



Volunteer
Western Bay of Plenty

Enriched lives and communities through volunteering

ANNUAL REPORT

2015



ABOUT US

Volunteer Western Bay of Plenty (Volunteer WBOP) is one of 18 Volunteer Centres in the country and a member of Volunteer New Zealand.

Our centre's vision is: enriched lives and communities through volunteering, via our mission: to promote, support and enable volunteering throughout the Western Bay of Plenty region. This will be done by, firstly, increasing the volunteer recruitment, training opportunities and referral service in the Western Bay of Plenty. Our service is available to not-for-profit community organisations and groups, match the interest and skills of the volunteer with the tasks required.

Secondly, by supporting our member organisations to develop and enhance their volunteer programme which will increase the quality of those volunteer programmes and subsequently increase the volunteer satisfaction and help our members to retain their volunteers.

Finally, by giving status to volunteering in the Western Bay of Plenty by publicly recognising and promoting the value of volunteers through; publishing regular news articles in the local newspapers, International Volunteer Day, National Volunteer Week celebrations, volunteer stories and, updates on our Facebook page and other social media.

Our Volunteer Centre is pivotal to all facets of volunteering in the Bay. For many not-for-profit organisations (90+) in our region we are the main source for the recruitment, training, management and support of volunteers. We work closely together with these organisations to promote and celebrate volunteering in the community. The majority of these organisations would not exist if they did not have volunteers, many of which are provided by Volunteer Western Bay of Plenty.

Our services are acknowledged by a growing number of member organisations, who pay a yearly fee to use our services. The centre is also supported by Tauranga City Councillors, Western Bay District councillors, local and national funders and sponsors.

Volunteer WBOP currently employs three people: Theo Ursum, manager (26 hours/per week), Iris Beemster, Service Coordinator (22 hours), and Sarah Errico, Employee Volunteer Coordinator (12 hours), while volunteers assist our centre an average 20 hours per week.

The centre's Board of Trustees are:

Colin Leader (Chairperson), Andrew von Dadelzsen (Treasurer), Narissa Siemonek (Interim secretary), Yvonne O'Malley (Trustee) and Trish Baars (Trustee).

CHAIRPERSON'S REPORT



Dear Volunteers, members, staff, old friends, stakeholders, board members and fellow community enablers.

When we last spoke, we talked about the great things the centre was aiming to achieve over the 2014-2015 year. It is with great pride and honour that in our 10th year as an incorporated society, we now present you this report and proudly say that we achieved more than we set out to do since last year!

As you can see from this report, a fair bit has happened over the past year. Volunteer and organisation numbers are up. The centre's profile is vastly higher than it has been before, with numerous events, newspaper articles and Social Media activity, have you liked us on Facebook yet? We now have exciting new projects underway where we are engaging the business community with our volunteer community. The online database is humming away, and our collective heads are bursting with new ideas.

Numbers going upwards does not mean that we are just simply taking more, but it means we are now giving more. This is frankly, what we are here to do. While we must not sit back, we can take a moment to breathe and take in our achievements over the past year. Now, we can continue into the New Year with a confidence that we can focus on delivering what we do, and do it well.

Therefore, on behalf of the board, we would like to thank everyone for their dedication and efforts over the past year. How the centre looks, feels, and operates today, and going forward, is a reflection of your dedication, skill and passion to see our community and lives enriched. To our past board members, managers and staff, we thank you for your legacy and we will continue to build on your foundations.

Thank you, and let's celebrate not just the last year, or the last 10 years, but next year, and the 10 years after that!

Colin Leader
Chairperson

MANAGER'S REPORT

It is my pleasure to present the Managers report for the year ended 30th June 2015. I was expecting 2014-15 to be an exciting year and it turned out to be one indeed!

I am proud to have been part of the team that was responsible for the great successes that we achieved. Our new staff member Sarah fitted in nicely as the coordinator of our new Employee Volunteer programme and our office volunteers kept our office buzzing.



The introduction of our online volunteer position database in September was very well received and played a big role in the increase of new volunteers by 175%, setting a new record for the centre.

During the National Volunteer week in June, we had some amazing media exposure thanks to our volunteer journalist, Ross Parsons, who interviewed eight wonderful volunteers. The stories were published in local newspapers, displayed in a café and in the windows of the City Library. Also, our volunteer lunch was well attended with a full Plum Tree Café in the Historic Village.

Our Third Annual Volunteer Awards Ceremony, held on the International Volunteer Day (5th December), was a success too. 70 people attended our champagne breakfast and our judges did the honourable task of selecting the Youth, Trustee and Volunteer of the year. We saw some very surprised and happy faces after the winners were announced.

In February we introduced the Employee Volunteer Programme aimed at connecting local businesses with our community members. After a measured start, our Coordinator Sarah Errico, has got the ball rolling and some large businesses have now joined our programme.

Iris Beemster, our service coordinator, did a great job working getting new members on board, soon to be over 100 in total. She is now focussing on supporting our members with the development of their volunteer programme.

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

The progress of the centre has also been recognised by our local funders like Acorn, TECT and Bay Trust, who acknowledged the improvement in our services by sponsoring our centre.

Our voluntary contribution this year totalled over 900 hours and you can probably put a zero or two behind that for the volunteer hours performed by volunteers that we referred to our member organisations. Our Marketing assistant, office team workers, journalist, IT support and Board Members have contributed 22 weeks of full time work. Without it, we wouldn't be where we are now. Thank you all for your commitment and support.

Volunteer Western Bay of Plenty is going into 2015/16 with a clear plans and the ambition to become **the** place to be for volunteering in the Western Bay of Plenty.

Theo Ursum
Centre Manager



TREASURER'S REPORT



As Treasurer, I have pleasure in presenting the audited Financial Accounts for the period 1st July 2014 to 30th June 2015. These represent an overview of the financial activities undertaken throughout the year.

REVENUE

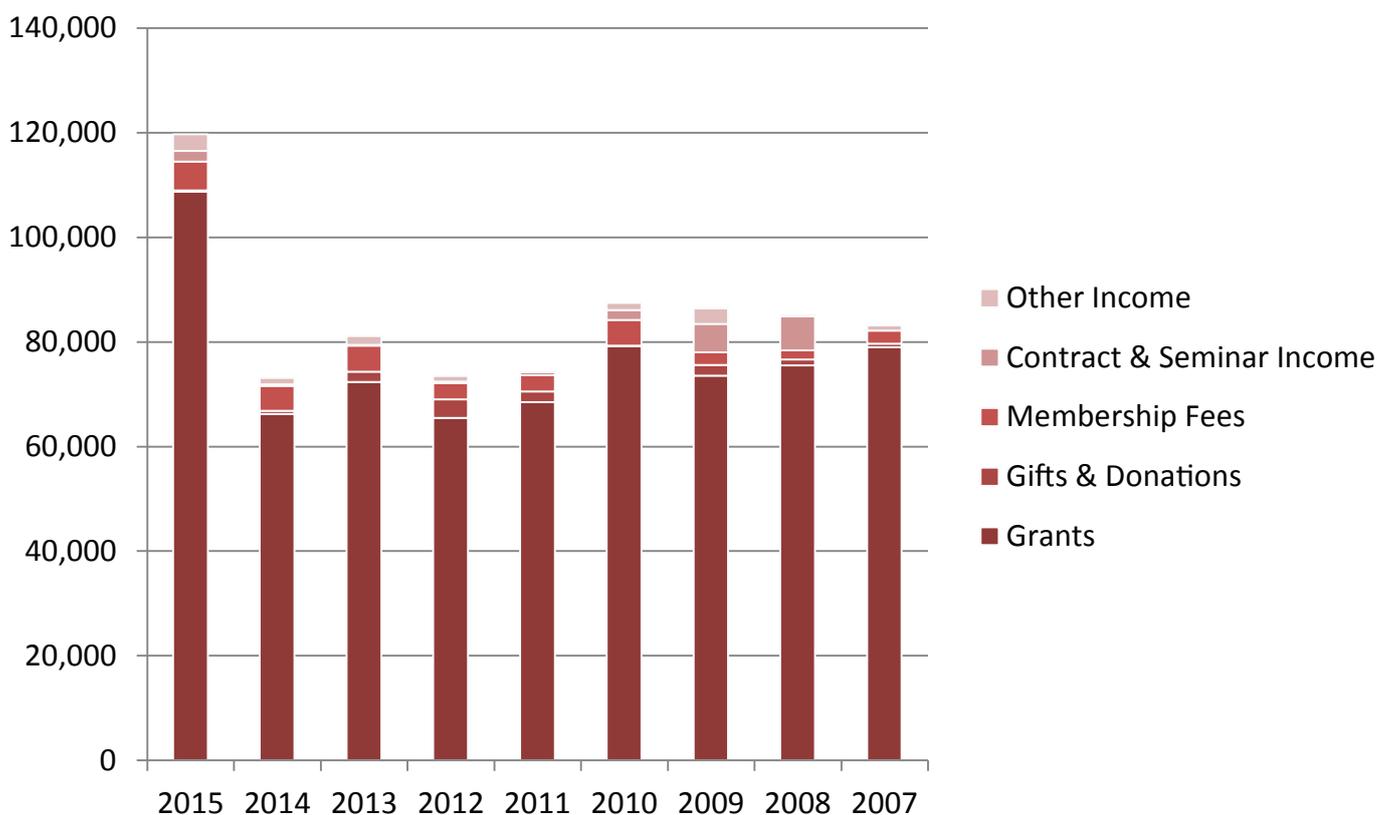
This has been an outstanding year for our Volunteer Centre. Total Cashflow Revenue for the year amounted to \$147,360 (2013: \$87,206) – a 70% increase over the previous year. It has also resulted in 9 months over estimated “Cash Burn” being held in our Bank Account at the end of the Financial Year. This gives management huge confidence going forward, and allows our Manager to successfully plan for the year ahead.

The Statement of Financial Performance (in the Audited Accounts) reports Income attributable for the 2014-15 Financial Year at \$116,523, resulting in a net surplus of \$30,121 (after depreciation). This contrasts with a surplus of \$10,274 in 2014, which followed 2 years of deficits.

“ We make a living by what we get, but we make a life by what we give. ”

Winston Churchill

Last year's surplus had still left the Centre with a small deficit in equity, and this has now been truly rectified. I would like to take this opportunity to especially thank both the Tauranga Energy Consumer Trust (TECT) and the Bay of Plenty Community Trust (BayTrust) for allowing us to build up equity to ensure future sustainability. Receiving "untagged funding" to allow for an equity build is often problematic for the Not-for-Profit sector, and our gratitude is genuine.



STATS

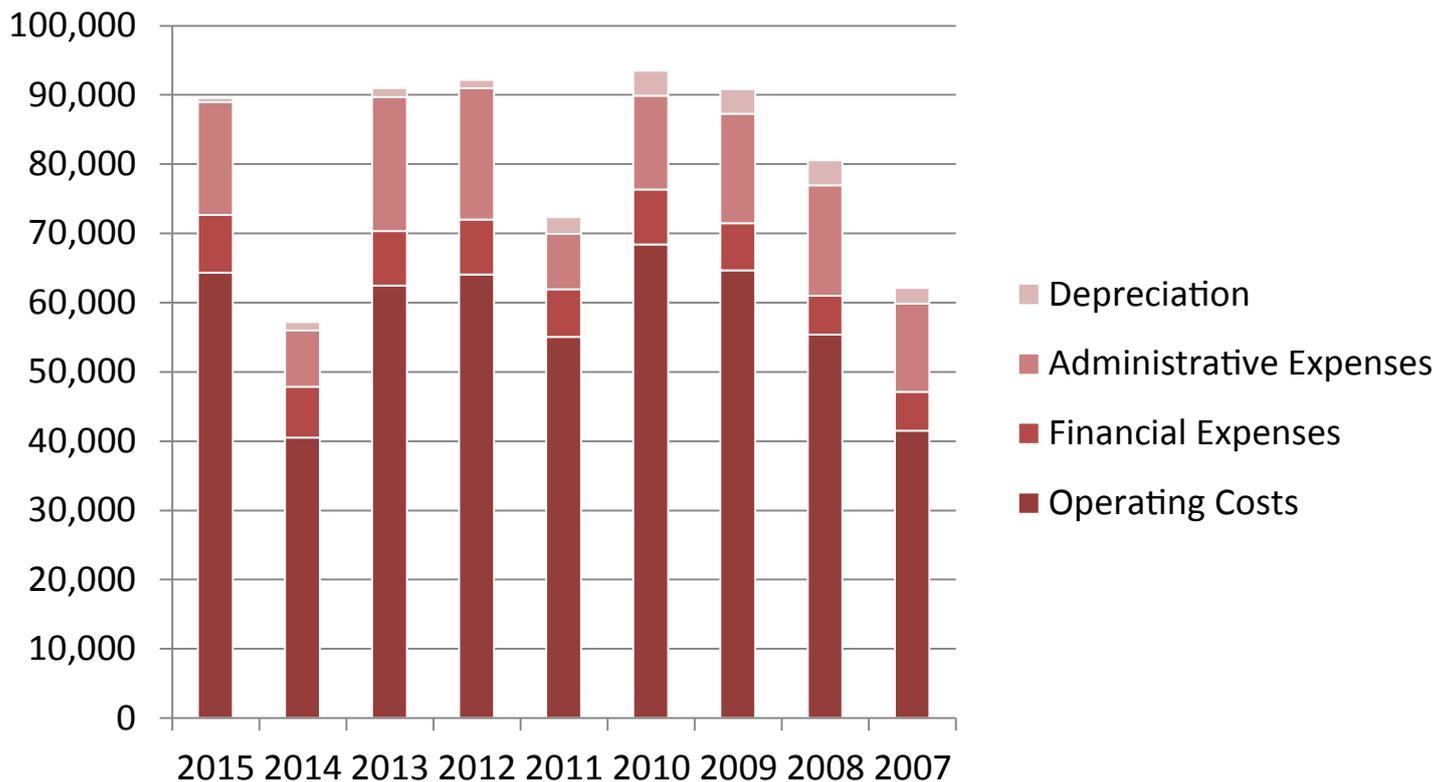
+175% New volunteers

+25% New member organisations

+56% New Facebook likes

EXPENDITURE

While Total Expenses (\$89,560) was up substantially on 2014 (\$62,273), they remained lower than 2013 (\$92,223) which could be considered more normal. The 2015 Expenditure figure (\$89,560) equated to 60% of Cash Received in this latest Financial Year.



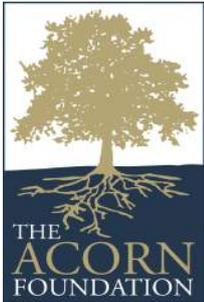
SUMMARY

The Board of Trustees is extremely grateful to the Manager and staff of the Volunteer Centre. Theo has led a concerted programme that is delivering clear outcomes that are benefiting volunteerism in the Western Bay of Plenty. We also record our thanks to the Tindall Foundation for their "in kind" support in the form of the services of Marielle Haringa. Marielle has not only shared her marketing expertise, but has also focused the Board in its strategic thinking.

I would also like to recognise the support that I have received from Trustee Trish Baars, who has put hours into ensuring robustness around our accounting function.

Andrew von Dadelszen
Treasurer

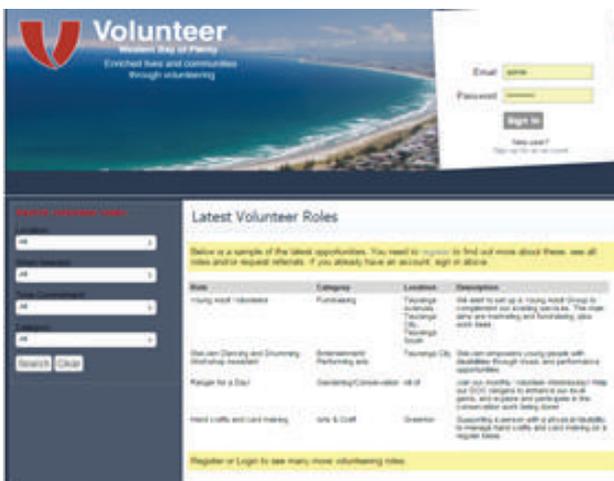
HIGHLIGHTS



Thanks to Bay Trust, TECT and Acorn for supporting a local organisation.



Awesome Volunteer Week



Online volunteer roles on the new database



Start of the Employee Volunteer Programme

Tindall's mentor

Thank you Tindall Foundation and mentor Marielle Haringa for assisting us building the centres capacity.



Volunteer Awards winners:
Peter Simmons
Sara Hillier-Jones
Sinead Roach

Photo/John Borren

Volunteers Profiles

Ross Parsons interviewed eight volunteers for Volunteer WBOP. His amazing work helped us to raise awareness about volunteering during National Volunteer Week 2015.



Amy Wederell (left) and Dianne Connor enjoy some time out at the Café in Tauranga's Historic Village.

Volunteering Promotes Belonging

Everybody knows that volunteers provide invaluable services to their communities and make a huge difference to the lives of the people they interact with.

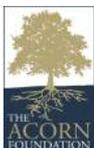
What can often go unrecognised and unspoken is the positive effect it has on the lives of those doing the volunteering.

The time IHC Volunteer Amy Wederell spends supporting Dianne Connor has enabled the pair to develop a special bond.

"It's such a great feeling to be needed, but the fact is I need Dianne too."

By Ross Parsons, Volunteer WBOP

This initiative is proudly sponsored by



STATS

DESCRIPTION OF THE ENTITY'S OUTCOMES

Outcomes	Actual	Budget	Last year
Recruitment of new volunteers	695	500	253
Referrals made	734	600	349
Increase in member organisations	+25%	+10%	n/a
Increase available volunteer roles available (on average)	131	150	120
Six editorials in local newspapers	13	6	n/a
Increase FB friends	718	1000	459
Grow membership under sports clubs and schools	1	10	n/a
Successfully place 10 students in a work placement	2	10	n/a
Facilitate seven Volunteer Coordinators' meetings	8	7	n/a

Additional Output Measures

Acquire an online volunteer role database	Achieved
Organise an outstanding Volunteer Awards ceremony	Achieved
Introduce Employee Volunteer Programme	Achieved
Participate in three local network groups	Achieved
70% success rate in funding applications	Achieved
Positive feedback from funders, stakeholder and suppliers received	Achieved
Facilitate three training sessions for member organisations	Partially achieved
Funding reporting and accountability done in time and to budget	Achieved
Policies & procedures and H&S reviewed and up to date	Achieved
Research at least one sustainable income stream	Achieved
Positive cash flow and equity achieved	Achieved

FINANCIAL REPORT

Trust Directory for the year ended 30th June 2015

Date Settled June 16, 2005

Trustees

Colin Leader
Andrew von Dadelszen
Alex Finn resigned March 2015
Narissa Siemonek
Yvonne O'Malley
Trish Baars

Settlor

Martin Steinmann

Bankers

SBS Tauranga

Charities Commission Regn. Number
CC29062

FINANCIAL STATEMENTS

for the year ended 30th. June 2015

Statement of Financial Performance for the year ended 30th June 2015

	Notes	2015	2014
Revenue			
Grants	4	109015	66225
Gifts & Donations		0	658
Membership Fees		5448	4652
Seminar Income		1933	289
		<u>116396</u>	<u>71825</u>
Less Expenses			
Operating Costs		65267	42487
Financial Expenses		8315	7899
Administrative Expenses		15276	11182
Depreciation		575	1155
		<u>89433</u>	<u>62723</u>
Operating Surplus (Deficit)		26963	9102
Add Other Income			
Interest Received		1213	278
Sundry Income		1945	893
		<u>3158</u>	<u>1172</u>
Net Surplus(Deficit)		<u>\$30,120</u>	<u>\$10,274</u>

Schedule of Expenses for the year ended 30th June 2015

	Note	2015	2014
Operating Costs			
Accident Compensation		96	299
Salaries & Wages		63334	42020
Motor Expenses Reimbursement		954	169
Low cost assets		883	0
		<u>65267</u>	<u>42487</u>
Financial Expenses			
Bank Charges		1	3
Insurance		1436	1414
Rent & Village Charges		6878	6482
		<u>8315</u>	<u>7899</u>
Administrative Expenses			
Advertising		2319	2224
Audit Fees		700	750
General Expenses		464	1804
Memberships		385	173
Networking & Promotion		1606	177
Printing & Stationery		2095	1401
Staff Training & Supervision		1820	0
Computer Expenses		1192	2219
Staff/Volunteer Recruitment		225	11
Telephone		975	1632
Volunteer Training		144	
Volunteer Expenses		2152	286
Volunteer Meetings		427	507
Volunteer Awareness Week		0	-2
International Volunteer Day		696	0
Team Volunteer Project		76	0
		<u>15276</u>	<u>11182</u>
Depreciation			
Ordinary Depreciation		575	1155
		<u>575</u>	<u>1155</u>
Total Expenses		\$89,433	\$62,723

Statement of Movements in Equity for the year ended 30th June 2015

	Note	2015	2014
Opening Equity			
Accident Compensation		-4681	-14954
Net Surplus (Deficit) for Year		30120	10274
Low cost assets		30120	10274
Closing Equity		<u>25439</u>	<u>-4681</u>

Statement of Movements in Equity as at 30th June 2015

	Note	2015	2014
Current Assets			
Southland Banking Society		1317	3761
SBS Investment Account		59000	24153
Term Investment		25000	
GST Refund due			385
Account Receivable		4158	1400
Cash on Hand		100	100
		<u>89575</u>	<u>29799</u>
Current Liabilities			
Accounts Payable		2828	5723
Accrued Income		56417	28738
GST Payable		4073	
Kiwisaver Control		285	280
PAYE Control		823	604
		<u>64426</u>	<u>35345</u>
Net Current Assets		\$25,149	-\$5,546
Non Current Assets			
Fixed Assets (as per schedule)		300	876
		<u>300</u>	<u>876</u>
Net Assets (Liabilities)		<u>25449</u>	<u>-4670</u>
Trust Capital			
Funds Settled		10	10
Retained Earnings		25439	-4680
Total Trust Capital		<u>\$25,449</u>	<u>-\$4,670</u>
For and on behalf of the Trust			
Colin Leader (Chairperson)			
Trish Baars (Trustee)			

Notes to the Financial Statements for the year ended 30th June 2015

1 STATEMENT OF ACCOUNTING POLICIES REPORTING ENTITY

Volunteer Western Bay of Plenty is a Trust established by Trust Deed dated 16 June 2005
These financial statements have been prepared in accordance with generally accepted accounting practice and in accordance with the Financial Reporting Act 2013

MEASUREMENT BASE

The measurement base adopted is historical cost

SPECIFIC ACCOUNTING POLICIES

The following specific accounting policies, which materially affect the measurement of financial performance and financial position have been applied:

GOODS & SERVICE TAX

The financial statements have been prepared on a GST exclusive basis with the exception of Accounts Receivable or Payable and the net amount of GST Payable or any GST refund due is shown in the Statement of Financial Position as a Current Liability or Current Asset as the case maybe.

FIXED ASSETS

Fixed Assets are valued at cost less aggregate depreciation

INCOME TAX

The Trust is exempt from Income Tax due to its charitable status under S43 of the Charities Act 2005

DIFFERENTIAL REPORTING

The Trust qualifies for simple format reporting reporting as it is not publicly accountable and is not large as defined by the Financial Reporting Act.

CHANGES IN ACCOUNTING POLICIES

There have been no changes in accounting policies. All policies have been applied on a basis consistent with those used in previous years

2 CONTINGENT LIABILITIES

No contingent liabilities are known to exist at balance date

3 RELATED PARTY TRANSACTIONS

There have been no material related party transactions during the financial year for which these financial statements have been prepared

4 GRANTS

Set out below are the Grants Received for the year ended 30th. June 2015 for use in that year.

	2015	2014
Grants brought forward	28738	339
DIA COGS Fund	3977	5500
DIA General Fund	17831	22000
Acorn Foundation	4000	5000
Lion Foundation	20000	7000
NZ Community Trust	10000	10000
NZ Lotteries	30000	20000
Pub Charity	3952	5500
TECT	30000	10565
The Southern Trust	0	2975
Bay of Plenty Community Trust	10000	0
First Sovereign	5434	857
Other Grants	1500	5227
Less Unexpended Grants	-56417	-28738
	<u>\$109,015</u>	<u>\$66,225</u>

Independent Auditor's Report

To the Readers of the financial statements of Volunteer Western Bay of Plenty Trust
I have audited the financial statements of Volunteer Western Bay of Plenty Trust on pages 2 to 8.
The financial statements comprise the balance sheet as at 30th. June 2015, and the income statement, statement of changes in equity for the year then ended, and a summary of significant accounting policies and other explanatory information.

Volunteer Western Bay of Plenty Trust Board Responsibility for the Financial Statements

The Board is responsible for the preparation and fair presentation of these financial statements in accordance with generally accepted accounting practice in New Zealand and for such internal control as the Board determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express to you an opinion on these financial statements based on my audit. I conducted the audit in accordance with International Standards on Auditing (New Zealand). These standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Volunteer Western Bay of Plenty Trust preparation and fair presentation of the financial statements 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 Volunteer Western Bay of Plenty Trust internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the financial statements.

Other than in my capacity as auditor I have no relationship with, or interests in the Volunteer Western Bay of Plenty Trust.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion.

Unqualified Opinion

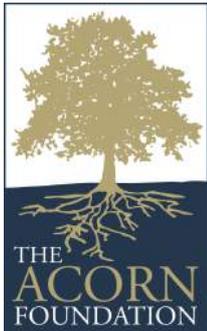
I have obtained all the information and explanations that I have required. In my opinion, the financial statements on pages 2 to 8 comply with generally accepted accounting practice in New Zealand, and give a true and fair view of the financial position of Volunteer Western Bay of Plenty Trust as at 30th. June 2015, and of its financial performance for the year then ended.



K.C. Collings
Auditor
8 September 2015

THANK YOU

FUNDERS



Te Tari Taiwhenua



SPONSORS



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