

# Annual Report for Volunteering Waikato

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For the year ended 31 December 2016

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## 1. Organisation profile

<b>LEGAL NAME</b>	Volunteering Waikato
<b>STRUCTURE</b>	Charitable Trust
<b>ESTABLISHED</b>	05 May 1993 (opened)
<b>DATE REGISTERED</b>	05 February 1993
<b>REGISTRATION #</b>	570808 (Certificate of Incorporation) CC21648 (Charities Commission)

## Contact details

<b>CONTACT NAME</b>	Heather Moore, General Manager
<b>DD</b>	07 839 3191 ext 5
<b>MOBILE</b>	027 291 4521
<b>EMAIL</b>	manager@volunteeringwaikato.org.nz
<b>POSTAL ADDRESS</b>	P O Box 19111, Hamilton 3244
<b>PHYSICAL ADDRESS</b>	Level 2, Caro Street Community Building, corner Anglesea & Caro Streets, Hamilton

## Online/Social media

<b>WEBSITE</b>	<a href="http://www.volunteeringwaikato.org.nz">www.volunteeringwaikato.org.nz</a>
<b>FACEBOOK</b>	<a href="http://www.facebook.com/volunteering.waikato">www.facebook.com/volunteering.waikato</a>
<b>YOUTUBE</b>	<a href="http://www.youtube.com/user/VolunteeringWaikato">www.youtube.com/user/VolunteeringWaikato</a>
<b>INSTAGRAM</b>	<a href="http://www.instagram.com/volunteeringwaikato/">www.instagram.com/volunteeringwaikato/</a>
<b>LINKED IN</b>	<a href="http://www.linkedin.com/company/volunteering-waikato">www.linkedin.com/company/volunteering-waikato</a>
<b>TWITTER</b>	<a href="http://www.twitter.com/VolWaikato">www.twitter.com/VolWaikato</a>



## 2. Executive Reports

### Chairperson's Report

**Enriched lives and communities through Volunteering is Volunteering Waikato's vision.**

Each and every day that I have been on the Board of Volunteering Waikato, and more latterly as its Chair, I see real proof of "our" vision being delivered in real life. Not just satisfied with a missive stuck on some wall, this organisation kicks its vision into gear and drives off at full throttle.

Following this year's successful Volunteer Excellence Awards, I was heartened to hear that there is a real muck in attitude in the Communities throughout the greater Waikato and nearby regions.

This is demonstrated by an uptake in "volunteering" by young people and often in communities where there are twin heartaches of poverty and underemployment. I am proud to say Volunteering Waikato is all about inclusiveness and finding a tangible contribution to life, by freely volunteering your services and skills to others. To me these things are an essential part of life for all people and giving through the service to others is especially key for many New Zealanders.

In particular this year, Volunteering Waikato has been working hard to develop and improve its services and support in the Regions and other towns.

Our increased presence in the regions does not mean we have been complacent in our home stomping ground. Volunteering Waikato continues to be a Hamilton based organisation and has reached a wider audience in Hamilton and further afield through targeted social media influencing and advertising.

Our financial position remains stable and we remain prudent in our management of trust funds, by meeting our policy of having three months operating funds and more.

There are many, many people to thank on behalf of Volunteering Waikato this year.

Thank you to all of our funders, supporters and sponsors. This organisation and the work it does would not exist without you. Thank you for realising that communities do not exist in vacuums and that each and every one of you are giving back, and getting something in return, a real life pay it forward.

None of this great work would be done without the commitment, superior organisational and management skills of Heather Moore, General Manager and her wonderful staff both paid and unpaid volunteers who come to work each day, work hard and have a lot of fun (especially at Christmas Gift wrapping time in the Malls! This is always a welcome fundraiser for Volunteering Waikato).

And to my supportive, committed and engaged board, who all do a fine job – who are not afraid to share their real opinions, and are volunteers themselves, some of them with multiple organisations!

And finally perhaps the most heartfelt thank you is to all volunteers – who continue to amaze me with their selflessness in giving their time, their energy, their skills and their delight at contributing to our member organisations and to other volunteers.

***Rachel Scott - Board Chair***

## General Manager's Report

The past year has seen our tenth consecutive year of growth in regards to volunteer recruitment, in the number of referrals to voluntary roles, and in the number of community organisations that we are supporting. The number of volunteers that we worked with increased 5% to 3,195 in 2016, however the number of roles these volunteers applied for increased to 4,015 – up 25% on the previous year, including a 30% increase in position applications outside of Hamilton.

Our organisational membership increased by 5% to 335, with close to half of these members being based outside of Hamilton. Corporate and Group Volunteering has also seen an increase in the number of projects undertaken, up 20% to 76 completed projects during the year. The disestablishment of Corporate Volunteering fees has also seen an increase in the number of corporates we are engaging with in this space.

We are noticing the national trend of an increasing number of people coming forward to volunteer, but research shows that the average amount of time being volunteered has declined. More often people are looking to get involved in short term or episodic volunteering, and we are working to ensure that our member organisations are adapting to this change.

During 2016 we had no changes to our paid staff team, and this has brought a level of stability to Volunteering Waikato. For three of our four staff this year was the first full year in new roles – and this has brought about new energy and new ideas. We are very fortunate as an organisation to have such a strong team, each with significant experience in the community and voluntary sector, and all who are passionate about the work that we do.

Even with a very strong staff team, Volunteering Waikato would not be able to provide our increasing levels of service without our own unique and diverse team of volunteers. Between our trustees and our in-centre volunteer team (not to mention 150 gift wrapping volunteers), our organisation continues to be effective, efficient, and continually working to “enrich lives and communities through volunteering.”

***Heather Moore – General Manager***





### 3. Volunteer Excellence Awards

#### 2016 Award Recipients



#### **Volunteer of the Year – WINNER – Emma Hawkins**

Emma makes sure young people who would normally miss out are included and heard. She provides transport, feeds and cares for the young people who attend her classes. Emma is an asset to our community.

*Nominated by the Thames Youth Centre*



#### **Volunteer of the Year - RUNNER UP – Sheryl West**

Sheryl is a volunteer of the highest calibre. She is reliable, and will happily take on extra tasks when she sees the need, or extra days if required.

*Nominated by the Salvation Army Grandview Corps*



#### **Volunteer of the Year – COMMENDATION – Edna Rush**

Edna is fabulous. At the age of 81 she volunteers five afternoons a week at the Clyde St store, undertaking any task required.

*Nominated by Hospice Waikato – Retail Division*



#### **Volunteer of the Year – COMMENDATION – Pat Anderson**

Pat's voluntary contribution is not just about numbers, although her 3,000+ hours are impressive. Her approach and attitude to her volunteer role is pretty fabulous.

*Nominated by the Waikato District Health Board*



#### **Volunteer of the Year - Youth Award – WINNER – Sharnay Cocup**

At the age of 20, Sharnay has made her mark. She established a successful youth group, rebuilt a walkway, taken on troubled youth, sits on the Board of Trustees for the local school and helped to revitalise her community.

*Nominated by the Taupiri Youth Group Charitable Trust*



#### **Volunteer of the Year - Youth Award - RUNNER UP – Nicholas Roberts**

Nick is a delightful young man who has brought a lot to this team. He is helpful and friendly with the public, and works extremely well with the other volunteers.

*Nominated by Hospice Waikato*



#### **Volunteer of the Year - Youth Award - RUNNER UP – Zoe Crequer**

Zoe is outstanding. The Jammers adore her – she is warm, caring, always ready to dance, and most importantly have a laugh. StarJam is lucky to have her.

*Nominated by StarJam*



**Team Excellence Award – WINNER – Waikato Disaster and Welfare Support Team** - These highly trained volunteers provide support throughout NZ. In 2015 they were called upon to assist with the Wanganui Floods, held a large scale exercise and supported youth in the Civil Defence YES programme.

*Nominated by the New Zealand Red Cross – DWST*



**Team Excellence Award - RUNNER UP – Kaivolution Volunteer Team**

There are over 50 volunteers at Kaivolution, who have diverted almost 100,000 kilograms of edible food, and redistributed it to more than 60 community organisations in the Waikato area.

*Nominated by the Hamilton Homeless Trust*



**Team Excellence Award – COMMENDATION – Cambridge Cancer Society Volunteer Support Group** - These volunteers provide support and peace of mind to people with cancer and their families, providing practical help such as driving, all with a smiling face and a listening ear.

*Nominated by the Waikato/BOP Cancer Society*

## 4. Grants, Sponsorship and Gifts-in-Kind

### Grants

During 2016 Volunteering Waikato was again well supported by our funders, and received the third of our multi-year (three year) grants from Trust Waikato and the Lottery Grants Board. Receiving a strong level of funding from these funders has saved us time, as we have not needed to apply to as many funders to meet our costs. We are very grateful for this level of support, and for all of the grants that we have received during 2016, and we ensure that these funds are used to best support our organisation, our clients, and our community.

### Sponsorship and Gifts-in-Kind

Once again local businesses provided a strong level of support to the Volunteer Excellence Awards. Every nominee received a 'goodie bag' full of treats provided by New World Te Rapa, every prize for the awards recipients was donated. Those who assisted on the night – including the MC, photographers and musician also donated their time and expertise.

Kiwi Property Management Limited again gave us the opportunity to fundraise through Christmas Gift Wrapping at Centre Place and The base, and provided all resources so that 100% of the donated money came directly to Volunteering Waikato.



## 5. Thanks to Our Team of Volunteers

### Thanks

Volunteering Waikato's team is mostly made up of volunteers, and this organisation would struggle to provide services to the community without the input of these passionate and dynamic people.

On average we have 22 volunteer team members engaged with our organisation at any one time, and although we always experience some changes, we have a stable and highly skilled team.

From our board members to our interviewers, accounts, administration, member and client services volunteers – we are grateful to you all, and we are very fortunate to have you in our team.

In addition to those that work with us throughout the year, we are thankful for the Christmas Gift Wrapping volunteers who assist us to raise our profile and raise funds each December. In 2016 we involved a total of 145 volunteers in this project, and more than half of these had volunteered in this role in previous years.

#### INTERVIEWERS

- Inakshie Amerasinghe
- Paula Anderson
- Alexandra Barrett
- Raewyn Braithwaite
- Eileen Chambers
- Maurice Flynn
- Ann Fonseka
- Joanne Lovett
- Alan Messenger
- Abhishek Sharma
- Christa van Tonder
- Marc van de Laar
- Lynda Voyle
- David Whitehead

#### BOARD OF TRUSTEES

- David Bluett
- Graham Borland (retired August)
- Raewyn Calvert
- Avi Chand
- Sarah Gibb
- Gail Gilbert
- Vicki Hill
- Dee Holmes (retired June)
- Rinu Kumar (retired February)
- Rachel Scott
- Jason Sebastian

#### ADMIN / SERVICES

- Susan Banks Ngariki
- Ivy Drower
- Meghann Exley
- Ayesha Gir
- Martin Haisman
- Ruth Johnston
- Patricia Lamb
- Jan McDonnell
- Angela McEnteer
- Maria Te Huia



## 6. Member Organisations during 2016

1st Cambridge Scout Group	Epworth Retreat and Recreation Centre	Meremere Community Development Committee
1st Tokoroa Scout Group	Fitness Action Charitable Trust	Methodist City Action
Aberdeen Primary School	Free FM	MMM New Zealand
Adult Literacy Rural Trust	Freeman Court	Mobilise Thames
Age Concern Hamilton	Friendship House (Huntly) Community Centre Charitable Trust	Momentum Waikato Community Foundation
Age Concern Hamilton in CAMBRIDGE	GirlGuiding New Zealand	Morrinsville Scout Group
Age Concern Hamilton in HUNTLY	Global Organisation of People of Indian Origin Waikato	Motumachō School
Age Concern Hamilton in MATAMATA	Goldfields Railway Inc.	MS Waikato Trust
Age Concern Hamilton in MORRINSVILLE	Grandview Community Garden	Music Moves Me Trust
Age Concern Hamilton in NGARUAWAHIA	Habitat for Humanity - ReStore Te Awamutu	National Wetland Trust
Age Concern Hamilton in OTOROHANGA	Habitat For Humanity (Central North Island)	Neighbourhood Support Hamilton
Age Concern Hamilton in RAGLAN	Hamilton Bicycling Network	New Lives Animal Rescue
Age Concern Hamilton in TE AROHA	Hamilton Budgeting Advisory Trust	New Zealand Blood Service
Age Concern Hamilton in TE AWAMUTU	Hamilton Christmas Charitable Trust	New Zealand Breast Cancer Foundation
Age Concern Hamilton in TE KUITI	Hamilton City Council	New Zealand Dragon Boat Association
Age Concern Thames	Hamilton Community Men's Shed	New Zealand National Fieldays Society
Alternatives to Violence Project Maori Focus	Hamilton Group Riding for the Disabled	New Zealand Red Cross - 5 Cross Roads Shop
Amputees Society of Waikato, Bay of Plenty Inc.	Hamilton Hearing Association	New Zealand Red Cross - Cambridge Branch
Anglican Action	Hamilton Multicultural Services Trust	New Zealand Red Cross - Cambridge Shop
Arthritis New Zealand	Hamilton North East Community Development Trust	New Zealand Red Cross - Frankton Village Shop
Artmakers Charitable Trust	Hamilton Parents Centre	New Zealand Red Cross - Hamilton East Shop
Arts For Health Community Trust	Hamilton Performing Arts Trust	New Zealand Red Cross - Hamilton Processing Centre
Aspire — Community Support	Hamilton Youth Council	New Zealand Red Cross - Huntly Branch
Assistance Dogs New Zealand Trust (ADNZ)	Hamilton Zoo	New Zealand Red Cross - Matamata Shop
Asthma & Respiratory Services (Waikato) Inc	HCC - Civil Defence and Emergency Management	New Zealand Red Cross - Morrinsville Branch
Atawhai Assisi Home and Hospital	HCC - Community Wellbeing	New Zealand Red Cross - Morrinsville Shop
Autism NZ Inc - Waikato Branch	HCC - H3 Group	New Zealand Red Cross - Refugee Services
Bellyful Hamilton	HCC - Hamilton City Libraries	New Zealand Red Cross - Te Awamutu Shop
Beyond the Bin	HCC - Parks and Open Spaces	New Zealand Red Cross - Waikato Region
Blue Healers Charitable Trust	Heart Foundation	North Hamilton Community Patrol
Bowel Cancer NZ	Heart Kids Waikato	North Waikato Transport Trust
Cambridge Chamber of Commerce	Heartsafe Morrinsville	NZ AIDS Foundation (NZAF)
Cambridge i-SITE	Hillcrest Scout Group	NZ National Fieldays
Cambridge Lifeskills	Hope Rising Farm Trust	Ohaupo Scout Group
Cambridge Museum	Horotiu Playcentre	Order of St John - Cambridge
Cambridge Playcentre	Hospice Shop - Cambridge	Order of St John - Central Region
Cambridge Racquets Club	Hospice Shop - Matamata	Order of St John - Community Care
Cambridge Stroke and Rehabilitation Club	Hospice Shop - Morrinsville	Order of St John - Coromandel
CanTeen (NZ Teenage Cancer Patients Society)	Hospice Shop - Thames	Order of St John - Emergency and Event Services
CARE Community, Animal Rescue and Education Taupo	Hospice Shop Clyde Shopping Centre	Order of St John - Hamilton Opportunity Shop
Centre 401 Trust	Hospice Shop Te Awamutu	Order of St John - Huntly Opportunity Shop
Chartwell Scout Group	Hospice Shop Victoria Street	Order of St John - Mangakino
Child Cancer Foundation	Hospice Waikato	Order of St John - Ngatea
Child Matters	Hospice Waikato Megacentre	Order of St John - Ngatea Opportunity Shop
Citizens Advice Bureau - Hamilton	Hukanui School	Order of St John - Paeroa
Citizens Advice Bureau - Otorohanga	IDEA Services - Self Advocacy Group (Waikato)	Order of St John - Tairua Station
Citizens Advice Bureau - Te Aroha Inc	IHC Volunteering Programme - Waikato	Order of St John - Taupo
Citizens Advice Bureau - Te Kuiti	Incedo	Order of St John - Te Awamutu
Citizens Advice Bureau Te Awamutu	Insight Endometriosis	Order of St John - Te Awamutu Op Shop
Clarence Street Theatre Trust	Integrated Recovery Service - Waikato DHB	Order of St John - Thames Ambulance Service
Community Law Waikato	Interactionz - Community	Order of St John - Thames Health Shuttle
ConneXu	Interactionz - Dalmont Community Hub	Order of St John - Thames Opportunity Shop
Conservation Volunteers New Zealand	Interactionz - Tattersfield Community Hub	Order of St John - Thames Youth Programme
Coromandel Independent Living Trust	Ka Pai Kai	Order of St John - Tokoroa
David Johnstone Pukemokemoke Bush Trust	Kainga Aroha Society Inc.	Order of St John - Turangi
Deanwell Playcentre	Karapiro Rowing Incorporated (KRI)	Order of St John - Waihi
Department of Conservation - Coromandel	Kimihia Home & Hospital	Order of St John - Whangamata
Department of Conservation - Hamilton Office	Life Unlimited	Order of St John - Whitianga
Department of Conservation - Thames Office	LifeLine Waikato	Order of St John - Thames - FEDs
Diabetes NZ Waikato Incorporated	Lions Club of Hamilton Chartwell	Otorohanga Kiwi House
Diversity Counselling New Zealand	Literacy Waikato	Otorohanga Riding for the Disabled
Dress For Success Hamilton Trust	Littlemore	Otorohanga Support House Whare Awhina Inc
Dynamo Cycling & Sports Club Inc	Mahuika House	Parafed Waikato
English Language Partners Taupo	Matamata Community Resource Trust	Parent to Parent New Zealand
English Language Partners Waikato	Maungatautari Ecological Island Trust	Pathways Health
Enliven Waikato Day Programme	McKenzie Centre Trust	Peachgrove Playcentre
Enliven Waikato Day Programme - Hillcrest	Melody Childcare Centre	Phoenix Players
Enterprise Whangamata	Melville High School	Pirongia Heritage & Information Centre
Epilepsy Association of New Zealand Inc.		Pirongia Scout Group



## 6. Member Organisations during 2016 cont

Population Health	South Waikato Riding for the Disabled	Toughlove Waikato
Population Health - Huntly	SPCA King Country	Trade Aid Whaingaroa
Positive Change Programme Charitable Trust	SPCA Thames	True Colours Children's Health Trust
Presbyterian Support Northern	SPCA Thames Op Shop	Trust Waikato Hamilton City Netball Centre
Pukeatua Scout Group	Special Olympics Waikato	Trust Waikato Raglan Surf Lifesaving Club
Putaruru Community Garden	Sport Waikato	Twin Rivers Arts (Ngaruawahia) Council Inc
Putaruru Community Resource Centre	Sport Waikato - Hauraki	U Leisure Ltd.
Putaruru Parents Centre	Sport Waikato - Matamata Piako	Victim Support - Cambridge
Putaruru Scout Group	Sport Waikato - South Waikato	Victim Support - Coromandel Peninsula
Queens Redoubt Trust	Sport Waikato - Taupo	Victim Support - Hauraki
Rainbow Place	Sport Waikato - Thames Coromandel	Victim Support - Matamata/Piako
Rauawaawa Kaumatua Charitable Trust	Sport Waikato - Waikato District	Victim Support - Waipa/Waitomo
Riding for the Disabled - Cambridge Inc	Sport Waikato - Waipa	Victim Support Hamilton - North Waikato
Riding for the Disabled - Te Awamutu Group	Sport Waikato - Waitomo	Victim Support Waikato Region
Riverlea Environment Society Inc	Spring Hill Corrections Facility	Victoria Battery Tramway Society Inc
Riverlea Theatre & Arts Centre Inc.	St Columba's Scout Group	Volunteering Waikato
Royal New Zealand Foundation of the Blind (RNZFB)	St Peters Sea Scouts	Waihi SPCA
Royal New Zealand Plunket Society - Cambridge	St Vincent De Paul - Chartwell Store	Waihi SPCA Op Shop
Royal New Zealand Plunket Society - Hamilton	St Vincent de Paul - Frankton Stores	Waikato Agility Group
Royal New Zealand Plunket Society - Ohinemuri	St Vincent De Paul - Glenview Store	Waikato Agricultural & Pastoral Association Inc
Royal New Zealand Plunket Society - Taupo	StarJam	Waikato Animal Outreach Trust - Op Shop
Royal New Zealand Plunket Society - Te Awamutu	Stroke Foundation Hamilton	Waikato Bay of Plenty Football Federation
Royal New Zealand Plunket Society - Thames Valley	Tai Aroha - Department of Corrections	Waikato Breast Cancer Trust
Royal New Zealand Plunket Society - Waipa	Tamahere Playcentre	Waikato Childrens Literacy Charitable Trust
Royal New Zealand Plunket Society (Waikato Area)	Taupiri School PTA	Waikato Coalfields Museum
Ruawaro Playcentre	Te Aroha & District Museum Society Inc.	Waikato District Health Board
Ryder-Cheshire Foundation (Waikato)	Te Aroha & Districts RDA	Waikato Environment Centre
Salvation Army - Dinsdale Family Store	Te Aroha Community Hospital	Waikato Ethnic Family Services Trust
Salvation Army - Grandview Corps	Te Aroha Scout Group	Waikato Food Inc
Salvation Army - Senior Services Programme	Te Awamutu Museum	Waikato Hockey Association (Inc)
Salvation Army - Thames	Te Awamutu Safer Community Charitable Trust	Waikato Hot Air Balloon Club
Salvation Army - Tokoroa	Te Awamutu Scout Group	Waikato Justices of the Peace Inc
Salvation Army Community Ministries	Te Kauri-Waikuku Trust	Waikato Museum
Salvation Army DHQ	Te Kauwhata Retirement Trust Board	Waikato Playcentre Association
Salvation Army Family Store - 5 Cross Roads	Te Kohao Health	Waikato Queer Youth
Salvation Army Family Store - Albert St Cambridge	Te Kuiti Community House	Waikato River Trails Trust
Salvation Army Family Store - Duke St Cambridge	Te Kuiti Scout Group	Waikato Rocks Trust
Salvation Army Family Store - Hamilton	Te Rongopai Community Trust	Waikato Scout and Guide Gang Show
Salvation Army Family Store - Hamilton East	Te Whare Kokonga	Waikato SPCA
Salvation Army Family Store - Matamata	Te Whare O Te Ata (Fairfield Community Centre)	Waikato SPCA - Matamata Op Shop
Salvation Army Family Store - Newton	Thames Baptist Community Ministries	Waikato SPCA Opportunity Shop - Dinsdale
Salvation Army Family Store - Te Aroha	Thames Hospital	Waikato Ultimate
Salvation Army Family Store - Te Awamutu	Thames Scout Group	Waikato Valley Cricket Association Inc
Salvation Army Family Store - Te Rapa Road	Thames Youth Centre	Waikato WanderSearch Trust
Salvation Army Family Store - Tokoroa	Thames/Hauraki Health and Disability Resource Centre	Waikato Winter Show Association
Salvation Army Family Store - Waihi	The Great Pumpkin Carnival Inc	Waikato/Bay of Plenty Cancer Society
Save The Children - Waikato Branch	The Heart Trust	Waikato/Bay of Plenty Cancer Society - Fundraising
Scout Association New Zealand - Camp Waingaro	The Neonatal Trust (Waikato)	Waikato/Bay of Plenty Cancer Society - Taupo Branch
Scout Association of New Zealand	The New Zealand Timber Museum Trust	Waikeria Prison
Seagull Centre Trust	The NZ Howard League for Penal Reform	Waimarie Hamilton East Community House
Selwyn Foundation	The Radio Network Special Children's Christmas Party	Whaingaroa Environment Centre
Selwyn St Andrews	The Raglan House	Whangamata Community Services Trust
Selwyn Sunningdale Village	The Refugee Orientation Centre Trust	Whitianga Community Services Trust
Selwyn Wilson Carlie	The Serve	Whitiora School
SeniorNet Te Kuiti Inc	The Waikato Combined Equestrian Group Inc	World Masters Games 2017
Shama Hamilton Ethnic Womens Centre Trust	Tokoroa Hospital	Young Workers Resource Centre
Single Parent Services Waikato	Toku Mapihi Maurea Kura Kaupapa Maori	Youth Empowerment Service
South Waikato District Council	Tongan Student Support	YWCA





# **Performance Report**

## **Volunteering Waikato**

**For the Year Ended 31 December 2016**



# Volunteering Waikato

## Performance Report

For the Year Ended 31 December 2016

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# Volunteering Waikato

## Entity Information As at 31 December 2016

Legal Name of Entity	Volunteering Waikato	
Entity Type and Legal Basis	Incorporated Charitable Trust	
Incorporation Date:	5th February 1993	
Charities Registration Number	CC21648	
Registration Date:	7th March 2008	
Physical Address	Hamilton City Council Offices 2 Caro Street Hamilton 3204	
Postal Address	PO Box 19-111 Hamilton 3244	
Phone	(07) 839-3191	
Website	<a href="http://www.volunteeringwaikato.org.nz">www.volunteeringwaikato.org.nz</a>	
Board	Rachel Scott (Chair) Avi Chand (Treasurer) David Bluett Gail Gilbert Jason Sebastian (Deputy Chair) Raewyn Calvert Sarah Gibb Vicki Hill Rinu Kumar Dee Holmes Graeme Borland	Appointed 23/11/2016    Appointed 19/10/2016 Appointed 23/02/2016 Appointed 23/11/2016 Retired 23/02/2016 Retired 30/06/2016 Retired 18/08/2016
General Manager	Heather Moore	
Honorary Solicitor	Truman Wee Hamilton	
Accountant	Colin Tuson C Tuson & Associates Limited Hamilton	MMS CA
Auditor	Mark Campbell Campbell & Campbell Accounting Consultants Hamilton	B. Com CA

# Volunteering Waikato

## Entity Information

As at 31 December 2016

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### Entity Structure

Volunteering Waikato is a not for profit organisation governed by its Board of Trustees. The trust deed specifies that the board shall be comprised of no less than seven people and no more than twelve. Currently there are eight trustees that constitute our governance board, including four executive positions: Chair, Deputy Chair, Treasurer and Secretary.

### Vision/Mission

Vision - Enriched lives and communities through volunteering

Mission - To promote, support and enable opportunities in volunteering

### Main Sources of Cash & Resources

Volunteering Waikato receives the majority of our income from philanthropic funding and grants. In 2016 we generated around 17% of our own income through membership, training fees, interest from investments, and fundraising.

### Reliance on Volunteers

Volunteering Waikato has a team of 16 in-centre volunteers that are absolutely key to our operations. These volunteers undertake roles including interviewing and referring potential volunteers, accounts, data entry, client services and member services.



# Volunteering Waikato

## Statement of Service Performance

For the Year Ended 31 December 2016

### Volunteering Waikato outcomes

- Champion Volunteering - Grow the concept and practise of volunteering in our communities
- Volunteer Recruitment - Provide excellent service and opportunities for those who choose to volunteer
- Community Organisations - Assist community organisations with their volunteering needs
- Training and Support - Provide training and support for organisations which involve volunteers

### Volunteering Waikato outputs

	<u>Actual This Year</u>	<u>Actual Last Year</u>
• Recipients of Involved - newsletter for volunteers	8,542	7,345
• Recipients of update - newsletter for stakeholders	959	1,038
• Registrations of volunteers - total	3,195	3,037
• Registrations of volunteers - outside Hamilton	730	747
• Applications for voluntary positions - total	4,015	3,198
• Applications for voluntary positions - outside Hamilton	703	540
• Corporate/Group volunteering projects completed	76	63
• Volunteers involved in corporate/group volunteering	552	545
• Community organisation membership - total	335	316
• Community organisation membership - outside Hamilton	163	152
• Training Workshops held - total	7	8
• Training Workshops held - outside Hamilton	5	4
• Network Meetings for Volunteer Co-ordinators held	5	5

# Volunteering Waikato

## Statement of Financial Performance

For the Year Ended 31 December 2016



	Notes	<u>2016</u>	<u>2015</u>
<b>Revenue</b>		<b>\$</b>	<b>\$</b>
<b><u>Donations and fundraising</u></b>			
Grants received	2.5	224,487	258,044
Donations - general		19,789	20,293
		<u>246,823</u>	<u>281,077</u>
<b><u>Fees, Subscriptions and other receipts from members</u></b>			
Subscriptions		18,061	16,904
<b><u>Revenue from providing goods and services</u></b>			
Training Programme Income		2,539	4,596
Employee Volunteering Income		-	1,826
Depreciation Recovery		2,303	-
Other Income		244	2,740
		<u>5,086</u>	<u>9,162</u>
<b><u>Interest, dividends &amp; other investment income</u></b>			
Interest income		6,544	8,053
<b>Total Revenue</b>		<u>273,967</u>	<u>312,456</u>
 <b>Expenses</b>	 Refer page 5		
Volunteer / employee related payments		180,039	194,716
Costs relating to providing goods and services		30,886	32,646
Other expenses		38,472	47,018
Total expenses		<u>249,397</u>	<u>274,380</u>
<b>Surplus for the year</b>		<u>24,570</u>	<u>38,076</u>



# Volunteering Waikato

## Analysis of Expenses

For the Year Ended 31 December 2016



	Notes	<u>2016</u>	<u>2015</u>
		\$	\$
<b>Expenses</b>			
<b><u>Volunteer / employee related payments</u></b>			
ACC levies		484	586
Wages and salaries		175,044	190,308
Volunteer expenses		4,511	3,822
		<hr/>	<hr/>
		180,039	194,716
<b><u>Costs relating to providing goods and services</u></b>			
Advertising		20,202	19,704
Catering & Hospitality		1,248	865
Volunteer Excellence Awards		5,670	6,217
Training Programmes		3,766	5,860
		<hr/>	<hr/>
		30,886	32,646
<b><u>Other Expenses</u></b>			
Audit Fees		2,380	1,000
Bank Fees		70	100
Consultants		2,165	6,005
Depreciation - general	2.4	8,782	5,729
Insurance		1,138	1,102
Loss on Disposal of Assets		-	55
Property expenses		1,687	9,824
Photocopying, Printing & Stationery		4,572	6,542
Postage & PO Box Rental		657	148
Repairs & Maintenance - Property		1,190	-
Technology Support and Maintenance		3,310	3,848
Telephone		3,215	3,059
Travel - conference and meetings		1,442	2,286
Travel - vehicle, parking and mileage		4,881	5,425
Other operating expenses		2,983	1,895
		<hr/>	<hr/>
		38,472	47,018
 Total expenses		<hr/>	<hr/>
		249,397	274,380

# Volunteering Waikato

## Statement of Financial Position

As at 31 December 2016

	Notes	2016 \$	2015 \$
<b>Current Assets</b>			
Bank accounts and cash	2.1	189,215	167,660
Receivables		785	-
Short term deposits	2.2	94,984	91,860
		<u>284,984</u>	<u>259,520</u>
<b>Non-Current Assets</b>			
Property, plant and equipment	2.4	26,910	14,051
<b>Total assets</b>		<u>311,894</u>	<u>273,571</u>
<b>Current Liabilities</b>			
Accounts payable & sundry accruals	2.3	2,992	4,328
Employee costs payable		10,702	9,570
Unused grants with conditions	2.6	74,341	60,384
		<u>88,035</u>	<u>74,282</u>
<b>Total Liabilities</b>		<u>88,035</u>	<u>74,282</u>
<b>Net Assets</b>		<u>223,859</u>	<u>199,289</u>
<b>Accumulated Funds</b>			
General Reserves	4.0	223,859	199,289
<b>TOTAL EQUITY</b>		<u>223,859</u>	<u>199,289</u>

Ramuel Scott

Chair

22 March 2017

Date

# Volunteering Waikato

## Statement of Cash Flows

For the Year Ended 31 December 2016

	2016
	\$
<b><u>Cash flows from Operating Activities</u></b>	
<b>Cash was received from:</b>	
Donations, fundraising and other similar activities	258,233
Fees, Subscriptions and Other Receipts from members	18,061
Receipts from Providing Goods and Services	2,783
Interest, dividends and other investment receipts	2,635
	<u>281,712</u>
<b>Cash was applied to:</b>	
Payments to Suppliers and Staff	(240,819)
	<u>(240,819)</u>
<b>Net cash flows from operating activities</b>	<u>40,893</u>
<b><u>Cash flows from investing &amp; financing activities</u></b>	
<b>Cash was received from:</b>	
Receipts from Sale of property, plant and equipment	6,087
Receipts from Sale of Investments	-
Withdrawal of short term investments	-
Funds from funds borrowed (loans)	-
	<u>6,087</u>
<b>Cash was applied to:</b>	
Purchase of property, plant and equipment	(25,425)
Payments to purchase investments	-
Purchase of Investments	-
Capital repaid to owners or members	-
	<u>(25,425)</u>
<b>Net Cash flows from investing &amp; financing activities</b>	<u>(19,338)</u>
<b>Net Increase / (decrease) in cash and cash equivalents</b>	<b>21,555</b>
<b>Cash and Cash Equivalents at Beginning of Year</b>	<b>167,660</b>
<b>Cash and Cash Equivalents at End of Year</b>	<b><u>189,215</u></b>
<b>This is represented by:</b>	
<b>Bank accounts and cash</b>	<b><u>189,215</u></b>



# Volunteering Waikato

## Statement of Accounting Policies For the Year Ended 31 December 2016

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### 1. Statement of Accounting Policies

#### **1.1 Basis of Preparation**

Volunteering Waikato 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.

#### **1.2 Revenue**

Revenue is recognised to the extent that it is probable that the economic benefit will flow to this entity and revenue can be reliably measured.

Revenue is measured at the fair value of the consideration received. The following specific recognition criteria must be met before revenue is recognised.

##### Donations

Donations are recognised as revenue upon receipt.

##### Grants

Grant revenue is recognised when the conditions to the grant has been complied with. Where there are unfulfilled conditions attaching to the grant, the amount relating to the unfulfilled condition is recognised as a liability and released to income as the conditions are fulfilled.

##### Revenue from providing goods and services

This entity receives revenue from providing training programmes.

##### Interest

Interest is recognised as it accrues, using the effective interest method.

#### **1.3 Income Tax**

This entity is registered as a charitable entity under the Charities Act 2005, has donee status and is exempt, from income tax under the Income Tax Act 2007.

#### **1.4 Goods and Services Tax (GST)**

This entity is registered for GST. The financial statements are prepared on a GST exclusive basis. Receivables and payables are stated as GST Inclusive.

#### **1.5 Bank accounts and cash**

Bank accounts and cash are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

# Volunteering Waikato

## Statement of Accounting Policies For the Year Ended 31 December 2016

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### 1.6 Property, plant and equipment

Items of property, plant and equipment are measured at cost less accumulated depreciation and impairment losses.

Cost includes expenditure attributable to the acquisition of the asset. Where an asset is donated to the entity, its cost is measured at its current value as at the date of acquisition.

Depreciation is charged at rates calculated to allocate the cost or valuation of the asset less any residual value over its remaining useful life, except for land which is not depreciated.

Depreciation methods, useful lives and residual values are reviewed at each reporting date and are adjusted if there is a change in the expected pattern of consumption of future economic benefits or service potential embodied in the asset.

### 1.7 Leases

Payments on operating lease agreements, where the lessor retains substantially the risk and rewards of ownership of an asset, are recognised as an expense on a straight-line basis over the lease term.

### 1.8 Changes in Accounting Policies

There have been no changes in accounting policies during the year. All policies adopted at the commencement date have been consistently applied during the period.

# Volunteering Waikato

## Notes to the Financial Statements For the Year Ended 31 December 2016

<b>2.1</b>	<b><u>Bank accounts and cash</u></b>				<b><u>2016</u></b>	<b><u>2015</u></b>
					\$	\$
	ASB Bank - Current Account				28,569	14,943
	ASB Bank - On Call Saver Account				133,596	126,728
	ASB Bank - Savings Plus Account				26,650	25,882
	Petty Cash				400	107
					<u>189,215</u>	<u>167,660</u>
<b>2.2</b>	<b><u>Short term deposits</u></b>					
		<u>Rate</u>	<u>Term</u>	<u>Maturity</u>		
	ASB Retail Investment Deposit	3.20%	182 Days	08-Apr-17	94,984	91,860
					<u>94,984</u>	<u>91,860</u>
<b>2.3</b>	<b><u>Accounts payable &amp; sundry accruals</u></b>				\$	\$
	Sundry Payables				1,642	3,611
	GST Payable				1,350	717
					<u>2,992</u>	<u>4,328</u>
<b>2.4</b>	<b><u>Property Plant and Equipment</u></b>					
<b>2016</b>	<u>Opening Value</u>	<u>Purchases</u>	<u>Sales (Disposals)</u>	<u>Gain / Loss</u>	<u>Current Year Depreciation &amp; Impairment</u>	<u>Closing Value</u>
	\$	\$		\$	\$	\$
Furniture & Fittings	3,287	-		-	329	2,958
Plant & Equipment	6,818	5,434		-	4,406	7,846
Motor Vehicles	3,946	19,991	6,087	2,303	4,047	16,106
	<u>14,051</u>	<u>25,425</u>	<u>6,087</u>	<u>2,303</u>	<u>8,782</u>	<u>26,910</u>
<b>2015</b>	<u>Opening Value</u>	<u>Purchases</u>	<u>Sales (Disposals)</u>	<u>Gain / Loss</u>	<u>Current Year Depreciation &amp; Impairment</u>	<u>Closing Value</u>
	\$	\$		\$	\$	\$
Furniture & Fittings	3,652	-		-	365	3,287
Plant & Equipment	3,858	6,688		(55)	3,673	6,818
Motor Vehicles	5,637	-		-	1,691	3,946
	<u>13,147</u>	<u>6,688</u>	<u>-</u>	<u>-</u>	<u>55</u>	<u>5,729</u>
						<u>14,051</u>



# Volunteering Waikato

## Notes to the Financial Statements For the Year Ended 31 December 2016

	<u>2016</u> \$	<u>2015</u> \$
<b>2.5 <u>Grant Income</u></b>		
HCC Community Grants	4,500	3,000
Trust Waikato	68,000	65,000
Lottery Grants Board	94,000	94,000
COGS - Kirikiriroa	3,944	4,500
COGS - Waikato West	2,500	1,500
COGS - South Waikato	2,500	2,500
COGS - Hauraki	1,000	1,000
Glenice & John Gallagher Foundation	20,000	17,500
Lion Foundation	2,000	5,000
WEL Energy Trust	15,000	13,500
Department of Internal Affairs	25,000	25,021
D.V. Bryant Trust	-	2,000
	<u>238,444</u>	<u>234,521</u>
Unspent Tagged Grants (movements)	(13,957)	23,523
Total	<u>224,487</u>	<u>258,044</u>
<b>2.6 <u>Unused grants with conditions</u></b>		
Unspent tagged grants at year end	74,341	60,384
Previous year's unspent tagged funds	60,384	83,907
Unspent Movement	<u>(13,957)</u>	<u>23,523</u>

Grants unspent are grants with conditions (operational expenditure).

### 2.7 Related Parties

There were no related party transactions

### 2.8 Lease Commitments

Volunteering Waikato has, at balance date, the following lease commitments:

#### 1. Property/ Premises

Lessor:	Hamilton City Council
Commencement Date	11-Dec-14
Term	5 years
Rent from 1 January 2017	\$1,818.74 p.a. plus GST
Rent Review Date	01-Jan-18

#### 2. Photocopier

Lessor:	Fuji Xerox
Commencement Date	20-Aug-15
Term	5 years
Rent from 1 January 2017	\$2,551.68 p.a. plus GST
Final Payment Date	18-Sep-20

<u>Commitments</u>	<u>Less 1 yr</u>	<u>2-5 years</u>	<u>&gt; 5 years</u>	<u>Total</u>
Property	1,818.74	3,637.48	-	5,456.22
Photocopier	2,551.68	6,812.99	-	9,364.67
Total	<u>4,370.42</u>	<u>10,450.47</u>	<u>-</u>	<u>14,820.89</u>



# Volunteering Waikato

## Notes to the Financial Statements For the Year Ended 31 December 2016

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### 2.9 Contingent Liabilities

There are no Contingent Liabilities at balance date (last year Nil).

### 3.0 Capital Commitments

There are no Capital Commitments at balance date (last year Nil).

### 3.1 Events after Balance Date

There were no significant transactions after balance date.

### 3.2 Correction of Errors

There are no significant errors relating to the past periods that required correcting.

### 3.3 Assets used as security

No assets held by the association are held as security for liabilities.

### 3.4 Significant grants and donations with conditions

There have been no significant grants and donations with conditions which have not been recorded as a liability.

### General Reserves

Opening Balance	199,289	161,213
Surplus / (Deficit)	24,570	38,076
Closing Balance	<u>223,859</u>	<u>199,289</u>
 <u>Total Reserves</u>	 <u>223,859</u>	 <u>199,289</u>

# Independent Auditor's Report

## Volunteering Waikato

### For the year ending 31 December 2016

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To the Board of Volunteering Waikato

#### **Opinion**

I have audited the performance report. The performance report provides information about the past financial performance of Volunteering Waikato and its financial position as at 31 December 2016.

#### **In my opinion, the accompanying performance report**

- complies with Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) in New Zealand.
- gives a true and fair view of the financial position of Volunteering Waikato as at 31 December 2016 and its financial performance for the year ended on that date.

#### **The performance report in the above opinion includes:**

- the statement of financial position as at 31 December 2016
- the entity statement, the service performance, statement of financial performance, statement of cash flows, statement of accounting policies and notes to the performance report for the year ending 31 December 2016

#### **Additionally, In my opinion**

- the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable.

#### **Basis of Opinion**

I conducted my audit in accordance with International Standards on Auditing (New Zealand). My responsibilities under those standards are further described in the Auditor's Responsibility section of this audit report.

Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the performance report is free from material mis-statement.

Other than my capacity as auditor I have no relationship with, and am independent of Volunteering Waikato

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### **Responsibilities of the Board**

The Board is responsible for the preparation of the performance report that give a true and fair view of the matters to which they relate and in accordance with Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) in New Zealand and for such internal control as it determines is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report the Board is responsible on behalf of Volunteering Waikato for assessing the ability of Volunteering Waikato to operate as a going concern, disclosing as applicable, matters relates to going concern and using the going concern basis of accounting.



## **Auditor's Responsibility**

My objective is 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 my opinion.

Reasonable assurance is a high level of assurance, but not a guarantee that an audit conducted in accordance with International Standard on Auditing (New Zealand) 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 decision of users taken on the basis of the performance report.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the performance report. The procedures selected depend on the auditor's judgement, including the assessment of risks of material mis-statement of the performance report, whether due to fraud or error.

In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the performance report that give a true and fair view of the matters to which they relate 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.

The audit includes performing procedures to obtain evidence about evaluating whether the reported outcomes and outputs and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

An audit includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represent the underlying transactions and events in a manner that achieves fair presentation.

I conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, determine 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.

I communicate with management and the governing body regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during the audit.



Mark Campbell CA, B Com  
Campbell and Campbell Accounting Consultants  
Hamilton

22 March 2017