

VOLUNTEER KĀPITI ANNUAL REPORT 2020/2021



volunteerkapiti.org.nz



OUR MISSION

To strengthen and connect our
Kāpiti community through
volunteer recruitment and
capability building



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ENTITY INFORMATION

Legal Name: Volunteer Kāpiti 2020

Other Name: Volunteer Kāpiti

Type of Entity and Legal Basis: Registered Charitable Trust

Charities Registration Number: CC42805

NZBN Number: 9429048133579

Trust Registration Number: 50033620

Contact Information:

Location: Kāpiti Impact Hub, 6 Tongariro Street,
Paraparaumu

Postal Address: P O Box 687, Paraparaumu 5254

Phone: 04 905 8884 / 06 364 6887

Email: info@volunteerkapiti.org.nz

Website: <https://volunteerkapiti.org.nz/>

Facebook: <https://www.facebook.com/Volunteer-Kapiti-710795435652498/>

Hours: 9:30 – 2pm Monday to Thursday

CHAIRPERSON'S REPORT

This year has been one of successful transition for Volunteer Kāpiti 2020 as we moved from the Community Centre to the Kāpiti Impact Hub at 6 Tongariro Street, where we now have excellent facilities to meet our needs and to continue our promotion and the successful placement of volunteers throughout Kāpiti.



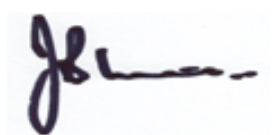
This annual report is a first review of our performance as a Trust as we have moved from being an Incorporated Society.

During this last year we interviewed 324 potential volunteers and made 428 referrals to the various roles in our 63 Member organisations.

The Board of Trustees, together with the staff have updated the Strategic Plan and we have agreed on an appropriate Mission and Vision. The long term strategic objectives now provide Susan Ansell and her team with ongoing operational guidelines.

Trust members Sue Wyatt, Bas Walker, Amy Helm and Dhaval Thakker have provided excellent Governance support and were joined this year by Geoff Pierce. We have also appointed Shayla Rigg as our Student Intern to the Board.

As I am stepping down at the AGM , I wish to thank my fellow Trust members and Susan and her enthusiastic Team for their support in making Volunteer Kāpiti such a vibrant and successful organisation in Kāpiti.

A handwritten signature in black ink, appearing to read 'Brian Milne'.

Brian Milne
Chairperson

MANAGER'S REPORT

It has been a year of implementing new changes including a new trust, website/database and office space all while being responsive to our volunteer community.



Our new website and database is proving an effective platform to support both potential volunteers and community organisations with their volunteer needs. This year we had a 37% increase in volunteer registration. However, we have not lost our personalised service. Volunteer Advisors still work alongside potential volunteers to help them find well-suited volunteer roles and our Service Coordinator also works alongside community groups to help support their volunteer programmes.



We needed to move from our temporary premises at Te Newhanga Kāpiti Community Centre due to ongoing weather-tightness issues. In May we relocated to the Kāpiti Impact Hub. We now have space for meetings and are connected in with the many other community groups that use the Hub. The move on a very limited budget was a great way to promote volunteering and collaboration. Our offices were renovated by Kāpiti MenzShed volunteers as well as volunteers from the wider community.

We made over 400 volunteer referrals this year, post-COVID restrictions there has been a steady uptake of volunteer roles including for one-off events such as the Kāpiti Foodbank packing day and eight community group appeals. We also referred people to longer term volunteer roles across the community sector including in Governance, community support and service delivery.

We promoted volunteer events throughout the year including: Student Volunteer Week and National Volunteer Week. These events are an opportunity to make volunteering more visible in Kāpiti and to recognise and support this mahi aroha.

Our volunteer team story competition was a great way to promote volunteering, celebrate our local volunteer teams and encourage more people to volunteer.



As part of the Capable Sector Collaborative project with Kāpiti Impact Trust we worked to build the capability and effectiveness of Kāpiti community organisations. This included coordination of the monthly Kāpiti Community Network Meetings; free workshops on: social media for community organisations, sustainable funding and governance board training and development. We also successfully launched the free Community Governance Mentoring Programme in partnership with Mentoring Foundation New Zealand and the National Strategy for Community Governance.



Thank you to our member organisations. This year again has highlighted the strength of working together, sharing ideas and supporting each other. It is always a highlight for us either through visiting our members or through facilitating the Kāpiti Community Network meetings to learn about and support all the mahi aroha that is happening across Kāpiti.

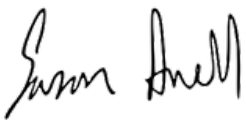


A big thank you to our Volunteer Kāpiti team. Both our volunteers and paid staff are skilled and passionate about the work that they do. It was a nice sight on office move day to see our staff, volunteers, trustees and extended families all helping together. Our success always comes back to the strength of these relationships within our team and the wider community.

I would also like to acknowledge the contribution Brian has made as Chair while the organisation has been navigating these many changes. While this is his last year as Chair, he leaves Volunteer Kāpiti well placed to meet our new vision for 2021-2024:

To support a vibrant connected Kāpiti supported by the mahi aroha of our volunteer community

The financial statements were reviewed by an independent Auditor and have been approved to fairly reflect Volunteer Kāpiti's financial position as of 30th June 2021. We are very grateful to our funders that continue to support us to provide services for the benefit of the wider Kāpiti community.



Susan Ansell
Manager
Volunteer Kāpiti

Mā tini mā mano, ka rapa te whai (many hands make light work, unity is strength)

SOURCES OF INCOME

Volunteer Kāpiti's main sources of income come from grants, contracts (local government), membership fees and donations. Our service would not be possible without the support of our funders.

Thank you to the following funders for their support this year:



**Te Tari Taiwhenua
The Department
of Internal Affairs
Support for
Volunteering Fund**

Chris Streatfield

STRUCTURE

Our Trust Deed states that the Trust shall comprise of a Board of Trustees of not less than 5 and no more than 9 persons. The Trust currently is comprised of 6 Trustees (who are all volunteers), this includes the appointed Chairperson and Treasurer roles.

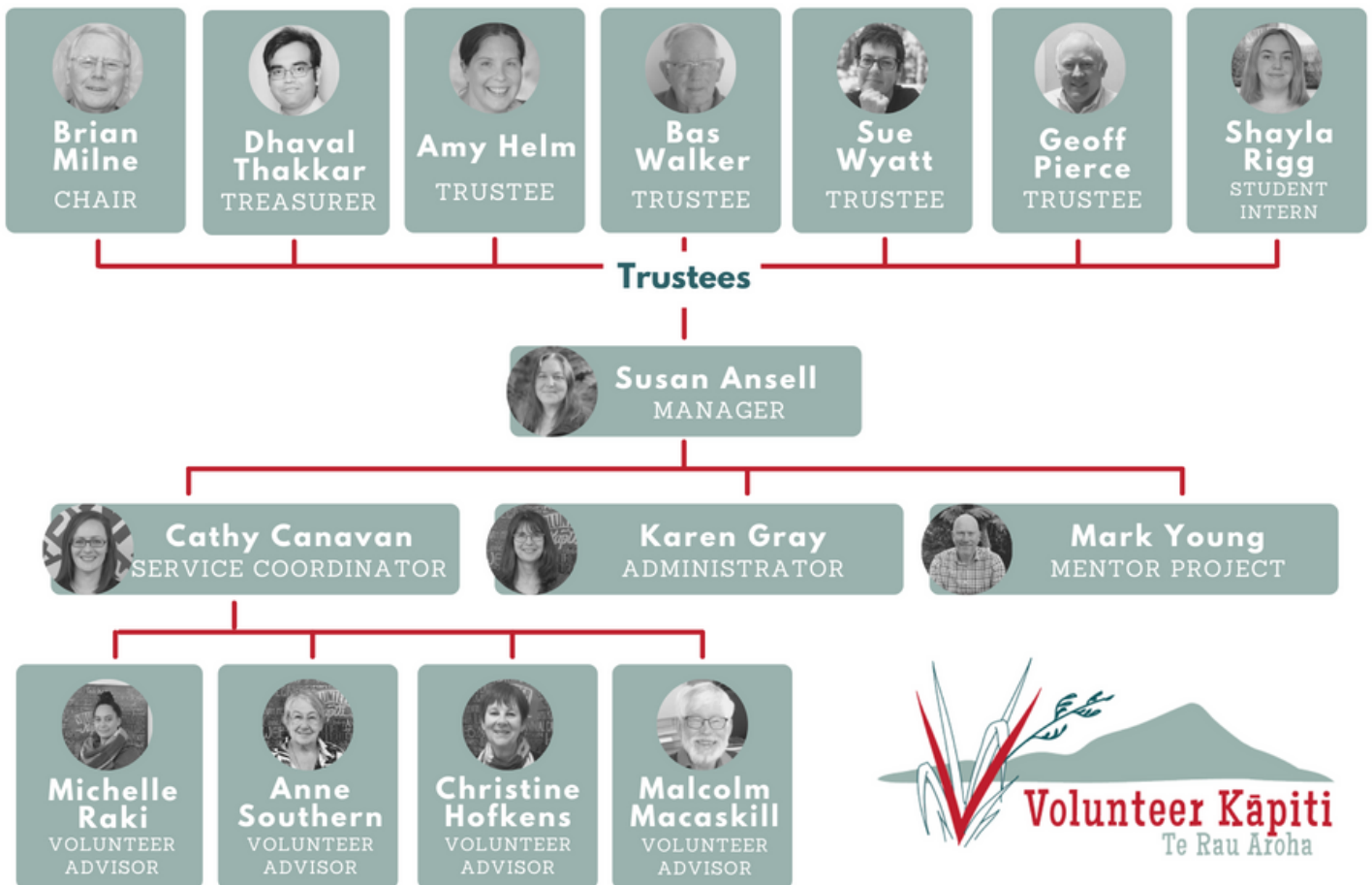
Paid operational staff positions include: Manager, Services Coordinator and Administrator. These part-time roles combined make up a 1.25 Full Time equivalent.

We have four Volunteer Advisors that between them provide volunteer recruitment services for 18 hours a week. The new volunteer role: Community Governance Mentor Programme Coordinator has been created this year to coordinate the Community Governance Mentor programme.

Volunteer Kāpiti also relies on the expertise of other volunteers for specific projects. The 'Connect' website/database developer volunteered his time to develop a new website and database system for our volunteer centre this year and for many other volunteer centres around New Zealand. Many volunteers also contributed towards our office move and refurbishment.

Our volunteer hours average 30 hours a week. While it might be easy to try and equate a dollar value in savings from our volunteer hours, the value of course is far more than this. Many of our volunteers have been with the organisation for longer than our paid staff. Our volunteers provide valuable skills and experience, provide community connections, add to our team culture and act as ambassadors for volunteering.

STRUCTURE



MEMBERS

Thank you to our Members that registered for our volunteer recruitment/support service this year:

Accessibility Advisory Group ▪ Age Concern Kāpiti ▪ Animal Protection Society
Arthritis New Zealand ▪ Atareira ▪ Birthright Kāpiti ▪ Birthright Ōtaki/Horowhenua
Cancer Society Wellington ▪ Coast Access Radio ▪ Dementia Wellington
El Rancho ▪ Energise Ōtaki Inc ▪ English Language Partners
Forest and Bird Kāpiti Mana ▪ Friends of Ōtaki Rotunda
Friends of Queen Elizabeth Park ▪ GirlGuiding New Zealand ▪ Heart Kids NZ
Horse Sense ▪ HUHA ▪ IDEA Specialist Service (Hillcrest)
Kaibosh / Kāpiti - Horowhenua ▪ Kāpiti Coast District Council
Kāpiti Coast Museum ▪ Kāpiti Coast United Sports Club
Kāpiti Community Foodbank ▪ Kāpiti Community Patrol
Kāpiti Community Sports Bank ▪ Kāpiti Friendship Force
Kāpiti GreyPower Assoc ▪ Kāpiti Impact Trust ▪ Kāpiti Living Without Violence
Kāpiti Parents Centre ▪ Kāpiti Uniting Parish ▪ Kāpiti US Marines Trust
Kāpiti Vaulting Club ▪ Kāpiti Women's Centre ▪ Kenakena School
L'Arche Kāpiti ▪ Lions Club of Ōtaki Literacy Aotearoa ▪ MenzShed Kāpiti
Neighbourhood Support ▪ New Zealand Breast Cancer Foundation
Nga Manu Nature Reserve ▪ New Zealand Red Cross
Ōtaki Heritage Bank Preservation Trust (Ōtaki Museum)
Ōtaki Community Patrol ▪ Ōtaki Toy Library ▪ Paekākāriki Community Trust
Presbyterian Support Central ▪ Raumati South Residents Assoc
Royal Forest and Bird Kāpiti Mana ▪ Royal New Zealand Plunket Trust
SeniorNet Kāpiti ▪ Special Olympics Kāpiti ▪ Te Ara Korowai
The Mahara Gallery Trust ▪ The Salvation Army Kāpiti ▪ The Shed Project
Waikanae Cameo Society ▪ Waikanae Estuary Care Group ▪ Waikanae Lions Club
Well-Able ▪ Wellington Tramway Museum ▪ Wesley Community Action

OUR IMPACT

Over the year Volunteer Kāpiti connected people and community organisations across the volunteer sector through a range of services:

- **Volunteer role recruitment:** Facilitated access to volunteer roles for a diversity of people and needs in the Kāpiti region (324 people). Volunteer advisory for community organisations - including help with volunteer role descriptions and best practice. This allowed Kāpiti Community Groups to be better resourced with skilled, well-matched volunteers to meet community needs.
- **Recognition** of the value of volunteering in the Kāpiti Community (through events such as National Volunteer Week).
- Provision of **Opportunities for Kāpiti Community Groups** to connect, learn from each other and support each other's work (Monthly Kāpiti Community Network meetings and Monthly Newsletters).
- Coordination of relevant **training workshops** for community groups.

All of these activities have helped to contribute to a more connected Kāpiti community with well-placed volunteers to support our Kāpiti organisations to do their great work in our community. Providing volunteering options also helped individuals to connect to their local community, learn new skills, meet new people, gain valuable work experience and contribute to their overall wellbeing.

Description and Quantification of the Entity's Outputs:	2020/2021	2019/2020
Interviews conducted with potential Volunteers	324	236
Number of roles that volunteers were referred to	428	310
Number of development training workshops	4	3
Overall satisfaction rating for workshops	91%	86%
Number of member organisations	63	65

OUR IMPACT



Interviewed **324**
Volunteers and
Referred them to
428 Roles



Supported **63**
Member
Organisations



Facebook Followers
increased by **27%**



4 Workshops
delivered - with **91%**
overall satisfaction
rating



12 Newsletters sent
to **367** contacts



Facilitated **11**
Community
Network Meetings



Connected **10**
Governance Mentors
with **10** Mentees

FEEDBACK FROM OUR COMMUNITY

'We've had nothing but awesome service from you cats, and amazing volunteers coming through' - Member Organisation



Kāpiti Community Network meetings provide 'A reassurance that I am "not alone" in the community' - Meeting participant



'I really enjoy feeling like I'm making a difference in our community. Its very satisfying!' - Volunteer

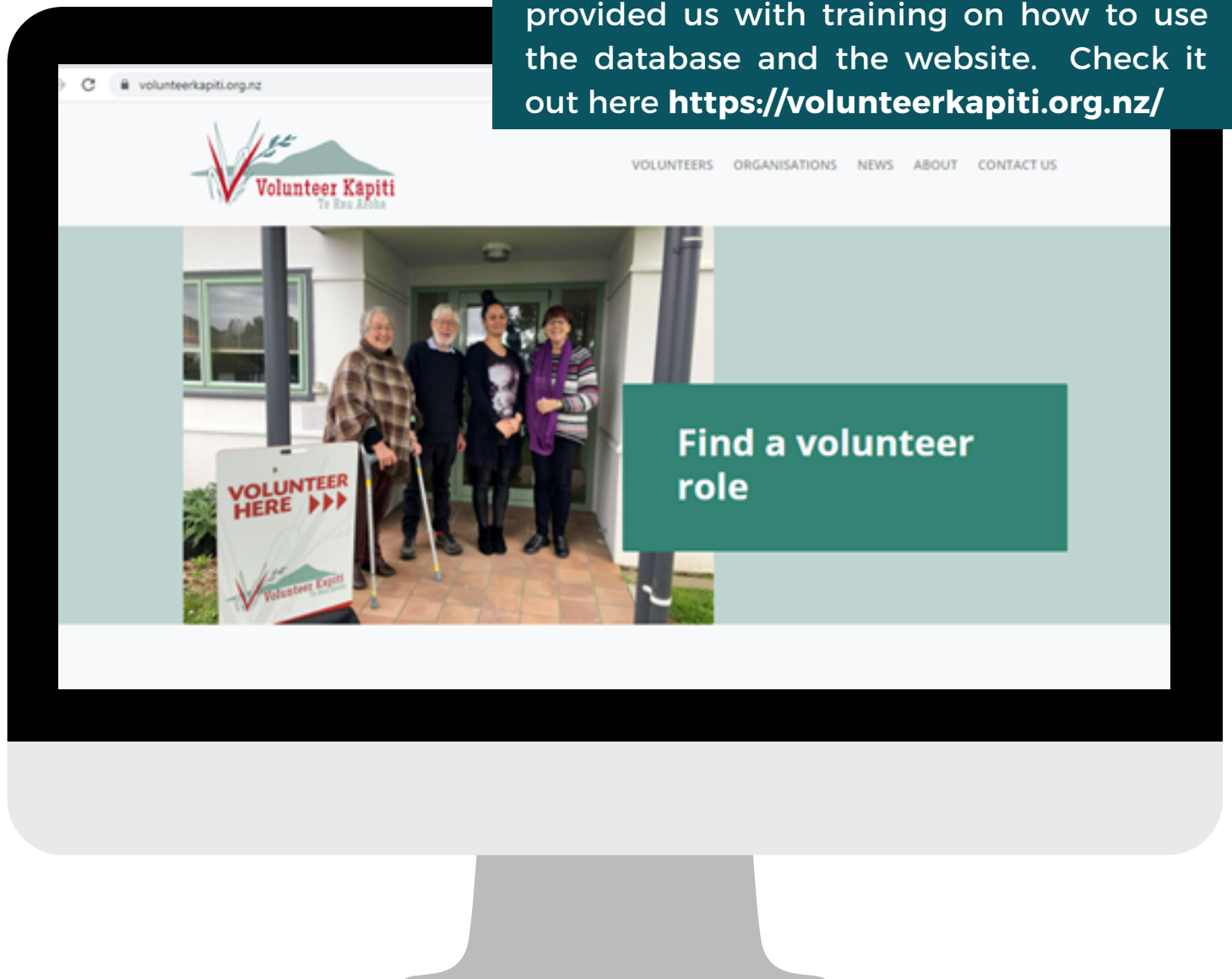


'I just wanted to thank you for this workshop. It was very valuable, gave us lots to think about and it was wonderful to meet others in the community' - Workshop participant



SPECIAL THANKS

Special thanks to **Tim Wylie** who put in many many hours developing our new website, which we launched in February 2021. Tim volunteered his time not only setting up the website to fit our organisations needs, but he also patiently answered our many questions and provided us with training on how to use the database and the website. Check it out here <https://volunteerkapiti.org.nz/>



SPECIAL THANKS



A big THANK YOU to **Kevin Avery** and the amazing team at **Menzshed Kāpiti**, **Ian Phillips**, **Alison Holmes**, **Joan Stevenson**, the **Kāpiti Coast District Council Connected Communities Team**, the **Kāpiti Impact Hub Team**, **Nikau Foundation** and our own amazing **volunteer and staff team** for all their help with our office move and renovation project in May 2021.



VOLUNTEER STORY

Jane King

After working for several charities over the years, Jane King knew the value that volunteers bring to voluntary organisations. While on a career break to look after her young family Jane started volunteering. She found it a good way to meet people when she first moved to Aotearoa from the U.K.



Jane currently volunteers in a number of roles: as a Community Patroller and Committee Member for Kāpiti Community Patrol; a Gardener at Greendale Reserve; and a receptionist and gardener for the Kāpiti Cancer Society.

Through these volunteer roles Jane enjoys being outdoors and contributing to native conservation as well as being able to meet people and make a difference to someone's day. There are many benefits from volunteering in your local community. Jane has found that volunteering provides a sense of wellbeing and achievement, the ability to learn from others and the flexibility to work her volunteer roles around her family commitments.

When asked what would you say to others that might be considering volunteering? Jane notes 'Just do it! Try something new and don't be put off if you don't think you have all the relevant experience. You can bring your skills and experiences to a role also'.

TREASURER'S REPORT

OVERVIEW

At the beginning of the financial year the Trustees approved a budget which would allow Volunteer Kāpiti 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

Grant income received from our various Funders was overall similar to last year. The COVID-19 response and recovery has provided some uncertainty in a number of areas but we are very thankful for our multi-year grants and the Ministry of Social Development COVID-19 grant. Being able to project funding out multiple years has assisted us in planning ahead and therefore providing greater assistance to our member organisations and the community's important work.

EXPENSES

Expenses were within the budget set by the trustees for the year. The year end result shows a surplus of \$3,255. This surplus was reduced compared to the 2020/21 financial year. A larger surplus the previous year was due to some tagged project funding being unable to be expended due to COVID19 restrictions. We also received grant funding instalments that were for purposes carried over to the 2021/22 financial year. This year's smaller surplus is comparable with our surplus for the years before the first impact of COVID19.

TREASURER'S REPORT

EQUITY

The Statement of Financial Position shows the Centre is in a sound financial position with total bank funds of \$125,442 at year end.

Volunteer Kāpiti's Equity (net assets) at \$83,881 remains strong. The equity figure includes the Operational Reserve of \$40,000 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.

I would like to thank our Manager, Susan and her team for the way they managed to keep expenditure within budget during this year with all the uncertainty around COVID-19. Additionally, the team's efforts to obtain the Grants and other income sources to fund our organisation, which is never an easy job in today's competitive environment, are very important for Volunteer Kāpiti.

Finally, I would like to thank Dhaval Thakkar for his work as the treasurer for Volunteer Kāpiti and I look forward to working with the team as the new treasurer going into the 2021/22 financial year.

A handwritten signature in blue ink, appearing to read 'G. Pierce', is shown within a light grey rectangular box.

Geoffrey Pierce
Treasurer, Volunteer Kāpiti

FINANCIAL STATEMENTS

Profit and Loss

Volunteer Kāpiti 2020 Trust
For the year ended 30 June 2021

	2021
Trading Income	
COGS - Income	2,000.00
Donations Received	600.00
Interest Income	607.09
KCDC - Capable Sector Project Income	40,023.66
Lotteries - Income	23,500.00
Membership Income	3,456.66
Miscellaneous Income	292.61
Nikau Foundation - Income	1,000.00
Support for Volunteering Fund - Income	36,409.00
Thomas George Macarthy Trust - Income	14,000.00
Total Trading Income	121,889.02
Gross Surplus	121,889.02
Operating Expenses	
ACC Levies	147.86
Assets as Expense	5,803.70
Bank Fees	10.00
Building a Capable Social Sector - Admin/Collaboration	568.32
Building a Capable Social Sector - Training Programme	15,423.80
Consulting and Professional services	1,166.15
Depreciation	216.59
General Expenses	218.26
Insurance	758.59
Marketing and Promotion	2,645.94
Motor Vehicle Reimbursements	416.95
Office Expenses	1,008.24
Printing & Stationery	1,125.08
Rent	6,542.66
Repairs and Maintenance	716.72
Staff Costs - Training Expense	186.85
Staff Costs - KiwiSaver Employer Contributions	2,184.24
Staff Costs - Salaries	73,613.30
Subscriptions	230.53
Telephone, Internet & Electricity	3,474.72
Volunteer Expenses	2,175.38
Total Operating Expenses	118,633.88
Net Surplus	3,255.14

FINANCIAL STATEMENTS

Volunteer Kāpiti 2020

Statement of Financial Performance

"How was it funded?" and "What did it cost?"

For the year ended

30 June 2021

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Revenue				
Donations, fundraising and other similar revenue		600		600
Fees, subscriptions and other revenue from members		3,457		3,000
Revenue from providing goods or services		117,225		118,633
Interest, dividends and other investment revenue		607		2,745
Other revenue		-		4,348
Total Revenue*		121,889	-	129,326
Expenses				
Expenses related to public fundraising		-		-
Volunteer and employee related costs		78,160		66,517
Costs related to providing goods or services		40,027		32,907
Grants and donations made		-		-
Other expenses		447		1,021
Total Expenses*		118,634	-	100,445
Surplus/(Deficit) for the Year*		3,255	-	28,881

FINANCIAL STATEMENTS

Volunteer Kāpiti 2020 Statement of Financial Position "What the entity owns?" and "What the entity owes?" As at 30 June 2021				
	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Assets				
Current Assets				
Bank accounts and cash		125,442		150,916
Debtors and prepayments		23,025		675
Inventory				
Other current assets				
Total Current Assets		148,467	-	151,591
Non-Current Assets				
Property, plant and equipment		3,165		4,547
Investments				
Other non-current assets				
Total Non-Current Assets		3,165	-	4,547
Total Assets*		151,632	-	156,138
Liabilities				
Current Liabilities				
Bank overdraft				
Creditors and accrued expenses		4,298		136
Employee costs payable				
Unused donations and grants with conditions		61,297		69,103
Other current liabilities		1,118		6,036
Total Current Liabilities		66,713	-	75,275
Non-Current Liabilities				
Loans				
Other non-current liabilities		1,038		237
Total Non-Current liabilities		1,038	-	237
Total Liabilities*		67,751	-	75,512
Total Assets less Total Liabilities (Net Assets)*		83,881	-	80,626
Accumulated Funds				
Capital contributed by owners or members*		-		-
Accumulated surpluses or (deficits)*		43,881		40,626
Reserves*		40,000		40,000
Total Accumulated Funds*		83,881	-	80,626

This performance report has been approved by the Trustees, for and on behalf of Volunteer Kāpiti 2020.

Date 2nd September 2021

Signature 

Name Brian Milne

Position Chairperson

Date 2nd September 2021

Signature 

Name Geoff Pierce

Position Treasurer

FINANCIAL STATEMENTS

Volunteer Kāpiti 2020 Statement of Cash Flows "How the entity has received and used cash" For the year ended 30 June 2021

	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Cash Flows from Operating Activities*			
Cash was received from:			
Donations, fundraising and other similar receipts	600		600
Fees, subscriptions and other receipts from members	(18,893)		2,550
Receipts from providing goods or services	117,225		122,981
Interest, dividends and other investment receipts	607		2,745
Net GST	(1,118)		(6,036)
Cash was applied to:			
Payments to suppliers and employees	125,059		88,065
Donations or grants paid			
Net Cash Flows from Operating Activities*	(26,638)	-	34,775
Cash flows from Investing and Financing Activities*			
Cash was received from:			
Receipts from the sale of property, plant and equipment	3,814		
Receipts from the sale of investments			
Proceeds from loans borrowed from other parties			
Capital contributed from owners or members			
Cash was applied to:			
Payments to acquire property, plant and equipment	2,650		4,360
Payments to purchase investments			
Repayments of loans borrowed from other parties			
Capital repaid to owners or members			
Net Cash Flows from Investing and Financing Activities*	1,164	-	(4,360)
Net Increase / (Decrease) in Cash*	(25,474)	-	30,415
Opening Cash*	150,916		120,501
Closing Cash*	125,442		150,916
This is represented by:			
Bank Accounts and Cash*	125,442	-	150,916

FINANCIAL STATEMENTS

Volunteer Kāpiti 2020
Statement of Accounting Policies
"How did we do our accounting?"
For the year ended
30 June 2021

Basis of Preparation*

Volunteer Kāpiti 2020 has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)*

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

Income Tax

Volunteer Kāpiti 2020 is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

FINANCIAL STATEMENTS

Volunteer Kāpiti 2020 Notes to the Performance Report For the year ended 30 June 2021

Note 4 : Property, Plant and Equipment

This Year						PPE7 - PPE8	
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*	Current Valuation*	Source and Date of Valuation*
Land*	-			-	-		
Buildings*	-				-		
Motor Vehicles*	-				-		
Furniture and fixtures*	266			53	213		
Office equipment*	400	2,650		132	2,918		
Computers (including software)*	3,881		3,815	32	34		
Machinery*	-				-		
Heritage assets	-				-		
Total	4,547	2,650	3,815	217	3,165		

Last Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*				-	-
Buildings*					-
Motor Vehicles*					-
Furniture and fixtures*	333			67	266
Office equipment*	518			118	400
Computers (including software)*	127	4,360		606	3,881
Machinery*					-
Heritage assets					-
Total	978	4,360	-	791	4,547

Significant Donated Assets Recorded - Source and Date of Valuation*

Significant Donated Assets - Not Recorded*

NB: \$4360 'Disposed Of' Assets is for laptops transferred to Expenses (Due to Covid Asset Threshold change)

FINANCIAL STATEMENTS

Volunteer Kāpiti 2020 Notes to the Performance Report For the year ended 30 June 2021

Note 5: Accumulated Funds

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	-	40,626	40,000	80,626
Capital contributed by owners or members*				-
Capital returned to owners or members*				-
Surplus/(Deficit)*		3,255		3,255
Distributions paid to owners or members*				-
Transfer to Reserves*				
Transfer from Reserves*				
Closing Balance	-	43,881	40,000	83,881

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance		37,145	14,600	51,745
Capital contributed by owners or members*				-
Capital returned to owners or members*				-
Surplus/(Deficit)*		28,881		28,881
Distributions paid to owners or members*				-
Transfer to Reserves*		(25,400)	25,400	
Transfer from Reserves*				
Closing Balance	-	40,626	40,000	80,626

Breakdown of Reserves		Actual* This Year	Actual* Last Year
Name*	Nature and Purpose*	\$	\$
Operating Reserve	To cover four months expenditure in the event of delayed funding.	40,000	40,000
Total		40,000	40,000

FINANCIAL STATEMENTS

Basis Of Preparation

The Financial Statements are for the year ended 30 June 2021 and have been prepared on a historical costs basis, except for the assets and liabilities which 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 Kāpiti has elected to apply '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.

Volunteer Kāpiti 2020 is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions. All amounts are recorded exclusive of GST, except for Debtors and Creditors which are recorded inclusive of GST.

Additional Notes:

Assets: The NZ Government relief package for COVID-19 included increasing the asset threshold, from \$500 to \$5000 for the period 17/03/2020 to 16/03/2021, and to \$1000 onwards. Volunteer Kāpiti's purchases that fall under the threshold have been claimed as Expenses rather than assets with depreciation.

Liabilities A number of funds for the 2021/2022 financial year were received in June 2021 and are tagged for specific expenditure over the 2021/2022 financial year. Including:

- \$10,000: Wellington Community Trust for the Youth/Ōtaki volunteer support project
- \$10,000: Lottery COVID-19 Wellbeing Fund for the Youth/Ōtaki volunteer support project
- \$17,500 was invoiced for the Capable Sector Project in June, any remainder of the full tagged funds on this project not spent will need to be returned by contract end in 2021.

FINANCIAL STATEMENTS

REPORT TO THE MEMBERS OF

Volunteer Kāpiti 2020 Trust.

I have completed a review of the accounts of Volunteer Kāpiti 2020 Trust for the twelve months period ending 30th June, 2021

Management Committee's Responsibilities

The Management Committee of Volunteer Kāpiti 2020 Trust is responsible for the compilation of accounts which fairly reflect the financial position of that organisation as at 30th June, 2021 and the results of activities for the twelve months period ending 30th June, 2021

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 Kāpiti 2020 Trust 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 Kāpiti 2020 Trust.

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 \$83,881., and a surplus for the twelve months of \$3,255, fairly reflect the financial position of Volunteer Kāpiti 2020 Trust as at 30th June, 2021 and the results of its activities for the period ending on that date.

My review was completed on 17th August, 2021 and my opinion is expressed as at that date.



Ian S Butcher,
Accountant
Paraparaumu
17th August, 2021

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