

# VOLUNTEER KĀPITI ANNUAL REPORT 2023/2024



[volunteerkapiti.org.nz](http://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 roles
- 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

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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

**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

This past year has been extraordinary for Volunteer Kāpiti, marked by achievements, collaboration, and growth. I am incredibly proud of the impact we've made together. Our volunteers, supporters, and funders have played a crucial role in strengthening our community, ensuring that vital services continue to thrive across Kāpiti.

Our work, grounded in advocacy and collaboration, has been amplified through partnerships with the Volunteer Centre Network and Volunteering New Zealand. This year, we've expanded our operational capacity and launched new initiatives to better meet community needs.

I am deeply grateful to our dedicated Volunteer Kāpiti team – staff, volunteers, and trustees – whose hard work drives our success.

Together, we are building a resilient and connected Kāpiti, ensuring that our community continues to thrive into the future. This brings to mind the following whakatauki, or Māori proverb:

*Ki te kotahi te kākaho ka whati, ki te kāpuia e kore e whati.*

*If a reed stands alone it will break, if a group of reeds stand together, they are unbreakable.*

This whakatauki emphasises the strength and resilience that come from unity. It highlights that collective effort and collaboration are essential for achieving success and overcoming challenges.

I would like to make special mention of Mike Williams, who will be stepping down as Treasurer and Trustee after this AGM. Your dedication to your role, unwavering support, and curious nature will be deeply missed. The board and the wider volunteer team are profoundly grateful for the wisdom, guidance, and tireless effort you have shared with us. Your contributions have been invaluable, and your impact will be felt long after your departure.

In addition to these acknowledgments, I would also like to recognise the contributions of Michelle Smith and Joanna Oryszczak over the past 12 months as Trustees. Thank you for your whakaaro and the time you've dedicated to supporting our board. I now have the privilege of welcoming three new Trustees: Jill Griggs; Cheryll Read; and Janet Chambers, whose skills, energy, and diverse backgrounds will contribute to our board's growth. Their involvement will strengthen our ability to support the long-term sustainability of Volunteer Kāpiti. We thank you all for your time and commitment to Volunteer Kāpiti and the community.

As we reflect on the power of collective effort, it's important to recognise the impact that Volunteer Kāpiti has on our community. Our collaboration with local organisations and national networks has strengthened our ability to address community needs effectively. As Chair, it fills me with great pride knowing that, together, we are contributing to building a resilient and connected Kāpiti, ensuring that our community thrives well into the future.



**CHRIS JOSEPH**  
Chair



Chris Joseph  
Chairperson

# MANAGER'S REPORT

We are excited to share with you our Performance Report. While this report celebrates what Volunteer Kāpiti has achieved, it is also a report celebrating our volunteer community and the contribution this community makes to enable a thriving, resilient and connected Kāpiti. Whether you are a volunteer, not-for-profit worker, funder or other Volunteer Kāpiti supporter – thank you! We hope that you can see the impact that you make in this report too.

The impact of the Kāpiti volunteer sector can be seen everywhere, without volunteers many community and social services would be unable to operate in Kāpiti.

Our organisation members alone contribute over an estimated 270,000 volunteer hours a year in the Kāpiti region. This contributes nationally to the 159 million hours of formal volunteer labour each year with an estimated value of \$4 billion.

For our supporters/funders, do know that you are not only supporting Volunteer Kāpiti but the 146 for purpose organisations that we directly supported this year, to enable them to build their capability and capacity to deliver their services in the community.

A highlight for me was being a participant in the Mentoring Programme for Community Leaders. After several years of helping to coordinate the programme, it was rewarding to be a participant and to witness community leaders being each other's advocates. Adding to this highlight, our Mentoring Programme won the education category at the Wellington Airport Regional (Kāpiti) Community Awards.


A shout out to all the Volunteer Centres nationally that make up the Volunteer Centre Network Aotearoa and Volunteering New Zealand. Everyone is so willing to share their ideas and experience for the benefit of volunteers and volunteer involving organisations everywhere!

Over this year, we have increased operational staff hours to meet demand and provide more outreach services for our member organisations. We also welcomed a new volunteer to pilot our volunteer professional skills bank project. We love the connections that we can facilitate in our community, whether it is connecting a volunteer to a community role or connecting community organisations together to share best practice and learn together.

Finally, a big thank you to our Volunteer Kāpiti team, our operational staff, our volunteers in the office and our trustees. Thank you for everything that you bring to Volunteer Kāpiti, so that we can all make a difference together.



**SUSAN ANSELL**  
Manager



Susan Ansell  
Manager  
Volunteer Kāpiti

# OUR IMPACT



Interviewed **332**  
Volunteers and  
Referred them  
to **470** Roles



Supported  
**146** Kāpiti  
Community  
Organisations



Facebook Page  
Reach was **23,700**.  
An **↑** of **11.3%** on the  
previous year



**23** Capacity  
Building workshops  
/ network forums  
delivered



**12** Newsletters  
sent to **631**  
contacts



**54,700** Website  
pageviews



**12** Community  
Leaders connected  
with skilled Mentors



# OUR IMPACT

## Statement of Performance

### Objectives:

- 1.To meet the need for volunteers, as communicated to us by community organisations and to meet the needs of potential volunteers, with a current emphasis on increasing the number of volunteers applying for volunteer roles.
- 2.To achieve stable forward funding for effectively carrying out the requirements of Volunteer Kāpiti’s vision and mission, with a current focus on establishing more longer-term funding.
- 3.To be an effective leader/participant in projects to strengthen the Kāpiti community/volunteer sector.
- 4.To establish links, including the need for volunteers, with all relevant community organisations in the Kāpiti area.
- 5.To establish and continually review “best practice” for Volunteer Kāpiti in dealing with volunteering.



Outputs	2023/2024	2022/2023
Interviews Conducted with potential volunteers	332	307
Volunteer Referrals	470	406
Workshops/Formal network forums	23	20
Number of Organisations Supported	146	126
Number of volunteer Roles	162	156
Website views	54,700	43,100

# VOLUNTEER RECRUITMENT AND PROMOTION

We interviewed 332 potential volunteers, to help them find the best possible role and made 470 role referrals, benefiting our Member Organisations in Kāpiti with their capability and capacity to deliver services. We also continued our relationship with Paraparaumu College including supporting two classes with volunteering for community projects.



With our aging volunteer population in Kāpiti, we want to look at how we can ensure long-term sustainability for our volunteer sector. Next year we want to focus further on creating new volunteer roles that are tailored for different age groups such as developing more youth friendly volunteer roles and exploring new options for over 65s to volunteer.

We created new promotional material this year, targeted to different volunteer demographics. We participated in events such as the Whakarongotai Marae event for Waitangi Day, Youth Careers Expo and Ōtaki Expo. We also helped to facilitate the over 65s information station event. Attendance at these events helped to encourage more people to connect to their community through volunteering and strengthened our connections with other community groups.



We ensured volunteers were celebrated and recognised throughout National Volunteer Week. This included a volunteer team story competition where 19 volunteer teams were championed through social media, print and radio. We facilitated the winning volunteer team morning tea with the Mayor and local news as additional guests. We also held a display in local libraries and a breakfast for Kāpiti community group trustees.

# VOLUNTEER TRENDS

Below is a snapshot of volunteers that have used our service over the year.

## Gender Diversity



Female



Male

0.4% Gender Diverse

0.6% Not Disclosed

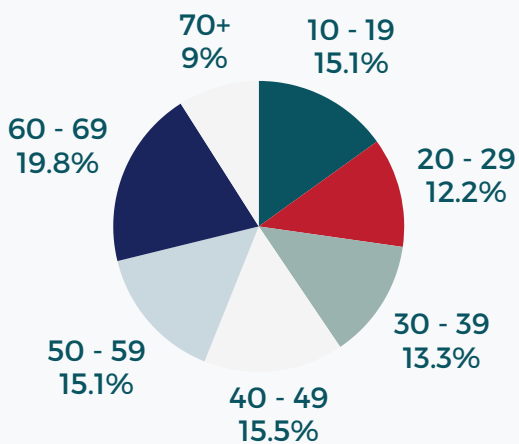


40%

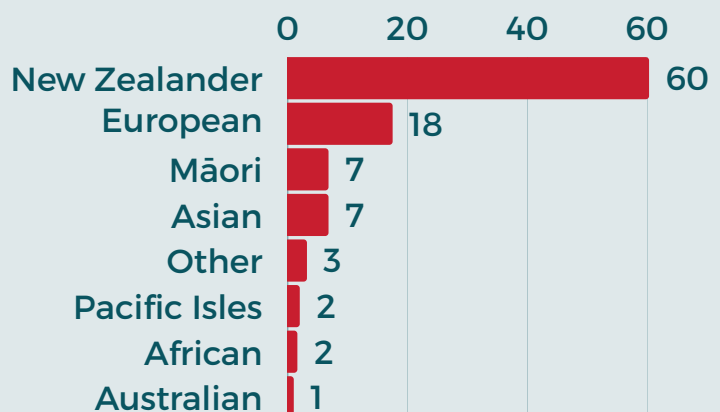
of Volunteers are in Paid Employment



## Age Diversity



## Ethnicity %



71%

of Volunteers are under 60 years old



# MEMBER SUPPORT

We supported a total of 71 member organisations throughout the year. They received unlimited volunteer advice, recruitment and referral services and increased visibility for their volunteering opportunities.

Over the year we advertised 159 volunteers roles in the Kāpiti region. These have ranged from long-term roles like Meals on Wheels Drivers for the NZ Red Cross, to short-term roles/project roles such as writing policies for Home4All, to one-off and event roles such as the Foodbank Packing Day Helpers and Christmas Gift Wrapping.



Having a diversity of volunteer roles available means we are usually able to find a suitable volunteer role for anyone who wants to volunteer in Kāpiti.

This year we expanded our outreach services, enabling us to visit more member groups. Being able to visit our members onsite and see the difference their volunteers make has been invaluable and has helped us to further develop and recruit for volunteer roles with these organisations.

Welcome to our new members: Paraparaumu Track and Field Club, Wellington Region Emergency Management Office (WREMO), WIDance, Hope Housing Trust, Kāpiti Art Studio and Digital Seniors Kāpiti. We have enjoyed getting to know your organisations and supporting you with your volunteering needs.

Thank you to all our member organisations - their mahi aroha and the difference that they make in the Kāpiti community is felt strongly throughout the rohe.

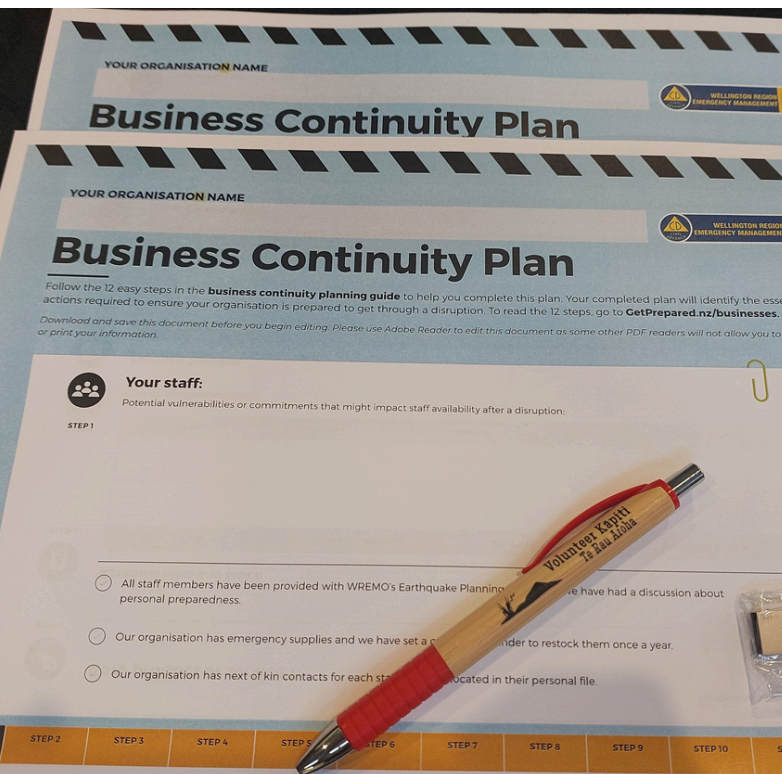


# EMERGENCY VOLUNTEER PROJECT

Thanks to grants from the Kāpiti Coast District Council and the Alexander Watson Charitable Trust we were able to focus on developing an emergency volunteer plan. We now have systems in place for volunteer recruitment in case of a local emergency. This includes a registration system for local volunteers who are happy to be contacted for volunteer roles in an emergency.



We also supported WREMO (Wellington Region Emergency Management Office) with their emergency continuity planning workshop for community groups, attended emergency needs assessment training, welfare meetings and participated in emergency activation exercises. There is ongoing work to do in this space and we are grateful for the relationships we have built with Kāpiti Coast District Council and WREMO to further this mahi. Learnings from recent emergency events around Aotearoa all acknowledge the vital importance of local volunteers in an emergency and the need for clear processes/communication channels to support their response.



# CAPABILITY BUILDING

Providing opportunities for Kāpiti community organisations to build their capability is a core part of our work. We are very thankful for the Kāpiti Coast District Council Social Investment Fund that has enabled us to partner with Kāpiti Impact Trust over the last 7 years and co-deliver the Capable Sector Project.



The project is focused on building the capability in the Ōtaki/Kāpiti Community and Social Sector for the benefit of everyone.

It has three key project areas: Growing Sector Vision/Identity; Championing Iwi Wellbeing and Growing People Skills and Capacity.

Volunteer Kāpiti led the Growing People Skills and Capacity project area. This project has helped us to strengthen relationships across the sector and provide innovative ways to build capability. Over the last year this has included:

- **Mentoring Programme:** We partnered with Mentoring Foundation New Zealand to deliver a successful 6-month mentoring programme for community leaders. We matched 12 mentees (mainly Managers of Kāpiti not for profits) with 12 mentors. Using a conservative estimate, the volunteer mentor hours provided at least \$24,000 in value over the programme period. 100% of the programme participants (mentors and mentees) were either satisfied or highly satisfied with the programme. All mentees noted they were more confident and capable in their leadership role due to the mentoring programme.



# CAPABILITY BUILDING

- **Workshops/Resources:** We provided workshops on topics relevant for local not for profits such as: Wellbeing for Not-for-Profits, Canva for Community Groups, Growing Great Volunteer Teams and Story Telling for Impact and Influence. We also developed and shared capability building resources and linked organisations to national and international learning opportunities.
- **Leadership Breakfasts:** We held five breakfasts for community group trustees to enable connection, collaboration and learning together. Each breakfast had a specific topic of relevance to trustees and many breakfasts had take-away resources to continue the learning. We held our first trial Not-for-Profit Manager breakfast, that received great feedback.
- **Kāpiti Community Network Meetings:** These meetings have been very well attended this year and we continue to host these monthly meetings across the Kāpiti/Ōtaki region. It has been exciting to see the growth of this network, how we are starting to help solve issues together and how well it is placed to contribute to a collaborative voice for the sector. We joined Community Networks Aotearoa this year to link with other networks across the country.
- **Skills Bank Trial:** We started our trial to develop a volunteer professional skills bank in April. The aim is to find systems to capture and refer volunteers with targeted skills for short-term capability building projects with community organisations.
- We also supported Kāpiti Impact Trust with their Capable Sector workstreams, including two submissions to local government, representing the start of a collective Kāpiti/Ōtaki community/social sector voice and identity.



It is great to see the progress we have made over the last 7 years on this collaborative project. Volunteer Kāpiti has a unique position as we work across the community/social sector and are well placed to further strengthen capability, collaboration and connection across the sector in years to come.

# STRUCTURE

The centre operates as a single independent unit with an operational and governance team, providing services across the Kāpiti Coast District territorial authority (from Paekakariki to Ōtaki). We are members of the Volunteer Centre Network Aotearoa and Volunteering New Zealand.

Volunteer Kāpiti currently has 8 volunteers on the Trustee Board, including Chair, Treasurer and Secretary. Paid operational staff make up 1.6 full time equivalent and include the Manager, Service Coordinator and Administrator/Outreach.



We rely heavily on volunteers both in our direct services and our governance team. Office volunteers include: four Volunteer Advisors, one Outreach volunteer and 1 Skills Bank project volunteer. Volunteer hours average an estimate of 36 hours per week. In addition to these staff team volunteer hours, we had 13 volunteers (12 mentors and one coordinator) provide mentoring for our mentoring for community leaders programme.

All these volunteers provide a conservative estimated value of at least \$117,600 – more than our complete paid staff salary expenditure for this year. The expertise, experience, community connection and diversity our volunteers bring to the team is even more in value.





# OUR TEAM



**Chris Joseph**  
Chair



**Susan Ansell**  
Manager



**Mike Williams**  
Treasurer



**Cathy Canavan**  
Service Coordinator



**Janet Chambers**  
Secretary



**Helen Casey**  
Admin / Outreach Officer



**Mandy Preston**  
Trustee



**Anne Southern**  
Volunteer Advisor



**Amy Helm**  
Trustee



**Barbara Kay**  
Volunteer Advisor



**David Wright**  
Trustee



**Malcolm Macaskill**  
Volunteer Advisor



**Jill Griggs**  
Trustee



**Paul Matthews**  
Volunteer Advisor



**Cheryl Read**  
Trustee



**Mark Young**  
Mentor Project Coordinator  
2023



**Joanna Oryszczak**  
Outgoing Trustee



**Bron Thomas**  
Community Knowledge Hub  
Coordinator/Outreach



**Michelle Smith**  
Outgoing Secretary



**Jocelyn Brace**  
Professional Skills  
Bank Project

# ORGANISATIONS

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

Accessibility Advisory Group ▪ Age Concern Kāpiti ▪ Atareira ▪ Birthright Kāpiti  
Cancer Society Wellington ▪ Coast Access Radio ▪ Dementia Wellington  
Digital Seniors Kāpiti ▪ El Rancho ▪ Energise Ōtaki ▪ English Language Partners  
Friends of Animals Charities ▪ GirlGuiding NZ ▪ Hope Housing Trust  
Home4All ▪ HUHA ▪ IDEA Specialist Service ▪ Insight Endometriosis  
Kaibosh Kāpiti - Horowhenua ▪ Kāpiti Amateur Radio Society ▪ Kāpiti Art Studio  
Kāpiti Coast District Council ▪ Kāpiti Citizens Services Trust  
Kāpiti Coast Museum ▪ Kāpiti Coast News ▪ Kāpiti Coast United Sports Club  
Kāpiti Community Foodbank ▪ Kāpiti Community Patrol ▪ Kāpiti GreyPower Assoc  
Kāpiti Impact Trust ▪ Kāpiti Kindness 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 ▪ Neighbourhood Support Kāpiti ▪ Ngā Manu Nature Reserve  
NZ Breast Cancer Foundation ▪ NZ Red Cross ▪ Order of St.John  
Ōtaki Heritage Bank Preservation Trust (Ōtaki Museum) ▪ Ōtaki Community Patrol  
Paekākāriki Community Trust ▪ Paraparaumu Track and Field Club  
Presbyterian Support Central ▪ Raumati South Residents Assoc  
SeniorNet Kāpiti ▪ Special Olympics Kāpiti ▪ Te Ara Korowai  
Te Raukura ki Kāpiti ▪ The Mirek Smisek Arts Trust  
The Salvation Army Kāpiti ▪ The Shed Project ▪ Trade Aid Kāpiti  
Volunteer Kāpiti ▪ Waikanae Estuary Care Group ▪ Waikanae Surfing Club  
Well-Able ▪ Wellington Region Emergency Management Office (WREMO)  
Wellington Tramway Museum ▪ Wesley Community Action ▪ WIDance  
Whānau Āwhina Plunket ▪ Zero Waste Ōtaki

# WHAT OUR COMMUNITY SAY ABOUT US

“Thank you to Volunteer Kāpiti for providing us with volunteers for our Street Collection. It was our best ever for a while, raising approx \$22,000. We look forward to working together again next year.” - Member Organisation



“I was really impressed with how quickly I was contacted by Volunteer Kāpiti and subsequently by the two organisations in which I was interested in volunteering.” - Volunteer



“My client’s volunteer role has been transformative, providing him with a renewed sense of purpose and pride. He is now actively engaging with people and feels fulfilled using his skills to assist others. Thank you, Volunteer Kapiti, for facilitating this. Your service offers tremendous benefits and opportunities for individuals on multiple levels.” - Employment Consultant

‘The Mentoring Programme provided a safe space to unpack my options and think in new ways when I felt stuck in my leadership role. Now I know I am on the right track and have systems in place to look after myself at work as well as my organisation.’ - Mentee, Kāpiti Community Leadership Mentoring Programme



# HIGHLIGHTS



Kaibosh volunteer, Margie and Manager, Keltie.



National Volunteer Week (NVW) 2024 - Te Wiki Tūao ā-Motu ran from 16th - 22nd June. NVW honours the collective energies and mana of all volunteers in Aotearoa. They grow our people, open minds, open hearts and create joy. To celebrate NVW we ran our volunteer story celebration which was the perfect opportunity to recognise and thank the amazing volunteers from community groups in Kāpiti.

We received 19 heart-warming stories and this year's winners of the morning tea celebration were the Kāpiti Cottage Volunteer Team (see page 20 for their story). We visited as many of the volunteer teams nominated as possible and presented them with a Certificate of Appreciation and a box of chocolates. Taking part in NVW is a highlight of our year and we feel honoured to be able to see and recognise the wonderful mahi aroha in our region.



Grief Companion Volunteers from Loss & Grief Centre Kāpiti



Trade Aid Kāpiti Volunteer Team



Susan with the SeniorNet Kāpiti Volunteer Team

# VOLUNTEER STORY CELEBRATION WINNERS

## Kāpiti Cottage Volunteer Team Story

We run a day activity centre for the elderly here in Paraparaumu and pick many of our people up each day in our vans. Our team of volunteers drive for us, assist with activities and help with lunches - all go above and beyond what we expect.

We have volunteers Chrissy, Beatrice, Robert and Graham who take time out to drive for us during the week as we prepare for the day ahead.

Alison, Marina, Trisha and Theresia help us with our activity programme - this enables

us to offer a wider variety of activities such as board games, indoor bowls, quizzes or just a chat ensuring that everyone has a chance to do something they enjoy.

Finally our kitchen helpers Helen, Sheree and Vaughan work hard to serve, clear up and keep things going during our busiest time of the day.

The main way they all make a difference is by helping to ensure the day goes smoothly - some of our people have dementia and a special type of person is needed - our volunteers are all cheerful, easy going and adaptable - happy to do other tasks if we need it and great listeners!

If we are short staffed they will come in extra days if they can, if we are having a party or special afternoon tea they will stay longer to serve out and always they have a listening ear and cheerful word for everyone. In a way we are like an extended family.

As we at Kāpiti Cottage provide day activities mainly for people with dementia, we are so happy to have our many volunteers that assist in so many ways from driving, lunch assistance, and activities. With a small amount of paid staff we value our volunteers immensely. They love coming to the Cottage and engaging with our clients. They all bring love, dedication and happiness to Kāpiti Cottage.



Congratulations to Kāpiti Cottage Volunteers



# HIGHLIGHTS

Other highlights this year included:

- Winning the Education and Child Development Award at the Kāpiti Coast Wellington Airport Regional Community Awards 2023 for delivering the Kāpiti Community Leadership Mentoring Programme
- Being part of the Whakarongotai Marae community commemoration for Waitangi Day.
- Engaging with rangatahi from local colleges to take part in volunteer opportunities.



Mark and Susan accepting the Education and Youth Development Award



Chris and Bron at the Whakarongotai Marae Waitangi Day commemorations



Kāpiti Community Network celebrating the end of a busy 2023 at the Wellington Tramway Museum



Bron and Cathy at the Kāpiti Youth Careers Expo 2023

# 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 programme partners; Kāpiti Impact Trust; Mentoring Foundation New Zealand; and Volunteer Mentors



Volunteering New Zealand and the Volunteer Centre Network Aotearoa. Together we are strengthening the volunteer sector across the motu.

## Thank you to our funders for their support this year

Volunteer Kāpiti's sources of income come from grants, membership fees and donations. Our services would not be possible without the support of the following funders:



Chris Streatfield



# TREASURER'S REPORT

This report has been prepared on behalf of the Trustees of Volunteer Kāpiti. It contains the financial information for the 12 months ending 30/06/2024 and a comparison to the same period in the previous year. The statement of Financial Performance and Position provides a true and fair view of the financial performance of stated year.

## 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

We are extremely grateful to all our funders who through their financial support have allowed Volunteer Kāpiti to continue delivering its community objectives and core services. Management have continued to closely align expenditure levels with income streams, maintained regulatory compliance, managed risk, planned for future growth and meet the needs of members and community. The transition to multi-year funding has allowed for long term strategic planning and sustainable long-lasting outcomes.

## FUTURE OUTLOOK

The organisation continues to monitor the impact of government policy changes relative to the not-for-profit sector but does not believe there will be any immediate adverse financial impacts. The organisation has continued to wisely diversify its income streams with grants for operational expenses and projects, with some of these grants being multi-year. This allows some diversity and continuance around financial security.

## NEW REPORTING TEMPLATE

Note the new Charities Services template was used this year. In some areas a direct comparison cannot be made with the 2022/2023 financials due to new categories in the 2024 template.



**MIKE WILLIAMS**

Treasurer

A handwritten signature in black ink, appearing to read 'Mike Williams'.

Mike Williams  
Treasurer, Volunteer Kāpiti



# FINANCIAL STATEMENTS

## Profit and Loss

Volunteer Kāpiti 2020 Trust

For the year ended 30 June 2024

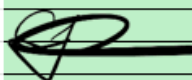
Account	2024	2023
<b>Trading Income</b>		
Alex Harold Watson Trust Income	7,323	0
COGS - Income	5,000	5,000
Community Volunteering Capability Fund - Income	41,221	39,613
Donations Received	600	600
Interest Income	8,135	2,239
KCDC - Capable Sector Project Income	40,690	36,378
KCDC - Community Grant	2,167	0
KCDC - Social Impact Income	0	5,000
Lotteries - Lottery Community	44,637	42,863
Membership Income	3,557	3,318
Miscellaneous Income	2,302	2,407
Nikau Foundation - Income	753	0
St Joans Grant Income	942	0
Thomas George Macarthy Trust - Income	1,667	3,333
Waikanae Baptist Op Shop	750	0
<b>Total Trading Income</b>	<b>159,743</b>	<b>140,751</b>
<b>Gross Surplus</b>		
	<b>159,743</b>	<b>140,751</b>
<b>Operating Expenses</b>		
ACC Levies	0	185
Assets as Expense	0	910
Bank Fees	10	20
Capability Building - Workshop and Resource Costs	0	183
Consulting and Professional services	152	326
CSP-Phase 2 non staff costs	10,550	7,948
Depreciation	871	974
General Expenses	19	200
Insurance	905	813
IT Programs & Support	1,966	3,017
KIT outgoings	6,712	0
Loss on Disposal	0	3
Marketing and Promotion	5,353	1,519
Motor Vehicle Reimbursements	1,329	1,023
Office Expenses	1,852	2,174
Printing & Stationery	1,167	780
Rent	9,828	15,031
Repairs and Maintenance	0	343
Staff Costs - Training Expense	592	322
Staff Costs - KiwiSaver Employer Contributions	3,003	2,667
Staff Costs - Salaries	107,249	89,409
Subscriptions	196	251
Telephone, Internet & Electricity	2,241	2,211
Travel Expenses	59	0
Volunteer Expenses	2,649	1,692
<b>Total Operating Expenses</b>	<b>156,702</b>	<b>132,000</b>
<b>Net Surplus</b>	<b>3,041</b>	<b>8,750</b>

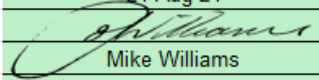
# FINANCIAL STATEMENTS

**FINANCIAL INFORMATION**  
Statement of financial performance

	Note	Current year \$	Last year \$
<b>Revenue</b>			
Donations, koha, bequests and other general fundraising activities		600	600
General grants		61,072	51,196
Capital grants and donations		-	-
Government service delivery grants/contracts	1	84,078	80,991
Non-government service delivery grants/contracts		-	-
Membership fees and subscriptions		3,557	3,318
Revenue from commercial activities		-	-
Interest, dividends and other investment revenue		8,135	2,239
Other revenue		2,301	2,407
<b>Total revenue</b>		<b>159,743</b>	<b>140,751</b>
<b>Expenses</b>			
Expenses related to fundraising		-	-
Employee remuneration and other related expenses		110,844	92,583
Volunteer related expenses		2,649	1,692
Expenses related to commercial activities	2	-	-
Other expenses related to service delivery		28,692	36,497
Grants and donations made		-	-
Other expenses		14,517	1,228
<b>Total expenses</b>		<b>156,702</b>	<b>132,000</b>
<b>Surplus/(Deficit) for the year</b>		<b>3,041</b>	<b>8,751</b>

This performance report has been approved by those charged with governance.

Date 21-Aug-24  
 Signature   
 Name Chris Joseph  
 Position Chair

Date 21-Aug-24  
 Signature   
 Name Mike Williams  
 Position Treasurer

# FINANCIAL STATEMENTS

## FINANCIAL INFORMATION

### Statement of financial position

	Note	Current year \$	Last year \$
<b>Assets</b>			
<b>Current assets</b>			
Cash and short-term deposits		153,870	146,800
Debtors and prepayments	3	7,197	855
Inventory		-	-
Other current assets		-	-
<b>Total current assets</b>		<b>161,067</b>	<b>147,655</b>
<b>Non-current assets</b>			
Property, plant and equipment	5	2,068	2,939
Investments	6	-	-
Other non-current assets	3	-	-
<b>Total non-current assets</b>		<b>2,068</b>	<b>2,939</b>
<b>Total assets</b>		<b>163,135</b>	<b>150,594</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Bank overdraft		-	-
Creditors and accrued expenses	4	3,695	373
Employee costs payable/Accrued Expenses		400	-
Deferred revenue		52,973	48,709
Other current liabilities/GST		4,690	5,444
<b>Total current liabilities</b>		<b>60,958</b>	<b>54,526</b>
<b>Non-current liabilities</b>			
Loans	4	-	-
Other non-current liabilities		6,392	3,324
<b>Total non-current liabilities</b>		<b>6,392</b>	<b>3,324</b>
<b>Total Liabilities</b>		<b>67,350</b>	<b>57,850</b>
<b>Total assets less total liabilities (net assets)</b>		<b>95,785</b>	<b>92,744</b>
<b>Accumulated Funds</b>			
Capital contributed by owners or members			
Accumulated surpluses or (deficits)	7	50,785	47,744
Restricted reserves		-	-
Discretionary reserves		-	-
Revaluation reserves		-	-
Other reserves		45,000	45,000
<b>Total Accumulated Funds</b>		<b>95,785</b>	<b>92,744</b>

# FINANCIAL STATEMENTS

## FINANCIAL INFORMATION

### Statement of cash flows

	Current year	Last year
	\$	\$
<b>Cash flows from operating activities</b>		
<b>Operating receipts (money deposited into the bank account)</b>		
Donations, koha, bequests and other general fundraising activities	600	600
General grants	61,072	51,196
Capital grants and donations		-
Government service delivery grants/contracts	84,236	80,991
Non-government service delivery grants/contracts		-
Membership fees and subscriptions	3,657	2,988
Gross sales from commercial activities		
Interest, dividends and other investment receipts	8,135	2,239
Holiday Accrual	3,068	
GST	19,892	5,444
Other cash received	1,000	2,406
<b>Total receipts</b>	<b>181,660</b>	<b>134,976</b>
<b>Less operating payments (money withdrawn from you bank account)</b>		
Payments related to public fundraising		-
Employee remuneration and other related payments	110,844	94,275
Volunteer related payments	2,649	
Payments related to commercial activities		-
Other payments related to service delivery	25,198	23,995
Grants and donations paid		
GST	20,996	
Other payments	14,903	1,228
<b>Total payments</b>	<b>174,590</b>	<b>119,498</b>
<b>Net cash flows from operating activities</b>	<b>7,070</b>	<b>15,478</b>
<b>Cash flows from other activities</b>		
<b>Cash was received from:</b>		
Sale of property, plant and equipment		3
Sale of investments	-	-
Cash received from loans borrowed from other parties	-	-
Cash received from owners (capital contributions)	-	-
<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	-	-
<b>Net cash flows from other activities</b>	<b>-</b>	<b>1,408</b>
<b>Net increase/(decrease) in cash</b>	<b>7,070</b>	<b>14,070</b>
<b>Opening cash</b>	<b>146,800</b>	<b>132,730</b>
<b>Closing cash</b>	<b>153,870</b>	<b>146,800</b>

# FINANCIAL STATEMENTS

## Statement of Accounting Policies

### Basis of preparation

This performance report is prepared in accordance with the XRB's Tier 3 (NFP) Standard. The entity is eligible to apply these requirements as it does not have public accountability and has total annual expenses of less than \$2,000,000. All transactions in the performance report are reported using the accrual basis of accounting. This performance report is prepared under the assumption that the entity will continue to operate for the foreseeable future.

### Treatment of GST

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

### Income Tax

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

### Bank Accounts and Cash

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

### [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 (last year - nil)

# FINANCIAL STATEMENTS

## Note 5 - Property, Plant and Equipment

Asset Class	Current year					Closing Carrying amount
	Opening Carrying Amount	Purchases	Disposals	Depreciation and Impairment	Revaluation Movements	
Land	-	-	-	-	-	-
Buildings	-	-	-	-	-	-
Motor vehicles	-	-	-	-	-	-
Furniture and fixtures	136	-	-	27	-	109
Office equipment	1,860	-	-	373	-	1,487
Computers	943	-	-	470	-	473
Machinery	-	-	-	-	-	-
<b>Total</b>	<b>2,939</b>	<b>-</b>	<b>-</b>	<b>871</b>	<b>-</b>	<b>2,068</b>

Asset Class	Last year					Closing Carrying amount
	Opening Carrying Amount	Purchases	Disposals	Depreciation and Impairment	Revaluation Movements	
Land	-	-	-	-	-	-
Buildings	-	-	-	-	-	-
Motor vehicles	-	-	-	-	-	-
Furniture and fixtures	170	-	-	34	-	136
Office equipment	2,329	-	1	468	-	1,860
Computers	5	1,411	2	471	-	943
Machinery	-	-	-	-	-	-
<b>Total</b>	<b>2,504</b>	<b>1,411</b>	<b>3</b>	<b>973</b>	<b>-</b>	<b>2,939</b>

# FINANCIAL STATEMENTS

## Note 7 - Accumulated Funds

Description	Current year						Total
	Capital Contributed by Owners	Accumulated Surpluses or	Restricted Reserves	Discretionary Reserves	Revaluation Reserves	Other Reserves	
Opening balance	-	47,744		-	-	45,000	92,744
Capital contributed by owners	-						-
Capital returned to owners	-						-
Surplus/(Deficit)		3,041					3,041
Distributions paid to owners		-					-
Transfer to restricted or discretionary reserves			-	-			-
Transfer from restricted or discretionary reserves			-	-			-
Revaluation movements							-
Transfers from revaluation reserve due to disposal of assets					-		-
Other movements recognised directly in accumulated funds		-				-	-
<b>Closing balance</b>	<b>-</b>	<b>50,785</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,000</b>	<b>95,785</b>

Description	Last year						Total
	Capital Contributed by Owners	Accumulated Surpluses or	Restricted Reserves	Discretionary Reserves	Revaluation Reserves	Other Reserves	
Opening balance	-	38,993		-	-	45,000	83,993
Capital contributed by owners	-						-
Capital returned to owners	-						-
Surplus/(Deficit)		8,751					8,751
Distributions paid to owners		-					-
Transfer to restricted or discretionary reserves			-	-			-
Transfer from restricted or discretionary reserves			-	-			-

# FINANCIAL STATEMENTS

Revaluation movements							-
Transfers from revaluation reserve due to disposal of assets					-		-
Other movements recognised directly in accumulated funds		-				-	-
<b>Closing balance</b>	-	47,744	-	-	-	45,000	92,744

## Breakdown of Restricted and Discretionary Reserves

		Current year	Last year
Name	Nature and Purpose	\$	\$
other reserves	To cover four months expenditure in the event of delayed funding	45000	45000
	<b>Total</b>	45,000	45,000



# 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, 2024

#### **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, 2024 and the results of activities for the twelve months period ending 30<sup>th</sup> June, 2024

#### **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 \$95,785., and a surplus for the twelve months of \$3,041, fairly reflect the financial position of Volunteer Kapiti 2020 Trust as at 30<sup>th</sup> June, 2024 and the results of its activities for the period ending on that date.

My review was completed on 17th August, 2024 and my opinion is expressed as at that date.



**Ian S Butcher,**  
Accountant  
Paraparaumu  
17th August, 2024