 March 2019  | 31 March 2018  |
|------------------------|-------------------------|----------------|----------------|
| Bank accounts and cash | Current account balance | 4,237          | 4,099          |
|                        | Deposit account balance | 58,604         | 26,829         |
|                        | Term Deposits           | 200,000        | 110,000        |
|                        | <b>Total</b>            | <b>292,671</b> | <b>220,853</b> |

#### Asset Item

|                         |                     |               |               |
|-------------------------|---------------------|---------------|---------------|
| Debtors and prepayments | Accounts receivable | 44,237        | 74,096        |
|                         | Prepayments         | 7,674         | 6,360         |
|                         | <b>Total</b>        | <b>51,911</b> | <b>80,456</b> |

#### Asset Item

|                      |                  |              |            |
|----------------------|------------------|--------------|------------|
| Other current assets | Accrued Interest | 1,649        | 170        |
|                      | Bonds Receivable | 518          | 518        |
|                      | <b>Total</b>     | <b>2,167</b> | <b>688</b> |

#### Liability Item

|                                |                  |              |              |
|--------------------------------|------------------|--------------|--------------|
| Creditors and accrued expenses | Accounts payable | 1,551        | 7,374        |
|                                | Accrued expenses | 48           | 556          |
|                                | <b>Total</b>     | <b>1,599</b> | <b>7,930</b> |

#### Liability Item

|                        |                     |               |               |
|------------------------|---------------------|---------------|---------------|
| Employee costs payable | Holiday pay accrual | 21,400        | 17,816        |
|                        | PAYE owing          |               | 5,387         |
|                        | <b>Total</b>        | <b>21,400</b> | <b>23,203</b> |

#### Liability Item

|                        |                                    |                |                |
|------------------------|------------------------------------|----------------|----------------|
| Income Carried Forward | Corporate Subscription Fees        | 15,378         | 18,345         |
|                        | NFP Membership Fees                | 36,667         | 36,223         |
|                        | Wellington Community Trust         | 15,000         | 10,000         |
|                        | Training Fees                      | 1,711          | 1,278          |
|                        | Lottery Grants Board               | 55,000         | 50,000         |
|                        | Work & Income                      | 19,690         |                |
|                        | Lion Foundation                    | 6,657          | 99             |
|                        | Work & Income Travel Reimbursement | 2,310          | 2,900          |
|                        | Victoria University                | 15,068         | 12,000         |
| Nikau Foundation       | 13,515                             | 6,303          |                |
|                        | <b>Total</b>                       | <b>180,996</b> | <b>137,148</b> |

#### Liability Item

|                           |              |               |               |
|---------------------------|--------------|---------------|---------------|
| Other current liabilities | GST Payable  | 25,460        | 19,402        |
|                           | <b>Total</b> | <b>25,460</b> | <b>19,402</b> |



## Note 4: Property, Plant and Equipment

### THIS YEAR

| Asset Class                    | Opening Carrying Amount | Purchases    | Sales/ Disposals | Current Year Depreciation and Impairment | Closing Carrying Amount |
|--------------------------------|-------------------------|--------------|------------------|--|-------------------------|
| Land                           | —                       | —            | —                | —  | —                       |
| Furniture and fixtures         | 1,190                   | 520          | 185              | 198                                      | 1,327                   |
| Office equipment               | 932                     | 371          | 23               | 387                                      | 893                     |
| Computers (including software) | 2,471                   | 3,185        | 146              | 1,839                                    | 3,671                   |
| <b>Total</b>                   | <b>4,593</b>            | <b>4,076</b> | <b>354</b>       | <b>2,424</b>                             | <b>5,891</b>            |

### LAST YEAR

|                                |              |              |            |              |              |
|--------------------------------|--------------|--------------|------------|--------------|--------------|
| Land                           | —            | —            | —          | —            | —            |
| Furniture and fixtures         | 1,533        | —            | 114        | 229          | 1,190        |
| Office equipment               | 791          | 368          | —          | 227          | 932          |
| Computers (including software) | 680          | 2,597        | 49         | 757          | 2,471        |
| <b>Total</b>                   | <b>3,004</b> | <b>2,965</b> | <b>163</b> | <b>1,213</b> | <b>4,593</b> |

## Note 5: Accumulated Funds

### THIS YEAR

| Description                              | Capital Contributed by Owners or Members | Accumulated Surpluses or Deficits | Reserves       | Total          |
|--|--|-----------------------------------|----------------|----------------|
| <b>Opening Balance</b>                   | —  | 18,907                            | 100,000        | <b>118,907</b> |
| Capital contributed by owners or members | —  | —                                 | —              | —              |
| Capital returned to owners or members    | —  | —                                 | —              | —              |
| Surplus/(Deficit)                        | —  | 4,278                             | —              | <b>4,278</b>   |
| Distributions paid to owners or members  | —  | —                                 | —              | —              |
| Transfer to Reserves                     | —  | (10,000)                          | 10,000         | —              |
| Transfer from Reserves                   | —  | —                                 | —              | —              |
| <b>Closing Balance</b>                   | <b>—</b>                                 | <b>13,185</b>                     | <b>110,000</b> | <b>123,185</b> |

### LAST YEAR

|  |          |               |                |                |
|--|----------|---------------|----------------|----------------|
| <b>Opening Balance</b>                   | —        | 21,240        | 80,000         | <b>101,240</b> |
| Capital contributed by owners or members | —        | —             | —              | —              |
| Capital returned to owners or members    | —        | —             | —              | —              |
| Surplus/(Deficit)                        | —        | 17,667        | —              | <b>17,667</b>  |
| Distributions paid to owners or members  | —        | —             | —              | —              |
| Transfer to Reserves                     | —        | (20,000)      | 20,000         | —              |
| Transfer from Reserves                   | —        | —             | —              | —              |
| <b>Closing Balance</b>                   | <b>—</b> | <b>18,907</b> | <b>100,000</b> | <b>118,907</b> |

### BREAKDOWN OF RESERVES

| Name         | Nature and Purpose  | 31 March 2019  | 31 March 2018  |
|--------------|---|----------------|----------------|
| Reserve Fund | Up to 6 months operating costs. Currently 2.9 months (average \$37,500 monthly costs) | 110,000        | 100,000        |
| <b>Total</b> |   | <b>110,000</b> | <b>100,000</b> |

## Note 6: Commitments and Contingencies

| Commitment                          | Explanation and Timing                                | At balance date This Year | At balance date Last Year |
|-------------------------------------|---|---------------------------|---------------------------|
| Commitments to lease or rent assets | Lease renewal for Wellington office 16/9/18 – 15/9/21 | —                         | —                         |
|                                     | \$3342.56 plus GST per month                          |                           |                           |
|                                     | 16/4/19 – 15/4/20 (up to 1 year)                      | 40,111                    | 17,728                    |
|                                     | 16/4/20 – 15/9/21 (> 1 year)                          | 56,824                    |                           |
|                                     | Hutt office (3 months notice clause) \$708.33 pm      | 2,125                     | 2,125                     |
|                                     | Porirua office (3 months notice clause) \$518 pm      | 1,554                     | 1,554                     |
|                                     | <b>Total</b>  | <b>100,614</b>            | <b>21,407</b>             |

### Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date (Last Year – nil)

## Notes 7-12

### Note 7: Other

Significant Grants and Donations with Conditions which have not been Recorded as a Liability

| Description | Original Amt | Not Fulfilled Amt | Purpose and Nature of the Condition(s) |
|-------------|--------------|-------------------|--|
|             |              |                   |  |
|             |              |                   |  |
|             |              |                   |  |

Goods or Services Provided to the Entity in Kind

| Description | Amount |
|-------------|--------|
|             |        |
|             |        |
|             |        |

### Related Party Disclosures:

There were no transactions involving related parties during the financial year. (Last Year – Nil)

### Events After the Balance Date:

There were no events that have occurred after the balance date that would have a material impact on the Performance Report. (Last Year Nil)





**Volunteer Wellington**  
**Te Puna Tautoko**

YOUR COMMUNITY CONNECTOR