

VOLUNTEER KĀPITI ANNUAL REPORT 2021/2022



volunteerkapiti.org.nz



OUR VISION

A vibrant, connected Kāpiti
supported by the mahi aroha
of our volunteer community.



OUR MISSION

Contribute to the development of a thriving community in Kāpiti through proactive engagement and connection across the volunteer sector.

We do this by:

- Helping organisations to find volunteers
- Helping volunteers to find meaningful roles
- Stimulating interest in volunteering
- Enabling opportunities for training, networking and collaboration for the Kapiti community/volunteer sector
- Being a recognised leader and an exemplar of best practice in supporting volunteering

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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

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

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

Instagram: <https://www.instagram.com/volunteerkapiti>

Hours: 9:30 – 2pm Monday to Thursday

CHAIRPERSON'S REPORT

I am proud to present to you the Volunteer Kāpiti Annual Report for 2021/22.

It has been a busy year for Volunteer Kāpiti and despite the impact of Covid, we have endeavoured to deliver to our vision and strategic plan. I would like to acknowledge the efforts of both staff and trustees for our success in doing so.



We farewelled trustee Bas Walker whose experience and wisdom were invaluable to the Board, and particularly to myself as the new Chairperson. Geoff Pierce also served us well as Treasurer and I thank them both for their contribution. Our thanks also go to Ella Harvey our student intern who provided a youth voice on the Board this year.

I am pleased to have welcomed onto the Board Jaki Marston, Chris Joseph, Michelle Lincoln, and Mike Williams as Treasurer.

As you will see in the Treasurer's report, we have navigated our way through the last twelve months of reduced funding and contained our expenditure while continuing to deliver our core services and develop new ones.

The Manager's Report details these services, including the pilot of a new community governance mentoring programme. Like the other participants in governance roles, I found the mentorship and insights gained of great help in my new role, and to now see this programme rolled out across Aotearoa is a credit to the work and innovative approach of Volunteer Kāpiti in supporting its members.

Finally, I would like to thank the funders for their support and the sixty four member organisations we serve.

He waka eke noa – a waka we are all in together.



Sue Wyatt
Chairperson

MANAGER'S REPORT

He rau ringa e oti ai (many hands make light work). More than ever this Annual Report represents a team effort. While we are still feeling the effect of Covid in our community, this year has shown us the need for our team to be adaptable and flexible as every week can bring new challenges as well as opportunities. I am very thankful to everyone at Volunteer Kāpiti who have leapt to the challenge, picked up new tasks and looked after each other. It helps that our passion for our work is fed by all the mahi aroha that takes place in our Kāpiti member organisations and the wider community.



A total of 64 community organisations benefited from membership with Volunteer Kāpiti this year. This enabled them access to volunteer support (including volunteer role development /advice, promotion, recruitment, and referral). We interviewed 285 potential volunteers and referred them to 439 roles. This included Advisor support to ensure the potential volunteer finds a role that fits their skills, passions and needs.

We undertook projects to support youth volunteering and volunteering in Ōtaki, thanks to the support of the Wellington Community Trust and the Lottery Community COVID fund. We established a regular 'pop up' at Ōtaki library and supported Ōtaki-based organisations with their volunteer needs (this included 7 new Ōtaki organisations joining Volunteer Kāpiti this year). We created resources to support youth volunteering and led a social media campaign during Student Volunteer Week. This year we had a 21.6% increase (compared to last year) in people under 20 registering to volunteer with us. We hope to continue with this momentum as we continue to explore ways to reduce barriers to volunteering.

This year we completed the 3-year Capable Sector Project (phase 1) in collaboration with Kāpiti Impact Trust and funded from the Kāpiti Coast District Council Social Investment fund. The project helped us to provide capability opportunities for Kāpiti community groups. This included resources, regular networking, workshops and mentoring opportunities.

A highlight this year from the Capable Sector Project was piloting the Community Governance Mentoring Programme in collaboration with Community Governance New Zealand and Mentoring Foundation New Zealand. The programme matched 10 volunteer mentors with 10 people in community governance positions. We love how this programme uses local knowledge of those experienced in Governance to support people new to the role.



From the mentor programme we now have 10 community organisations that have a governance member who is more confident in their role, has increased knowledge and is able to share and act on the knowledge gained for the benefit of their board and community that they serve. The pilot was a great success and is now being rolled out around Aotearoa.



National Volunteer Week is always a favourite time of year for us. We enjoyed sharing the stories and meeting the volunteers throughout Kāpiti as part of our Volunteer Story competition. The stories celebrated the many benefits there are to volunteering both for the volunteer and the community that they serve. From visiting the groups in the competition it is clear there is a lot of laughter and friendship as part of volunteering.

A big shout out to everyone in the Volunteer Centre Network Aotearoa and Volunteering New Zealand. Throughout the year we have been sharing inspiration, resources and support. Working together like this adds so much to our work and means we can provide the best possible resources and support for Kāpiti and the Volunteer sector.



We are ready for another year. One challenge is to look at ways we can reconnect people back to volunteering after the disruptions of COVID and to build on our volunteering recruitment processes to further support a diversity of volunteers.

I am so grateful to our team, our members, our funders and all the volunteers out there who will turn these challenges into great opportunities for our community.



Susan Ansell
Manager
Volunteer Kāpiti

SOURCES OF INCOME

Volunteer Kāpiti's 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:



Funded by
NZ Lottery
Grants Board



Chris Streatfield

STRUCTURE

Our Trust Deed states that the Trust shall comprise of a Board of Trustees of 5 to 9 persons. The Trust currently is comprised of 6 Trustees, this includes the appointed Chairperson and Treasurer roles. To enable a youth voice at Governance level we also have a Student Governance Intern position.

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 4 Volunteer Advisors (one for each day we are open to the public), between them they provide volunteer recruitment services for 18 hours a week. We also have a Community Governance Mentor Programme Coordinator.

Our volunteer hours average 30 hours a week – this includes additional volunteers for projects/events throughout the year. We value the diversity of skills and experience of our volunteers. They form an integral part of our team.

OUR TEAM



Sue Wyatt
Chair of Board of Trustees



Susan Ansell
Manager



Geoff Pierce
Treasurer (2021-2022)



Cathy Canavan
Service Coordinator



Mike Williams
Treasurer



Karen Gray
Accounts/Admin



Amy Helm
Trustee



Anne Southern
Volunteer Advisor



Chris Joseph
Trustee



Michelle Raki
Volunteer Advisor



Jaki Marston
Trustee



Malcolm Macaskill
Volunteer Advisor



Michelle Lincoln
Trustee



Paul Matthews
Volunteer Advisor



Ella Harvey
Student Governance Intern



Christine Hofkens
Volunteer Advisor (2021)



Mark Young
Mentor Project

ORGANISATIONS

Thank you to the community organisations who registered for our volunteer recruitment/support services this year. The organisations all contribute to a thriving community in Kāpiti. We love supporting and celebrating their mahi aroha.

Accessibility Advisory Group ▪ Age Concern Kāpiti ▪ Arohanui Hospice Op Shop
Atareira ▪ Birthright Kāpiti ▪ Birthright Ōtaki/Horowhenua
Cancer Society Wellington ▪ Coast Access Radio ▪ Dementia Wellington
El Rancho ▪ Energise Ōtaki ▪ English Language Partners
Friends of Ōtaki Rotunda ▪ Friends of Animals Charities ▪ GirlGuiding NZ
Heart Kids NZ ▪ Home 4 All ▪ HUHA ▪ IDEA Specialist Service
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 Uniting Parish ▪ Kāpiti US Marines Trust ▪ Kāpiti Vaulting Club
Kāpiti Women's Centre ▪ Kenakena School ▪ L'Arche Kāpiti
Lions Club of Ōtaki ▪ Lions Club of Kāpiti ▪ Mary Potter Hospice
MenzShed Kāpiti ▪ Neighbourhood Support ▪ NZ Breast Cancer Foundation
Nga Manu Nature Reserve ▪ NZ Red Cross ▪ Order of St.John
Ōtaki Community Board ▪ 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
Scouts NZ - Kāpiti Coastal Zone ▪ SeniorNet Kāpiti ▪ Special Olympics Kāpiti
StarJam ▪ Te Ara Korowai ▪ Te Puna Oranga o Ōtaki ▪ The Mahara Gallery Trust
The Mirek Smisek Arts Trust ▪ The Salvation Army Kāpiti ▪ Volunteer Kāpiti
Waikanae Cameo Society ▪ Waikanae Estuary Care Group
Waikanae Lions Club ▪ Waikanae Montessori Preschool
Waikanae Surfing Club ▪ Well-Able ▪ Wellington Tramway Museum
Wesley Community Action ▪ Zero Waste Ōtaki

OUR IMPACT

Volunteer Kāpiti supported the Kāpiti for-purpose sector and potential volunteers in our community by:

- **Meeting the need for volunteers:** Through our volunteer recruitment and advisory service we helped to fill volunteer roles for community organisations – increasing their capacity and capability to meet community needs.
- **Meeting the need of potential volunteers:** We conducted interviews with a diversity of potential volunteers to find a volunteer role that was the best match for them and contributed to their wellbeing. We also followed up after their referral to ensure they were happy with the role.
- **Advice for all things volunteering:** We provided a volunteer advisory service for community organisations - including help with volunteer role descriptions and best practice. We provided workshop opportunities and coordinated the Community Governance Mentoring Programme in Kāpiti.
- **Promotion of volunteering:** We took every opportunity to promote volunteering in the community including events such as Student Volunteer Week, National Volunteer Week and Community Expos.
- **Connecting our Sector:** We facilitated the monthly Kāpiti Community Network meetings and provided monthly newsletters and resources to support the for-purpose sector to connect, share learnings and work together for the benefit of the wider community.

Outputs:	2021/2022	2020/2021
Interviews conducted with potential Volunteers*	285	324
Number of roles that volunteers were referred to	439	428
Number of development training workshops	4	4
Overall satisfaction rating for workshops	100%	91%
Number of member organisations	64	63

*COVID has had an impact on our statistics for 2021/22, with less volunteer interviews taking place during COVID 'waves' in Kāpiti.

OUR IMPACT



Interviewed **285**
Volunteers and
Referred them
to **439** Roles



Supported
64 Member
Organisations



Facebook Page Reach
increased by **34.7%**
and established
Instagram page



4 Workshops
delivered - with
100% overall
satisfaction rating



12 Newsletters
sent to **434**
contacts



Facilitated **11**
Community
Network Meetings



100% of Governance
Mentees noted
increased confidence
in their role.

FEEDBACK FROM OUR COMMUNITY

"Volunteer Kāpiti have always gone above and beyond my expectations in terms of the level of support they provide" - Member Organisation



"Thank you for continuing to send us good quality volunteers; they make a significant difference to the lives of our residents" - Member Organisation



"The Pink Ribbon shifts that I completed were so much more than I could ever have imagined. The two volunteer ladies that I stood with both had experience with breast cancer and I was humbled that they shared their story" - Volunteer

"What you offer is bang on really. You know what issues local organisations face and therefore deliver training options that are on top for us all" - Workshop participant



HIGHLIGHTS



Cathy with Amanda from Birthright Kāpiti



Josh McPhee with Raumatī Beach Teacher Shellee May

National Volunteer Week 2022 - Te Wiki Tūao ā-Motu was the perfect opportunity to recognise and thank the amazing community groups operating in Kāpiti. We ran a volunteer story competition (individuals or teams) in the weeks running up to National Volunteer Week. We received many heart-warming stories ranging from the local Coastguard team to a high school student volunteering at his local primary school.

This year's winners of the competition were the Challenge for Change Mentor and Volunteer Team (see page 18 for their story).

We visited every volunteer or team of volunteers nominated this year and presented them with a Certificate of Appreciation and chocolates. We love helping to highlight the mahi aroha happening in our region. National Volunteer Week and the story competition is a rewarding way to do this for everyone involved.



Chris with some of the volunteer team from Waikanae Coastguard



HIGHLIGHTS



One of our social media campaign posts during Student Volunteer Week 2022

Other highlights this year included celebrating Student Volunteer Week 2022, completion of the pilot Governance Mentoring Programme and increasing engagement in Ōtaki and with local rangitahi.



Paraparaumu College students sending messages of support to Mahi for Ukraine



Cathy and Sue at the Ōtaki pop-up in Ōtaki Library



Sage and Ella in a Youth Planning Meeting



Community Governance Mentoring participants at a meet up

THANK YOU



Christine Hofkens (centre) on her final day as a Volunteer Advisor at Volunteer Kāpiti



Geoff Pierce, our previous Treasurer



Lily Collette (2nd from left) our Te Reo Māori Tutor



The Volunteer Kāpiti Team



Mark Young our Community Governance Mentor Programme Coordinator



Lawrence Kirby and the Kāpiti Impact Trust Team who are our Capable Sector Project Partners

VOLUNTEER STORY COMP WINNERS

Challenge For Change Kāpiti

Challenge for Change Kāpiti has the pleasure of working with the most incredible group of volunteers.

These volunteers take on the role of Mentor to a young person for a year. They commit to meeting at least once a week for several hours with their young person, as well as giving up multiple weekends for whole group activities throughout the year.



The people who take up this role have the common theme that their hearts are for the young people in our local community and they want to make an investment in them. This common heart means that as the Challenge for Change programme progresses a strong sense of whānau is created that includes the young people and their whānau. Every year the new group displays incredible manākitanga, whanaungatanga and tuakana teina.

Since Covid and its challenges have hit, these amazing people have striven to maintain the relationships with their mentees – showing dedication and creativity – using various online means to continue their regular meetings. They undertake the role understanding the need to be committed to their young person for the year, and often times they go well beyond this because as the programme ends they continue the relationship into the future.

What is even more impressive is the way that the Challenge for Change volunteers are grateful for their involvement in the programme and to their mentees because of the opportunity it gives them to grow themselves!!

This story was submitted by Beatrice Fisher - Challenge for Change Coordinator, as part of our National Volunteer Week Story Competition 2022.

Read their full story here <https://volunteerkapiti.org.nz/volunteers/stories>

TREASURER'S REPORT

This financial report has been prepared on behalf of the Trustees of Volunteer Kāpiti. It contains the financial information for the 12 months ending 30/06/2022. The statement of Financial Performance and Position provides a true and fair view of the financial year.



OBJECTIVES

- 1) To track and analyse the financial performance of Volunteer Kāpiti
- 2) Determine if the organisation is moving towards and has the capacity to meet its desired goals
- 3) Ensure Volunteer Kāpiti Is financially sustainable.

BACKGROUND

Volunteer Kāpiti management have shown knowledge, experience and dedication during a very difficult year where Covid has created a stressful environment. The funding pools from significant funders have not increased over the last few years to match increases in organisational expenditure. Through tight and efficient management practice the organisation has been able to hold expenditure to align with reduced income.

INCOME

Volunteer Kāpiti has successfully met the demands of the Kāpiti community by delivering its core services and being fully compliant with its grant obligations.

	2022	2021	2020
Grant Income	\$107,206	\$116,932	\$122,764
Other Income	\$5,537	\$4,957	\$6,562
Grant Variance	-\$9,726	-\$5,832	\$26,412
Percentage %	-8.3%	-4.8%	27%

Reflection

2020: Year of financial stability
 2021: Year of implementation and Covid Response
 2022: Year of reconnection and new multi-year funding applications

Surplus

\$28,881
 \$3,255
 \$112

TREASURER'S REPORT

Expenditure compared to percentage of total annual cost:

	Year 2022	Annual %	Year 2021	Annual %	Year 2020	Annual %
Direct Projects	2073	2%	15991	13%	17522	17%
Staff	82019	73%	75797	64%	65585	65%
Admin	26809	24%	24671	21%	16405	16%
Volunteers	1730	1%	2175	2%	934	1%
TOTAL	112631		118634		100446	
+/-	-6003		18188		4121	
%	-5%		18.10%		4.80%	

The main change factors were an increase of \$17k for administration and staff costs, and increased rental costs of \$6k due to our new office location. While the bank shows a healthy year end of \$132,730 there is tagged funding of \$42,500 and commitments/liabilities of \$9266, reducing the balance to \$83,993.

FUTURE OUTLOOK

It will not be easy to sustain the efficiency levels achieved this year in the future if funding levels remain the same while our costs continue to increase. A focus on new multi-year funding applications will be required to mitigate this risk.

The impact of Covid on Volunteer Kāpiti has shown just how important it is that we maintain a healthy funding reserve, not only to be sustainable and viable during difficult periods, but also to enable investment into research and community support and education.



Mike Williams
Treasurer, Volunteer Kāpiti

FINANCIAL STATEMENTS

Profit and Loss

Volunteer Kāpiti 2020 Trust
For the year ended 30 June 2022

	2022	2021
Trading Income		
COGS - Income	2,000.00	2,000.00
Community Volunteering Capability Fund - Income	36,409.00	36,409.00
Donations Received	600.00	600.00
Interest Income	459.21	607.09
KCDC - Capable Sector Project Income	27,296.81	40,023.66
Lotteries - Covid-19 Wellbeing Fund - Income	10,000.00	-
Lotteries - Income	21,500.00	23,500.00
Membership Income	2,739.24	3,456.66
Miscellaneous Income	1,739.13	292.61
Nikau Foundation - Income	-	1,000.00
Thomas George Macarthy Trust - Income	-	14,000.00
Wellington Community Trust - Income	10,000.00	-
Total Trading Income	112,743.39	121,889.02
Gross Surplus	112,743.39	121,889.02
Operating Expenses		
ACC Levies	207.03	147.86
Assets as Expense	-	5,803.70
Bank Fees	10.00	10.00
Building a Capable Social Sector - Admin/Collaboration	230.93	568.32
Building a Capable Social Sector - Training Programme	1,842.11	15,423.80
Capability Building - Workshop and Resource Costs	570.73	-
Consulting and Professional services	-	1,166.15
Depreciation	632.98	216.59
General Expenses	204.35	218.26
Insurance	686.45	758.59
IT Programs & Support	2,568.31	-
Loss on Disposal	28.44	-
Marketing and Promotion	3,842.75	2,645.94
Motor Vehicle Reimbursements	691.71	416.95
Office Expenses	1,162.03	1,008.24
Printing & Stationery	1,074.41	1,125.08
Rent	12,481.96	6,542.66
Repairs and Maintenance	800.00	716.72
Staff Costs - Training Expense	73.91	186.85
Staff Costs - KiwiSaver Employer Contributions	2,334.96	2,184.24

FINANCIAL STATEMENTS

Staff Costs - Salaries	79,610.54	73,613.30
Subscriptions	295.75	230.53
Telephone, Internet & Electricity	1,551.50	3,474.72
Volunteer Expenses	1,730.25	2,175.38
Total Operating Expenses	112,631.10	118,633.88
Net Surplus	112.29	3,255.14

FINANCIAL STATEMENTS

Balance Sheet

Volunteer Kāpiti 2020 Trust
As at 30 June 2022

30 JUN 2022

Assets

Bank

Volunteer Kapiti Debit Card	179
Westpac - Term Deposits	50,000
Westpac Current Account	82,552
Total Bank	132,730

Current Assets

Accounts Receivable	525
Total Current Assets	525

Fixed Assets

Less Accumulated Depreciation on Fixed Assets	(3,059)
Office and Computer Equipment	5,563
Total Fixed Assets	2,504

Total Assets	135,759
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Liabilities

Current Liabilities

Accounts Payable	342
GST	6,109
Rounding	-
Tagged Funds - KCDC Social Impact	5,000
Tagged Funds - Lotteries	37,500
Total Current Liabilities	48,951

Non-current Liabilities

Holiday Pay Accrual	2,815
Total Non-current Liabilities	2,815

Total Liabilities	51,766
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Net Assets	83,993
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Equity

Current Year Earnings	112
Operational Reserve	40,000
Retained Earnings	43,881
Total Equity	83,993

FINANCIAL STATEMENTS

Volunteer Kāpiti 2020 Trust
Statement of Financial Performance
 "How was it funded?" and "What did it cost?"
 For the year ended
 30 June 2022

	Actual This Year \$	Actual Last Year \$
Revenue		
Donations, fundraising and other similar revenue	600	600
Fees, subscriptions and other revenue from members	2,739	3,457
Revenue from providing goods or services	108,945	117,225
Interest, dividends and other investment revenue	459	607
Other revenue	-	
Total Revenue	112,743	121,889
Expenses		
Expenses related to public fundraising		
Volunteer and employee related costs	83,956	78,160
Costs related to providing goods or services	27,718	40,027
Grants and donations made		
Other expenses	957	447
Total Expenses	112,631	118,634
Surplus/(Deficit) for the Year	112	3,255

FINANCIAL STATEMENTS

Volunteer Kāpiti 2020 Trust
Statement of Financial Position
 "What the entity owns?" and "What the entity owes?"
 As at
 30 June 2022

	Actual This Year \$	Actual Last Year \$
Assets		
Current Assets		
Bank accounts and cash	132,730	125,442
Debtors and prepayments	525	23,025
Inventory	-	-
Other current assets	-	-
Total Current Assets	133,255	148,467
Non-Current Assets		
Property, plant and equipment	2,504	3,165
Investments	-	-
Other non-current assets	-	-
Total Non-Current Assets	2,504	3,165
Total Assets	135,759	151,632
Liabilities		
Current Liabilities		
Bank overdraft	-	-
Creditors and accrued expenses	342	4,298
Employee costs payable	-	-
Unused donations and grants with conditions	42,500	61,297
Other current liabilities	6,109	1,118
Total Current Liabilities	48,951	66,713
Non-Current Liabilities		
Loans	-	-
Other non-current liabilities	2,815	1,038
Total Non-Current liabilities	2,815	1,038
Total Liabilities	51,766	67,751
Total Assets less Total Liabilities (Net Assets)	83,993	83,881
Accumulated Funds		
Capital contributed by owners or members	-	-
Accumulated surpluses or (deficits)	43,993	43,881
Reserves	40,000	40,000
Total Accumulated Funds	83,993	83,881

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

Date	17/08/22	Date	21.8.22
Signature	Aileen	Signature	Sue Wyatt
Name	Amy Helen	Name	Sue Wyatt
Position	Trustee	Position	Chair

FINANCIAL STATEMENTS

Volunteer Kāpiti 2020 Trust

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended
30 June 2022

	Actual 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	25,239	(18,893)
Receipts from providing goods or services	108,945	117,225
Interest, dividends and other investment receipts	459	607
Net GST	(6,109)	(1,118)
Cash was applied to:		
Payments to suppliers and employees	121,875	125,059
Donations or grants paid	-	
Net Cash Flows from Operating Activities	7,259	(26,638)
Cash flows from Investing and Financing Activities		
Cash was received from:		
Receipts from the sale of property, plant and equipment	29	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
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	29	1,164
Net Increase / (Decrease) in Cash	7,288	(25,474)
Opening Cash	125,442	150,916
Closing Cash	132,730	125,442
This is represented by:		
Bank Accounts and Cash	132,730	125,442

FINANCIAL STATEMENTS

Volunteer Kāpiti 2020 Trust Statement of Accounting Policies "How did we do our accounting?"

For the year ended
30 June 2022

Basis of Preparation

Volunteer Kāpiti 2020 Trust 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 Trust 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 180 days or less.

[Name of Specific Accounting Policy]

PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual

Changes in Accounting Policies

There have been no changes in accounting policies during the financial year 1 July 2021 to 30 June 2022

FINANCIAL STATEMENTS

Volunteer Kāpiti 2020 Trust

Notes to the Performance Report

For the year ended
30 June 2022

Note 4 : Property, Plant and Equipment

This Year					
Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount
Land	-			-	-
Buildings	-				-
Motor Vehicles	-				-
Furniture and fixtures	213			43	170
Office equipment	2,918			589	2,329
Computers (including software)	34		29		5
Machinery	-				-
Heritage assets	-				-
Total	3,165	-	29	632	2,504

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	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

FINANCIAL STATEMENTS

Volunteer Kāpiti 2020 Trust Notes to the Performance Report For the year ended 30 June 2022

Note 5: Accumulated Funds

This Year				
Description	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	-	43,881	40,000	83,881
Capital contributed by owners or members	-			-
Capital returned to owners or members	-			-
Surplus/(Deficit)		112		112
Distributions paid to owners or members		-		-
Transfer to Reserves		-	-	
Transfer from Reserves		-	-	
Closing Balance	-	43,993	40,000	83,993

Last 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

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 2022 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.

Statement Of Cashflows

The entry 'Fees, subscriptions and other receipts from members', is calculated using the following formula:

Membership income - (total accounts receivable this year - total accounts receivable last year)

For the financial year ending 30 June 2021 this included accounts receivable for a grant invoiced July 2021 for \$20,125. Which is why the overall figure is -\$18,893. This grant is then paid in the year ending 30 June 2022 and so the overall figure is \$25,239. Going forward we will ensure the above formula is applied to accounts receivable that relate to membership fees only.

Profit and Loss

The Capable Sector Project Income was fully expended. While some expenses for this project are listed as separate items, the majority of expenditure was allocated against staff costs/operational costs for the project.

REVIEWER'S REPORT

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, 2022

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, 2022 and the results of activities for the twelve months period ending 30th June, 2022

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 \$83,993., and a surplus for the twelve months of \$112, fairly reflect the financial position of Volunteer Kāpiti 2020 Trust as at 30th June, 2022 and the results of its activities for the period ending on that date.

My review was completed on 31st August, 2022 and my opinion is expressed as at that date.



Ian S Butcher,
Accountant
Paraparaumu
31st August, 2022

volunteerkapiti.org.nz

