



Annual Report

1 July 2018 – 30 June 2019

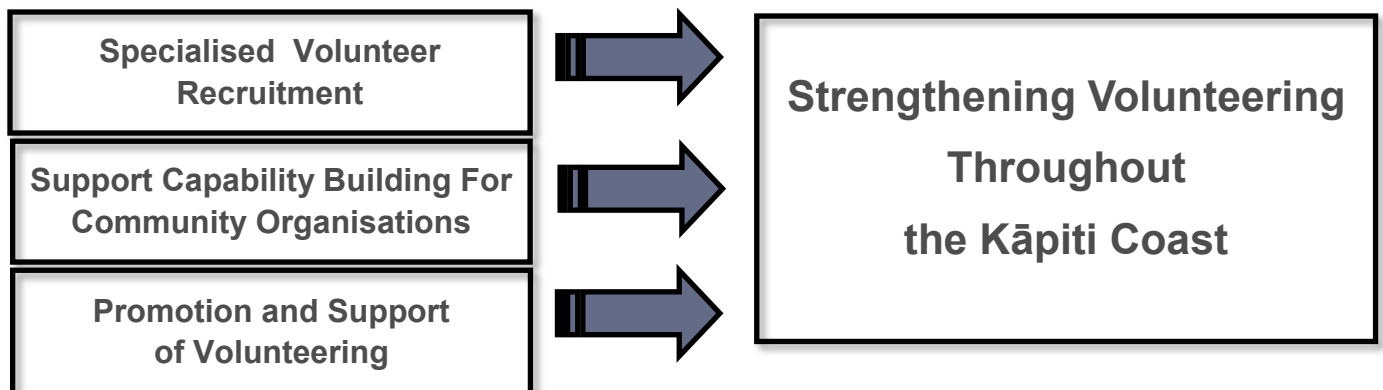




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About Volunteer Kāpiti



Our recruitment and referral service works to meet both the needs of volunteers and our member organisations. Our skilled Volunteer Interviewers work with prospective volunteers to ensure they find a role that they will enjoy and utilises their skills. Member organisations then receive volunteer referrals for its specific needs. We provide networking opportunities, training workshops and resources as well as ongoing guidance and support for organisations with volunteers.

Volunteer Kāpiti is supported by two part-time staff and a team of dedicated volunteers. Thank you to the following people who have contributed to Volunteer Kāpiti operations and have made Volunteer Kāpiti a fantastic team to be part of this year. Naomi Yeoman (Manager); Cathy Canavan (Volunteer Service Coordinator); Christine Hofkens (Interviewer); Malcolm Macaskill (Interviewer); Michelle Raki (Interviewer); Anne Southern (interviewer); Amy Helm (Project Advisor); Chris Streatfield (IT Specialist); Felipe Escobar Toledo (Website Support) and Ian Butcher (Reviewer).



Our Volunteer Interviewers from left to right:
Anne Southern,
Malcolm Macaskill,
Michelle Raki and
Christine Hofkens.

Chairperson's Report

We have enjoyed another successful year with the placement of 189 volunteers with our 63 members. Our temporary office is situated within the Kāpiti Community Centre building in Ngahina Street and although it is not easy to find, this has not reduced the number of enquiries and visitors. A more permanent position is being evaluated.

Funding came under pressure with the Kāpiti District Council's (KCDC) decision to discontinue its annual contribution of \$30,000 to our operations. However, this has been offset with funding for the collaborative project with Kāpiti Impact Trust with a focus on capability of the Kāpiti social sector.

We said farewell to Naomi Yeoman at the end of this financial year. Naomi has given over 5 years of excellent service as Manager of Volunteer Kāpiti. We welcomed Susan Ansell as the new Manager in July. During the year we appointed Fenella Bovett, Bas Walker and Wyn Ingram as new members of the Management Committee and received the resignations of Mike Hall, Iride McCloy and Henry Kruger. Amy Helm and Dhaval Thakkar have since joined the Management Committee. Thank you to our past Management Committee members for their contribution to Volunteer Kapiti.

We are continuing to operate as an Incorporated Society with a Management Committee which complies with a set of formal rules. The alternative organisation structure such as a Charitable Trust is under consideration and will be discussed with members at the forthcoming Annual General Meeting on 25th September.

We are a well organised and effective organisation whose success reflects the commitment of the Management Committee, the staff and the volunteers to ensure that we meet the need for volunteers in the Kāpiti Community.

Brian Milne

Chairperson

Volunteer Kāpiti

Manager's Report

It has been an eventful year for Volunteer Kāpiti. We have had changes to our operational funding, staffing changes and we have relocated our office. What has not changed is the passion and dedication that our staff, volunteers and board members have towards strengthening volunteering throughout Kāpiti.

Near the end of this financial year we said farewell to Naomi Yeoman, the Manager of Volunteer Kāpiti for the last 5 and a half years. Naomi's passion and drive has helped to develop Volunteer Kāpiti into what it is today. Naomi has not only contributed to Volunteer Kāpiti's success, she has also contributed to collaborative projects across the Kāpiti social sector and amongst volunteering organisations across New Zealand. This report is largely informed from reports Naomi has provided throughout the year.

Kāpiti Social Sector Capability Project

The Kāpiti Coast District Council (KCDC) changed its community funding this year. Service contract funding was replaced with contestable funding to support initiatives that contributed to the Council's new social investment priorities. This resulted in an operational income loss of over \$30,000 for Volunteer Kāpiti. However, we successfully applied for the new contestable funding. It was an in-depth application process that resulted in a collaborative application being made with Kāpiti Impact Trust with the aim to build the capability of the social sector in Kāpiti over a 3 year period.

The focus in this first year has been on building the collaboration (including a shared vision and action plan) between Volunteer Kāpiti and Kāpiti Impact Trust as well as beginning to build an understanding of the Kāpiti social sector. We are in an exciting stage where we have an opportunity to model what collaboration could look like and to share our learnings. This will feed long-term into increased capability and collaboration amongst social sector groups and organisations on the Kāpiti Coast.

Office Move

We relocated our office premises during the second half of 2018 due to an unsustainable rental increase at our previous premises. We temporarily located to the Te Newhanga Kāpiti Community Centre. Kāpiti Coast District Council were exploring the option of having a contestable management process for the Centre. We saw this as an opportunity to explore a collaborative community hub concept. We had a lot of interest in this concept, however, the Council discovered that the building itself is not in a state to be handed over to external management. We have kept our temporary offices at the centre – but have put the community hub concept on hold for now.



Volunteer Support Service

Our volunteer recruitment service continued to assist organisations to recruit for the specialised skills needed to increase their capability and capacity to deliver their community focused services.

We conducted 265 interviews with potential volunteers and referred them to over 330 volunteering opportunities throughout the Kāpiti Coast. Centre staff have been focusing on the quality of referrals as we continue to improve our successful referral rate.

The overall average volunteering enjoyment rating for survey respondents is 4.5 out of 5, which supports our premise that correctly matching skills and interests increases the enjoyment of the volunteering role and is more likely to result in long term volunteer engagement. We are also very pleased to note that survey respondents were very satisfied with our services rating their satisfaction 4.7 out of 5 and 100% of respondents indicated that they would recommend our services to their family and friends.

The overall feedback from members that completed our survey has also been positive. Our operational team are considered extremely friendly and very capable of answering any queries that our members have. Survey respondents were also very happy with the level of communication from Volunteer Kāpiti and it was encouraging to hear that 80% of respondents read our monthly newsletter and found the content useful. The overall average service satisfaction rating was 4.5 out of 5 and 100% of survey respondents would recommend our services to other non-profit groups and organisations.

Volunteer Engagement Programme

We have engaged two members (Well-Able and Energise Ōtaki) to be part of our volunteer engagement programme initiative, assisting them to effectively recruit, engage and retain quality volunteers. Both organisations were approached to be part of this initiative because of their developmental stage. We did this to try and maximise the sharing of learnings throughout the district. Energise Ōtaki is relatively early in the developmental life cycle and is still experiencing rapid growth, whereas Well-Able would be considered a mature organisation and is working through the challenges associated with being in a changing environment.

We utilised Volunteer New Zealand's InvolveMe360 online tool to determine the current state of each organisation, to identify areas of improvement. There have been a number of learnings and areas of improvement identified to increase the understanding of the importance of effective volunteer engagement to the sustainability of each organisation.

There has been improvement opportunities identified with the InvolveMe360 tool and as Volunteer New Zealand is interested in having their tool utilised more by Volunteer Centres in this manner, we are in a great position to be part of the conversation to improve this tool.

Workshops

While development workshops were not a focus for us this year, we still co-hosted three workshops in partnership with the Council. These development opportunities focused on capability building topics related to funding strategies and collaboration. All three workshops were well attended, with at least 17 different organisations represented at each workshop. The overall satisfaction in these development opportunities remains very strong, scoring an overall average rating of 4.6 out of 5.

Kāpiti Community Network

The Kāpiti Community Network forum continues to build community knowledge and networks throughout Kāpiti. There has been a consistent attendance at the monthly meeting, which is necessary to enable trust to build throughout the sector. The importance of building networks and increasing collaboration is a regularly occurring theme in these meetings and we have already seen instances where this forum has provided a stepping stone for organisations to work together to service part of the community. We will continue to build this network over the coming years as well as fostering increased opportunities for collaboration through the Capable Sector Project.

Youth Volunteering

We worked with Kāpiti College students this year during Student Volunteer Week to produce a youth focused promotional video encouraging young people to become more aware of and involved with volunteering. The video is in its final stages of production and we are excited to see what the students have created.

Conclusion

Volunteer Kāpiti has had a busy but productive year. Although we have had a number of changes, these changes have also brought new opportunities. The end of this financial year marks the 10th Anniversary of Volunteer Kāpiti. So I would also like to take this opportunity to thank **all** the people who have worked hard over the last 10 years to develop Volunteer Kāpiti into what it is today. A big thank you to our funders, committee, volunteers and staff for their time and passion towards supporting volunteering. We are looking forward to the next 10 years and continuing to meet the needs of our volunteers and member organisations as we work together to strengthen volunteering throughout the Kāpiti Coast.

Susan Ansell

Manager
Volunteer Kāpiti

Highlights

NATIONAL VOLUNTEER WEEK AND VOLUNTEER TEAM



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. While the results were close among the 9 teams nominated for the award this year, **HeartKids Wellington** came out on top winning a voucher to treat their team to a morning tea to celebrate their volunteering commitment. The 2019 Nominees were: **Kāpiti Community Patrol • Little Sprouts Kāpiti • Kāpiti Karate Academy • Waikanae CAMEO Society • Paraparaumu Scout Group • 49 Squadron Kāpiti • HOOP Club Kāpiti • Kāpiti Coast Museum**

What a wonderful way to celebrate the amazing contribution that volunteers bring to our communities throughout New Zealand. Volunteering truly weaves the people together!



Hoop Club Kāpiti



Kāpiti Karate Academy



Little Sprouts Kāpiti



Event Volunteering

We assisted with volunteer recruitment for a number of great events including Coastella Music Festival, Kāpiti Airport Open Day, Kāpiti Coast Festival (Mary Potter Hospice), KCDC Park to Path event as well as assisting Age Concern Kāpiti with finding volunteers for the Christmas gift wrapping booth. These events have proved to be 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!

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 2019 shows Income up \$1,299 on the previous year (excluding last year's \$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 and Lotteries Income.

Expenses

While expenses were up \$4,143 on last year (excluding last year's VCNA Hui related expenses), they were within budget for the year. The year end result shows a surplus of \$6,928 compared to last year which produced a surplus of \$9,772. This surplus is used to fund office equipment and supplies and promotional expenses.

Equity

The Statement of Financial Position shows the Centre is in a sound financial position with total bank funds of \$120,501 at year end. However, I would point out that a significant proportion of this balance reflects grant income received at year end and one term deposits matured 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 \$51,745 remains strong and increased by \$6,928 over the year. The equity figure includes the Operational Reserve of \$14,600 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. I also wish Susan Ansell all the very best for this fantastic opportunity to lead as a new manager in organisation.

Dhaval Thakkar

Treasurer, Volunteer Kāpiti



Statement of Financial Performance

Volunteer Kapiti
Te Rau Aroha

Volunteer Kapiti Incorporated For the year ended 30 June 2019

	2019	2018
Trading Income		
COGS - Income	2,544	1,580
Donations Received	600	5,926
Interest Income	2,726	1,864
KCDC - Capable Sector Project Income	6,297	-
KCDC - Services Contract Income	-	30,019
Lotteries - Income	30,000	16,666
Membership Income	3,391	2,870
Miscellaneous Income	189	500
Nikau Foundation - Income	-	3,000
Support for Volunteering Fund - Income	45,503	33,194
Support for Volunteering Fund VCNA Hui	-	8,000
Thomas George Macarthy Trust - Income	5,337	3,000
Wellington Community Trust - Income	6,666	3,334
Total Trading Income	103,253	109,954
Gross Income	103,253	109,954
Operating Expenses		
ACC Levies	166	146
Bank Fees	10	10
Building a Capable Social Sector - Collaboration	100	-
Building a Capable Social Sector - Kapiti Coast Social Sector Profile Snapshot	7,660	-
Capability Building - Workshop and Resource Costs	2,860	4,247
Consulting and Professional services	374	-
Depreciation	343	475
General Expenses	325	231
Insurance	1,141	1,071
Marketing and Promotion	2,224	2,750
Motor Vehicle Reimbursements	866	1,923
Office Expenses	943	772
Printing & Stationery	1,079	1,405
Rent	8,921	10,500
Staff Costs - Training Expense	370	1,100
Staff Costs - KiwiSaver Employer Contributions	1,845	1,775
Staff Costs - Salaries	60,119	59,347
Subscriptions	144	231
Telephone, Internet & Xero	3,671	2,846
Travel Expenses	1,035	906
VCNA Hui Expense Claims	-	8,000
Volunteer Expenses	2,128	2,448
Total Operating Expenses	96,325	100,182
Net Surplus	6,928	9,772



Volunteer Kapiti
Te Rau Aroha

Statement of Financial Position

Volunteer Kapiti Incorporated As at 30 June 2019

	30 JUN 2019	30 JUN 2018
Assets		
Bank		
Volunteer Kapiti Debit Card	971	655
Westpac - Term Deposits	89,450	82,900
Westpac Current Account	30,080	13,252
Total Bank	120,501	96,808
Current Assets		
Accounts Receivable	225	375
Total Current Assets	225	375
Fixed Assets		
Less Accumulated Depreciation on Computer Equipment	(3,499)	(3,156)
Office and Computer Equipment	4,476	4,130
Total Fixed Assets	978	975
Total Assets	121,704	98,157
Liabilities		
Current Liabilities		
Accounts Payable	1,352	414
Accrued Expenses	728	-
GST	(1,666)	(855)
Rounding	-	-
Tagged Funds - COGS	-	544
Tagged Funds - KCDC Capable Sector Project	26,203	-
Tagged Funds - Lotteries	30,000	30,000
Tagged Funds - Support for Volunteering Fund	-	9,205
Tagged Funds - Thomas George Macarthy Trust	2,625	3,462
Tagged Funds - Wellington Community Trust	10,000	6,666
Wages Payable - Payroll	480	1,148
Total Current Liabilities	69,721	50,585
Non-current Liabilities		
Holiday Pay Accrual	237	2,756
Total Non-current Liabilities	237	2,756
Total Liabilities	69,958	53,341
Net Assets	51,745	44,817
Equity		
Current Year Earnings	6,928	9,772
Operational Reserve	14,600	14,600
Retained Earnings	30,217	20,445
Total Equity	51,745	44,817

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 2019.

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.



Volunteer Kapiti
Te Rau Aroha

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, 2019

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, 2019 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 \$51,745., and a surplus for the twelve months of \$6,928, fairly reflect the financial position of Volunteer Kapiti Inc. as at 30th June, 2019 and the results of its activities for the period ending on that date.

My review was completed on 14th August, 2019 and my opinion is expressed as at that date.

Ian S Butcher,
Accountant
Paraparaumu
14th August, 2019

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 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 Inc	Scout Association of NZ
Blind Foundation	Kāpiti Living Without Violence	SeniorNet Kāpiti
Cancer Society Wellington	Kāpiti Summer School	SPCA
Coast Access Radio	Kāpiti Uniting Parish	Special Olympics Kāpiti
Coastella	Kāpiti US Marines Trust	Te Ara Korowai
Dementia Action NZ	Kāpiti Vaulting Club Inc	The Salvation Army
Dementia Wellington	Kenakena School	The Shed Project
Energise Ōtaki Inc	Literacy Aotearoa	Volunteer Kāpiti
English Language Partners	Mary Potter Hospice	Waikanae Cameo Society
Friends of Queen Elizabeth Park	MenzShed Kāpiti	Waikanae Lions Club
GirlGuiding New Zealand	NZ Breast Cancer Foundation	Waikanae Support Hub
Heart Kids NZ	Nga Manu Nature Reserve	Well-Able
Idea Services Kāpiti	NZ Red Cross—Kāpiti	Wellington BGI
J.T.D Solutions	Order of St John Horowhenua	Wellington Tramway Museum
Kāpiti Aquatic Centre Trust	Ōtaki College	Wesley Community Action
Kāpiti Citizen's Advice Bureau	Ōtaki Heritage Trust / Museum	
Kāpiti Coast District Council	Ōtaki Community Patrol	
Kāpiti Coast Grey Power	Ōtaki MenzShed Inc	

Our Appreciation

Thankyou to the organisations and individuals 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!



Lottery Grants Board
Te Puna Tahua
LOTTO FUNDS FOR YOUR COMMUNITY



CHRIS STREATFIELD