



Annual Report

1 July 2017 – 30 June 2018



Unless someone like you cares a whole awful lot, nothing is going to get better. It's not-Dr Seuss

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Volunteer Kapiti
Te Rau Aroha

Who we are

Our objective is to strengthen volunteering throughout the Kāpiti Coast. We do this through promotion and support of volunteering as well as specialised volunteer recruitment and capability building for community organisations.

Our recruitment and referral service provides potential volunteers with an introduction into volunteering and the community, that is based on their interests, skills and time availability, providing a more positive and satisfying experience for both the volunteer and the organisation(s) they volunteer with. The volunteer has a role(s) that interests them and fits in with their life, and the organisation gains the skills and experience that they need to increase their capability.

Our capability development programme provides a mixture of training workshops and resources as well as ongoing guidance and support to provide staff of volunteer involving organisations (both paid and volunteer), with the opportunity to increase their own skills, knowledge and resources, in turn increasing the capacity and sustainability of the organisation(s) they support. With increased skills and capability, the organisation is better equipped to achieve their objectives, be more responsive and service more of the community.

Volunteer Kapiti
Te Rau Aroha

PARAPARAUMU OFFICE
16 Ihakara Street, Paraparaumu

Monday to Thursday 9.30am - 2.00pm
PARAPARAUMU PH:04 905 8884
OTAKI PH:06 364 6887

WEB: WWW.VOLUNTEERKAPITI.ORG.NZ EMAIL: INFO@VOLUNTEERKAPITI.ORG.NZ

Volunteer Kapiti
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Meet new people, new skills, experience more, AND HAVE SOME FUN!

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"Creating Community Connections"

Volunteer Kapiti
Te Rau Aroha

Benefits of Membership include:

- Volunteer Recruitment and Service for:
- Volunteering Term Volunteering Part Volunteering
- Visibility for your own opportunities
- Guidance and Assistance
- Volunteer Management
- Training and Development Workshops

Contact us or drop in for chat:

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Membership Benefits

A VOLUNTEER RECRUITMENT AND REFERRAL SERVICE - be connected with well-screened volunteers that have the skills and knowledge to assist your Organisation. We assist with the recruitment of volunteers for all of your volunteering needs including:

Event volunteering – fundraising events, galas, sporting events, festivals etc

Short-term volunteering – get assistance with projects

Long-term volunteering – Office Administrator, Conservationist, Fundraising specialist, Classroom Assistant, Coach, Committee/Board Member etc

INCREASED VISIBILITY FOR YOUR VOLUNTEERING OPPORTUNITIES - Volunteer Kāpiti is continuously promoting the benefits of volunteering. This increases the visibility of your Organisation and your volunteering opportunities as well as increasing the diversity of volunteers that we refer to you.

ADVICE, GUIDANCE AND ASSISTANCE – Our trained staff are available to assist you in the recruitment of volunteers, the preparation of role descriptions and any other enquiries related to volunteering and volunteer management.

DEVELOPMENT TRAINING AND NETWORKING OPPORTUNITIES – As a Member, your staff (both paid and volunteer) have access to low/no cost attendance at any of our capability development workshops. These workshops are specifically designed to cover various aspects of non-profit and volunteer management, including Volunteer Recruitment, Fundraising, Changes to the Health and Safety Act etc. Also take advantage of the networking opportunities at our workshops and networking forums.



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Te Rau Aroha

Chairperson's Report

Volunteer Kāpiti's services continue to provide positive benefits for the Kāpiti Community by providing opportunities for people from a wide range of age groups to come forward and volunteer their services. Due to the team's targeted effort this year, we have specifically seen an increase in the over 60 age group connecting with volunteering through our service, which is very positive considering the demographics of our district.

Our Membership base remains relatively stable with 62 Member Organisations as at the end of June 2018. Feedback from Members on our service has been very positive, with 100% of survey respondents prepared to recommend our services to other not for profit organisations.

Whilst the change in direction of Council Social Investment Funding has ended our long standing service contract, we remain positive and focused on obtaining additional funding to cover the shortfall. We also look forward to being part of a joint capability building initiative which will build on the work that we have done as part of our development training programme.

The primary role for the Management Committee is to ensure we continue to focus on strategic development and leave operational responsibilities to the Manager. To ensure the continuity of this direction for future Governance teams, we have proposed to change the Management Committee definition in the Rules to that of a Board, which we hope our Members will view as a positive change for the Society.

The Management Committee itself has seen membership changes since last year. Three new Members (myself, Mike Hall and Iride McCloy) have been elected, while three (John Yeoman, Wayne Boreham and Franco Vermeulin) have stepped down, but we were fortunate to retain Henry Kruger and Phil Weir who have provided us with continuity. My sincere thanks to all of them as each has made a very worthwhile contribution to the work of the Centre.

The ongoing success of Volunteer Kāpiti is due to the combined efforts of the Manager Naomi, the part time staff and the Volunteers. Well done everyone.



Brian Milne

Chairperson, Volunteer Kāpiti

" Small acts, when multiplied by millions of people, can transform the world."

Howard Zinn



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Te Rau Aroha

Special Acknowledgements

We would like to acknowledge the contribution of the following individuals to Volunteer Kāpiti and its strategic direction. Their hard work, skills and knowledge have contributed to the ongoing development of Volunteer Kāpiti, for which we are very grateful.

John Yeoman
Treasurer

Wayne Boreham
Secretary

Franco Vermeulin
Committee Member

We wish them all the very best for the future.

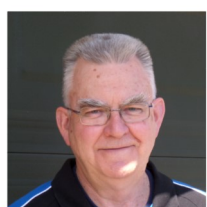
"Do your little bit of good where you are. It's those little bits of good put together that overwhelm the world"

Desmond Tutu

Volunteer Kapiti Team

Volunteer Kāpiti is supported by two part-time staff and a variety of amazing volunteers, all of whom bring a different set of skills and experience from which Volunteer Kāpiti benefits. Below is our wonderful team and we are immensely grateful that they have chosen Volunteer Kāpiti as the place where they want to volunteer.

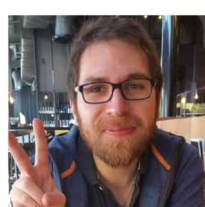
OPERATIONAL



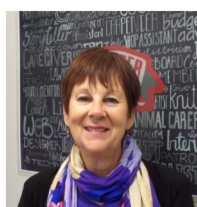
Ian Butcher
Reviewer



Cathy Canavan
Volunteer Service
Coordinator



Felipe Escobar Toledo
Website Support



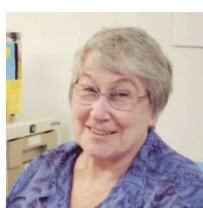
Christine Hofkens
Interviewer



Malcolm Macaskill
Interviewer



Michelle Raki
Interviewer



Anne Southern
Interviewer



Chris Streatfield
IT Specialist



Naomi Yeoman
Manager

MANAGEMENT COMMITTEE MEMBERS



Brian Milne
Chairperson



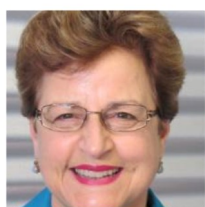
Henry Kruger
Treasurer



Phil Weir
Secretary



Mike Hall
Member



Iride McCloy
Member



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Manager's Report

It has been another busy year for Volunteer Kāpiti as we continue to build our presence and promote, support and strengthen volunteering throughout the Kāpiti Coast.

We have continued to advance both our strategic and operational objectives and I am pleased to report on Volunteer Kāpiti's activities and achievements for the period 1 July 2017 to 30 June 2018.



VOLUNTEER SUPPORT SERVICE

We continue to develop our volunteer support services to ensure that they are increasingly used and responsive to the changing needs of both volunteers and volunteer involving organisations on the Kāpiti Coast.

During the period 1 July 2017 – 30 June 2018 we have conducted 294 interviews, referring potential volunteers to over 430 volunteering opportunities throughout the Kāpiti Coast, which has increased the skills, experience and labour hours available to community organisations throughout the Coast. Over the last couple of years we have updated our system to enable us to record the outcome of the volunteer opportunities that potential volunteers were referred to. With the nature of volunteering, individual and organisational changes can result in the potential volunteer not taking a volunteer opportunity that they were referred to. However, the team have been working hard to ensure that potential volunteers are connected with opportunities that match their skills, interests and time availability. This has resulted in our successful placements increasing by 27% over the last two years to a 61% successful placement rate.

We have been focused on increasing our visibility and accessibility throughout the Kāpiti Coast, and commenced districtwide 'pop up' volunteering hotspots. We have held three 'pop ups' in the last year (Ōtaki, Waikanae and Paekākāriki) as well as attending community expos throughout the district, all providing opportunities to connect with potential volunteers. Despite advance promotion and advertising, the 'pop ups' have not directly resulted in an increase in the number of individuals connecting with our service in their community. However, the increased visibility for volunteering and the Centre is always beneficial. We will be investigating alternative options to increase our accessibility in the coming year.

We have also continued to build our relationships with local Colleges, advertising youth friendly volunteering opportunities as well as coordinating projects specifically for the College Service Groups. This has resulted in a further 10% increase in the number of interviews of volunteers under the age of 20 engaging with our service compared to the previous year, which diversifies the skillsets and perspectives offered to community organisations. We have also seen an

increase in the number of tertiary students who are engaging in volunteering to gain relevant work experience related to their studies, identifying that more students understand that volunteering is a great way to gain relevant experience related to their chosen career. This is one of the factors that has led to an increase of 48% in the number of interviews of volunteers in the 20-29 age group, engaging with our Centre.



Setting up at the at Kāpiti College Careers Expo . With the change to NZCEA, volunteering is another tool that students can utilise to make themselves stand out to tertiary providers.

Our Membership base continues to remain steady with a slight overall increase of 5% from last year to 62 Member organisations at the end of June 2018. We have noticed an increase in Clubs joining as Members over the last year. Generally these organisations draw their volunteers from the parent pool or their own Members, and this

change aligns with volunteering trends and the reality that the abundant parent volunteer pool of the past, is on the decline. It has been a great opportunity for our Centre, as sports clubs have generally been less likely to connect with our services. This has enabled us to demonstrate that they can get volunteers with the required skillsets outside of their current parent/Member base, which should result in increased capability amongst the clubs. This also ensures we continue to have a diverse range of Members and a varied selection of opportunities available for potential volunteers to choose from.

We continue to provide assistance to our Members on advertisement wording, which makes their volunteer opportunities eye catching and appealing and increases their chances of engaging potential volunteers. We continue to advertise all volunteering opportunities on our own website and on SEEK Volunteer as well as continually utilising social media to improve our engagement with our online audiences.

VOLUNTEER OPPORTUNITIES FOR OLDER KĀPITI RESIDENTS

With the large and continually growing population of retirees (32% in the 60 year and older age group compared to a national average of 20% according to the Census of Population and Dwellings 2013), it is important to both community and individual well-being, that more over 60s are engaged in volunteering. Over the last year, we have continued to build on our existing marketing platform, focusing on the over 60s and their motivations for being involved in volunteering. This targeted promotional material as well as our presence at Community expos has enabled us to exceed our yearly target with an overall increase of 25% more volunteers over the age of 60 engaging with our service to volunteer, compared to the previous year. This increased interaction benefits community groups and organisations by providing the time, skills, experience and reliability needed to increase their capacity and ability to achieve objectives. This also provides the volunteers themselves with personal benefits such as improved mental and physical health along with greater longevity, increased cognitive ability as well as decreasing

social isolation throughout the Coast.

CONTINUOUS IMPROVEMENT AND RESPONSIVENESS

Over the last year we have implemented a feedback process to enable us to gather information from individuals that accessed our services to connect with volunteering. To date we have had a 34% response rate from volunteers that utilised our service and the feedback received has been very positive. Our Centre staff are considered very welcoming and friendly and our ability to find roles that suit the needs of potential volunteers is very good. Our overall service has also been rated as being very good and 100% of respondents would recommend our service to family and friends.

We are very pleased to also have received some very positive feedback from our Members, with the majority being very happy with the number and quality of volunteers that we are referring to their organisations. Of those that had attended a development training workshop, 83% considered them to be very relevant to building capability within their organisation. We have also received support for the resource library which we are establishing with 89% of respondents indicating they would find this resource useful. 100% of respondents considered our staff to be very friendly, helpful and able to sufficiently answer any queries they have had. Our level of communication with Members is considered to be very good, with 75% of respondents finding our newsletter content to be very useful. We received an overall average satisfaction rating of 4.5 out of 5 and 100% of Members that completed our survey would recommend our services to other non-profits.

We look forward to embedding this process and receiving more regular feedback from our Members and the volunteers that visit the Centre, to ensure that our services remain responsive to the needs of those that we support, in order to strengthen volunteering throughout the Kāpiti Coast.

CAPABILITY BUILDING FOR KĀPITI'S NON PROFIT COMMUNITY

Our Development Training Programme has continued to progress and further develop the capability of community groups and organisations in Kāpiti, so that are more effective and have increased capacity to achieve their objectives.

In the last year we hosted six training workshops on five different capability building topics in partnership with the Kāpiti Coast District Council. The topics covered included 'Starting a Social Enterprise', 'Growing Great Governance', 'Understanding and Engaging 21st Century Volunteers', 'Getting the Best from Grant Seeking' and 'Exploring the Fundraising Landscape'. All topics were chosen based on participant feedback from previous



Getting the Best from Grant Seeking Development Workshop held in May 2018, facilitated by Sarah Doherty



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workshops and were aimed at covering a diverse range of topics to strengthen the overall capability of the organisations and groups attending. The workshops were well attended with at least 16 different organisations represented at each workshop. Participants found workshop content to be of a very good standard, scoring an overall average rating of 4.5/5 in this area. The workshops were also seen as achieving a tangible outcome for themselves/their organisation with an overall average rating of 4.2/5. Overall our workshops have received an average satisfaction rating of 4.5/5, indicating that they are relevant, high quality and valued by community groups as an effective way to increase the skills and capabilities of staff (both paid and volunteer), improving the overall effectiveness of the organisation and their ability to achieve their objectives.

We also continue to facilitate the Kāpiti Community Network forum, which has now been running for over a year and continues to have a consistent attendance level as we grow visibility of the forum throughout the district. The forum was also born out of participant feedback from our development training workshops to create increased opportunities for networking, greater awareness of what local groups and organisations are doing and increased ability to work more collaboratively. The meeting remains mobile and whilst not all organisations are present at each meeting, we currently have 37 different organisations receiving communications each month.



One of the roundtable discussions with Leole from DIA during our Fundraising Landscape Forum held at the end of May 2018

CONCLUSION

We continue to grow awareness of the Centre's services and remain focused on ensuring it remains sustainable, accessible and responsive to the needs of volunteers and volunteer involving organisations throughout the Kāpiti Coast.

We have again received a clear Reviewers' opinion on our Financial Statements for the year, which is a reflection of Volunteer Kāpiti's financial processes and systems and the financial controls we have in place. Sustainable funding is always of concern so we have been proactive in establishing a two month operational reserve to ensure that we have funds available to continue to provide our services if we lose a funding source or a grant payment is delayed and as such with continued focus we remain in a stable financial position with an equity of \$44,817.

Whilst the loss of our Council service contract funding has provided an additional challenge for the coming year, our work establishing an operational reserve has definitely reduced the pressure to immediately source additional funding.

Thank you to our Members, the community Volunteers and the generous Funders for your ongoing support which enables us to continue to provide this much needed community service.



Thank you also to the Management Committee for your ongoing support and continual focus on strengthening the governance of the Centre. Our operational staff (both paid and volunteer), are amazing and thank you hardly feels sufficient to describe the gratitude I have for these wonderful people, who have all worked so hard and provided so much enthusiasm and support to both the Centre and myself. Volunteer Kāpiti has continued to grow because of the combined efforts of everyone that is involved and the incredible amount of ongoing energy is so very much appreciated.

We look forward to another successful year in 2018/2019.

Naomi Yeoman

Manager, Volunteer Kāpiti

"A society grows great when old men plant trees whose shade they know they shall never sit in"

Anon Greek Proverb



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Volunteer **Team** Recognition Award

Launched in 2014 as part of our National Volunteer Week Celebrations, the Volunteer Team recognition award is an easy and fun way for community organisations, groups and individuals to recognise and thank the wonderful and vital Volunteer Teams that contribute to the well-being of the Kāpiti Coast.

2018 WINNERS

We all know that volunteers are super heroes, but when you combine their individual efforts into a team, the impact can be inspiring. Volunteers truly are the **HEART** of our community! While the results were close among the 24 teams nominated for the award this year, **two** teams came out on top winning a delicious High Tea at White Rose Cakery to celebrate their volunteering commitment.

ASK – Health Shuttle Team



The Shuttle Driving Volunteer Team drive people from Kāpiti to Wellington/Kenepuru hospitals to attend medical appointments. Belinda (their nominator) wrote a heart warming nomination about the relief it was for her to be able to have a break from driving while receiving treatment and how fantastic the volunteer drivers are.

Te Nikau Training Centre Team



The Te Nikau Training Centre Volunteer Team received multiple nominations for their hard work and dedication to the Te Nikau Training Centre which provides support to those of our community that are struggling with addictions. They also recognised co-founder Mary for her 18+ years of volunteering at the Centre in more than a full-time capacity.



2018 NOMINEES

Birthright Kāpiti Shop Team <> Cancer Society—
Kāpiti Office Team <> Dream Catcher Co-op
Member Team <> HUHA Op Shop Team <> Kāpiti
Coast Museum Hosting Team <> Kāpiti Coast
parkrun Team <> Kapiti Concert Orchestra
Committee <> Kāpiti Gymnastics Club Board <>
Kāpiti Womens Centre Team <> Ngā Uruora—
Tuesday Working Group <> No. 49 Air Squadron
ATC Team <> Ōtaki Museum Team <> Paekākāriki
School—Potty Potters <> Kāpiti Cottage Volunteer
Team <> Kāpiti Salvation Army Family Store Team
<> Samaritans Volunteer Team <> Senior Citizens
Entertainment Team <> Te Ara Korowai Wellbeing
Centre Team <> Waikanae Baptist Op Shop Team
<> Waikanae CAMEO Team <> Well-Able Team <>
Wellington Tramway Museum Crew

**WELL DONE
EVERYONE!**





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Highlights

CHRISTMAS GIFT WRAPPING



We successfully coordinated another year of Christmas Gift wrapping at Coastlands to raise additional funds for our services. With the help of 35 wonderful Christmas Gift Wrapping Elves, we were busy wrapping presents right up till closing time on Christmas Eve! We are very grateful to Coastlands for allowing us to run the wrapping booth for another year, which is also our last as the service is shared around. We would also like to **THANK** the amazing volunteers who kept smiling and wrapping throughout this sometimes very hectic period and brought some Christmas cheer into the lives of Coastlands shoppers.



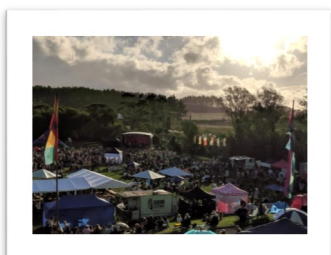
NATIONAL VOLUNTEER WEEK



Our largest number of nominations yet for our main National Volunteer Week celebration—our Volunteer **Team** Recognition Award. We received 30 nominations for 24 different volunteer teams throughout Kāpiti. We were still handing out certificates and goodies to nominees three weeks later! What a wonderful way to celebrate the amazing contribution that volunteers bring to our communities throughout New Zealand. Volunteers truly are the **HEART** of our Community! Here are photos of some of the wonderful volunteer teams we have here in Kāpiti.



EVENT VOLUNTEERING



We assisted with volunteer recruitment for a number of great events over the last year, including Coastella Music Festival, Kāpiti Island Visitor Centre exhibition, Kāpiti Coast Festival (Mary Potter Hospice), Kāpiti Lights Upgrade as well as our very own Christmas gift wrapping. These events have proved to be very popular with volunteers that cannot commit to a role on a regular basis and have proved to be a great way to get younger volunteers involved as well!



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Treasurer's Report

OVERVIEW

At the beginning of the year the Committee approved a budget which would allow the Centre to deliver its operational objectives and Annual Business Plan strategies to develop our service delivery. This is always a challenge, as we along with many of our Member organisations, rely on obtaining income from grants and other funding sources on an annual basis to run our organisation.

We have received a clear Reviewers' opinion on our Financial Statements for the year. This is a reflection of Volunteer Kāpiti's financial processes and systems and the financial controls within the Xero accounting package we use.



INCOME

The **Statement of Financial Performance** for the year ended 30th June 2018 shows **Income** up \$13,230 on the previous year (excluding \$8,000, which was grant funding associated with the Volunteer Centre Network Aotearoa (VCNA) Hui and not directly related to Volunteer Kāpiti operations).

Grant Income received from our various Funders was overall similar to last year, with the key area for our increased income being a Government initiated increase to the Support for Volunteering Fund. We also had another successful year gift wrapping at Coastlands, which resulted in increased donations.

EXPENSES

While expenses were up \$9,364 on last year (excluding VCNA Hui related expenses), they were within budget for the year. The year end result shows a **surplus** of \$9,772 compared to last year which produced a surplus of \$5,906. This surplus is used to fund the purchase of new and replacement assets, such as office equipment and furniture.

EQUITY

The **Statement of Financial Position** shows the Centre is in a sound financial position with total bank funds of \$96,808 at year end. However, I would point out that a significant proportion of this balance reflects grant income received at year end which is used to fund the operations over the next year. The Committee has also established an Operational Reserve Fund (equal to two months expenditure), as a prudent back stop to ensure that we have funds available to continue to provide our services if we lose a funding source or a grant payment is delayed.

Volunteer Kāpiti's **Equity** (net assets) at \$44,817 remains strong and increased by \$9,772 over the year. The equity figure includes the Operational Reserve of \$29,600 mentioned above.

I would like to thank our Manager, Naomi and her Team for the way they managed to keep expenditure within budget and their efforts to obtain the Grants and other income sources to fund our organisation which is never an easy job in today's competitive environment and the demands within the community for funding.

Henry Kruger

Treasurer, Volunteer Kāpiti

"Alone we can do so little; together we can do so much"

Helen Keller



Statement of Financial Performance

Statement of Financial Performance Volunteer Kapiti Incorporated 1 July 2017 to 30 June 2018

	Jun-18	Jun-17
Income		
COGS - Income	\$1,580	\$1,876
Donations Received	\$5,926	\$5,290
Interest Income	\$1,864	\$1,172
KCDC - Income	\$30,019	\$29,459
Lotteries - Income	\$16,666	\$20,000
Membership Income	\$2,870	\$2,804
Miscellaneous Income	\$500	\$0
Nikau Foundation - Income	\$3,000	\$2,500
Support for Volunteering Fund - Income	\$33,194	\$15,205
Support for Volunteering Fund VCNA Hui	\$8,000	\$0
Thomas George Macarthy Trust - Income	\$3,000	\$3,750
Wellington Community Trust - Income	\$3,334	\$6,666
Total Income	\$109,953	\$88,723
Gross Income	\$109,953	\$88,723
Less Operating Expenses		
ACC Levies	\$145	\$119
Bank Fees	\$10	\$10
Consulting and Professional services	\$0	\$418
Depreciation	\$475	\$807
General Expenses	\$231	\$0
Insurance	\$1,071	\$1,020
Marketing and Promotion	\$2,750	\$1,877
Motor Vehicle Reimbursements	\$1,923	\$1,350
Office Expenses	\$772	\$811
Printing & Stationery	\$1,405	\$618
Rent	\$10,500	\$10,500
Staff Costs - Training Expense	\$1,100	\$1,018
Staff Costs - KiwiSaver Employer Contributions	\$1,775	\$1,668
Staff Costs - Salaries	\$59,347	\$55,322
Subscriptions	\$230	\$217
Telephone, Internet & Xero	\$2,846	\$3,103
Training Workshop Costs	\$4,247	\$1,830
Travel Expenses	\$906	\$14
VCNA Hui Expense Claims	\$8,000	\$0
Volunteer Expenses	\$2,448	\$2,112
Total Operating Expenses	\$100,181	\$82,817
Net Surplus	\$9,772	\$5,906

Statement of Financial Position

Statement of Financial Position Volunteer Kapiti Incorporated As at 30 June 2018

30 Jun 2018 30 Jun 2017

Assets

Bank		
Volunteer Kapiti Debit Card	\$655	\$278
Westpac - Term Deposits	\$82,900	\$49,600
Westpac Current Account	\$13,252	\$9,549
Total Bank	\$96,808	\$59,427
Current Assets		
Accounts Receivable	\$375	\$450
Total Current Assets	\$375	\$450
Fixed Assets		
Less Accumulated Depreciation on Computer Equipment	-\$3,156	-\$2,681
Office and Computer Equipment	\$4,130	\$4,130
Total Fixed Assets	\$975	\$1,449
Total Assets	\$98,157	\$61,326

Liabilities

Current Liabilities		
Accounts Payable	\$414	\$166
GST	-\$855	-\$2,265
Rounding	\$0	\$0
Tagged Funds - COGS	\$544	\$624
Tagged Funds - Lotteries	\$30,000	\$16,666
Tagged Funds - Nikau Foundation	\$0	\$3,000
Tagged Funds - Support for Volunteering Fund	\$9,205	\$2,404
Tagged Funds - Thomas George Macarthy Trust	\$3,462	\$1,962
Tagged Funds - Wellington Community Trust	\$6,666	\$0
Wages Payable - Payroll	\$1,148	\$1,136
Total Current Liabilities	\$50,585	\$23,693
Non-Current Liabilities		
Holiday Pay Accrual	\$2,756	\$2,588
Total Non-Current Liabilities	\$2,756	\$2,588
Total Liabilities	\$53,341	\$26,281
Net Assets	\$44,817	\$35,045

Equity		
Current Year Earnings	\$9,772	\$5,906
Operational Reserve	\$14,600	\$14,600
Retained Earnings	\$20,445	\$14,539
Total Equity	\$44,817	\$35,045

Notes to the Financial Statements

REPORTING ENTITY

Volunteer Kāpiti Incorporated is a non-profit organisation, based in Kāpiti, which is incorporated under the Charitable Trusts Act 1957 and registered under the Charities Act 2005.

Volunteer Kāpiti supports and promotes volunteering throughout the Kāpiti Coast, creating community connections. We connect volunteers (both individuals and groups) with opportunities to support local non-profit organisations, clubs and schools.

The Financial Statements are for the year ended 30 June 2018.

BASIS OF PREPERATION

The Financial Statements have been prepared on a historical costs basis, except for the assets and liabilities that have been measured at fair value.

The accrual basis of accounting has been used unless otherwise stated and the Financial Statements have been prepared on a going concern basis.



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REPORT TO THE MEMBERS OF Volunteer Kapiti Incorporated.

I have completed a review of the accounts of Volunteer Kapiti for the twelve months period ending 30th June, 2018

Management Committee's Responsibilities

The Management Committee of Volunteer Kapiti Inc. is responsible for the compilation of accounts which fairly reflect the financial position of that organisation as at 30th June, 2018 and the results of activities for the twelve months period ending 30th June, 2018

Reviewer's Responsibilities

It is my responsibility to express an independent opinion on the financial statements, presented by the Management Committee and report my opinion to you.

Basis of Opinion

A review includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial report. This also includes assessing whether the accounting policies are appropriate to Volunteer Kapiti Inc. circumstances, consistently applied and adequately disclosed.

I have obtained sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement.

Other than in my capacity as reviewer, I have no relationship with or interests in Volunteer Kapiti Inc.

Qualified Opinion

I conducted my review in accordance with generally accepted standards in New Zealand. In common with other organisations of a similar nature, control over all the income due prior to its being recorded, is limited, and there are no practical review procedures to determine the effect of this limited control.

In my opinion, the financial statements, showing total Equity of \$44,817., and a surplus for the twelve months of \$9,772, fairly reflect the financial position of Volunteer Kapiti Inc. as at 30th June, 2018 and the results of its activities for the period ending on that date.

My review was completed on 8th August, 2018 and my opinion is expressed as at that date.

Ian S Butcher,
Accountant
Paraparaumu
8th August, 2018

Our Appreciation

Thank you to all of our Members, your support is vital to the ongoing success of Volunteer Kāpiti.

Accessibility Advisory Group	Kāpiti Coast Grey Power	Ōtaki MenzShed
Adult Learning Support Kāpiti	Kāpiti Coast Museum Inc.	Paekākāriki Bike Library
Age Concern Kāpiti Inc	Kāpiti Coast United Sports Club	People First NZ
Animal Protection Society	Kāpiti Community Connect	Presbyterian Support Central
Arthritis New Zealand	Kāpiti Impact Trust	Royal New Zealand Plunket
Birthright Kāpiti Inc	Kāpiti Karate Academy	Royal NZ Foundation of the Blind
Cancer Society of NZ (Wellington Division)	Kāpiti Living Without Violence	Scout Association of NZ
Citizen's Advice Bureau	Kāpiti Summer School	SeniorNet Kāpiti
Coast Access Radio	Kāpiti Uniting Church	SPCA
Coastella Ltd	Kāpiti US Marines Trust	Special Olympics Kāpiti
Dementia Action NZ	Kāpiti Vaulting Club	Te Ara Korowai Wellbeing Centre
Dementia Wellington	Kenakena School	The Salvation Army
Energise Ōtaki	Mary Potter Hospice	The Shed Project
English Language Partners	MenzShed Kapiti	Waikanae CAMEO Society
Friends of Queen Elizabeth Park	New Zealand Breast Cancer Fdn	Waikanae Lions Club
GirlGuiding New Zealand	Nga Manu Nature Reserve	Waikanae Support Hub
Heart Kids NZ	NZ Red Cross—Kapiti Coast	Well-Able (DIEC)
Idea Services Kāpiti	Order of St John	Wellington Tramway Museum
JTD Solutions	Ōtaki College	Wesley Community Action
Kāpiti Coast District Council	Ōtaki Community Patrol	
	Ōtaki Heritage Trust / Museum	

Our Appreciation

In the last year, these wonderful Organisations and Individual have supported the Centre either financially or through donated goods. Their assistance has enabled us to advance our strategic objectives and continue promoting, supporting and strengthening Volunteering on the Kāpiti Coast.

For this we are extremely grateful!



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Volunteer Kāpiti
2017—2018 Annual Report