



# VOLUNTEERING BAY OF PLENTY

Enriched lives and communities through volunteering



## ANNUAL REPORT 2016-2017

# ABOUT US

Volunteering Bay of Plenty (Volunteering BOP) is one of 18 Volunteer Centres in New Zealand and a member of Volunteering New Zealand.

Volunteering BOP's outcomes are based around the centre's **vision: To enrich lives and communities through volunteering** and **mission: To promote, support and enable volunteering throughout the Bay of Plenty region.**

By supporting our member organisations with their volunteer engagement programme, our members have got access to a wider pool of volunteers ensuring our organisations get quality volunteers. By improving the quality of volunteer engagement programmes, the centre ensures that volunteers are spending their time in a stimulating, friendly environment that acknowledges the hard work that they put in.

People are able to connect to their community better through volunteering: international students and new migrants build up their social and professional network through volunteering. Employment chances are increased by volunteering as the volunteer gains work experience and confidence. More volunteers assisting non-profit organisations means these organisations have got the capacity to deliver, even increase, their services, reaching more people in the community. Volunteering also enables the elderly population to stay active and connected using their talents and experience for the good of the community, also preventing isolation issues among elderly. Bringing people in the community together creates safer, better connected and more self-sufficient communities.

Volunteers and organisations have a one-stop shop to go to when it comes to volunteering: recruitment, advocacy, consultancy, support and training. The centre actively promotes the benefits and search for volunteers through promotion in local newspapers, radio and social media. It also acknowledges and rewards volunteers through its annual excellence awards, which is supported by the community and council.

Volunteering BOP currently employs five people: Theo Ursum as the centre manager, Iris Beemster as the Tauranga Service Coordinator, Barbie Burrige as the Regional Service Coordinator. Anna Bailey who supported us with the Otanewainuku Kiwi Trust scoping project is currently the contracted volunteer coordinator for this organisation. In June Gaylene Street replaced Rebekha Broom as the Events Coordinator and Marketing Assistant. The rest is made up of volunteers who provide an average of 24 hours per week to fulfil various roles assisting with the centre.

The centre's Board of Trustees are:

Trish Baars (Chairperson), Colin Leader (acting Treasurer, resigned during the year), Cushla Summers (Trustee), Elise James (Trustee) and Monique Edlinger (Trustee).

## Contact

Volunteer Western Bay of Plenty (trading as Volunteering Bay of Plenty)  
Complex 1, Historic Village on 17th Avenue,  
PO Box 841, Tauranga 3140  
07 571 3714  
admin@volbop.org.nz  
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# CHAIRPERSON'S REPORT



Dear Volunteers, Members, Staff, Board Members, Stakeholders and Sponsors,

What another magnificent year this has been for our Centre. During the past four years, we have grown exponentially – in the areas we cover, the services we provide, our support base and financially.

Our expansion into the wider Bay of Plenty took longer than expected to grow but is now gaining in members. We now have a number of members in the Rotorua area and we continue to make our presence felt in Katikati and Whakatane.

One of our aims is to make our Centre a “one-stop-shop” – the place to come to for anything volunteering-related. During the past year, we assisted Otanewainuku Kiwi Trust and Avalon with the development of their volunteer programmes.

These additional services are fundamental to our growth as a self-sustaining organisation and we are delighted that organisations are recognising our experience and expertise in this field and using it to their benefit. As more organisations start to make use of these user-paid services, it will assist the Centre to become less reliant on funding.

There are many people to thank on behalf of Volunteering Bay of Plenty this year. Thank you to all our funders, supporters, sponsors, members and volunteers. This organisation and the work it does could not exist without you.

To Theo Ursum, General Manager, and his dedicated team of staff members and volunteers – none of the growth and expansion and the superb results which have been achieved over the past few years would have been possible without your commitment and excellent organisational and management skills. Thank you all very much.

Thank you also to my fellow board members, past and present. Resilience has been shown by the Board despite many changes to the members over the past 12 months. It has been wonderful working with you all and an honour to have been part of the positive growth of this great Centre.

I look forward to watching it continue to expand and grow under the capable guidance of the current team.

Trish Baars

Chairperson

# MANAGER'S REPORT

Another year has gone by and we continue to see exciting developments in our services, our organisations and our volunteers.

Some of the standout activities include assisting Oxfam with volunteer coordination during their trial walk in Whakatane and supporting the Otanewainuku Kiwi Trust with the development of their volunteer engagement programme.

This past year has seen another increase of growth in volunteer recruitment for the centre. There has been an increase in people using our services to find a voluntary role in the community but with more volunteer roles available we have seen a decrease in the amount of referrals that were made. We think this a sign of people being more selective about what kind of volunteering they would like to be involved in.



The number of volunteers we assisted grew to 979, an increase of 18%. On average there were more roles available for them (135 roles), an increase of 10%. Referrals were down by 14% to 957, which means that not everyone was able to find a suitable role on our database.

The international trend is also visible in the Bay with enough people who want to volunteer, but they are being more selective about what they volunteer for. People are also not able to commit the amount of hours that they were in the past. The trend is showing that more people are looking to volunteer at one-off events or to commit to short term opportunities and we are working together with our member organisations to ensure they adapt their volunteer programme to match these demands.

Our organisational membership increased by 8%, with the growth coming mainly from organisations outside the Tauranga area. During the last 12 months we have focussed more on building quality relationships with organisations rather than focusing solely on quantitative growth. We are also focused on assisting organisations with the development of their volunteer programme and not just adding additional organisations to our database.

We are delighted that that most of the Volunteer BoP team remained on board for another year. Rebekha and Sarah moved on, but the centre was fortunate to have excellent replacements by adding Barbie Burrige, Anna Bailey and Gaylene Street to the ranks. Barbie, our Regional Service Coordinator, has done an amazing job promoting our centre throughout the wider Bay of Plenty and Anna took on the exciting role of Volunteer Coordinator for Otanewainuku Kiwi Trust. Gaylene has fitted in well with the team and has done a superb job in organising our events and assisting with our marketing efforts.

## VALUES

- Inclusiveness – We recognise and value diversity and all forms of volunteering
- Integrity – At all times we act professionally, being honest and transparent
- Accountability – We accept our individual and collective responsibilities as we meet our commitments
- Excellence – We strive to be outstanding in all that we do

We couldn't have done it with our volunteers; our Trustees, Marketing Assistant, Office Team Workers and Journalists have contributed many hours to the centre. Without your support, we wouldn't be where we are now.

In September we finished the Avalon Volunteer Management project by inducting and supporting the new Volunteer Coordinator. The new coordinator greatly appreciated our work and ongoing support. I am also very proud of our team for working successfully together with the Western Bay District Council, especially with Glenn Ayo, on the volunteer scoping project we led for Otanewainuku Kiwi Trust (OKT). After mapping the volunteer involvement at the Trust, we continued to be involved with the development of their volunteer engagement programme. Our excellent work is acknowledged with a contract to coordinate and develop the OKT volunteer programme. This is a first for a volunteer centre in New Zealand, to my knowledge. Our centre has the tools & experience to assist organisations in this way and I hope to assist more organisations in this way in the future.

The profile of our centre continues to increase and I have noticed that the centre is being asked more often to present or talk about the volunteer sector. Our Annual Volunteer Awards Ceremony in December, Student Volunteer Week promotions in April and the National Volunteer Week in June have all provided us with great media coverage. There were many great volunteer stories in the local newspapers and our following on social media has increased.

For the next 12 months the centre is looking forward to assisting more organisations with the development of their volunteer engagement programmes. Working together with the Kollektive, the community building that is being build in the Historic Village, we are keen to make sure that volunteering become a solid part of this unique project. We are also excited to host Rob Jackson in Rotorua in November, the Volunteer Guru from the UK, together with Exult 'Growing great volunteers' and going to host short 'one topic' workshops in the region.

Theo Ursum  
General Manager

### Taking the centre to new heights!

Theo Ursum, General Manager of Volunteering Bay of Plenty, was recently gifted the exhilarating and slightly terrifying experience of jumping out of a plane to sky dive from 10000 feet in the air. The Board of the volunteering organisation wanted to acknowledge Theo's outstanding contribution to our community in his role as General Manager of VBoP, by giving him a gift to celebrate and acknowledge his many achievements during the three years that he has held the role.



# Our Services

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

Volunteering BOP aims to be recognised by all sections of the community as a one-stop volunteering shop, 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 area by providing information, support and guidance to potential and existing volunteers, and to Not for Profit organisations (NFP's).

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

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

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

**'Best practice' development** – to increase the volunteering knowledge base of its stakeholders, particularly NFP's. Volunteering BOP 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. Volunteering BOP 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.

# Our Services

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

**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. Volunteering BOP aims to do this by having close links with NFP's locally and regionally, by being actively involved in relevant networks and by monitoring and evaluating the impact of current volunteering infrastructure.

The weekend went very well and I was so very grateful to have Rebekha, Iris, Anna and Barbie of Volunteering BOP there. They were incredible and thanks to them I got some sleep over the weekend! I am very impressed with the whole team for their dedication and professionalism and ability to handle anything. I cannot express my thanks enough to the whole team and I hope we can collaborate again in the future!

**Ella Shnapp, Volunteer Coordinator, Oxfam Trailwalker**

During Avalon's strategic review and service redesign it became very clear that to create a successful service that can support individuals to live a good life of their choosing Avalon will be required to recruit a team of volunteers to support these objectives. Volunteering management is an area that historically Avalon has performed less than optimally so with this in mind we engaged with Volunteering Bay of Plenty to create a volunteer programme for us.

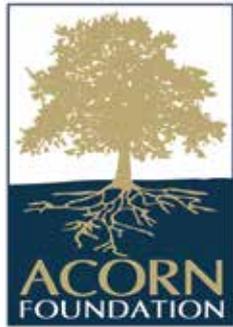
Their strengths and expertise in volunteering has proved invaluable for us and has created the opportunity for Avalon to create a new position focussing on implementing the tool that Volunteering Bay of Plenty provided to us. The continued support that Volunteering Bay of Plenty continue to offer Avalon has move forward is appreciated and invaluable.

**Tania Wilson, Chief Executive, Avalon**

Thank you for the opportunity to volunteer at Volunteering BOP. It has been one of the highlights of my week. It has been very invigorating to be part of a buzzing organization. I love what you are doing for the community and the small part I was able to play in it. Thank you for valuing my work and entrusting me with more that used my skills. You have given me some much needed encouragement of my ability to contribute to an organization. I've greatly appreciated your professionalism in all of your dealings with me and always been viewed as part of the team. Thank you for the beautiful flowers of appreciation for the small work I was able to contribute!! I will be a champion for VOLBOP to whoever will listen, keep up the wonderful work!!

**Pam, former volunteer of Volunteering BOP**

# HIGHLIGHTS



Continued support from local funders



Our lovely journalist Bushra was stoked to interview Rotorua Mayor Steve Chadwick. The Mayor accepted our "I dare you" challenge during the National Volunteer Week

Raising funds for the centre by wrapping gifts at Noel Leeming in the weeks before Christmas



Scott Miller of Volunteering NZ presented the 'best practice guidelines' workshop for volunteer management in Tauranga



To promote Employee Volunteering and to raise its profile, the centre organised Business after 5 events in Katikati and Tauranga



Next to its own online volunteer role database, the centre uploaded roles to the SEEK volunteer database and promotes roles on Neighbourly for its premium members



Staff enjoying the 'secret santa' in the office (below) and the board said 'farewell' to the centre's former Chairperson Colin Leader (right)





Aquinas College student Aileen Harwood & Minister for the Community & Voluntary Sector Alfred Ngaro presented at the centre's National Volunteer Week breakfast in Tauranga (above)

Minister Alfred Ngaro spoke to volunteers and Volunteer Coordinators in Rotorua during the National Volunteer Week in June (below)



The team of Go Getters are having a great time at the volunteer quiz in the National Volunteer Week



The centre was contracted by Avalon and Otanewainuku Kiwi Trust to assist with the development of their Volunteer Engagement Programme



EVES REALTY Volunteer Excellence Award winner Linda Scott of Assistance Dogs New Zealand Trust

Special award given to Christina Fitzgerald, our long serving volunteer



## Volunteers Profiles

To promote volunteering and to put amazing volunteers in the spotlight, the centre's volunteer journalists continued to write interesting stories.

These stories were published in the local newspaper and on the centre's facebook page



### Jocelyn at the Elms Mission house

For Jocelyn, volunteering at the Elms Mission House in Tauranga is a way for her to meet a variety of like-minded people, from all walks of life who are passionate about history. It was over 16 years ago that Jocelyn first began volunteering for the Elms Foundation, following her retirement as a history teacher. These days, the Elms are fortunate enough to still have her as a dedicated volunteer working there sharing her wealth of knowledge with the tourists, school children and locals who visit the Elms Mission House.

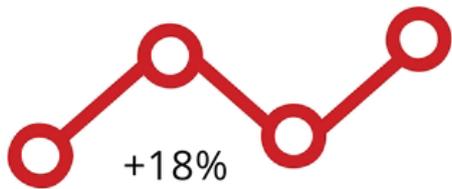
The Elms Mission Station was founded in 1835, with the house completed in 1847 and is one of New Zealand's finest Georgian homes. It was occupied by Reverend Alfred Nesbit Brown (appointed Archdeacon in 1842) and his first wife Charlotte when they came to the area to teach and encourage peace. At the time, there was a lot of Maori inter-tribal fighting occurring, so Archdeacon Brown was welcomed to the area. The house had been kept in Browns' family, preserved well before being taken over by the Elms Foundation - a non-profit organisation, in 1998. Jocelyn explains "it's as if they walked out and left it exactly how it was, it is impressive to have such a building like this in New Zealand."

What Jocelyn really enjoys about her role is seeing school groups come through the Mission house. "We had one group come through where the teacher must have prepared them well, the children came bouncing into the house and they had a good idea of what they wanted to see". Each room at The Mission House is well set out, showing exactly how it would have been in the 1800's, even Archdeacon Browns notebook at his desk. Jocelyn jokes with a cheeky smile "I tell the children this is Archdeacons Laptop, they love that". Groups can also see New Zealand's oldest standing library, the Melanesian weapons on display and learn about the hardships in which that time brought to the area. "The other thing people like are the grounds" Jocelyn adds. "There are holyhocks and other plants growing from 100 year old seeds- the whole tour is well worth doing."

Jocelyn says she meets a lot of interesting people of all ages volunteering at the Elms. "I asked a young volunteer one day 'how do you feel about working with people who are the same age as your grandparents?' in which the girl responded "I love it! I learn so much everyday". Jocelyn believes volunteering in a role such as hers is also a great way to get real experience and references for potential industry jobs such as Tourism. "There are a lot of people who come through from the cruise ships, "they get to see some of Tauranga's history along with its new kiwifruit industry" Jocelyn notes. Jocelyn says that The Elms Foundation would love to have more school groups coming through as it is so important to utilize such a place for educational purposes, especially with the knowledgeable and passionate guides to show groups around.

# STATS

## 2016-17

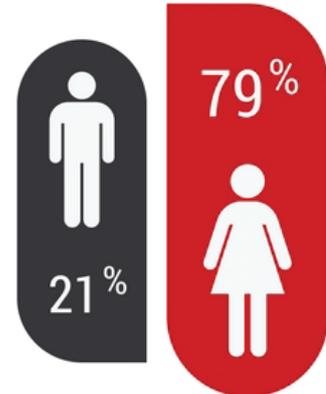


New Volunteers



+10%  
Volunteer  
roles available

25% of member  
organisations are based  
outside Tauranga area



+27%  
Facebook Likes



CONTRACTED BY 2 ORGANISATIONS FOR  
VOLUNTEER MANAGEMENT CONSULTANCY

ASSISTED SEVERAL ORGANISATIONS WITH  
THE DEVELOPMENT OF THEIR VOLUNTEER  
ENGAGEMENT PROGRAMME

### Promotional campaigns



National Volunteer Week  
18-24 June 2017



Volunteering  
NEW ZEALAND

#NVW2017

# FINANCIAL REPORT

This report is aimed at providing a general overview of Volunteering Bay of Plenty's financial position over the 12 month period from 01 July 2016 – 30 June 2017.

As a Tier 3 charity, our organisation has no public accountability. For grant applications and reporting purposes, government and non-government funders will be provided with our audited annual financial statements which will also be on the Charities Commission's website. Our annual financial statements are available on request.

This has been an outstanding year for Volunteering BOP and our financial position is good, with our equity having, once again, increased by 50% during the past year (2015/16 increase was also 50% on the year before). Our cash reserves have increased by more than \$55,000 since June 2016 and the surplus for the current financial year exceeds \$21,500 (2016: \$16,831).

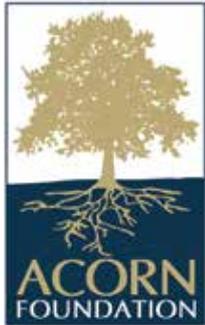
We have in excess of eight months operating funds which provides us with the ability to move forward confidently with our planning for next year. Although this is positive news, we are still heavily reliant on funding, with grants forming approx. 85% (2016: 92%) of our income. We continue to actively look for self-sustainable income so that our equity can continue to grow.

As with most organisations, employee-related costs form the greatest share of our expenses (approx. 72% (2016: 75%) of total costs). Our team is made up of 5 part-time staff and a number of volunteers who are dedicated, loyal and passionate about their roles. Our organisation's greatest asset is our staff and they continue to deliver an excellent service for our member organisations and our volunteers.



# THANK YOU

## FUNDERS



## SPONSORS



Without your support, we would not be able to reach our goals.  
Thank you once again for your generous support of our centre!

# Volunteering Bay of Plenty

## Performance Report

For the year ended

30 June 2017

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# Volunteering Bay of Plenty

## Entity Information

"Who are we?", "Why do we exist?"

For the year ended

30 June 2017

Legal Name of Entity:*	Volunteer Western Bay of Plenty
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Other Name of Entity (if any):	Volunteering Bay of Plenty
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Type of Entity and Legal Basis (if any):*	Incorporated Society/Charitable Trust
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Registration Number:	1659274/CC29062
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### Entity's Purpose or Mission: \*

Our vision is: To enrich lives and communities through volunteering.

Through our mission: To promote, support and enable volunteering throughout the Bay of Plenty region.

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

# Volunteering Bay of Plenty

## Entity Information

"Who are we?", "Why do we exist?"

For the year ended

30 June 2017

**Developing volunteering opportunities** – working in close partnership with a wide variety of other organisations to develop volunteering. Volunteering BOP 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.

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### Entity Structure: \*

**Governance:** Board of Trustees, led by the Chairperson, with a minimum of three Trustees and a maximum of eight. Trustees shall be appointed by vote of the remaining Trustees for the time being, each of such persons 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 be able to deliver the Centre vision and mission. The Centre is supported by many volunteers from Trustees to administration support.

### Main Sources of the 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: \$80, \$100 or \$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.

# Volunteering Bay of Plenty

## Entity Information

"Who are we?", "Why do we exist?"

For the year ended  
30 June 2017

### Main Methods Used by the Entity to Raise Funds:\*

The centre's main fundraising event is one week of gift-wrapping in the week for before Christmas.

### 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 we made in the last 12 months would not have been possible without the support of volunteers. Volunteering BOP also receives donated goods or services through it's network of stakeholders and influential people in the community.

### Contact details

Physical Address:	Historic Village on 17th Avenue, Complex 1 Tauranga
Postal Address:	PO Box 841, Tauranga 3140
Phone/Fax:	07 5713714
Email/Website:	admin@volbop.org.nz / Volbop.org.nz
	<a href="http://www.facebook.com/VOLWBOP">www.facebook.com/VOLWBOP</a>
	<a href="http://www.twitter.com/VolBop">www.twitter.com/VolBop</a>

**Volunteering Bay of Plenty**  
**Statement of Service Performance**  
**"What did we do?", When did we do it?"**  
**For the year ended**  
**30 June 2017**

**Description of the Entity's Outcomes\*:**

Volunteering BOP aims to be recognised by all sections of the community as a one-stop volunteering shop, 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 area by providing information, support and guidance to potential and existing volunteers, and to Not for Profit organisations (NFP's).

Our centre is the only organisation in Bay of Plenty that assists the community in all aspects of volunteering: assisting people finding 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 its staff: three coordinators are now trained in Volunteer Management.
- The centre is now contracted to coordinate another organisations' volunteer engagement programme.
- Advised more organisations with volunteer management queries than previous years.

Assisted more people to find a voluntary role than previous years.

Hosting the minister for the Voluntary Sector, Alfred Ngaro, at four local events last June.

Booking an international 'volunteer guru' to present a volunteer workshop in the Bay in November.

Presenting to community groups and students about trends in volunteering.

Building networks outside of the Tauranga area.

Organising a successful Annual Volunteer Excellence Awards ceremony last December.

<b>Description and Quantification (to the extent practicable) of the Entity's Outputs:*</b>	<b>Actual*</b>	<b>Budget</b>	<b>Actual*</b>
	<b>This Year</b>	<b>This Year</b>	<b>Last Year</b>

New volunteers registered on your volunteer roles database	979	1000	832
Referrals made by new volunteers via our database	959	1250	1114
Member organisations	104	112	90
Average jobs available on our volunteer role database	115	145	105

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

**Volunteering Bay of Plenty**  
**Statement of Service Performance**  
**"What did we do?", When did we do it?"**  
**For the year ended**  
**30 June 2017**

<b>Description and Quantification (to the extent practicable) of the Entity's Outputs:*</b>	<b>Actual*</b>	<b>Budget</b>	<b>Actual*</b>
	<b>This Year</b>	<b>This Year</b>	<b>Last Year</b>
Promotion			
- News articles about volunteering in local newspapers	28	15	19
- newsletters	15	15	8
- volunteer stories collected	7	12	9
- introduced new social media	1	1	1
- Facebook Likes	1325	1250	1039
Companies contacted for Employee volunteering	160	150	147
Companies involved in Employee Volunteering	4	15	7
Volunteer Co-ordinators meetings	8	8	8

**Additional Information:**

Our 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 we conducted a large review of our member organisations and volunteer positions on our database. It resulted in a significant drop in numbers for both in the short run, but since then they are steadily increasing again. It gave us a database of organisations that are actively involved in volunteering and their volunteer programme.

**Volunteering Bay of Plenty**  
**Statement of Financial Performance**  
**"How was it funded?" and "What did it cost?"**  
**For the year ended**  
**30 June 2017**

	Note	Actual* This Year \$	Actual* Last Year \$
<b>Revenue</b>			
Donations, fundraising and other similar revenue*	1	170,795	130,488
Fees, subscriptions and other revenue from members*	1	23,841	6,633
Revenue from providing goods or services*	1	833	2,336
Interest, dividends and other investment revenue*	1	2,222	2,517
<b>Total Revenue*</b>		<b>197,691</b>	<b>141,974</b>
<b>Expenses</b>			
Expenses related to public fundraising*	2	15,208	8,994
Volunteer and employee related costs*	2	127,687	94,542
Costs related to providing goods or services*	2	19,518	14,764
Other expenses	2	13,721	6,843
<b>Total Expenses*</b>		<b>176,134</b>	<b>125,143</b>
<b>Surplus for the Year*</b>	5	<b>21,557</b>	<b>16,831</b>

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

## Volunteering Bay of Plenty

### Statement of Financial Position

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

As at  
30 June 2017

	Note	Actual* This Year \$	Actual* Last Year \$
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash*	3	120,072	64,745
Debtors and prepayments*	3	1,675	6,941
Other current assets	3	-	40,712
<b>Total Current Assets</b>		<b>121,747</b>	<b>112,398</b>
<b>Non-Current Assets</b>			
Property, plant and equipment*	4	8,707	12,620
<b>Total Non-Current Assets</b>		<b>8,707</b>	<b>12,620</b>
<b>Total Assets*</b>		<b>130,454</b>	<b>125,018</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses*	3	6,366	6,311
Employee costs payable*	3	10,865	6,756
Unused donations and grants with restrictions*	3	49,386	69,671
<b>Total Current Liabilities</b>		<b>66,617</b>	<b>82,738</b>
<b>Total Liabilities*</b>		<b>66,617</b>	<b>82,738</b>
<b>Total Assets less Total Liabilities (Net Assets)*</b>		<b>63,837</b>	<b>42,280</b>
<b>Accumulated Funds</b>			
Capital contributed by owners or members*	5	10	10
Accumulated surpluses or (deficits)*	5	63,827	42,270
<b>Total Accumulated Funds*</b>		<b>63,837</b>	<b>42,280</b>

Approved for the Board by:

  
Trustee

7/9/17.  
Date

  
Trustee

7/9/17  
Date

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

# Volunteering Bay of Plenty

## Statement of Cash Flows

"How the entity has received and used cash"

For the year ended

30 June 2017

	Actual*	Actual*
	This Year	Last Year
	\$	\$
<b>Cash Flows from Operating Activities*</b>		
<b>Cash was received from:</b>		
Donations, fundraising and other similar receipts*	155,580	138,934
Fees, subscriptions and other receipts from members*	23,328	7,146
Receipts from providing goods or services*	1,138	6,109
Interest, dividends and other investment receipts*	1,960	2,517
Net GST	(2,225)	(2,867)
<b>Cash was applied to:</b>		
Payments to suppliers and employees*	165,166	118,756
<b>Net Cash Flows from Operating Activities*</b>	<b>14,615</b>	<b>33,083</b>
<b>Cash flows from Investing and Financing Activities*</b>		
<b>Cash was received from:</b>		
Receipts from the sale of investments*	40,712	25,000
<b>Cash was applied to:</b>		
Payments to acquire property, plant and equipment*	-	13,043
Payments to purchase investments*	-	40,712
<b>Net Cash Flows from Investing and Financing Activities*</b>	<b>40,712</b>	<b>(28,755)</b>
<b>Net Increase in Cash*</b>	<b>55,327</b>	<b>4,328</b>
<b>Opening Cash*</b>	64,745	60,417
<b>Closing Cash*</b>	120,072	64,745
<b>This is represented by:</b>		
Bank Accounts and Cash*	120,072	64,745

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

**Volunteering Bay of Plenty**  
**Statement of Accounting Policies**  
**"How did we do our accounting?"**

**For the year ended**  
**30 June 2017**

**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 of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

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)\***

All amounts are recorded exclusive of GST, except for Debtors and Creditors 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 during the financial year.

**Volunteering Bay of Plenty**  
**Notes to the Performance Report**  
For the year ended  
**30 June 2017**

**Note 1 : Analysis of Revenue**

<b>Revenue Item</b>	<b>Analysis</b>	<b>This Year</b> \$	<b>Last Year</b> \$
Fundraising revenue	Gift wrapping	414	796
	<b>Total</b>	<b>414</b>	<b>796</b>

<b>Revenue Item</b>	<b>Analysis</b>	<b>This Year</b> \$	<b>Last Year</b> \$	
Donations and other similar revenue	<b>Grants</b>			
	Support for Volunteering Fund	19,517	15,990	
	COGS - General Grant	-	4,012	
	COGS Tauranga	6,068	-	
	COGS Rotorua	2,838	-	
	NZ Lotteries	41,167	30,000	
	Acorn Foundation	9,029	3,164	
	Lion Foundation	20,883	18,930	
	Bay Trust	13,460	4,307	
	TECT	32,000	23,000	
	Pub Charity	6,619	7,334	
	NZCT	17,000	7,000	
	First Sovereign		10,000	
	Infinity Foundation	550	4,450	
	Donations received	-	5	
	Trust Power Award	-	250	
Sponsorship - Eves Realty	1,250	1,250		
	<b>Total</b>	<b>170,381</b>	<b>129,692</b>	

<b>Revenue Item</b>	<b>Analysis</b>	<b>This Year</b> \$	<b>Last Year</b> \$
Fees, subscriptions and other revenue from members	Fees and subscriptions from members	6,354	2,451
	Event Volunteer Co-ordination	-	1,224
	Volunteer Management Consultancy	17,317	2,600
	Other income - seminars, workshops, etc.	170	358
	<b>Total</b>	<b>23,841</b>	<b>6,633</b>

These Notes should be read in conjunction with the accompanying Statements and the Audit Report

**Volunteering Bay of Plenty**  
**Notes to the Performance Report**  
For the year ended  
**30 June 2017**

**Note 1 : Analysis of Revenue**

Revenue Item	Analysis	This Year \$	Last Year \$
Revenue from providing goods or services	Employee Volunteer Program	-	440
	Event Volunteer Co-ordination - Non-members	720	-
	Consultancy TECT Community Hub	-	1,150
	Sundry Income - Projector hire, etc.	113	746
	<b>Total</b>		<b>833</b>

Revenue Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment revenue	Interest	2,222	2,517
	<b>Total</b>	<b>2,222</b>	<b>2,517</b>

**Volunteering Bay of Plenty**  
**Notes to the Performance Report**  
For the year ended  
**30 June 2017**

**Note 2 : Analysis of Expenses**

Expense Item	Analysis	This Year \$	Last Year \$
Expenses related to public fundraising	Advertising	11,275	3,931
	Networking and Promotion	3,933	5,063
	<b>Total</b>	<b>15,208</b>	<b>8,994</b>

Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	Salaries and Wages	117,019	89,818
	KiwiSaver contributions	3,196	2,486
	ACC levies	236	227
	Staff recruitment	-	196
	Staff and Volunteer training	3,756	936
	Volunteer Costs	3,480	879
	<b>Total</b>		<b>127,687</b>

Expense Item	Analysis	This Year \$	Last Year \$
Costs related to providing goods or services	Affiliation fees	773	456
	Cleaning	481	1,351
	Direct costs - Emp Vol Program and Workshops	-	44
	General expenses	1,381	704
	Insurance	1,957	841
	IT Costs - Support, Software and Maintenance	1,098	869
	Low cost assets	382	434
	Motor vehicle and Travel costs	3,878	779
	Postage and Stationery	1,451	1,331
	Utilities - Rent, Village Occupier and Telecom costs	8,117	7,955
	<b>Total</b>		<b>19,518</b>

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Audit fees	2,730	2,505
	Accounting and Administration fees	7,017	3,564
	Bank charges	61	50
	Depreciation	3,913	724
	<b>Total</b>		<b>13,721</b>

**Volunteering Bay of Plenty**  
**Notes to the Performance Report**  
For the year ended  
**30 June 2017**

**Note 3 : Analysis of Assets and Liabilities**

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Cheque account balance	59,839	3,245
	Savings account balance	60,233	61,500
	<b>Total</b>	<b>120,072</b>	<b>64,745</b>

Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments	Accounts receivable	80	385
	Prepayments	1,595	1,748
	Accrued revenue	-	4,808
	<b>Total</b>	<b>1,675</b>	<b>6,941</b>

Asset Item	Analysis	This Year \$	Last Year \$
Other current assets	Short term deposits	-	40,712
	<b>Total</b>	<b>-</b>	<b>40,712</b>

Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Accounts payable	5,843	2,570
	Accrued expenses	1,540	2,020
	GST Payable	(1,017)	1,208
	Membership fees received in advance	-	513
	<b>Total</b>	<b>6,366</b>	<b>6,311</b>

Liability Item	Analysis	This Year \$	Last Year \$
Employee costs payable	Wages and salaries earned but not yet paid	-	2,229
	Holiday pay accrual	8,302	2,953
	KiwiSaver contributions owing	794	460
	PAYE owing	1,769	1,114
	<b>Total</b>	<b>10,865</b>	<b>6,756</b>

These Notes should be read in conjunction with the accompanying Statements and the Audit Report

**Volunteering Bay of Plenty**  
**Notes to the Performance Report**  
For the year ended  
**30 June 2017**

**Note 3 : Analysis of Assets and Liabilities**

<b>Liability Item</b>	<b>Analysis</b>	<b>This Year</b>	<b>Last Year</b>
		<b>\$</b>	<b>\$</b>
Unused donations and grants with restrictions	Unused donations and grants with restrictions	49,386	69,671
	<b>Total</b>	<b>49,386</b>	<b>69,671</b>

**Volunteering Bay of Plenty**  
**Notes to the Performance Report**  
**For the year ended**  
**30 June 2017**

**Note 4 : Property, Plant and Equipment**

This Year						PPE7 - PPE8
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*	Current Valuation*
Motor Vehicles*	12,620		-	3,913	8,707	n/a
Office equipment*	-		-		-	n/a
<b>Total</b>	<b>12,620</b>	<b>-</b>	<b>-</b>	<b>3,913</b>	<b>8,707</b>	

Last Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Motor Vehicles*	-	13,044		424	12,620
Office equipment*	300			300	-
<b>Total</b>	<b>300</b>	<b>13,044</b>	<b>-</b>	<b>724</b>	<b>12,620</b>

**Note 5: Accumulated Funds**

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	10	42,270		42,280
Surplus*		21,557		21,557
<b>Closing Balance</b>	<b>10</b>	<b>63,827</b>	<b>-</b>	<b>63,837</b>

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	10	25,439		25,449
Surplus*		16,831		16,831
<b>Closing Balance</b>	<b>10</b>	<b>42,270</b>	<b>-</b>	<b>42,280</b>

**Volunteering Bay of Plenty**  
**Notes to the Performance Report**  
**For the year ended**  
**30 June 2017**

**Note 6 : Commitments and Contingencies**

**Commitments**

The entity has a rental lease agreement with the Tauranga City Council to occupy Building 1 downstairs (part of) at the Historic Village. The licence is a monthly licence and can be terminated by either party by giving one month's notice in writing.

**Contingent Liabilities and Guarantees**

There are no contingent liabilities or guarantees as at balance date. (2016: \$nil)

**Notes 7-8**

**Note 7: Related Party Transactions\***

Description of Related Party Relationship*	Description of the Transaction (whether in cash	This Year	Last Year	This Year	Last Year
		\$	\$	\$	\$
		Value of Transactions*	Value of Transactions*	Amount Outstanding*	Amount Outstanding*
One of the Trustees is remunerated for performing accounting work for the entity	Cash	5,900	3,506	490	450

**Note 8: Events After the Balance Date\***

**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.

## INDEPENDENT AUDITOR'S REPORT

### To the Trustees of Volunteering Bay of Plenty

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#### Opinion

We have audited the accompanying performance report of Volunteering Bay of Plenty on pages 7 to 17, which comprise the statement of financial position as at 30 June 2017, 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 2017, 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.

#### Other Information

The Trustees are responsible for the other information. The other information comprises the entity information and statement of service performance; as well as a Manager's, Treasurer's and Chairperson'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 in this regard.

#### 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.

*LACA Limited*

LACA Limited

Tauranga

13 September 2017