ANNUAL REPORT

2018 - 2019

VOLUNTEERING BAY OF PLENTY

People transforming communities, transforming lives.

CONTENTS

Chairperson's Report	2
General Manager's Report	3
Our Impact & Achievements 2018 - 2019	4
Strategic Direction	6
Looking to the Future	7
Financial Performance Report	8

CHAIRPERSON'S REPORT

Volunteering Bay of Plenty in 2019 was very much like 'a tale of two cities' - it was the best of times, it was the worst of times, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us.

The past year saw the organisation have multiple changes:

- New premises in The Kollective
- New General Manager appointed
- Change of Chair and Trustees
- New strategy
- New staff

Throughout the year, the staff and trustees have forged along with exceptional collaboration and work and have done an outstanding job continuing to grow the profile and services of the organisation.

The Board had to be very hands on,(and more than some of us anticipated) but many stepped up with no question. The passion and dedication from all trustees has been unwavering and is a testament to what Volunteering Bay of Plenty does for the community, members, supporters, stakeholders and funders. The belief, purpose, expertise (and robust discussions) around the table made it an interesting year. Trustees, Kelly Seymour, Lisa Ford, Monique Edlinger, and Lilian Richmond all stepped up during this time to assist with management, marketing, funding, key projects and strategy planning.

We continue to aim for the organisation to be the go to place and centre of excellence for Volunteering within the Bay of Plenty as we look at the 'professionalism' within volunteering. Our vision of people transforming communities, transforming lives was developed to encapsulate what is at the heart of our existence.

Programs within Whakatane and Rotorua have started to take shape and we continue our volunteer co-ordination and management programmes with a number of organisations.

Growing membership value is still an option this year as well as the provision for more user paid services to reduce reliance on external funders. Membership is only 8% of the revenue base and we continue to explore areas of improvement in this area.

A key component of this year was the development, direction and trademarking of a flagship event, Volfest. This is to celebrate, advocate, connect, and educate by creating a festival of all things volunteering.

Unfortunately this year we also had the departure of the newly appointed General Manager, and Gaylene Street again stepped up in the later part of the year to keep the organisation on track operationally. We leave this year to recruit a new General Manager, and Trustees to lead the organisation into the future.

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- Tony Snow, Board Chair (June 19)

GENERAL MANAGER'S REPORT

It is my pleasure to present the General Manager's report for the year ended 30th June 2019. I have recently stepped into the role of Acting General Manager for Volunteering Bay of Plenty having been a Trustee for the past year.

This year has had its challenges for our organisation which many not for profit organisations experience from time to time, especially in relation to staffing and funding. However, our team and trustees have taken the time to review our vision with an exciting strategy and direction now set to help us fulfil our purpose.

Our main strategic goal in 2019/2020 is to hold the inaugural Volfest. This is a new festival celebrating the significant contribution that volunteers make to our community with the objective to showcase the many opportunities that exist for volunteering. Collaboration with organisations who utilise volunteers will be key to the success creating opportunities to highlight our shared purpose of volunteer engagement and embracing diversity in the community.

During this year we have continued our volunteer coordination work for Ōtanewainuku Kiwi Trust (OKT) and will deliberately replicate the success of this contract with other organisations. Our Membership continues to be steady and we continue to look for new opportunities to grow the connections and continue to add value.

Highlights include that our organisation were able to ensure a positive outcome from the Tauranga doctors strike action earlier this year. We were able to utilise a team of doctors to volunteer their time with the Aongatete Forest Project (AFP). As Winston Churchill once said, "Never let a good crisis go to waste."

I would like to recognise the hard work, commitment and passion from the team, as well as the tremendous support from our incredible volunteers, without whom we would have no purpose.

The year ahead promises to be an exciting one as we maximise the huge benefit that volunteering brings to the Bay of Plenty by advocating, connecting and educating across the voluntary sector.

- Lisa Ford, Acting General Manager (June 19)

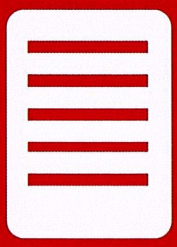
OUR **IMPACT** IN 2018 - 2019

Revenue decreased by 10% in the last financial year to $193K, and memberships are flat. Despite a challenging year, Volunteering Bay of Plenty has continued to engage with volunteers and grow opportunities to participate.

Volunteer impact

Active volunteers on our database

28% increase in volunteer positions on the database



4,737 volunteer hours completed

Brand visibility

33% increase in newsletters sent

8% increase in Facebook page likes

IN THE LAST YEAR WE HAVE...

- Increased the number of companies involved in employee volunteering from three to 10.
- Built on our successful partnership with Ōtanewainuku Trust by renewing our contract in June 2019.
- Organised group volunteering activities during the 2018/2019 junior doctor's strike.
- Maintained a stable membership base with a slight decrease from 103 to 95.
- Formally kicked off the organising committee and project planning for Volfest 2020. The voluntary committee come from a diverse range of voluntary and private sector organisations. Thanks go to all sub-committee members: Ron Scott (Stellaris Ltd), Natalie Bridges (Blink PR), Wendy Robertson (Blue Light), Eddie Jackson (Business Advantage), Monique Edlinger (Volunteering Bay of Plenty Board of Trustees), Gaylene Street (Volunteering Bay of Plenty).

Highlights

Ōtanewainuku Trust

Volunteering Bay of Plenty is the only centre in New Zealand to undertake contract work to manage volunteers on behalf of an organisation. Undertaking this work for Ōtanewainuku trust enables the organisation to focus on their critical role of pest control and helps them to engage and encourage the community to volunteer their services. The volunteers can help with a variety of opportunities, therefore, utilizing their skills and experience to assist in protecting and restoring the indigenous ecosystem and biodiversity of Ōtanewainuku for our community.

— ŌTANEWAINUKU —
KIWI TRUST

Civil Defence Bay of Plenty

Volunteering Bay of Plenty were contracted by Civil Defence to ascertain how volunteer-ready the Bay of Plenty region was, as one of their strategic goals. Seven Territory Authorities were interviewed and an evaluation report was produced utilizing our findings, conclusions and recommendations.

OUR STRATEGIC DIRECTION

In February 2019 the Board of Trustees and Centre staff engaged Stellaris Ltd to facilitate the development of a new strategy for the organisation that looks to the future of the voluntary sector and defines a clear and valuable role for Volunteering Bay of Plenty.

Our strong belief is that volunteering both transforms the lives of those it touches and transforms the wellbeing of communities at large. Therefore the critical role that Volunteering Bay of Plenty can play is to enable and build excellence in the sector so that those touched by Volunteering have a positive and transformative experience.

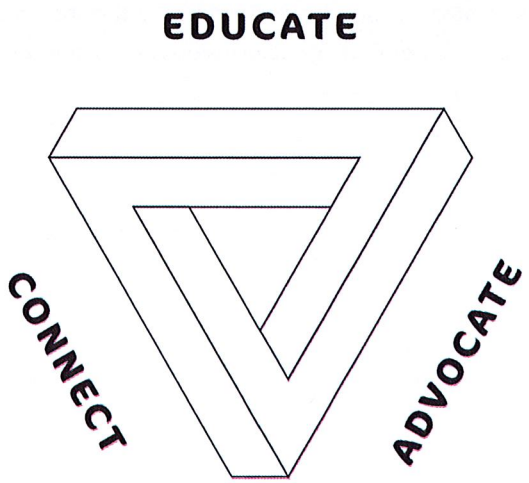
The powerful impact of volunteering drives our purpose and shaped the concept of Volfest - the most demanding and rewarding achievement we can imagine for Volunteering Bay of Plenty in three to five years. Volfest will be the festival of volunteering that celebrates, connects, educates and advocates for the sector.

Our Vision

People transforming communities, transforming lives

Our Mission

To educate, advocate and enable excellence in volunteering throughout the Bay of Plenty



LOOKING TO THE FUTURE

Increasing **collaboration** and building our **profile** to become a centre of excellence.

Volunteering Bay of Plenty aims to be the centre of best practice and excellence that connects and leads volunteering in the Bay of Plenty. To advocate, educate, and enable that excellence, Volunteering Bay of Plenty needs to increase it's profile and collaboration with other organisations regionally and nationally.

A data driven approach to volunteer and centre management

A national lead project by Volunteer Centres to establish a national database is underway. A goal for Volunteering Bay of Plenty is to have its database that is second to none. Volunteering Bay of Plenty has the opportunity to assist with this at a national level by being a centre of excellence and looking at providing other centres value in events and volunteering management.

Increasing reach and impact

Satellite offices and collaboration of other organisations within the regions (Te Puke, Whakatane, Rotorua, Katikati) will also be looked at to assist with organisations in those areas with volunteering requirements and those that wish to volunteer.

Building sustainable revenue and funding sources

Many of the Centres around the country are heavily reliant on external funding, and Volunteering Bay of Plenty are looking at reducing this reliance and becoming more self sufficient and providing better value for members. In the future, member value is of importance to the organisation as well as different avenues of revenue generation. Professional services, contract management and volunteer resource / knowledge sharing.

Volfest is a key strategic deliverable

The festival of volunteering allows better member engagement and is a festival to celebrate, advocate, connect and educate all aspects of volunteering. Volunteering Bay of Plenty have some very ambitious goals with the Volfest concept and how this can assist other centres across the country.

Volunteering Bay of Plenty look forward to the exciting times ahead.

FINANCIAL PERFORMANCE REPORT

Copies of the full financial report are available upon request

THANK YOU FOR YOUR SUPPORT

ACORN FOUNDATION

BayTrust
Supporting Great Communities

TECT

COGS
Community Organisation Grants Scheme

NZCT
NZ COMMUNITY TRUST

Lottery Grants Board
Te Puna Tahua
LOTTO FUNDS FOR YOUR COMMUNITY

Pub Charity™

Te Tari Taiwhenua
Internal Affairs

Rotorua energy charitable Trust

THE LION FOUNDATION

Your continued support helps us to have a positive impact in our communities across the Bay of Plenty

Admin & Accounting Solutions ltd

Performance Report

Volunteering Bay of Plenty
For the year ended 30 June 2019

Prepared by Admin & Accounting Solutions Ltd

Admin & Accounting Solutions ltd

Contents

3 Entity Information

6 Approval of Performance Report

7 Statement of Service Performance

9 Statement of Financial Performance

10 Statement of Financial Position

11 Statement of Cash Flows

12 Statement of Accounting Policies

13 Notes to the Performance Report

18 Auditor's Report

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Entity Information

Volunteering Bay of Plenty
For the year ended 30 June 2019

Legal Name of Entity

Volunteering Western Bay of Plenty - trading as Volunteering Bay of Plenty

Entity Type and Registration Number

Charitable Trust - CC29062

Entity's Purpose or Mission

Volunteering Bay of Plenty ("VolBOP") is the regional body for volunteering offering strategic and capacity-building support around volunteering, volunteer management consultancy, volunteer coordination and broker services to many Non Governmental Organisations (NGO's) and thousands of volunteers. At local level, VolBOP seeks to inform and influence local, regional and national government, decision-makers and funders on the value of high-quality, coordinated volunteering activity.

VolBOP helps through Education, Advocacy and Connections to enable best practice in volunteering, generating more volunteering activity in the Bay of Plenty, promoting the importance of volunteering to a vibrant region and increasing the quality of experience. VolBOP provides a voice for its members, consulting with them and advocating for a strong support structure for volunteering, facilitating networking both internally and externally so that NGO's can share best practice and support one and another.

VolBOP supports volunteering in the region around four main objectives:

- To make volunteering more **visible and valued** in the community;
- To enable every individual, whatever their background or ability, to have the **opportunity to contribute** to community life through volunteering and to benefit from the experience;
- To ensure the organisations across all sectors have the **information, skills and know-how** to benefit from volunteering activity; and
- To **build and maintain** quality volunteering support services that champion volunteering.

VolBOP aims to be recognised by all sections of the community as a one-stop volunteering shop/Centre of Excellence, attracting a wide range of volunteers and providing professional information on volunteering issues. The chief aim is to increase the quality and quantity of volunteering in the region by providing information, support and guidance to potential and existing volunteers and to NGO's.

VolBOP's Vision is: People transforming communities, transforming lives. **The Mission** is to educate, advocate and enable excellence in volunteering in the Bay of Plenty region.

Volunteering BOP is structured around six core functions, which are described in more detail below.

'Best practice' development - to increase the volunteering knowledge base of its stakeholders, particularly NGO's. VolBOP does this through delivering training and advice as well as encouraging a high standard of volunteer management.

Developing volunteering opportunities - working in close partnership with a wide variety of other organisations to develop volunteering. VolBOP does this by working to improve the accessibility of volunteering to specific groups of people who may face barriers such as those with extra support needs or the long term unemployed. The aim is to work creatively to develop imaginative new opportunities for engagement.

Policy response & campaigning - identifying and responding to issues and policies that have an impact on volunteering. VolBOP aims to be aware of local, regional and national government proposals and policies and leading or participating in campaigns about volunteering issues for a more volunteer-literate and volunteer-friendly culture. VolBOP aims to be the first port of call for the media when comments on volunteering are sought.

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Strategic development of volunteering - taking a strategic approach to volunteering by supporting changes that facilitate volunteering and challenging approaches that inhibit it as well as networking at all levels. VolBOP aims to do this by having close links with NGO's locally and regionally, by being actively involved in relevant networks and by monitoring and evaluating the impact of current volunteering infrastructure.

Marketing volunteering - innovatively and creatively marketing and promoting volunteering. VolBOP does this through local, regional and national events and campaigns and by targeting different groups of potential volunteers such as the unemployed. VolBOP promotes the Volunteer Centre brand and aims to use the latest technology to promote their work.

Brokerage - matching the skills and interests of potential volunteers with NGO's. This includes posting volunteer opportunities on our online Volunteer role Database, as well as offering support and advice to people about how to get started volunteering.

VolBOP is based in Tauranga and services the entire Bay of Plenty. The Centre works in close partnership with the other Volunteer Centres (18) in the country via the Volunteer Centre Network Aotearoa and liaises with Volunteering New Zealand on a regular basis.

Entity Structure

Governance: Board of Trustees, led by a Chairperson, with a minimum of three Trustees and a maxiumum of eight.

Trustees shall be appointed by a vote of the remaining Trustees for the time being, each such person being entitled to one vote. When making any such appointment the Trustees will give due regard to the representation amongst the Trustees of persons with knowledge, experience and understanding of the not-for profit sector, volunteering, governance practices, Tikanga Maori, accountancy, financial management, law and community development.

Management: The Board of Trustees has the power to employ staff including, a General Manager to deal with the day to day administration of the Trust, according to a job description for this position and engage agents and appoint representatives. The General Manager reports back to the Trustees on a monthly basis. The General Manager has the power to employ staff (with the Board's approval and according to the yearly budget) to deliver the Centre's Vision and Mission. The Centre is supported by many volunteers from the Trustees to administration and journalist support.

Main Sources of Entity's Cash and Resources

The main revenue source for Volunteering BOP are grants and donations from Government and private philanthropic organisations.

Other Income: Annual membership subscriptions for non-profit organisations: $120 (all GST inclusive) per organisation.

User pays services like: Contracted Volunteer Coordination, Volunteer Event Coordination, and Volunteer Management Consultancy.

Other donations: Personal donations, sponsorship of events, fundraising events and interest on equity.

Main Methods Used by Entity to Raise Funds

No fundraising events were held in the last financial year.

Entity's Reliance on Volunteers and Donated Goods or Services

The volunteers of the Centre play a vital role in the development of the Centre, from Trustees to administration support. The progress that VolBOP has continued to make in the last 12 months would not have been possible without the support of staff and volunteers. Volunteering BOP also receives services through its network of stakeholders and influential people in the community.

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Additional Information

Physical Address: The Kollective, 159 17th Avenue West, Tauranga, New Zealand, 3112.

Postal Address: PO Box 841, Tauranga, New Zealand, 3112

Phone/Fax: 07 5713714 Email: manager@volbop.org.nz Website:www.volbop.org.nz

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Approval of Performance Report

Volunteering Bay of Plenty
For the year ended 30 June 2019

The Trustees are pleased to present the approved Performance Report of Volunteering Bay of Plenty for the year ended 30 June 2019.

APPROVED

Tony Snow

Chairperson

Date 10/10/19

~~Treasurer~~ Trustee

Date 10/10/19

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Statement of Service Performance

Volunteering Bay of Plenty
For the year ended 30 June 2019

Description of Entity's Outcomes

VolBOP aims to be recognised by all sections of the community as a one-stop volunteering shop/Centre of Excellence, attracting a wide range of volunteers and providing professional information on volunteering issues. The chief aim is to increase the quality and quantity of volunteering in the region by providing information, support and guidance to potential and existing volunteers and to Non-Governmental Organisations (NGO's).

Our Centre is the only organisation in the Bay of Plenty that assists the community in all aspects of volunteering: assisting people to find a volunteer position, providing advice and support on volunteer management for NFP's (consultancy, training, advice and advocacy) and promoting the benefits of volunteering in general to the community. We developed innovative services that assist NFP's to increase the number of volunteers and improve their volunteer engagement programme.

In the last 12 months, our Centre has made good progress in becoming a 'one-stop' shop by:

- Continuously up-skilling staff e.g. through educational resources, training courses, webinars
- Successfully continuing to coordinate other organisation's volunteer engagement programmes and carrying out scoping projects for others
- Having discussions with other organisations to do the same
- Advising more organisations with volunteer management queries than previous years.
- Assisting more people to find a voluntary role than previous years despite decrease shown on the database
- Hosting an international 'volunteer guru' to present a volunteer workshop in the Bay.
- Presenting to community groups and students about trends in volunteering.
- Organising networking and collaborative meetings in Tauranga, Rotorua and Whakatane
- Organising successful Annual National Volunteer Week Celebrations in Rotorua and Tauranga.

Description and Quantification of the Entity's Outputs	ACTUAL - 2019	ACTUAL - 2018
Total Volunteers hours by VolBOP	4,737	-
New volunteers registered on our volunteer roles database	936	1,110
Referrals made by new volunteers via our database	584	1,016
Member organisations	95	103
Active Volunteers	3,948	-
Average jobs available on our volunteer role database	153	120
News articles about volunteering in local newspapers	15	35
SEEK Referrals	46	-
Volunteer Hours at the Centre	438	675
Newsletters (member organisations and volunteers) -	-	24
Newsletters sent out to organisations	17	-
Newsletters sent out to volunteers	15	-
Volunteer stories collected	10	12
Facebook likes	1,587	1,470
Companies contacted for Employee volunteering	-	120
Companies involved in Employee volunteering	10	3
Schools, Universities and Junior Doctors contacted	4	-
Volunteer meetings (WBOP, Tauranga, Rotorua & Whakatane)	6	13
Contracts	3	-
Presentations to other groups/organisations	7	-

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	ACTUAL - 2019	ACTUAL - 2018
Training Courses provided	1	-
Events and Expos attended by VolBOP	5	-

Additional Information

VolBOP services are reviewed on a regular basis to ensure the Centre delivers services to match the needs of the organisations and community in general. Once a year we conduct a survey for volunteers and member organisations to assist this review. This year VolBOP conducted a quantitative survey with member organisations. Insights were used to adjust our Centre's services and update our marketing plan.

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Statement of Financial Performance

Volunteering Bay of Plenty
For the year ended 30 June 2019

	NOTES	2019	2018
Revenue			
Donations, fundraising and other similar revenue	1	160,666	185,720
Fees, subscriptions and other revenue from members	1	7,546	28,413
Revenue from providing goods or services	1	22,783	139
Interest, dividends and other investment revenue	1	2,141	2,693
Total Revenue		**193,136**	**216,965**
Expenses			
Expenses related to public fundraising	2	14,091	11,722
Volunteer and employee related costs	2	143,553	148,709
Costs related to providing goods or service	2	32,096	21,254
Other expenses	2	25,541	12,499
Total Expenses		**215,282**	**194,183**
(Deficit)/Surplus for the Year	6	**(22,146)**	**22,782**

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This Statement should be read in conjunction with the accompanying Notes and the Audit Report.

Statement of Financial Position

Volunteering Bay of Plenty
As at 30 June 2019

	NOTES	30 JUN 2019	30 JUN 2018
Assets			
Current Assets			
Bank accounts and cash	3	56,624	89,036
Debtors and prepayments	3	7,429	6,702
Other Current Assets	3	26,004	50,000
Total Current Assets		**90,057**	**145,738**
Non-Current Assets	5	7,388	4,793
Total Assets		**97,445**	**150,531**
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	13,678	5,425
Employee costs payable	4	8,288	4,396
Unused donations and grants with conditions	4	11,005	54,091
Total Current Liabilities		**32,971**	**63,912**
Total Liabilities		**32,971**	**63,912**
Total Assets less Total Liabilities (Net Assets)		**64,473**	**86,620**
Accumulated Funds			
Capital contributed by owners or members		10	10
Accumulated surpluses or (deficits)	6	64,463	86,610
Total Accumulated Funds		**64,473**	**86,620**

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This Statement should be read in conjunction with the accompanying Notes and the Audit Report.

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Statement of Cash Flows

Volunteering Bay of Plenty
For the year ended 30 June 2019

	2019	2018
Cash flows from Operating Activities		
Donations, fundraising and other similar receipts	122,583	190,425
Fees, subscriptions and other receipts from members	8,548	28,414
Receipts from providing goods or services	20,517	(4,381)
Interest, dividends and other investment receipts	2,271	2,392
GST	7,447	737
Payments to suppliers and employees	(207,241)	(198,622)
Total Cash flows from Operating Activities	**(45,876)**	**18,965**

	2019	2018
Cash Flows from Investing and Financing Activities		
Receipts from sale of Investments	25,000	-
Payments to acquire property, plant and equipment	(5,685)	-
Payments to purchase investments	(834)	50,000
Cash flows from other investing and financing activities	(5,018)	-
Total Cash Flows from Investing and Financing Activities	**13,463**	**50,000**

	2019	2018
Bank Accounts and Cash		
Net Increase in Cash	(32,413)	(31,036)
Opening Cash	(89,036)	120,072
Closing Cash	(56,624)	(89,036)

	2019	2018
This is represented by:		
Bank Accounts and Cash	56,624	89,036

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This Statement should be read in conjunction with the accompanying Notes and the Audit Report.

Statement of Accounting Policies

Volunteering Bay of Plenty
For the year ended 30 June 2019

Basis of Preparation

Volunteering Bay of Plenty 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 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.

The information is presented in New Zealand dollars. All values are rounded to the nearest $.

Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of the Statement of Financial Performance and Statement of Financial Position have been applied:

Revenue Recognition

Revenue is recognised as conditions attached to the transactions are met.

Expenses

Wages, salaries and annual leave are recorded as expenses as staff provide services and become entitled to them. Other costs associated with the delivery of services are expensed when the costs are incurred.

Property, Plant and Equipment

Property, plant and equipment is recognised at cost less aggregate depreciation.

Depreciation has been calculated on all assets at rates calculated to allocate the assets' cost over their estimated useful lives.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Volunteering Bay of Plenty 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.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

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Notes to the Performance Report

Volunteering Bay of Plenty
For the year ended 30 June 2019

	2019	2018
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Fundraising	-	484
Grants		
Acorn Foundation	2,500	3,000
Bay Trust	35,000	17,008
COGS - Mataatua	3,500	5,000
COGS - Rotorua	2,000	2,162
COGS - Tauranga	3,500	4,000
Lion Foundation	-	15,000
NZ Lotteries	19,091	34,742
NZ Lotteries Grant 2019/20	13,995	-
NZCT	-	15,000
Pub Charity	-	3,381
RECT	-	2,482
Sponsorship - Non-members	-	3,000
Support for Volunteering Fund	41,080	45,450
TECT	40,000	35,000
Total Grants	**160,666**	**185,226**
Gifts & Donations - Non-member	-	10
Total Donations, fundraising and other similar revenue	**160,666**	**185,720**
Fees, subscriptions and other revenue from members		
Membership Fees Received	7,468	6,918
Seminar/Workshop Income - Members	78	1,096
Volunteer Management Consultancy - Members	-	20,400
Total Fees, subscriptions and other revenue from members	**7,546**	**28,413**
Revenue from providing goods or services		
Seminar/Workshop Income - Non members	65	-
Sundry Income - Non-members	957	139
Volunteer Co-ordination - Contracts	21,761	-
Total Revenue from providing goods or services	**22,783**	**139**
Interest, dividends and other investment revenue		
Interest Received	2,141	2,693
Total Interest, dividends and other investment revenue	**2,141**	**2,693**

	2019	2018
2. Analysis of Expenses		
Expenses related to public fundraising		
Advertising	13,260	7,749

These notes should be read in conjunction with the Performance Report and the Audit Report.

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Networking & Promotion	831	3,973
Total Expenses related to public fundraising	**14,091**	**11,722**

Volunteer and employee related costs		
ACC Levies	416	301
Board related expenses	4,917	1,200
Honorarium	2,600	-
Kiwisaver Contributions	4,296	4,263
Salaries and Wages	129,320	137,450
Staff Training & Supervision	1,032	1,142
Volunteer Costs	972	4,352
Total Volunteer and employee related costs	**143,553**	**148,709**

Costs related to providing goods or services		
Cleaning	12	55
General Expenses	2,703	1,231
Insurance	2,004	1,835
IT Costs - Support, Software and Maintenance	3,426	1,493
Low Cost Assets	235	-
Membership and Subscriptions	3,003	1,210
Motor Vehicle expenses	2,206	3,929
Office expenses	686	-
Printing, Stationery & Postage	586	804
Rent	12,595	5,376
Seminar/Workshop costs	869	2,590
Staff Recruitment	389	-
Telecom Costs	2,015	1,459
Travel - National	676	-
Village Occupier charges	691	1,271
Total Costs related to providing goods or services	**32,096**	**21,254**

Other expenses		
Accounting and administration fee	12,723	6,906
Audit Fees	2,355	1,550
Bank Charges	108	130
Consulting Fees	7,265	-
Depreciation	3,091	3,913
Total Other expenses	**25,541**	**12,499**

3. Analysis of Assets

	2019	2018
Bank accounts and cash		
BNZ Cash Stash Savings Account	900	40,917
BNZ Diamond Savings Account	41,632	30,708
BNZ Transact Acct	14,092	17,411
Total Bank accounts and cash	**56,624**	**89,036**

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These notes should be read in conjunction with the Performance Report and the Audit Report.

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Debtors and prepayments		
Accounts Receivable	5,733	4,600
Accrued Revenue	-	301
Prepayments	1,696	1,801
Total Debtors and prepayments	**7,429**	**6,702**

Other current assets		
BNZ Term Deposits	26,004	50,000
Total Other current assets	**26,004**	**50,000**

4. Analysis of Liabilities

	2019	2018
Creditors and accrued expenses		
Accounts Payable	7,798	2,963
Accrued Liabilities	3,480	1,370
BNZ Credit Card	-	1,373
GST	2,401	(281)
Total Creditors and accrued expenses	**13,678**	**5,425**
Employee costs payable		
Accrued Leave	5,543	4,396
Accrued Wages	2,745	-
Total Employee costs payable	**8,288**	**4,396**
Unused donations and grants with conditions		
Revenue Received in advance	11,005	54,091
Total Unused donations and grants with conditions	**11,005**	**54,091**

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These notes should be read in conjunction with the Performance Report and the Audit Report.

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5. Property, Plant and Equipment

This year

Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation	Closing Carrying Amount
Motor Vehicles	4,794			959	3,835
Office Equipment		5,685		2,132	3,553
Total	**4,794**	**5,685**		**3,091**	**7,338**

Last Year

Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation	Closing Carrying Amount
Motor Vehicles	8,707			3,913	4,794
Office Equipment					
Total	**8,707**			**3,913**	**4,794**

6. Accumulated Surpluses or (deficits)

	2019	2018
Opening Balance	86,610	63,828
Less:		
(Deficit)/ Surplus for the Year	(22,146)	22,782
Total Accumulated Surpluses or (deficits)	**64,464**	**86,610**

7. Commitments and Contingencies

Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date. (2018: $Nil

8. Related Parties

Board Member Monique Edlinger's partner is the owner of Stellaris Ltd. Stellaris Ltd was involved with Strategic planning and Governance Certification of some VolBOP Trustees. The total value of all transactions for the financial year was $8,355 including GST, with $173 owing at the year end.

Chairperson, Tony Snow, is the owner of Stratus Blue Ltd. Stratus Blue Ltd provided IT support and software as well as computer equipment. The total value of all transactions for the financial year was $7,385 including GST, with $46 owing at the year end. Tony Snow was also paid an Honorarium of $2,600 during the financial year.

Previous Chairperson, Alan Withy, owned Alandale Associates. This entity provided Governance Services to the charity. The total value of all transactions for the financial year was $2,760 including GST.

Board Member, Lillian Richmond, is the owner of Marketing on Demand that provided marketing services and Annual Report Development for the entity. The total value of all transactions for the financial year was $2,832 including GST.

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9. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report.

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INDEPENDENT AUDITOR'S REPORT

To the Trustees of Volunteering Bay of Plenty

Opinion

We have audited the accompanying performance report of Volunteering Bay of Plenty on pages 9 to 17, which comprise the statement of financial position as at 30 June 2019, the statement of financial performance and statement of cash flows for the year then ended, the statement of accounting policies and other explanatory information.

In our opinion, the accompanying performance report presents fairly, in all material respects, the financial position of Volunteering Bay of Plenty as at 30 June 2019, and its financial performance and its cash flows for the year then ended in accordance with the requirements of Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit), issued in New Zealand by the New Zealand Accounting Standards Board, relevant to reporting financial position, financial performance and cash flows.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of our report.

We are independent of Volunteering Bay of Plenty in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, Volunteering Bay of Plenty.

Restriction on Responsibility

This report is made solely to the Trustees, as a body, in accordance with section 42F of the Charities Act 2005. Our audit work has been undertaken so that we might state to the Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Other Information: Entity Information and Statement of Service Performance

The Trustees are responsible for the other information. The other information comprises the entity information and statement of service performance; as well as a Treasurer's Report and a Chair's Report but does not include the performance report and our auditor's report thereon.

Our opinion on the performance report does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the performance report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the performance report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If based, on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report with regards to the entity information and statement of service performance. The Treasurer's Report and a Chair's Report were not yet available at the time of signing our report. These will be reviewed when available.

Trustees' Responsibility for the Performance Report

The Trustees are responsible on behalf of the entity for:

(a) identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;

(b) the preparation and fair presentation of the performance report which comprises:
- the entity information;
- the statement of service performance; and
- the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with Public Benefit Entity Simple Format Reporting Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board, and

(c) for such internal control as the Trustees determine is necessary to enable the preparation of a performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Trustees are responsible on behalf of the entity for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Performance Report

Our objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of the use of the going concern basis of accounting by the Trustees and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

We communicate with the Trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Other Matter

We bring the Reader's attention to the fact that the corresponding figures have been reviewed by LACA Limited.
An Unmodified Conclusion was issued on the 5 September 2018.

LACA Limited

LACA Limited
Tauranga
14 October 2019