

# VOLUNTEER KĀPITI ANNUAL REPORT 2022/2023



[volunteerkapiti.org.nz](https://volunteerkapiti.org.nz)



# OUR VISION

A thriving, resilient and connected Kāpiti supported by the mahi aroha of our volunteer community.



# OUR MISSION

**Building capability of the Kāpiti community sector through connection, collaboration and volunteering expertise.**

## **We do this by:**

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

# CONTENTS

Entity Information	4
Chairperson's Report	5
Manager's Report	6
Sources of Income	10
Structure	10
Our Team	11
Organisations	12
Our Impact	13
Feedback from our Community	14
Highlights	15
Thank You	17
Volunteer Story	18
Treasurer's Report	19
Financial Statements	20
Reviewer's Report	29

# 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:** PO Box 687, Paraparaumu 5254

**Phone:** 04 905 8884 / 06 364 6887

**Email:** [info@volunteerkapiti.org.nz](mailto:info@volunteerkapiti.org.nz)

**Website:** [volunteerkapiti.org.nz](http://volunteerkapiti.org.nz)

**Facebook:** [www.facebook.com/Volunteer-Kapiti-710795435652498](https://www.facebook.com/Volunteer-Kapiti-710795435652498)

**Instagram:** [www.instagram.com/volunteerkapiti](https://www.instagram.com/volunteerkapiti)

**Hours:** 9:30am–2pm Monday to Thursday

# CHAIRPERSON'S REPORT

The values of Whanaungatanga (Collaboration), Ngākau Pono (Integrity/Respect), and Manaakitanga (Caring) are deeply ingrained in the endeavours and achievements of Volunteer Kāpiti, as highlighted in this comprehensive annual report for 2022/23. The board expresses gratitude to all volunteers, staff, and funders for creating a purpose-driven and fun office environment, which brings to mind the following whakatauki:

**"He taonga rongonui te aroha ki te tangata"**

"Goodwill towards others is a precious treasure"



This whakatauki conveys the idea that showing love, care, and kindness to people is a valuable and treasured quality and emphasises the significance of having compassion and consideration for others.

In addition to bidding farewell to trustee Sue Wyatt (outgoing Chair), whose invaluable experience and dedication laid a solid foundation for growth, I would like to also acknowledge the contributions of Jaki Marston and Michelle Lincoln as Trustees. Four new Trustees, Michele Smith, Mandy Preston, David Wright, and Joanna Oryszczak, have joined, each bringing unique perspectives and skillsets to benefit Volunteer Kāpiti and we thank you all for your time and contribution to Volunteer Kāpiti and the community.

I am proud to be a part of Volunteer Kāpiti, a team who actively promotes volunteering, celebrating National Volunteer Week, and sharing inspiring stories of volunteers who embody the organisation's values. Our team provides unwavering support to member organisations by developing role descriptions and facilitating referrals to volunteer positions. We have established strong partnerships with funders, prioritising local needs and building capabilities.

The Capable Sector Project is a significant undertaking, aiming to enhance community groups' capabilities through knowledge-sharing and connection. Mentorship programs and workshops are part of this initiative, along with resources tailored to the Kāpiti not-for-profit sector.

Community connection and collaboration are evident in our successful coordination of the Kāpiti collection for Hawkes Bay after cyclone Gabrielle. We actively engage in Kāpiti Community Network meetings and maintain connections with Volunteer Centre Network Aotearoa and Volunteering New Zealand for collaborative projects. Throughout the report, the importance of teamwork and community support is emphasised, aligning with our organisation's values. As Chair, I would like to express gratitude for the opportunity to contribute to a thriving, resilient, and connected Kāpiti, driven by the mahi aroha of our volunteer community.



Chris Joseph  
Chairperson

# MANAGER'S REPORT

I am always amazed at how much we can write about for one year's work. We achieve a lot for a small team! A big thank you to all our volunteers and paid staff who make our office a humming, purpose driven and fun place to be. This year we farewelled Karen and welcomed Bron and Helen onto the operational team.



Thank you to our funders, who enable us to continue to deliver services and plan ahead for the future of our volunteer community. Our relationship with many funders has developed to be not only about dollar amounts but about understanding local priorities, connecting to new opportunities and building capability.

It is inspiring to see the difference our member organisations make in Kāpiti and at the heart of this mahi are volunteers. We know without volunteers many organisations would be unable to deliver their much-needed services. As experts in volunteering, we are here to support this mahi aroha across the Kāpiti community.

## Volunteer Recruitment



Over this year our Volunteer Advisors conducted interviews with 307 new potential volunteers and liaised with 59 volunteers who have already engaged with our services. These interviews help the potential volunteer find a role that best suits their needs, skills and interests. A diversity of people come to us to volunteer from students to people fully retired.

Volunteering can help to empower people with a way to make a difference and learn new skills that could lead to new opportunities. Volunteering can also provide a sense of belonging, reducing social isolation and providing new community connections. It is a powerful tool for positive change both for the volunteer and for the community they serve. Thank you to our Volunteer Advisors for all your expertise this year.

In October we completed our Supporting Volunteering pilot to support people with additional needs to volunteer. We found the biggest need for this service was for younger people who have mild to moderate mental health challenges. A total of 18 people participated in this pilot. For many, volunteering provided an important connection into the community if they were unable to attend College or were in transition from college to work. Being able to talk to us about their future pathway and how volunteering could support this was a great step in establishing confidence and empowerment for their own future in the world.

This year we teamed up with Paraparaumu College to help two year 13 classes with their NZQA unit standard on an activity to benefit the community. Our Service Coordinator met with both classes and helped to connect them with suitable volunteer roles in the community. This is the first time they have attempted this unit standard and we are excited to see the end result later in the calendar year.

## Volunteer Promotion

We have been out and about in the community attending expos and visiting community organisations. We hosted our own Open Day in October with our office neighbours, Age Concern Kāpiti to celebrate International Day of Older Persons. National Volunteer Week is always our biggest week for recognising volunteers. We loved sharing volunteer stories from across Kāpiti, we attended volunteer team celebration events and shouted morning tea to our volunteer story competition winners – the Kāpiti Mary Potter Hospice Team.



## Member Support

We supported 72 community organisations throughout the year. Our Service Coordinator worked closely with many of these organisations to help develop volunteer role descriptions and provide advice on volunteer best practice. Over the year, 120 volunteer roles were available with 73 of these being newly published for the year. Roles were promoted on our website, through Seek Volunteer, at expos and events and through our newsletter and social media platforms. The diversity of roles that we have available, from gardening to governance, provides volunteers with a variety of opportunities. Over the year we made 406 referrals to these volunteer roles to support our Kāpiti community organisation members.



## Capability Building

This year we finished the three-year Capable Sector Project phase 1 and started phase 2 of the project. This project is in collaboration with Kāpiti Impact Trust, funded from the Kāpiti Coast District Council Social Investment Fund. Volunteer Kāpiti leads the workstream aimed at enabling Kāpiti Community Organisations to have increased capability to meet community needs through improved access to skills and resources.

Part of our focus is to facilitate the sharing of knowledge that already exists in our own community and to support connections across the Kāpiti for-purpose sector. The mentoring programme is a great example of this.

In partnership with Mentoring Foundation New Zealand and Community Governance Aotearoa we completed our mentoring programme for governing board members of community groups and launched a new mentoring programme for community leaders.

We now have 11 (mainly community managers) matched with 11 skilled mentors from our local community for a 6-month programme.



We provided other learning and connection opportunities throughout the year including Community Governance breakfasts and topic based workshops for community groups. We produced resources specific for the Kāpiti For Purpose sector to support their mahi, such as the Kāpiti Grants Hints and Tips Helpsheet.

## Community Connection and Collaboration



A highlight for me is seeing the connections and collaboration across the community sector. This was in full force when we coordinated a Kāpiti collection for Hawkes Bay after cyclone Gabrielle. Volunteer Kāpiti coordinated the needs list, volunteer logistics and contacts for Hawkes Bay distribution, Kāpiti Student Volunteer Army got the word out, Kāpiti Impact Hub provided storage and the Kāpiti Coast Gorillas Rugby team provided the transport.

There was a massive response from our community! Individuals, families, local schools, businesses and community groups all provided generous donations. It shows the strong community resilience of Kāpiti and how if something were to happen here – we know our community has already formed strong relationships to collaborate together.

Volunteer Kāpiti coordinates the monthly Kāpiti Community Network meetings. These have been well attended this year. The meeting enables attendees to share the work they are doing in the community and strengthen how we work together as a community/volunteer sector. The minutes go out to over 100 community representatives.

Our monthly newsletter and Facebook page, provide another way to connect our community sector, celebrating volunteering and providing community groups with opportunities to build their connection and capability.

As a member of VCNA (Volunteer Centre Network Aotearoa) we regularly connect with and work on collaborative projects with Volunteer Centres around Aotearoa. As well as regular Zoom meetings, we got to be together in person at our VCNA Hui in October at Wellington Zoo. We were loaded with ideas on areas such as increasing volunteer diversity and ensuring volunteers have a direct link with the impact of their mahi aroha. We are very grateful for the expertise and support from this network and from Volunteering New Zealand.



Thank you to Volunteering New Zealand for visiting us this year and seeking feedback from our community for the volunteering best practice guidelines and providing national volunteering insights.

Ehara taku toa i te toa takitahi, engari kē he toa takitini. Success comes not from working alone but together. This annual report is a celebration of how we work together as a team and with the wider community. It is about the power of volunteers and local not for profits collaborating for a purpose and making real positive change. We are very grateful to be able to contribute towards this thriving, resilient and connected Kāpiti supported by the mahi aroha of our volunteer community.



Susan Ansell  
Manager  
Volunteer Kāpiti

# SOURCES OF INCOME

Volunteer Kāpiti's sources of income come from grants, 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:**



**Chris Streatfield**

# STRUCTURE

The Volunteer Kāpiti Board of Trustees is currently comprised of 7 Trustee volunteers, including the appointed Chairperson, Treasurer and Secretary roles.

Paid operational staff positions include Manager, Service Coordinator, Administrator and Capable Sector Knowledge Hub Coordinator. Due to increased demand for our services, our paid hours increased during this year from 1.25 full time equivalent to 1.65.

We have four Volunteer Advisors (one for each day we are open to the public) that between them provide volunteer recruitment services for 18 hours a week. Our Community Mentoring leadership programme would not be possible without our Volunteer Mentor Programme Coordinator and our 11 skilled volunteer Mentors. All together our volunteer hours average 30 hours a week.

# OUR TEAM



**Chris Joseph**  
Chair



**Susan Ansell**  
Manager



**Mike Williams**  
Treasurer



**Cathy Canavan**  
Service Coordinator



**Michele Smith**  
Secretary



**Bron Thomas**  
Community Knowledge Hub  
Coordinator



**Mandy Preston**  
Trustee



**Helen Casey**  
Administrator



**Amy Helm**  
Trustee



**Anne Southern**  
Volunteer Advisor



**Joanna Oryszczak**  
Trustee



**Michelle Raki**  
Volunteer Advisor



**David Wright**  
Trustee



**Malcolm Macaskill**  
Volunteer Advisor



**Sue Wyatt**  
Outgoing Chair



**Paul Matthews**  
Volunteer Advisor



**Jaki Marston**  
Outgoing Trustee



**Mark Young**  
Mentor Project Coordinator



**Michelle Lincoln**  
Outgoing Trustee



**Karen Gray**  
Outgoing Accounts/Admin

# 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 ▪ Cancer Society Wellington  
Coast Access Radio ▪ Dementia Wellington ▪ El Rancho ▪ Energise Ōtaki  
English Language Partners ▪ Friends of Animals Charities ▪ GirlGuiding NZ  
Heart Kids NZ ▪ Home4All ▪ HUHA ▪ IDEA Specialist Service  
Insight Endometriosis ▪ Kaibosh Kāpiti - Horowhenua  
Kāpiti Amateur Radio Society ▪ Kāpiti Coast District Council ▪ Kāpiti Coast Museum  
Kāpiti Coast News ▪ Kāpiti Coast United Sports Club ▪ Kāpiti Community Foodbank  
Kāpiti Community Patrol ▪ Kāpiti Economic Development Association  
Kāpiti GreyPower Assoc ▪ Kāpiti Impact Trust ▪ Kāpiti Living Without Violence  
Kāpiti Uniting Parish ▪ Kāpiti US Marines Trust ▪ Kāpiti Vaulting Club  
Kāpiti Women's Centre ▪ Kāpiti Youth Support ▪ Kenakena School  
Lions Club of Kāpiti ▪ Manaaki Kāpiti (Tourism) ▪ Mary Potter Hospice  
MenzShed Kāpiti ▪ NZ Breast Cancer Foundation ▪ Ngā Manu Nature Reserve  
NZ Red Cross ▪ Order of St. John ▪ Ōtaki Community Board  
Ōtaki Heritage Bank Preservation Trust (Ōtaki Museum) ▪ Ōtaki Community Patrol  
Paekākāriki Community Trust ▪ Presbyterian Support Central  
Raumati South Residents Assoc ▪ 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 ▪ The Shed Project ▪ Trade Aid Kāpiti  
Volunteer Kāpiti ▪ Waikanae Estuary Care Group ▪ Waikanae Lions Club  
Waikanae Montessori Preschool ▪ Waikanae Surfing Club ▪ Well-Able  
Wellington Tramway Museum ▪ Wesley Community Action ▪  
Whānau Āwhina Plunket ▪ Zero Waste Ōtaki

# OUR IMPACT



Interviewed **307**  
Volunteers and  
Referred them  
to **406** Roles



Supported  
**126** Kāpiti  
Community  
Organisations



Facebook Page  
Reach was **21,897**.  
An increase of **39.4%**  
on the previous year



**5** Capacity  
Building  
workshops  
delivered



**12** Newsletters  
sent to **526**  
contacts



**43,100** Website  
pageviews



**20** Community  
Leaders connected  
with skilled Mentors

# FEEDBACK FROM OUR COMMUNITY

"Absolutely loved the lunch and learn Grant's hui. It was so valuable and has led to further contact with KCDC and assisted in future applications for funding." - Workshop Participant



"Thank you for your support in getting me the [volunteer] role, I really appreciate it. I enjoy what I do there and there is a great team and plenty to do" - Volunteer



"A huge thank you for your support with the Cancer Society Christmas Gift Wrapping fundraiser. Volunteer Kāpiti played a vital part in our volunteer support, so thank you so much for all your work to make it a success" - Member Organisation

"Thank you for the wonderful service you provide. Your newsletters are very interesting and I love the story competition. It is good to be able to see which other organisations use your service and realise we are not alone with our challenge." - Member Organisation



# HIGHLIGHTS



NZ Red Cross Disaster Welfare Support Team Volunteers



18-24 June 2023 | #NVW2023

National Volunteer Week (NVW) 2023 - Te Wiki Tūao ā-Motu was the perfect opportunity to recognise and thank the amazing community groups in Kāpiti. We ran our volunteer story celebration (individuals or teams) in the weeks running up to NVW.

We received many heart-warming stories and this year's winners were the Mary Potter Hospice Volunteers (see page 18). We visited the volunteer teams nominated and presented them with a Certificate of Appreciation and chocolates. We love taking part in NVW to highlight the wonderful mahi aroha happening in our region.



Cathy with the Kaibosh Kāpiti - Horowhenua volunteer team



The Ōtaki Market Volunteer Team



Cathy with the StarJam Volunteer Team

# HIGHLIGHTS

Other highlights this year included:

- Working with Kāpiti Student Volunteer Army and Self Isolation Support Kāpiti to organise a coordinated collection of donated goods for those affected by Cyclone Gabrielle.
- Facilitating Community Governance Breakfasts, Kāpiti Community Network Meetings and the Community Leadership Mentoring Programme.
- Working with rangatahi from local colleges to take part in volunteer opportunities.



**SELF ISOLATION SUPPORT Kāpiti** **TE HINEMOA 10000 STUDENT VOLUNTEER ARMY** **Volunteer Kāpiti**

## CYCLONE RELIEF

KĀPITI COMMUNITY LENDING A HAND TO THOSE UP NORTH.

**DROP OFF:**

**TIMES:**

- Thursday 23rd Feb. 3.30pm - 8pm
- Saturday 25th Feb. 10am - 1pm

**LOCATION:**  
Kapiti Impact Church Auditorium  
- 16 Hinemoa St, Paraparaumu

**WHAT'S NEEDED:**

- bottled water
- non-perishable food
- cleaning products
- toiletries
- first aid supplies
- nappies
- baby formula

**TO DONATE \$:**




Susan with the Kāpiti Coast Gorillas Rugby team who transported donations to Hawke's Bay



Cyclone Relief Volunteers sorting donations from the Kāpiti Community



Kāpiti College Services Committee



Kāpiti Community Governance Breakfast

# THANK YOU



Our Volunteer Kāpiti team, including our staff, volunteer advisors and trustees. Thank you for all that you give to Volunteer Kāpiti and your dedication to our vision.



Our Mentoring Programme Coordinator, Community Leadership Mentors, Mentoring Foundation New Zealand and Community Governance Aotearoa. Thank you for all your time and expertise that has contributed to an award-winning programme.



Volunteering New Zealand and to all the members of the Volunteer Centre Network Aotearoa. We love being able to work together and inspire each other to ensure volunteering is supported and recognised across Aotearoa.



Kāpiti Impact Trust, our landlords at the Kāpiti Impact Hub and our partners in the Kāpiti Capable Sector project. Our work is strengthened by being able to share the mahi with you to contribute towards a thriving Kāpiti community sector.

# VOLUNTEER STORY CELEBRATION WINNERS

## Mary Potter Hospice Kāpiti

We have an incredible group of volunteers at the Kāpiti Mary Potter Hospice who support our local hospice service in so many different ways. Many of them have given a great many years of support to our day programme service - which makes such a difference to the lives of people with life limiting illnesses.

We have volunteers who drive their own cars to transport patients, ensuring they are able to enjoy the weekly Hospice day unit group, and enabling their carers/loved ones to have a break each week.

The group itself is supported by caring and skilled volunteers who look after the attendees and make them feel special and cared for, and help them to enjoy engaging in creative activities, or games or simply connecting with conversation during the session.

Our fabulous group of volunteer cooks create with love a delicious lunch and dessert treats, to nourish and tempt the appetites of our patients. We know that sharing a meal together is incredibly therapeutic, and one of the aspects of the day they value the most.

We have incredibly kind and skilled volunteers who visit patients in their homes to provide companionship and support, and other volunteers who provide a very special and unique biography service - helping people capture the stories of their life and leave a meaningful gift for their families to treasure after their death. We are so grateful for all the special and caring things our volunteers do to support the Hospice patients and their whanau/families in our community, and to enhance the quality of their lives at this incredibly difficult time.

They are the heart of the hospice. They are an incredible bunch of people who give freely of their time, resources, and skills, and with great compassion, kindness and caring, put the needs of others first, and do whatever they can to uplift and enhance the lives of people who are unwell and facing the end of life.

This story was submitted by Linda Miller - Mary Potter Hospice Occupational Therapist, as part of our National Volunteer Week Story Celebration 2023.

Read all the stories we received here: <https://volunteerkapiti.org.nz/volunteers/stories>



# TREASURER'S REPORT



This financial report has been prepared on behalf of the Trustees of Volunteer Kāpiti covering the 12 months ending 30/06/2023 and a comparison to the same period in the previous year. The Statement of Financial Performance (Profit and Loss Statement) contains the total revenue and expenditure over this period and the Statement of Financial Position (Balance Sheet) contains the financial overall position.

## OBJECTIVES

- To track and analyse the financial performance of Volunteer Kāpiti.
- Determine if the organisation is moving towards a well-planned and financially sustainable future.
- Ensure volunteer Kāpiti finances are aligned with its Vision and Mission.

## BACKGROUND

Volunteer Kāpiti management have shown sound business accrument, community knowledge, experience and dedication during a very difficult year where community needs have grown exponentially, COVID has continued, the economy has struggled, and grant funding streams have reduced. The organisation is well respected for community support and achieving financially sustainable outcomes. This has strengthened support for grants and project funding.

## MAIN INCOME VARIANCES 2023

Reduction Wellington Community Trust and Lotteries COVID funding	-\$20,000
Increase grant funding and KCDC project (other)	+\$48,000

Expenditure is closely monitored and appropriately adjusted to align with income levels. This year has resulted in small but significant surplus of \$8,751. Within this financial year the Capable Sector Project phase 2 expended \$36,378 for direct programme expenses and staffing costs. We are very grateful for the skilled mentors and mentor programme coordinator who have provided volunteer hours for this project at an estimated \$15,000 in value.

## FUTURE OUTLOOK

Within the not for profit (NFP) sector we face an evolving landscape of uncertainty and opportunity. Being an election year will also change the elected government's outlook on charities funding. The organisation has wisely chosen to diversify its income streams with a mix of grants and projects with multi-year funding. This will allow some element of financial security and time to reflect on the possible changes.



Mike Williams  
Treasurer, Volunteer Kāpiti

# FINANCIAL STATEMENTS

## Profit and Loss

Volunteer Kāpiti 2020 Trust

For the year ended 30 June 2023

Account	2023	2022
<b>Trading Income</b>		
COGS - Income	5,000	2,000
Community Volunteering Capability Fund - Income	39,613	36,409
Donations Received	600	600
Interest Income	2,239	459
KCDC - Capable Sector Project Income	36,378	27,297
KCDC - Social Impact Income	5,000	0
Lotteries - Covid-19 Wellbeing Fund - Income	0	10,000
Lotteries - Lottery Community	42,863	21,500
Membership Income	3,318	2,739
Miscellaneous Income	2,407	1,739
Thomas George Macarthy Trust - Income	3,333	0
Wellington Community Trust - Income	0	10,000
<b>Total Trading Income</b>	<b>140,751</b>	<b>112,743</b>
<b>Gross Profit</b>	<b>140,751</b>	<b>112,743</b>
<b>Operating Expenses</b>		
ACC Levies	185	207
Assets as Expense	910	0
Bank Fees	20	10
Building a Capable Social Sector - Admin/Collaboration	0	231
Building a Capable Social Sector - Training Programme	0	1,842
Capability Building - Workshop and Resource Costs	183	571
Capable Sector Project - Phase 2	7,948	0
Consulting and Professional services	326	0
Depreciation	974	633
General Expenses	200	204
Insurance	813	686
IT Programs & Support	3,017	2,568
Loss on Disposal	3	28

# FINANCIAL STATEMENTS

## Profit and Loss

Volunteer Kāpiti 2020 Trust

For the year ended 30 June 2023

Account	2023	2022
Marketing and Promotion	1,519	3,843
Motor Vehicle Reimbursements	1,023	692
Office Expenses	2,174	1,162
Printing & Stationery	780	1,074
Rent	15,031	12,482
Repairs and Maintenance	343	800
Staff Costs - Training Expense	322	74
Staff Costs - KiwiSaver Employer Contributions	2,667	2,335
Staff Costs - Salaries	89,409	79,611
Subscriptions	251	296
Telephone, Internet & Electricity	2,211	1,552
Volunteer Expenses	1,692	1,730
<b>Total Operating Expenses</b>	<b>132,000</b>	<b>112,631</b>
<b>Net Profit</b>	<b>8,751</b>	<b>112</b>

# FINANCIAL STATEMENTS

## Balance Sheet

Volunteer Kāpiti 2020 Trust

As at 30 June 2023

Account	30 Jun 2023	30 Jun 2022
<b>Assets</b>		
<b>Bank</b>		
Volunteer Kāpiti Debit Card	523	179
Westpac - Term Deposits	80,000	50,000
Westpac Current Account	66,277	82,552
<b>Total Bank</b>	<b>146,800</b>	<b>132,730</b>
<b>Current Assets</b>		
Accounts Receivable	855	525
<b>Total Current Assets</b>	<b>855</b>	<b>525</b>
<b>Fixed Assets</b>		
Less Accumulated Depreciation on Fixed Assets	(3,256)	(3,059)
Office and Computer Equipment	6,195	5,563
<b>Total Fixed Assets</b>	<b>2,939</b>	<b>2,504</b>
<b>Total Assets</b>	<b>150,594</b>	<b>135,759</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	373	342
GST	5,444	6,109
Rounding	(0)	(0)
Tagged Funds - KCDC Capable Sector Project	10,405	0
Tagged Funds - KCDC Social Impact	0	5,000
Tagged Funds - Lotteries	34,637	37,500
Tagged Funds - Thomas George Macarthy Trust	1,667	0
Tagged funds -KCDC - Community Grant	2,000	0
<b>Total Current Liabilities</b>	<b>54,526</b>	<b>48,951</b>
<b>Non-current Liabilities</b>		
Holiday Pay Accrual	3,324	2,815
<b>Total Non-current Liabilities</b>	<b>3,324</b>	<b>2,815</b>
<b>Total Liabilities</b>	<b>57,850</b>	<b>51,766</b>
<b>Net Assets</b>	<b>92,744</b>	<b>83,993</b>
<b>Equity</b>		
Current Year Earnings	8,751	112
Operational Reserve	45,000	40,000
Retained Earnings	38,993	43,881
<b>Total Equity</b>	<b>92,744</b>	<b>83,993</b>

# 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 2023

Guidance  
Section 5

Note

Actual\*  
This Year  
\$

Actual\*  
Last Year  
\$

	<b>Revenue</b>			
SoFPer1	Donations, fundraising and other similar revenue*		600	600
SoFPer2	Fees, subscriptions and other revenue from members*		3,318	2,739
SoFPer3	Revenue from providing goods or services*		134,594	108,945
SoFPer4	Interest, dividends and other investment revenue*		2,239	459
SoFPer5	Other revenue		-	
SoFPer6	<b>Total Revenue*</b>		<b>140,751</b>	<b>112,743</b>
	<b>Expenses</b>			
SoFPer7	Expenses related to public fundraising*		-	-
SoFPer8	Volunteer and employee related costs*		94,275	83,956
SoFPer9	Costs related to providing goods or services*		36,497	27,718
SoFPer10	Grants and donations made*		-	
SoFPer11	Other expenses		1,228	957
SoFPer12	<b>Total Expenses*</b>		<b>132,000</b>	<b>112,631</b>
SoFPer13	<b>Surplus/(Deficit) for the Year*</b>		<b>8,751</b>	<b>112</b>

# FINANCIAL STATEMENTS

## Volunteer Kapiti 2020 Trust

### Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at  
30 June 2023

Guidance  
Section 6

Note

Actual\*  
This Year  
\$

Actual\*  
Last Year  
\$

	<b>Assets</b>			
	<b>Current Assets</b>			
SoFPos1	Bank accounts and cash*		146,800	132,730
SoFPos2	Debtors and prepayments*		855	525
SoFPos3	Inventory*		-	-
SoFPos4	Other current assets		-	-
SoFPos5	<b>Total Current Assets</b>		<b>147,655</b>	<b>133,255</b>
	<b>Non-Current Assets</b>			
SoFPos6	Property, plant and equipment*		2,939	2,504
SoFPos7	Investments*		-	-
SoFPos8	Other non-current assets		-	-
SoFPos9	<b>Total Non-Current Assets</b>		<b>2,939</b>	<b>2,504</b>
SoFPos10	<b>Total Assets*</b>		<b>150,594</b>	<b>135,759</b>
	<b>Liabilities</b>			
	<b>Current Liabilities</b>			
SoFPos11	Bank overdraft*		-	-
SoFPos12	Creditors and accrued expenses*		373	342
SoFPos13	Employee costs payable*		-	-
SoFPos14	Unused donations and grants with conditions*		48,709	42,500
SoFPos15	Other current liabilities		5,444	6,109
SoFPos16	<b>Total Current Liabilities</b>		<b>54,526</b>	<b>48,951</b>
	<b>Non-Current Liabilities</b>			
SoFPos17	Loans*		-	-
SoFPos18	Other non-current liabilities		3,324	2,815
SoFPos19	<b>Total Non-Current liabilities</b>		<b>3,324</b>	<b>2,815</b>
SoFPos20	<b>Total Liabilities*</b>		<b>57,850</b>	<b>51,766</b>
SoFPos21	<b>Total Assets less Total Liabilities (Net Assets)*</b>		<b>92,744</b>	<b>83,993</b>
	<b>Accumulated Funds</b>			
SoFPos22	Capital contributed by owners or members*		-	-
SoFPos23	Accumulated surpluses or (deficits)*		47,744	43,993
SoFPos24	Reserves*		45,000	40,000
SoFPos25	<b>Total Accumulated Funds*</b>		<b>92,744</b>	<b>83,993</b>

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

Date	4/09/2023	4/09/2023
Signature		
Name	Chris Joseph	Mike Williams
Position	Chair	Treasurer

# FINANCIAL STATEMENTS

**Volunteer Kāpiti 2020 Trust**  
**Statement of Cash Flows**  
**"How the entity has received and used cash"**  
**For the year ended**  
**30 June 2023**

Guidance  
Section 7

		Actual* This Year \$	Actual* Last Year \$
CF1	<b>Cash Flows from Operating Activities*</b>		
	Cash was received from:		
	Donations, fundraising and other similar receipts*	600	600
	Fees, subscriptions and other receipts from members*	2,988	25,239
	Receipts from providing goods or services*	134,594	108,945
	Interest, dividends and other investment receipts*	2,238	459
	Net GST	(5,444)	(6,109)
CF2	<b>Cash was applied to:</b>		
	Payments to suppliers and employees*	119,498	121,875
	Donations or grants paid*		
CF3	<b>Net Cash Flows from Operating Activities*</b>	<b>15,478</b>	<b>7,259</b>
CF4	<b>Cash flows from Investing and Financing Activities*</b>		
	Cash was received from:		
	Receipts from the sale of property, plant and equipment*	3	29
	Receipts from the sale of investments*		
	Proceeds from loans borrowed from other parties*		
	Capital contributed from owners or members*		
CF5	<b>Cash was applied to:</b>		
	Payments to acquire property, plant and equipment*	1,411	-
	Payments to purchase investments*		
	Repayments of loans borrowed from other parties*		
	Capital repaid to owners or members*		
CF6	<b>Net Cash Flows from Investing and Financing Activities*</b>	<b>(1,408)</b>	<b>29</b>
CF7	<b>Net Increase / (Decrease) in Cash*</b>	<b>14,070</b>	<b>7,288</b>
CF8	<b>Opening Cash*</b>	<b>132,730</b>	<b>125,442</b>
CF9	<b>Closing Cash*</b>	<b>146,800</b>	<b>132,730</b>
CF10	<b>This is represented by:</b>		
	Bank Accounts and Cash*	146,800	132,730

# FINANCIAL STATEMENTS

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

For the year ended  
30 June 2023

Guidance  
Section 8

AP1

### Basis of Preparation\*

Volunteer Kapiti 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

AP2

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

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

AP3

### Income Tax

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

AP3

### 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.

AP4

### [Name of Specific Accounting Policy]\*

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

AP6

### Changes in Accounting Policies\*

There have been no changes in accounting policies during the financial year 1 July 2022 to 30 June 2023

# FINANCIAL STATEMENTS

## Volunteer Kāpiti 2020 Trust Notes to the Performance Report For the year ended 30 June 2023

Guidance

Note 4 : Property, Plant and Equipment

PPE1 - PPE6

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*	170			34	136
Office equipment*	2,329		1	468	1,860
Computers (including software)*	5	1,411	2	472	942
Machinery*	-				-
Heritage assets	-				-
<b>Total</b>	<b>2,504</b>	<b>1,411</b>	<b>3</b>	<b>974</b>	<b>2,938</b>

PPE7 - PPE8

Current Valuation*	Source and Date of Valuation*
--------------------	-------------------------------

PPE1 - PPE6

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*	213			43	170
Office equipment*	2,918			589	2,329
Computers (including software)*	34		29		5
Machinery*					-
Heritage assets					-
<b>Total</b>	<b>3,165</b>	<b>-</b>	<b>29</b>	<b>632</b>	<b>2,504</b>

# FINANCIAL STATEMENTS

## Volunteer Kāpiti 2020 Trust Notes to the Performance Report For the year ended 30 June 2023

Guidance

Note 5: Accumulated Funds

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	-	43,993	40,000	83,993
SofPos22 Capital contributed by owners or members*	-			-
Capital returned to owners or members*	-			-
SofPos23 Surplus/(Deficit)*		8,751		8,751
Distributions paid to owners or members*		-		-
SofPos24 Transfer to Reserves*		(5,000)	5,000	
Transfer from Reserves*			-	
Closing Balance	-	47,744	45,000	92,744

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	-	43,881	40,000	83,881
SofPos22 Capital contributed by owners or members*				-
Capital returned to owners or members*				-
SofPos23 Surplus/(Deficit)*		112		112
Distributions paid to owners or members*		-		-
SofPos24 Transfer to Reserves*		-	-	
Transfer from Reserves*		-	-	
Closing Balance	-	43,993	40,000	83,993

AF1-AF3

Breakdown of Reserves

Name*	Nature and Purpose*	Actual*	Actual*
		This Year	Last Year
		\$	\$
Operating Reserve	To cover four months expenditure in the event of delayed funding	45,000	40,000
Total		45,000	40,000

# REVIEWER'S REPORT

## REPORT TO THE MEMBERS OF

### Volunteer Kapiti 2020 Trust.

I have completed a review of the accounts of Volunteer Kapiti 2020 Trust for the twelve months period ending 30<sup>th</sup> June, 2023

#### Management Committee's Responsibilities

The Management Committee of Volunteer Kapiti 2020 Trust is responsible for the compilation of accounts which fairly reflect the financial position of that organisation as at 30<sup>th</sup> June, 2023 and the results of activities for the twelve months period ending 30<sup>th</sup> June, 2023

#### 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 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.

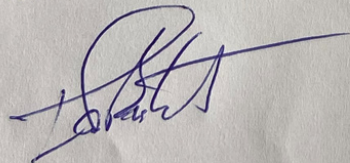
Other than in my capacity as reviewer, I have no relationship with or interests in Volunteer Kapiti 2020 Trust.

#### 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 \$92,744., and a surplus for the twelve months of \$8,751, fairly reflect the financial position of Volunteer Kapiti 2020 Trust as at 30<sup>th</sup> June, 2023 and the results of its activities for the period ending on that date.

My review was completed on 2nd August, 2023 and my opinion is expressed as at that date.



**Ian S Butcher,**  
Accountant  
Paraparaumu  
2nd August, 2023



**[volunteerkapiti.org.nz](http://volunteerkapiti.org.nz)**

