# Hastings District Council

*Civic Administration Building*
*Lyndon Road East, Hastings*
*Phone: (06) 871 5000*
*Fax: (06) 871 5100*


## OPEN

## VOL 2 OF 4

# COMMUNITY GRANTS SUBCOMMITTEE MEETING

Meeting Date: **Monday, 20 May 2019**

Time: **9.00am**

Venue: **Council Chamber**
**Ground Floor**
**Civic Administration Building**
**Lyndon Road East**
**Hastings**


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**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Wednesday, 24 April 2019 10:06 AM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#229]

| | |
|---|---|
| Name of organisation | Heretaunga Womens Centre |
| Postal address for organisation | P.O.Box 780<br>Hastings 4156<br>New Zealand |
| Daytime Contact Phone Number | 068785401 |
| Email | admin@hwc.nz |
| Website | http://heretaungawomenscentre.nz/ |
| Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? | Yes |
| If yes, please attach a copy of the certificate/s | charities_commission_certificate.pdf 71.58 KB · PDF |
| Name | Lisa Bentley |

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| | |
|---|---|
| Position | Chairperson |
| Email | HWC.chair@hwc.nz |
| Daytime Contact Phone Number | 0292004090 |
| Name | Debra Cox |
| Position | Secretary |
| Email | HWC.secretary@hwc.nz |
| Daytime Contact Phone Number | 021719644 |
| Name | Lara Truman |
| Position | Treasurer |
| Email | lara.truman@nz.ey.com |
| Daytime Contact Phone Number | 0274899896 |
| Name | Margot Wilson |
| Position | Service Manager |
| Email | margot@hwc.nz |
| Daytime Contact Phone Number | 06 8785401 |
| Please indicate if you would like to present a brief summary of your application to | Yes, I/we wish to present to the Community Grants Subcommittee |

| | |
|---|---|
| the Community Grants Subcommittee. | |
| Please indicate if you are applying for *Seed Funding or an **Establishment Grant: | Establishment Grant |
| i. Which of the current and future needs of our community are you addressing? | Assistance and advice for people in need due to older age or adverse circumstances<br>Promoting participation in recreation, arts and cultural activites |

a. What activity/s are within the scope of your project/service?

Following a comprehensive evaluation of our services and development of a new 5 year strategic plan all of our activities are now directed at connecting women, helping them grow and then encouraging them to give back. We call this a "Circle of Wellbeing. We have identified that one of the key factors affecting women in our community is social isolation and loneliness. It is well documented and accepted that loneliness is associated with many indicators of poor wellbeing. Loneliness is most prevalent in the vulnerable groups in our society and in women is seen most often in the elderly, single parents, mothers, women with physical or intellectual challenges, migrant women, women identifying as LGBTQI, women living in abusive relationships and women suffering financial hardship. Our welcoming environment and our koha system for joining in; makes our service easily accessible and we have many vulnerable women who come to the Centre for support and nurturing. This year we have also moved to paying facilitators for two specialist groups per term. In Term 1 and Term 2 we have offered;

- A Sexual Abuse Recovery Group
- Understanding Anxiety Group

Like our other courses these two groups are a koha to attend however due to the nature of the groups and the importance of these specialist areas being properly delivered we have chosen to use paid facilitators – art therapists and counsellors.

The courses we have offered to date this year include the following;

Wellbeing/Health

- 10 X 1 hour talks on various aspects of emotional wellbeing
- Yoga – 2 classes per week
- Bowen therapy
- Bioptronic Light therapy
- Live Well – A self –management health and wellbeing programme
- Cervical Screening Clinic
- Everyday Essential Oils
- Reflexology/Massage
- Meditation – 2 classes per week
- Personal Coaching
- Access Consciousness Bars
- Mirimiri
- Reiki
- Walking Group
- Awareness Body Movement

Education

- Prep for Work
- Knitting
- Mindful with Money
- Sewing
- NZ Sign Language
- Chinese – 2 classes per week
- Acrylic Painting

Fun/Connecting with Others

- Scrabble an Games
- Singing
- Hula Hip Fitness
- Shared Lunch
- Pre-School Music and Movement
- Coffee and Craft
- Paper Crafts

Support

- Legal Clinic

- Counselling
- Budget Advice
- Baby Wearing
- Antenatal/Postnatal Depression Support Group
- Sexual Abuse Recovery Group
- Understanding Anxiety
- Free Clothing

It is a full and busy programme that is well supported by women in our Community and we also reach out and support other communities. For example after our clothing on a Thursday morning, all the clothing is picked up and taken to the Camberley Community.

We also thought it was important to talk this year about some little known support that we offer to women starting their own businesses. Essentially we do this by giving very low cost rooms complimented by our reception service. We also do not charge if these women have no show appointments – which can ease the financial burden of starting out. We are essentially a springboard organisation for women starting their own business and building a client base. In 2018 we supported the following women to develop their businesses;

- 4 psychologists
- 1 Masseuse
- 2 Midwives
- 1 ACC Registered Counsellor
- 2 Natural Therapists
- 2 Counsellors

All these women are now operating independently from either their own premises or privately having used the Womens Centre to build a client base. We very much see this as an important and supportive role the Centre can provide.

**b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?**

We measure the success of our service by the attendance, evaluation and the numbers of women wanting to come and use our service as well as volunteer who give back. Our service has continued to grow, and we are always meeting different social workers, support workers and services who are seeking a place where they can send women for support and connectedness.

We undertook a full evaluation of services in 2018 and we have a new strategic direction based around what our community has told us we need to be providing. We had great input from a wide variety of stakeholders into this

evaluation which used a Co-Design process.

In Term 1 we had to ask volunteers for groups to consider starting in Term 2 as room usage was at a premium. It is really great to see this growing use and this has also started happening outside Centre business hours with more enquiries and use by groups in the evenings. After hours the Centre is of course not just for women but can be and is used as a community facility.

The benefits to the community at large is that of stronger women able to participate more fully in their community. There is less pressure on stretched social services as women coming to the Centre are supported to grow and develop resiliency. Earlier in this application I talked about loneliness and its negative impacts - I believe this is one of our key benefits to the Community, working to combat loneliness and its negative effects for women.

**c. The process - how will you carry out your project or service, and where will it be delivered? ***

Our services are delivered at the Heretaunga Womens Centre. Its central location makes it readily accessible for women.

Our services vary every term and are dependent on the women volunteers who offer their time. We have also been approached by other organisations to provide some of their services/groups at the Centre as there is now an awareness that we have good participation rates and a wide network of women who not only come to the Centre but also share our information out to other groups. As I already mentioned we have also employed two specialist facilitators for two of our groups dealing with more vulnerable women in our community. We have committed to running these groups (or similar groups addressing more specialised support needs), throughout the year.

We have also committed to another community art project this year and these are wonderful for bringing different groups of women into the Centre. Last year we did the Mosaic for Suffrage 125 and this year we are planning on a jazzing up of our public toilets (Hundertwasser style).

We will also be continuing with our lunchtime Wellness talks focusing on the pillars of wellness - physical, emotional, spiritual and whanau/family. These are growing in popularity - and having them during the lunch time means that women who work can also plan to attend.

**d. The people - who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) ***

We work with a wide range of individuals and community groups to provide the services we have on offer.

Currently we are working with the following;

- local women lawyers to provide free legal advice,
- Budget First; who are running a Mindful with Money Course and also provide a budget advisor should a woman want support here at the Centre.

- Sports Hawkes Bay – who run Chronic Pain Support and Health and Wellbeing Programmes
- DOVE – who provide their Womens Group here.
- DHB – who are providing free cervical screening for women in targeted vulnerable groups
- Hastings Womens Refuge and Te Oranga te Porutu – providing referrals, safe interview spaces as well as also collecting a variety of household items for women who are in refuge.
- Local medical practices (GP's and social workers) – who refer women for counselling as well as groups and support groups
- Community Mental Health
- Al– Anon
- AA
- Hastings District Court Victim Advisor
- Over 30 women from various businesses and health practice who come and speak free of charge at our Wellness Sessions.
- Over 60 volunteers annually who give their time throughout the year to provide services/courses/activities for women to attend.

| | |
|---|---|
| Is your organisation GST registered? | No |
| Alternatively, upload a document with this information | 2019_project_service_costs.docx 13.04 KB • DOCX |
| Alternatively, upload a document with this information | project_service_income.docx 12.99 KB • DOCX |
| A. Total cost of project / service * | $163,153.00 |
| B. Total funds available * | $143,700.00 |

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| | |
|---|---|
| C. Difference between total cost and total funds available * | $19,453.00 |
| D. Amount requested annually * | $18,000.00 |
| Date applied | Sunday 1 July 2018 |
| Product/service name | Contestable Fund |
| Amount of funding received? | $18,000.00 |
| Have you completed an annual report and financial accounts for this project or service? | Yes |
| If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts. | 3_hwc_performance_report_31_dec_2018.pdf 3.16 MB · PDF |

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| | |
|---|---|
| Tick this box to confirm the above is true and correct. * | I agree |





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***Project Service Costs***

| Item | Amount |
|---|---|
| Service Coordinator – (27.5 hours) | $33,628 |
| Service Manager (37.5 hours) | $56,400 |
| Financial Administrator (15 hours) | $17,117 |
| Marketing Coordinator (10 hours) | $11,270 |
| Administrator (17.5 hours) | $17,918 |
| Volunteer Allowance | $ 5,150 |
| Facilitator fees | $ 6,000 |
| Course Resources | $ 550 |
| Operational Costs – Electricity | $ 5,400 |
| Operational Costs – telephone | $ 1,320 |
| Audit | $ 4,200 |
| September events | $ 1,200 |
| Postage/photocopying/stationary | $ 3,000 |
| | |
| TOTAL | **$163,153** |

***Project Service Income***

| Projected Income Sources | Amount |
|---|---|
| Room Rental | $15,400 |
| Fundraising | $7,000 |
| Koha – courses and therapies | $ 8,300 |
| Donations | $ 1,650 |
| COGS wages | $ 4,000 |
| Springhill Charitable Trust - wages | $5,000 |
| Lotteries General | $30,000 |
| Flaxmere Licensing Trust - operations | $4,000 |
| Eastern and Central Trust – wages | $4,000 |
| Hawkes Bay Foundation - wages | $4,000 |
| Lions Foundation – operations | $5,000 |
| HB Foundation – private donor | $ 40,000 |
| Vavasour Trust | $15,000 |
| First Light – supervision | $2,000 |
| | |
| TOTAL | **$143,700** |

Item 4

Application No. 31

charities commission
Komihana Kaupapa Atawhai

# Certificate of Registration

## Heretaunga Women's Centre

Registration number: CC20698

This is to certify that Heretaunga Women's Centre was registered as a charitable entity under the Charities Act 2005 on 28 January 2008.

Chair
Charities Commission

Chief Executive
Charities Commission

HERETAUNGA
WOMEN'S
CENTRE

# Heretaunga Women's Centre
# Performance Report
# 31 December 2018

# Heretaunga Women's Centre
# Performance Report Contents
# For the year ended 31 December 2018


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## Heretaunga Women's Centre
## Approval of Financial Report
## For the year ended 31 December 2018

The Committee are pleased to present the approved financial report including the historical financial statements of Heretaunga Women's Centre for the year ended 31 December 2018.

APPROVED

Lisa Bentley

Chairperson

Date 2/4/2019.

Lara Truman

Treasurer

Date 2 April 2019

# Heretaunga Women's Centre
# Entity Information
# For the year ended 31 December 2018

**Legal name of entity**
Heretaunga Women's Centre

**Type of entity and legal basis**
Incorporated Society and a Registered Charity
Registered as a Charity (registration number CC20698) under the Charities Act 2005
Constituted by resolution on 25 October 1995.

**Entity's purpose or mission statement**
Heretaunga Women's Centre Mission is to bring women together to create a better future. Our vision is for Heretaunga women to be leading rich and fulfilled lives, supporting and growing their communities. Our current strategic foci are:

- ☐ Strengthening Women is our core focus
- ☐ A strong community presence advocating for women's issues
- ☐ Collaborating with like-minded agencies
- ☐ Internal policies ensuring effective business practices
- ☐ Maintaining financial sustainability

**Entity structure & governance**
The Centre is managed by an Executive Committee whose role it is to administer, govern and control the Centre. Our Constitution states that we must have three executive officers (Chair, Treasurer and Secretary) and a minimum of three committee members in addition to the officers. The current Committee is:

- Chairperson: Lisa Bentley
- Treasurer: Lara Truman
- Secretary: Debra Cox
- Committee: Maree Nilsen, Amanda Tait, Moana Walford, Te Rina Hape, Gwyn John

The day to day operations of the Centre are managed by a full time Service Manager (37.5 hours per week). Other paid roles totalling 55.5 hours or 1.38 FTE are:

- Service Coordinator. (27.5 hours)
- Financial Administrator. (15 hours per week)
- Young Women Coordinator. (8 hours per week Jan - April 2018)
- Marketing Coordinator. (10 hours per week)

All other roles in the Centre are filled by volunteers.

**Main sources of cash & resources**
The Centre's cash and resources come from going out to community funding agencies for cash grants, donations from private donors and a small fee or donation for services provided. The Centre's main resource is the building on the corner of Eastbourne & Russell Streets, Hastings, known as "Women's Rest". This building is leased from the Hastings District Council for a small annual lease. The Hastings District Council contracts the Centre to provide rest room facilities for women and children.

# Heretaunga Women's Centre
# Entity Information
# For the year ended 31 December 2018

## Main methods used by the entity to raise funds

The Centre raises money through:

- community grants,
- contract for services - Hastings District Council Contestible Fund,
- low cost courses and alternative therapies,
- low cost counselling services,
- room hire,
- fundraising and donations.

We try to keep our activities and programmes accessible to all women by keeping the cost to a koha/ donation where possible. We are working towards greater financial independence with increased out of hours room hireage and fundraising however we still depend on the goodwill of the community and charitable funders/grants to help us cover our predictable operating and wage costs.

## The entity's reliance on volunteers and donated goods or services

The Centre is very reliant on its volunteer workforce. With over 60 volunteers involved in a variety of roles from Governance to administration to facilitating courses. The Centre would not be able to provide the wide variety of services for woman without this support.

## Additional information

| | |
|---|---|
| Independent Auditor | Audit Hawke's Bay Limited<br>Hastings |
| Banker | Westpac<br>Hastings |

## Contact information

| | |
|---|---|
| Registered Office | Cnr Eastbourne and Russell Streets, Hastings |
| Postal Address | PO Box 780, Hastings 4156 |
| Website | www.heretaungawomenscentre.nz |
| Facebook | https://www.facebook.com/Heretaunga-Womens-Centre-173203669403403/ |
| Phone / Fax | (06) 878-5401 |

# Heretaunga Women's Centre
# Statement of Service Performance
# For the year ended 31 December 2018

## Description of the entity's outcomes

We provide a wide variety of programmes/courses, therapies and activities for women. These include a counselling service, self-development workshops, activities to allow women to connect with other women and feel involved in their community as well as support and referral services. We also try to take a lead role in raising issues affecting women in the community and are now holding an annual month of celebrations for women including a Women's Forum.

By providing these services women will grow and develop their skills and their self-esteem. They will gather knowledge about improving their physical and emotional wellbeing, be better able to nurture their families thus having a flow on effect in the wider community. We want to see women reaching their full potential by being involved as interactive members of the community at large.

By bringing women's issues to the attention of the community at large we want to influence positive change for all women.

## Description and quantification of the entity's outputs

| | 2018 | 2017 |
|---|---|---|
| **The services we deliver:** | | |
| Number of counselling clients seen | 101 | 108 |
| Number of courses/activities offered | 177 | 180 |
| Number of women attending courses | 1870 | 1,484 |
| Numbers attending lunchtime wellbeing sessions | 136 | 140 |
| Numbers attending personal well being/therapy sessions | 587 | 484 |
| Women supported by the legal team | 107 | 96 |
| September Celebrations - total number of women at events | 279 | 245 |
| Number of volunteer hours | 4,777 | 5,144 |

## Additional Information / Feedback

- Excellent service for people who need friendship
- I have enjoyed the openness of the interaction between people in the group-especially the lack of pretentiousness. I feel safe to share my work.
- I just love this place, the women's centre is awesome!
- The Womens Centre has become a beautiful place to drop anchor when shopping and is a buzz with activities. A great asset for Hastings.




The Performance Report is to be read in conjunction with the Auditor's Report. 6

Heretaunga Women's Centre
Statement of Service Performance
For the year ended 31 December 2018

**Additional Information / Feedback**













The Performance Report is to be read in conjunction with the Auditor's Report. 7

Heretaunga Women's Centre
Statement of Financial Performance
For the year ended 31 December 2018

| | Note | 2018 | 2017 |
|---|---|---|---|
| **Revenue** | | | |
| Revenue from providing goods or services | 1 | 199,625 | 192,225 |
| Interest and other investment revenue | | 3,138 | 2,173 |
| **Total Revenue** | | **202,763** | **194,398** |
| **Expenses** | | | |
| Volunteer and employee related costs | 2 | 124,783 | 131,279 |
| Costs related to providing goods or services | 2 | 55,183 | 39,540 |
| Depreciation | | 7,991 | 9,437 |
| **Total Expenses** | | **187,957** | **180,256** |
| **Surplus/(Deficit) for the year** | 6 | **14,806** | **14,142** |

## Heretaunga Women's Centre
## Statement of Financial Position
## As at 31 December 2018

| | Note | 2018 | 2017 |
|---|---|---|---|
| **Assets** | | | |
| **Current Assets** | | | |
| Bank accounts and cash | 3 | 109,221 | 99,697 |
| Term Deposits | | 51,717 | 50,000 |
| Debtors and prepayments | 3 | 2,828 | 6,304 |
| **Total Current Assets** | | **163,766** | **156,001** |
| **Non-Current Assets** | | | |
| Property, plant and equipment | 5 | 49,887 | 52,183 |
| **Total Non-Current Assets** | | **49,887** | **52,183** |
| **Total Assets** | | **213,653** | **208,184** |
| **Liabilities** | | | |
| **Current Liabilities** | | | |
| Creditors and accrued expenses | 4 | 8,567 | 7,222 |
| Employee costs payable | 4 | 13,415 | 14,487 |
| Unused donations and grants with conditions | | 29,057 | 38,667 |
| **Total Current Liabilities** | | **51,039** | **60,376** |
| **Total Liabilities** | | **51,039** | **60,376** |
| **Total Assets less Total Liabilities (Net Assets)** | | **162,614** | **147,808** |
| **Accumulated Funds** | | | |
| Accumulated surpluses or (deficits) | 6 | 162,614 | 147,808 |
| **Total Accumulated Funds** | | **162,614** | **147,808** |

For and on behalf of the trustees:

Chairperson

Treasurer

2 April 2019
Date authorised for issue

Audit

The Performance Report is to be read in conjunction with the Auditor's Report. 9

## Heretaunga Women's Centre
## Statement of Cash Flows
## For the year ended 31 December 2018

| | Note | 2018 | 2017 |
|---|---|---|---|
| **Cash flows from operating activities** | | | |
| **Cash was received from:** | | | |
| Receipts from providing goods or services and grant income | | 193,253 | 199,077 |
| Interest, dividends and other investment receipts | | 1,426 | 1,746 |
| **Cash was applied to:** | | | |
| Payments to suppliers and employees | | (179,095) | (172,776) |
| **Net cash flows from operating activities** | | **15,584** | **28,047** |
| **Cash flows from investing & financing activities** | | | |
| **Cash was received from:** | | | |
| Receipts from the sale of property, plant and equipment | | - | - |
| **Cash was applied to:** | | | |
| Payments to acquire property, plant and equipment | | (6,060) | (4,975) |
| Payments to purchase investments | | - | (50,000) |
| **Net cash flows from investing & financing activities** | | **(6,060)** | **(54,975)** |
| **Net increase/(decrease) in cash** | | **9,524** | **(26,928)** |
| Opening bank accounts and cash | | 99,697 | 126,625 |
| **Closing bank accounts and cash** | 3 | **109,221** | **99,697** |

Heretaunga Women's Centre
Statement of Accounting Policies
For the year ended 31 December 2013

**Basis of preparation**
Heretaunga Women's Centre (HWC) 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 less than $2,000,000. All transactions are reported using the accrual basis of accounting. The Performance Report is prepared assuming the entity will operate into the foreseeable future.

**Historical Cost**
These financial statements have been prepared on the historical cost basis. The financial statemens are presented in New Zealand dollars (NZ$) and all values are rounded to the nearest NZ$.

**GST**
The HWC is not registered for GST. All amounts are stated inclusive of GST (if any).

**Income tax**
HWC is a registered charitable entity under the Charities Act 2005, and accordingly is exempt from income tax under sections CW41 and CW42 of the Income Tax Act 2007.

**Bank accounts & cash**
Bank accounts & cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 60 days or less.

**Revenue Recognition**
*Provision of Services*
Revenue is recorded when the service is provided. If the purchaser pays before they receive the services, the HWC records a liability. If the purchaser does not pay on receipt of the goods, HWC records a debtor.
*Grant Revenue*
Grant revenue is recorded as revenue as and when the expenditure for which the grant relates occurs. The unspent portion of grants at balance date are recorded as income in advance.
*Interest Income*
Interest income is recorded as it is earned during the period.

**Accounts Receivable**
Accounts receivable are initially recognised at the amount owed, being cost. Subsequently they are recognised at cost less any impairment.

**Property, plant and equipment**
Property, plant and equipment is initially recogniesd at cost and subsequently recorded at cost less accumulated depreciation and impairment. Depreciation is provided on a diminishing value basis with rates of depreciation calculated to allocate the cost of the asset, less estimated residual values, over its useful life.
Furniture and Leasehold Improvments - 9% - 80.4%
Office equipment - 13% - 50%

**Accounts Payable**
Accounts payable are recognised at the amount owing, being cost.

**Employee entitlements**
A liability for annual leave is accrued and recognised in the Statement of Financial Position when an employee has earned the entitlement or amounts are withheld from wages. Employee entitlements are measured at the amount owing.

**Changes in Accounting Policies**
There have been no changes in accounting policies. All policies have been applied on bases consistent with those of the previous reporting period.

Heretaunga Women's Centre
Notes to the Performance Report
For the year ended 31 December 2018

| Note 1: Analysis of Revenue | | 2018 | 2017 |
|---|---|---|---|
| **Revenue Item** | **Analysis** | | |
| **Revenue from providing goods or services** | | | |
| *External Funding* | | | |
| | Grants | 148,984 | 141,750 |
| *Internal Activities* | | | |
| | Donations / Koha | 2,362 | 2,788 |
| | Counselling | 8,805 | 9,104 |
| | Course fees | 4,893 | 5,887 |
| | HDC Management of Building | 11,248 | 11,248 |
| | Room rentals | 13,131 | 12,585 |
| | Sundry Sales | 1,550 | 1,119 |
| | Therapists | 3,388 | 4,141 |
| | Art Exhibition | 5,264 | 3,603 |
| | **Total** | 199,625 | 192,225 |

| Note 2: Analysis of Expenses | | | |
|---|---|---|---|
| **Volunteer and employee related costs** | | | |
| | ACC | 658 | 688 |
| | Volunteer Costs | 4,122 | 4,571 |
| | Supervision | 4,053 | 5,738 |
| | Salaries | 115,950 | 120,282 |
| | **Total** | 124,783 | 131,279 |
| **Costs related to providing goods or services** | | | |
| | Advertising | 932 | 765 |
| | Accounting and Audit fee | 4,940 | 4,025 |
| | Bank fees | 15 | 10 |
| | Cleaning | 8,373 | 7,965 |
| | Committee costs | 172 | 56 |
| | Counsellor Costs | 4,307 | 2,328 |
| | Course resources | 623 | 1,172 |
| | Eftpos | 546 | 913 |
| | Evaluation | 7,642 | - |
| | Fundraising | 993 | 1,141 |
| | General expenses | 1,549 | 1,574 |
| | Insurance | 2,383 | 737 |
| | Power and heating | 5,988 | 5,257 |
| | Printing and stationary | 3,195 | 3,030 |
| | Rent | 932 | 874 |
| | Repairs and maintenance | 2,396 | 1,941 |
| | Security | 207 | 207 |
| | September Celebrations | 4,631 | 1,279 |
| | Stakeholder Event | 366 | 264 |
| | Subscriptions | 1,317 | 1,387 |
| | Telephone and internet | 1,234 | 1,251 |
| | Training | 130 | 146 |
| | Website | 859 | 656 |
| | Womens forum | 1,453 | 1,518 |
| | Young women can project | - | 1,044 |
| | **Total** | 55,183 | 39,540 |

| Note 3: Analysis of Assets | | 2018 | 2017 |
|---|---|---|---|
| **Asset Item** | **Analysis** | | |
| **Bank accounts and cash** | | | |
| | Petty cash | 19 | 74 |
| | Westpac - current account | 42,581 | 34,512 |
| | Westpac encore | 66,621 | 65,111 |
| | **Total** | 109,221 | 99,697 |
| **Debtors and prepayments** | | | |
| | Accounts receivable | 1,250 | 4,488 |
| | Prepaid insurance | 1,155 | 1,388 |
| | Accrued interest | 423 | 428 |
| | **Total** | 2,828 | 6,304 |

| Note 4: Analysis of Liabilities | | | |
|---|---|---|---|
| **Liabilities Item** | **Analysis** | | |
| **Creditors and accrued expenses** | | | |
| | Accounts payable | 4,367 | 3,722 |
| | Accrued audit fee | 4,200 | 3,500 |
| | **Total** | 8,567 | 7,222 |
| **Employee costs payable** | | | |
| | Employee accruals | 3,115 | 4,359 |
| | Provision for holiday pay | 10,300 | 10,128 |
| | **Total** | 13,415 | 14,487 |

## Note 5: Property Plant & Equipment

| 2018<br>Asset Class | Opening carrying amount | Purchases | Sales/ (Disposals) | Current year depreciation | Closing carrying amount |
|---|---|---|---|---|---|
| Furniture and leasehold improvements | 49,655 | 6,060 | (272) | (6,911) | 48,532 |
| Office equipment | 2,528 | - | (93) | (1,080) | 1,355 |
| **Total** | **52,183** | **6,060** | **(365)** | **(7,991)** | **49,887** |

| 2017<br>Asset Class | Opening carrying amount | Purchases | Sales/ (Disposals) | Current year depreciation | Closing carrying amount |
|---|---|---|---|---|---|
| Furniture and leasehold improvements | 52,034 | 4,975 | - | (7,354) | 49,655 |
| Office equipment | 4,611 | - | - | (2,083) | 2,528 |
| **Total** | **56,645** | **4,975** | **-** | **(9,437)** | **52,183** |

**Significant donated assets - not recorded**
All of the art works displayed at the HWC have been donated by the artist

## Note 6: Changes in Accumulated Funds

| Description | 2018 Accumulated Surpluses or (Deficits) | 2017 Accumulated Surpluses or (Deficits) |
|---|---|---|
| Opening Balance 1 January | 147,808 | 133,666 |
| Prior period adjustment | | - |
| Surplus/(Deficit) | 14,806 | 14,142 |
| **Closing Balance 31 December** | **162,614** | **147,808** |

Heretaunga Women's Centre
Notes to the Performance Report
For the year ended 31 December 2018

**Note 7: Contingent liabilities and guarantees**
There are no contingent liabilities or guarantees as at 31 December 2018 (2017: Nil).

**Note 8: Commitments**
The HWC has entered into a lease with the Hastings District Council for the building it operates out of. The rental is $874pa. The HWC also lease a photocopier for $118 per month until November 2021. There are no other commitments as at 31 December 2018 (2017: Nil).

**Note 9: Related parties**
There were no related party transactions during the year (2017: Nil).

**Note 10: Events after balance date**
There were no events that have occurred after the balance date that would have a material impact on the Performance Report. (2017: nil)

**Note 11: Other disclosures**
**Goods and services provided to the trust in kind**
The trust relies heavily of the generosity of the community both financially and with the amount of donated time from volunteers. Without our volunteers, our services may not be provided.
The amount of volunteer time donated to the trust cannot be valued as there are no equivalent paid positions with the organisation.

Audit Hawke's Bay
Assurance Specialists

# Independent Auditor's Report

**To the Members of Heretaunga Women's Centre**

**Qualified Opinion**
We have audited the accompanying Performance Report of Heretaunga Women's Centre (the Society) on pages 8 to 15, which comprises the Entity Information, the Statement of Service Performance, the Statement of Financial Performance and Statement of Cash Flows for the year ended 31 December 2018, the Statement of Financial Position as at 31 December 2018, and the Statement of Accounting Policies and Notes to the Performance Report.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report:

a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the Statement of Service Performance are suitable
b) the accompanying Performance Report presents fairly, in all material respects:
   - the Financial Position of the Society as at 31 December 2018, and its Financial Performance, and Cash Flows for the year then ended in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

**Basis for Qualified Opinion**
The Society's reported income includes cash revenue from donations including Donations/Koha toward course fees, counselling and therapists. In common with similar organisations, control over such cash revenue prior to being recorded is limited and there are no practical audit procedures to determine the effect of this limited control. In this respect alone, we have not obtained all the information and explanations that we have required.

We conducted our audit of 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 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 the Society 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 our capacity as auditor we have no relationship with, or interests in, the Society.

**Restriction on Responsibility**
This report is made solely to the Members of the Society. Our audit has been undertaken so that we might state to the Members 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

Audit Hawke's Bay
Assurance Specialists

to anyone other than the Members, for our audit work, for this report, or for the opinions we have formed.

**Other Information**
The Committee are responsible for the other information. The other information obtained at the date of this Auditor's Report is the Entity Information and Statement of Service Performance, but does not include the Statement of Financial Performance, Statement of Cash Flows, Statement of Financial Position, the Statement of Accounting Policies and Notes to 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 other opinion or 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 Statements audited or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work we have performed on the other information obtained prior to the date of this Auditor's Report, 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

**Committee's Responsibilities for the Performance Report**
The Committee are responsible 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 on behalf of the Society 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 by the New Zealand Accounting Standards Board, and
c) for such internal control as the Committee determine is necessary to enable the preparation of the Performance Report that is free from material misstatement, whether due to fraud or error.

In preparing the Performance Report, the Committee are responsible on behalf of the Society's for assessing the Society'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 Committee either intend to liquidate the Society 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) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered

Audit Hawke's Bay
Assurance Specialists

material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of the Performance Report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), 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 Society'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 Committee and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society'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 Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the Performance Report, including the disclosures, and whether the Performance Report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Committee 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.

Audit Hawke's Bay.

**Audit Hawke's Bay** | Qualified Auditors, Hastings, New Zealand
2 April 2019

NEW ZEALAND
RED CROSS
RIPEKA WHERO AOTEAROA

East Coast Area Council
C/- 7 Cheval Place
NAPIER 4112
NEW ZEALAND
Telephone: 06 561-0255
Email: jandrhay@gmail.com





23 April 2019

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

**Re: Funding application – Red Cross Curtain Bank Hawkes Bay**

Please see attached application form for the Hastings District Council Contestable Fund.
This is to support the Red Cross Curtain Bank Hawkes Bay; a non-profit service offered through Red Cross.

Enclosed with the application form are two relevant quotes and required documentation, along with a variety of references from supporting organisations such as Hawke's Bay District Health Board and also from recipients of the curtains refurbished by our volunteer team.

Thank you for considering our application.

Joan Hay
Chair, East Coast Area Council
New Zealand Red Cross
Ripeka Whero Aotearoa
ph 0276044616

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

# Hastings District Council

## Annual Contestable Grants - Application Form

### 1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

### 2.0 Open and Closing Dates

**Applications open 1 Marchand close 30 April each year.**

**Grants are available from 1 July each year.**

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

## 3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

---

## PART ONE - Eligibility Criteria

### A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

### B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

iii. Must have a current Health & Safety Policy and plan

iv. Must have a current Child Protection Policy where applicable
v.

### C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

# PART TWO – APPLICATION FORM

## Section A - Tell us about your organisation

### i. Organisation details

Organisation Name: Red Cross Curtain Bank Hawkes Bay.....

Postal Address: 33 Dunlop Rd Onekawa.....

City and Postcode: Napier.....

Phone: 8430041 (Red Cross Service Centre) No phone at Curtain Bank ..... Mobile Phone: 021 1615149 Pvte .....

Email: CurtainBankHB@Redcross.org.nz .... Website: N/A.....

### ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☒ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s

### iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

| Name | Position | Email | Phone (day) |
|---|---|---|---|
| Joan Hay | East Coast Area Chairperson | jandrhay@gmail.com | 027 604 4616 |
| Audrey Tolua | Humanitarian Servies Co-Ord | Audrey.Tolua@redcross.org.nz | 0272484559 |
| | | | |
| | | | |
| Curtain Bank Contacts | | | |
| Janice Zachan | Co-ordinator | zachanfamily12@gmail.com | 021 1615149 |
| | | | |

### iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

**These hearings will be held in May each year**

YES ___ I /we wish to present to the Community Grants Subcommittee

NO _X__ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

**Section B - Tell us about your project or service for which you are seeking funding:**

i. **Which of the Current and Future Needs of our community are you addressing?**

- ☐ Assisting youth into training, skill development, and jobs
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☒☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ☐ Creating safe and sustainable communities free of waste and crime
- ☒ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

The Curtain Bank was initially set up in 2008 to assist with keeping homes warmer in winter and to reduce the number of children having to go to hospital with respiratory conditions. Now we cover all age groupings and provide curtains for people from Wairoa down to Takapau. Community Service Cardholders are the main recipients to receive curtains from the Curtain Bank.

Assistance and advice for people in need due to older age and adverse circumstances:

The aim of the Curtain Bank is to provide lined curtains to assist with keeping houses warmer and drier over the winter months in particular. Most of the referees/clients homes either have no curtains, unlined curtains or just a sheet hanging at the window. We provide lined curtains for the referees/clients (thermal if we have this in stock).

Homes with unlined curtains will not achieve or be as effective as a lined curtain so if curtains are found to be suitable to reline we will do so. Tapes are another essential item for us as many of the curtains donated to us have narrow or brittle tapes. These all have to be replaced before we can hand out the recycled/reuseable curtains.
Having a warmer home by provision of suitable curtains reduces the likelihood of hospital admissions particularly in families where there is asthma and other respiratory conditions (rheumatic fever). A home with windows covered by curtains is easier to heat, retains heat, and therefore reduces power bills in the lower income households.

Curtains are currently being provided to Age Concern in Flaxmere for their building as these facilities are used mainly by older people. It is important that these premises are kept warm for our elderly folk.

Creating safe and sustainable communities free of waste and crime:

Curtains provide privacy particularly at night when a light inside can give anincredible view of a house's interior and the contents. Having curtains enables the home to be more secure and by pulling curtains at night, can shut out the view and hopefully reduce the temptation to potential criminals. Nets are also given away on request avoiding waste in landfill and assisting with privacy and potential criminal activity.
As the Curtain Bank uses donated curtains; these are recycled/reused and therefore remain out of the landfill also.

How will your project or service be **measured** to identify the benefit to the community,

Over the 10 years the Curtain Bank has been operating we have given out over 13,500 curtains. The agency we receive the most referrals from is the DHB Healthy Homes Programme and they constantly tells us how grateful the clients are to get the curtains and how much difference the curtains make to their homes.
Letters of support from the DHB Healthy Homes Programme are attached to this application, as is a Health Equity report completed by the DHB

With homes provided with lined curtains in bedrooms, lounges and dining rooms, they are warmer and the expected outcome is that there will be fewer hospitalizations for respiratory conditions.
As the curtains have been donated from the public we aim to recycle/reuse as many as possible which in turn means that less material ends up in the landfill... .....

Records are kept which identify the number of curtains received by donation and the number of curtains reused and given to referees for their homes where they are needed.

b. **The process** – how will you carry out your project or service, and where will it be delivered?

Curtains are received from various Red Cross centres and shops or from people coming in and directly donating them to the Curtain Bank personally. These curtains are checked to see whether they are suitable and /or need repairs. They are then washed if necessary and will be either:

1. Measured, bagged and put on shelves ready for future referrals.
2. If they have defects they are passed onto the machinists to be made good. This could entail shortening or widening, new tapes and/or linings.

Referrals come in from various referral agencies. Once the referral has been completed the agency is contacted to collect the order and deliver to the recipients. ...

We would love to be able to provide photos of recipient families but are unable to do so owing to privacy issues.

**The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

The Curtain Bank has a team of 16 volunteer workers and is overseen by a Co-ordinator also a volunteer. We work 2 mornings a week at premises in Onekawa.

We collaborate with several referral agencies in the area – the main one being the DHB Child Healthy Homes Programme. We also receive referrals from the Napier Family Centre, Whatever It Takes (WIT), Birthright, Kahungunu Executive, Te Taiwhenua O Heretaunga

Social Services – Family Start, Age Concern, District Nurses and Health Centres in Central Hawkes Bay. Members of the public can also self-refer and frequently come to Curtain Bank.

iii. **Identify the anticipated budget for the year 1 July to 30 June** - where appropriate please include copies of quotes.

**Project/Service Costs** e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

| Item | Amount |
|---|---|
| 12 Boxes (500 metres per box) of 3 pocket tape | $ 7,200-00 |
| 4 Rolls of Thermal Linings (50 metre rolls) | $ 497-00 |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| (A) Total Cost | $ 7,697-00 |

**Project/Service Income** e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

| Income Source | Amount |
|---|---|
| Red Cross Branch donations | $1000.00 |
| Fundraising (selling of recycled bags) | $500.00 |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |

| | |
|---|---|
| **(B)Total Income** | $1500.00 |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| **A. Total cost of project / service** | $ 7697-00 |
| **B. Less total funds available** | $1500.00 |
| **Difference** | $ 6,197.00 |
| **Amount requested** | $ 6,197.00 |

**iv. Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: We have not applied for any grants previously .....

Project/Service name/s:.....

.....

Amount/s of funding received? $ .....

**v. Please include a copy of your organisation's latest financial accounts with your application.**

## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service

- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation

- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:

  i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;

  ii. A procedure for dealing with accidents & incidents;

  iii. A procedure for dealing with potential emergencies;

  iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.

- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name: Dennis Morgan Position in organisation: National Humanitarian Development Manager

Signature: Date: 23/4/2019

Ministry of Economic Development
Manatū Ohanga
Companies Office

# CERTIFICATE OF INCORPORATION

## NEW ZEALAND RED CROSS INCORPORATED
## 215640

This is to certify that THE NEW ZEALAND RED CROSS SOCIETY INC was incorporated under the Incorporated Societies Act 1908 on the 22nd day of December 1931 and changed its name to NEW ZEALAND RED CROSS INCORPORATED on the 14th day of December 1993.

Neville Harris

Registrar of Incorporated Societies
14th day of September 2009

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 14 Sep 2009 11:46:28 NZT

1 OF 1

| | This Month | | | Year To Date | | | | Full Year | |
|---|---|---|---|---|---|---|---|---|---|
| | Actual | Budget | Variance | Actual | Forecast | Budget | Variance | Forecast | Budget |
| **Curtain Bank (805)** | | | | | | | | | |
| 1231 Community Fundraising - Other | - | - | - | 800 | - | - | 800 | - | - |
| 1250 Trusts & Foundations | - | - | - | - | - | 2,000 | (2,000) | - | 2,000 |
| 1270 Branch Fundraising | - | - | - | 2,623 | - | 2,700 | (78) | - | 2,700 |
| 1470 Service Contract income | - | - | - | 800 | - | - | 800 | - | - |
| Total Income | - | - | - | 4,223 | - | 4,700 | (478) | - | 4,700 |
| 4145 Promotions and Promotional Mate | - | - | - | - | - | 500 | 500 | - | 500 |
| 4710 Materials | 1,734 | 500 | (1,234) | 2,269 | - | 3,000 | 731 | - | 3,000 |
| 5720 Reps & Maintenance | - | 120 | 120 | - | - | 240 | 240 | - | 240 |
| 5780 Hire / Rental | - | - | - | - | - | - | - | - | - |
| 5810 Telephone - Rental | 47 | 30 | (17) | 422 | - | 360 | (62) | - | 360 |
| 6110 Electricity | 100 | 50 | (50) | 600 | - | 600 | - | - | 600 |
| Other Expenditure | 19 | - | (19) | 185 | - | - | (185) | - | - |
| Total Expenditure | 1,900 | 700 | (1,200) | 3,476 | - | 4,700 | 1,224 | - | 4,700 |
| Surplus/(Deficit) | (1,900) | (700) | (1,200) | 746 | - | - | 746 | - | - |





Application No. 32

# Onekawa Curtains and Blinds

## Quote/Estimate

onekawa.curtainsnz@gmail.com

P.O.Box 3139
Onekawa
Ph 06 843 9862

2-Apr-19

Red Cross Curtain Bank Napier
33 Dunlop Rd
Onekawa
Napier

| | |
|---|---|
| To supply 12 boxes of tape | $ 7,200.00 |
| To supply 4 rolls of thermal lining (appx. 50 metre roll, ($9.90 a metre) | $ 497.00 |

Regards
Jess Perkins

*A fifty percent deposit would be appriciated if you wish to proceed, thank you*
*Kiwi Bank - 38 9007 0119144 02*

*Thank you for the opportunity of providing this quote for you*

Kathys Drapes by Design

# QUOTE

Curtain Bank
33 Dunlop Road
Onekawa
Napier 4110
NEW ZEALAND

Date
11 Apr 2019

Expiry
10 May 2019

Quote Number
QU-1302

GST Number
110852614

Kathys Drapes By Design Ltd
18 Austin Street
Onekawa
Napier 4110
E.
kathysdrapes@xtra.co.nz
Ph. 8435535

| Description | Quantity | Unit Price | Amount NZD |
|---|---|---|---|
| Quote for tape and lining | | | |
| 75mm three pocket tape 500mt roll | 12.00 | 475.00 | 5,700.00 |
| Thermal lining 1 pass, off white 150w lining 50mt roll inc freight | 200.00 | 6.00 | 1,200.00 |
| Freight for 12 boxes tape | 12.00 | 18.00 | 216.00 |
| | | Subtotal | 7,116.00 |
| | | TOTAL NZD | 7,116.00 |

Terms

Any discount shown applies if paid within seven days of completion
All prices include GST
This quotation is valid for 30 days from the above date.
TERMS: 50% deposit required upon confirmation of order. Thank you.
ACCOUNT NUMBER FOR DIRECT CREDIT 03 1517 0054 778 00
Balance of payment within seven days of completion or upon collection.

We appreciate your business.
"Thank you for keeping it local" From Kathy & the team

NOTE:- All goods remain the property of Kathys Drapes by Design until paid in full.
No responsibility taken for customers own measurements.

Health Services

HAWKE'S BAY
District Health Board
Whakawātaatia

16 April 2019
Gayleen Waho
Social Worker Child Healthy Housing
Hawkes Bay DHB
027 549 7937

To whom it may concern,

I am writing this letter in support and acknowledgment around the wonderful work the Curtain Bank team do inside our community and how the tireless hours they put in to produce amazing curtains help support the wellness of children and families in the Hawkes bay area.

My role inside the HBDHB see me intersecting with a number of families of all nationalities and social backgrounds. One of the words that is often mentioned when speaking about the families we work with is 'vulnerable.' The families don't often have the means or financial ability for a lot of necessities in their home. Things that others may take for granted, things like power, heat and food are sometimes seen as a luxury. Our program was designed to help minimise children getting sick due to living in cold and damp homes. We look at things like insulation, heating, drafts and initiate interventions to address these issues. One of our greatest resources we have as a team are the curtains we are able to access through the Curtain Bank. Working holistically, the curtains we can offer families retain the heat that we are able to create in homes with adequate heating, they can also deter a certain amount of cold getting in. Over the last few years that I have been part of the Child Healthy Housing team year we have been able to access 4000 curtains and place them into over 500 homes all of which were greatly received and we have had many comments about what a different good quality curtains can make.

The Curtain Bank is a hugely important part of our community, the amount of families able to be supported through their service is ever increasing. We ourselves try to service CHB all the way to Wairoa and beyond and the Curtain Bank is a massive part of the work we are able to achieve in those areas. Any support able to be provided, monetary or otherwise will not be wasted when working alongside the Curtain Bank team.

If you have any questions or would like to contact me my details are above

Yours faithfully

Gayleen Waho

Reply all | Delete Junk |

# Thank you from 2 happy customers in Napier.

SR Sally Rudzevecuis <Sally.Rudzevecuis@hawkesbaydhb.govt.nz>

Reply all |

Yesterday 2:38 p m
CurtainBank HB

Inbox

Action Items

Hi Team,
I was just checking how 2 different Clients were enjoying their curtains since I delivered last week, both said it has made a huge difference to their cold homes.
Thought I would share their appreciation. [ Abby Fraser in Addison Street & Jacob Harrison in Guys Hill Road, Napier.)
Many many thanks.
Kind Regards
Sally.

**Sally Rudzevecuis/Community Health Worker**
**Child Health Team Hawke's Bay District Health Board**
Napier Health Centre, 76 Wellesley Road
P O Box 447, Napier 4110
T: ++64 6 834 1815 ext 4252 / Cell:0277046505

**HEALTHY HOMES PROGRAMME**

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Item 4

Application No. 32

# Thanks Janice.

Sally Rudzevecuis <Sally.Rudzevecuis@hawkesbaydhb.govt.nz>

Wed 10/05/2017 11:45 a.m.

To:CurtainBank HB <CurtainBankHB@redcross.org.nz>;

Gayleen picked up my curtains for 32 Oldham Ave yesterday, delivered them today, Client was delighted, lovely colours & great quality.

Thanks so much to you all.

I had forgotten about them so just text me when Latham street is done P l e a s e & I will come straight away ?

Appreciate ALL you do. ☺

**Sally Rudzevecuis/Community Health Worker**
**Child Health Team Hawke's Bay District Health Board**
Napier Health Centre, 76 Wellesley Road
P O Box 447, Napier 4110
T: ++64 6 834 1815 ext 4252 / Cell:0277046505

**HEALTHY HOMES PROGRAMME**

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Item 4

Application No. 32

# Untitled

Gayleen Waho <Gayleen.Waho@hawkesbaydhb.govt.nz>

Tue 30/05/2017 11:41 a.m.

To: CurtainBank HB <CurtainBankHB@redcross.org.nz>;

Hey ladies,

I wanted to provide some feed-back that I have received from a few of the families I have worked along-side when I have dropped and installed curtains in their homes.

- A Nannie who looks after three of her Grand-child and struggles with poor health herself firstly commented on the wonderful quality of the curtains provided but also noted that her youngest grand-child's room felt instantly warmer when she hung her new curtains up. The cold that you use to feel coming through the windows has stopped at the curtains and the warmer air is able to be retained.
- A family of 5 who have varying health issues commented that they were extremely grateful to receive the curtains and noted that their home almost instantly felt warmer
- A family in Wairoa who has a sick little boy were blown away by the generosity of the community and commented that the curtains have not only helped to keep the warmth in their home but also renewed their belief in good people doing good things in New Zealand.

As a community Social Worker working for the DHB I can honestly say that even with the small intervention we can offer teamed up with draft stoppers and the curtains that you wonderful ladies can provide makes a wealth of difference in a homes where poor health and coldnesss are a factor.

Many thanks

Gayleen

**Gayleen Waho | Social Worker**
**CHILD HEALTHY HOUSING PROGRAMME**
**Child Health Team | Hawke's Bay District Health Board**
Private Bag 9014, Hastings 4156
T: ++64 6 879 9440 EXT 4031 M: 027 549 7937
W: www.hawkesbaydhb.govt.nz

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Gmail

Janice Zachan <zachanfamilyjz@gmail.com>

**Thank you**
1 message

**Jessica Hop** <jess.hopoverseas@gmail.com> Mon, Apr 30, 2018 at 12:08 PM
To: Janice Zachan <zachanfamilyjz@gmail.com>

Hi Janice,

Just a quick note to say thank you so much for the curtains. They look fabulous and couldn't have come at a better time. Unfortunately, chemo has not been successful for our Gracie, so the options for treatment of Gracie's cancer have been greatly reduced.

Ive attached a pic of a very happy Grace with her new curtains - she loves the colours!

Thanks again,

Gracie's Aunty Jessica

On 4/10/18, Jessica Hop <jess.hopoverseas@gmail.com> wrote:
> Wow Janice thank you so much. Kindness from people like you and your team
> means so much in such a devastating situation. We so appreciate the work
> that you do - thank you!
>
> Sent from my iPhone
>
>> On 10/04/2018, at 6:59 PM, Janice Zachan <zachanfamilyjz@gmail.com>
>> wrote:
>>
>> Hi Jessica
>> I have just realised we received the referral from Heidi.
>> Order nearly finished Grace is getting brand new curtains for her room. My
>> ladies decided she deserved to have the best we can do.
>> Regards
>> Janice
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ersoas@gmail.com>

hanks again so much
ed any more

z>

Copy of Text Tuesday 26th March 2019

From - Diane Reid, CHB DHB Health Centre

To – Jean Sharpe Red Cross Curtain Bank Napier

Hi Jean thank you so much for the curtains you ladies have outdone yourselves again. My whanau will be over the moon with these so thank you again to your ladies with our appreciation.

CHB Health Centre

19 May 2017

Dennis Morgan
8/23 Heretaunga Street West
HASTINGS 4120

Tena koe te Rangatira

**Napier Curtain Bank**

Pukemokimoki Marae Board of Trustees would like to thank you for allowing us to source the expertise of the ladies from the Napier Curtain Bank.

What seemed like an overwhelming challenge was made easier for us. The knowledge of these ladies means that we now have new curtains in the wharenui and once they have been completed we will have new curtains in the wharekai. The wharenui has had new carpet installed this week and along with the curtains it is looking absolutely stunning.

If we can ever help you in anyway, please feel free to contact me. Once again, please pass our thanks onto Janice and her team.

Nāku noa, nā

Maureen Mua
Trustee – Pukemokimoki Marae

From DHB Hawkes Bay

## Health Equity in Hawke's Bay Technical Report 2014

*Poor housing causes poor health. Cold and damp housing coupled with household crowding continues to affect the health and wellbeing of many Hawke's Bay families.*
Poor housing conditions are regularly linked to presentations of young children suffering from acute bronchiolitis – a viral infection of the airways.

**Māori children are three times and Pacific children five times more likely to need to stay in hospital for bronchiolitis than NZ European/Other children.**

Acute bronchiolitis is not easily treated by a visit to the doctor, but there is clear evidence it can be reduced with warm, dry, smoke-free and uncrowded housing.
Household crowding is also an important risk factor for a range of infectious diseases including pneumonia, bronchiolitis, gastroenteritis, rheumatic fever, tuberculosis and skin infections.
Pacific children are more likely to be admitted to hospital for a skin infection while acute rheumatic fever and tuberculosis continue to impact Māori and Pacific people at much higher rates than NZ European.
*Hawke's Bay's challenges*
- Demand for social housing has tripled over the last three years
- Two thirds of people on the social housing register are Māori
- There are many rental homes in the private rental market in substandard condition adding to poor health outcomes for tenants.

Turning health outcomes around for Māori and Pacific families requires addressing these challenging housing situations. Hawke's Bay DHB has responded to this need with a Child Healthy Housing Programme where there are many initiatives making a positive impact on the health and wellbeing of families. Complementing this work is a

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Friday, 26 April 2019 12:49 PM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#236]

| | |
|---|---|
| Name of organisation | Nourished for Nil |
| Postal address for organisation | 1004 Karamu rd<br>Hastings, PENNSYLVANIA 4122<br>New Zealand |
| Daytime Contact Phone Number | 027 425 2316 |
| Email | christina@nourishedfornil.org |
| Website | www.nourishedfornil.org |
| Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? | Yes |
| If yes, please attach a copy of the certificate/s | incorporation_doc.pdf 223.11 KB · PDF |
| Name | Christina McBeth |

1

| | |
|---|---|
| Position | Founder |
| Email | christina@nourishedfornil.org |
| Daytime Contact Phone Number | 027 425 2316 |
| Name | Mike Shakespeare |
| Position | Director |
| Email | mike@nourishedfornil.org |
| Daytime Contact Phone Number | 027 757 9913 |
| Name | Jo Eames |
| Position | Director |
| Email | eamesj@gmail.com |
| Daytime Contact Phone Number | 027 254 5853 |
| Name | Pete Snelling |
| Position | Director |
| Email | ps.pcl@xtra.conz |
| Daytime Contact Phone Number | 021 782 353 |
| Please indicate if you would like to present a brief summary of your application to | Yes, I/we wish to present to the Community Grants Subcommittee |

| | |
|---|---|
| the Community Grants Subcommittee. | |
| Please indicate if you are applying for *Seed Funding or an **Establishment Grant: | Establishment Grant |
| i. Which of the current and future needs of our community are you addressing? | Assisting youth into training, skill development, and jobs<br>Assistance and advice for people in need due to older age or adverse circumstances<br>Creating safe and sustainable communities free of waste and crime |

a. What activity/s are within the scope of your project/service?

Nourished for Nil was founded in February 2017 to rescue surplus food in Hawke's Bay and distribute the food to the community, supporting the aim of 'Zero Waste to Landfill'. Operating initially in an outdoor location in Landmark Square, Nourished for Nil moved to the current Karamu Road site in May 2017 where the depot opens every weekday. Our goals are: • To operate an effective conscious service targeting food waste • To sustainably and consistently redistribute surplus food • To distribute food to low decile schools • To distribute food to charitable and non-charitable agencies • To distribute food direct to the community • To establish an organisation that encourages volunteers to give to the community and provides for relationships to be built • To create an inclusive environment where all community members are welcomed • To remove barriers to food availability by removing the need to qualify • To develop an organisation that fosters advocacy and equality Nourished for Nil collects and receives donated surplus food on a daily basis. The food comes from a variety of businesses and from private donors throughout Hawke's Bay. In 2018, Nourished for Nil • served over 48,000 customers, up from 29,000 in 2017

Page 5 of 11

• distributed over 327,000 kg of food, up from 59,000 kg in 2017 • provided food to local schools including Maraenui, Camberley, and Flaxmere • delivered bulk food to other charitable food organisations including Kai Collective (Flaxmere), Just Zilch (Palmerston North), Good Neighbour (Tauranga), The Food Basket (Waipukurau) • supported 50 social agencies including Te Taiwhenua O Heretaunga, WINZ, Hastings Women's Refuge, Ministry of Social Development The profile of recipients: o people wishing to make a small footprint in food consumption o

people supplying food to friends and neighbours o low income families and individuals o homeless families and individuals o families in emergency housing o seasonal workers and backpackers

**b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?**

Nourished for Nil 8 January to 21 December 2018 1st Quarter Monthly Total Rescued Food (kg) Customer Count Jan 24,366.15 2,558 Feb 13,263.54 3,264 Mar 18,557.81 3,154 Total 1st Quarter 56,187.50 8,976 2nd Quarter Monthly Total Rescued Food (kg) Customer Count Apr 15,964.83 3,100 May 24,260.23 4,253 June 14,869.23 3,353 Total 2nd Quarter 55,094.29 10,706 3rd Quarter Monthly Total Rescued Food (kg) Customer Count July 18,810.22 3,847 Aug 29,573.19 5,035 Sept 45,443.41 4,504 Total 3rd Quarter 93,826.82 13,386 4th Quarter Monthly Total Rescued Food (kg) Customer Count Oct 40,694.51 5,771 Nov 36,860.52 5,238 Dec 44,684.58 4,378 Total 4th Quarter 122,239.61 15,387 Yearly Total 327,348.22 48,455

Nourished for Nil January and February 2019 Year to Date Total Rescued Food (kg) Customer Count 83,000 11,800

Nourished for Nil keeps a daily record of all rescued food and a count of the number of customers. The records are summarised for monthly reporting.

Nourished for Nil has entered into food rescue agreements with all major supermarkets in Hawke's Bay. To support these agreements, Nourished for Nil will



increase the range of reporting in 2019 and provide totals per food group, per store, and per grocery chain.

Our success is measured by the increasing volume of food being rescued, the number of and wide demographic of customers coming to the depot, and the growing level of support we receive in the community.

**c. The process – how will you carry out your project or service, and where will it be delivered?** *

Nourished for Nil collects and receives donated surplus food on a daily basis from a wide range of Hawke's Bay businesses, producers, and private donors.The food is weighed, inspected, and graded on receipt.

Distribution direct to the community is provided from our premises at 1004 Karamu Road. Our distribution depot is open for one hour every weekday afternoon with an additional one hour session each Thursday for Gold Card holders.

We distribute without qualification or judgement. No registration or form completion is required and customers are welcome to attend on a daily basis. Our volunteers offer the range of food to the customers and ensure that a reasonable and equivalent portion reaches each customer.

If we receive large quantities of food over and above our immediate distribution requirements, we provide bulk deliveries to community organisations, schools, and other food rescue organisations.

We have a policy of continuous improvement in the depot workplace and encourage volunteers to suggest efficiencies and changes.

We have workplace Occupational Safety and Health information on hand and have implemented incident reporting. Our safety standards are reviewed every six months.

Job descriptions are recorded for all roles and are reviewed every six months or when significant role changes occur. Volunteers have access to job descriptions on site.

**d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) ***

We have a core management team comprised of 4 directors (as listed in section Aii) and 6 senior volunteers. Our senior volunteers provide a range of skills from their individual backgrounds and act as shift supervisors for the daily food distribution.

We have a pool of 90 inducted and trained volunteers who work a range of jobs, from bakery pickup to produce sorting and customer distribution.

Christina McBeth – director and founder of Nourished for Nil and a finalist in HBT Person of the Year 2017. Christina is a qualified chiropractor.

Joanne Eames – director. Jo is a physiotherapist at Focus Health Physiotherapy.

Page 8 of 11

Peter Snelling – director. Peter has 40 years of experience in finance, property management, and general management.

Mike Shakespeare – director. Mike is the owner of EString Bags and former director at Heinz.

Depot Manager. Nikki Gardner. Nikki won a Local Hero award in the 2019 Kiwibank New Zealander of the Year awards.

Volunteer Coordinator, Rachel Graham

Grocery Coordinator, Blair Graham

Produce Coordinator. Marion Shakespeare & Brian Lawrence

Accountant – Bev Penny

Nourished for Nil works collaboratively with other food rescue organisations. We have a strong partnership with KiwiHarvest, sharing the salary of Depot Manager Nikki Gardner and sharing the SBS-sponsored refrigerated truck. When rescued food volumes exceed our weekly needs, Nourished for Nil shares food with Kai Collective (Flaxmere), Just Zilch (Palmerston North), Good Neighbour (Tauranga), and The Food Basket (Waipukurau).

Nourished for Nil has food rescue agreements with Countdown Station St, Countdown Carlyle St, Countdown Queen St, PaknSave Hastings, New World Onekawa, New World Flaxmere, New World Greenmeadows, and New World Hastings.

We regularly approach grocery stores without a food rescue agreement to keep Nourished for Nil top of mind.

| | |
|---|---|
| **Is your organisation GST registered?** | No |

5

| | |
|---|---|
| Alternatively, upload a document with this information | hdc_cost__income.pdf 178.82 KB - PDF |
| Alternatively, upload a document with this information | hdc_cost__income.pdf 178.82 KB - PDF |
| A. Total cost of project / service * | $95,500.00 |
| B. Total funds available * | $84,000.00 |
| C. Difference between total cost and total funds available * | $11,500.00 |
| D. Amount requested annually * | $11,500.00 |
| Date applied | Thursday 1 February 2018 |
| Product/service name | building rent |
| Amount of funding received? | $11,500.00 |
| Have you completed an annual report and financial accounts for | No |

6

this project or service?

Tick this box to confirm the above is true and correct. * I agree





7

**Project/Service Costs** e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

| Item | Amount |
|---|---|
| Rent | $34,500 |
| Electricity | $7,200 |
| Packing Supplies | $10,000 |
| Expensed Equipment (under $500) | $2,500 |
| Volunteer expenses | $1,000 |
| Insurance | $1,000 |
| Motor vehicle expenses | $3,000 |
| Petrol Reimbursement | $7,000 |
| Shared salary Depot Manager | $23,000 |
| IT/Social Media | $3,000 |
| Other expenses | $2,000 |
| **(A) Total Cost** | $95,500 |

**Project/Service Income** e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

| Income Source | Amount |
|---|---|
| Westpac Sponsorship | $21,000 |
| Funding Grants (COGS, HBF, ECCT) | $6,000 |
| Rent contribution from Karamu Road Properties Ltd | $11,500 |
| Rent contribution from THT Properties Ltd | $11,500 |
| Power and packing supplies donation | $12,000 |
| General Donations | $12,000 |
| Proposed Fundraising Event | $10,000 |
| **(B)Total Income** | $84,000 |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| A. Total cost of project / service | $95,500 |
| B. Less total funds available | $84,000 |
| Difference | $11,500 |
| Amount requested | $11,500 |

**Project/Service Costs** e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

| Item | Amount |
|---|---|
| Rent | $34,500 |
| Electricity | $7,200 |
| Packing Supplies | $10,000 |
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| Motor vehicle expenses | $3,000 |
| Petrol Reimbursement | $7,000 |
| Shared salary Depot Manager | $23,000 |
| IT/Social Media | $3,000 |
| Other expenses | $2,000 |
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**Project/Service Income** e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

| Income Source | Amount |
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| Power and packing supplies donation | $12,000 |
| General Donations | $12,000 |
| Proposed Fundraising Event | $10,000 |
| **(B)Total Income** | $84,000 |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| A. Total cost of project / service | $95,500 |
| B. Less total funds available | $84,000 |
| Difference | $11,500 |
| Amount requested | $11,500 |



NEW ZEALAND COMPANIES OFFICE

Certificate of Incorporation

NOURISHED FOR NIL LIMITED

6240108

NZBN: 9429046015938

This is to certify that NOURISHED FOR NIL LIMITED was incorporated under the Companies Act 1993 on the 3rd day of April 2017.

REGISTRAR OF COMPANIES NEW ZEALAND

Registrar of Companies
3rd day of April 2017

For further details relating to this company check
http://www.companies.govt.nz/co/6240108
Certificate generated 03 April 2017 10:01 AM NZST

SCAN TO VIEW OUR REGISTRATION DETAILS

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Friday, 26 April 2019 2:06 PM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#234]

| | |
|---|---|
| Name of organisation | Volunteering Hawkes Bay |
| Postal address for organisation | Room 5 Level 5<br>215 Railway Road, Hastings Hawke's Bay<br>New Zealand |
| Daytime Contact Phone Number | 06 873 3139 |
| Email | manager@volunteeringhb.org.nz |
| Website | www.volunteeringhb.org.nz |
| Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? | Yes |
| If yes, please attach a copy of the certificate/s | cccertificate.pdf 838.44 KB · PDF |
| Name | Peter Andersson |

1

| | |
|---|---|
| Position | Chairperson |
| Email | sunnyspot@xtra.co.nz |
| Daytime Contact Phone Number | 0279323621 |
| Name | Graham Healey |
| Position | Secretary |
| Email | graham.healey@langleytwigg.co.nz |
| Daytime Contact Phone Number | 021460474 |
| Name | Leanne Collins |
| Position | Manager |
| Email | manager@volunteeringhb.org.nz |
| Daytime Contact Phone Number | 068733139 |
| Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee. | Yes, I/we wish to present to the Community Grants Subcommittee |
| Please indicate if you are applying for *Seed Funding or an | Seed Funding |

| | |
|---|---|
| **Establishment Grant: | |
| i. Which of the current and future needs of our community are you addressing? | Supporting and attracting businesses to provide jobs and revenue into the local economy |

a. What activity/s are within the scope of your project/service?

Volunteering Hawkes Bay is one of 18 centres throughout NZ. There are only 5 centres that provide an Employee Volunteering programme in their regions. Volunteering Hawkes Bay have been piloting this programme to fulfill growing requests from businesses to partake in some form of volunteering. We are a not for profit that has been around for almost 13 years – if there is a Not for Profit out there then we probably have dealings with them. We have built long term relationships with our NFPs over this time and understand their volunteering needs and their mission.

We have well run and comprehensive volunteering opportunities for our Corporate's and businesses. These cover the Health and safety aspects as well as tracking the hours and number of people who attend the volunteer day and we document photos and write stories!! Our mission is to get people out volunteering and enjoying the experience but if you build a relationship with the NFP after coming through us then "our work here is done" and this is part of our Strong Volunteering Value System. We celebrate in your success!
We love what we do and we are really good at it and we have supportive colleagues in other EVP centres to assist you and your teams outside of the bigger centre to play their part in your business volunteering goals because they know their NFPs needs.

b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?

Volunteering Hawkes Bay will provide opportunities for volunteering, as a brokerage between organisations and businesses to ensure the best volunteer experience is provided for employees and recognition for businesses is obtained. Businesses will pay an annual registration fee to source projects, events and activities to volunteer.
VHB will work with a business and it's employees to inform them of the organisations to gain an understanding about their needs and often financial scenarios, operations and why they have volunteers. Often an organisation they choose is to align with their values and mission of their business. eg. areas around mental health or youth, elderly and environment.
Our project requires providing a part time service coordinator to source businesses and opportunities for

employees. The ideal benefits for businesses that volunteer are enhancing their business profile, building team spirit of their employees, improve the ability to attract and retain high-quality employees and increase social awareness and involvement.

Employee volunteering or any team focused volunteering is the new trend to volunteering where their efforts produce a win -win scenario for both organisations,businesses and employees. The support employees are able to share with time, skills and energy creates that win- win scenario.

Benefits to a business include raising brands and profiles, being involved in the community and building morale with employees.

We will measure our success and outcomes by managing a well coordinated programme of sourcing businesses, building key relationships with employers and documenting each event with photographs, and facebook promotions of community good deeds. Occasionally media will be interested in certain opportunities. We have an evaluation/feedback form along with the registration process that provide valuable stories of how volunteering lead to employment and team building in groups identified key leaders for roles not necessarily available in-house.

**c. The process - how will you carry out your project or service, and where will it be delivered?** *

We require assistance for a coordinator to mange the role of Employee Volunteering Coordinator. This role is dedicated to the programme and a huge asset to the services of Volunteering Hawkes Bay's future. With businesses approaching us we felt the need to act on creating this new role and are at a stage where a focused and dedicated commitment is required. We are based in Hastings and service the entire Hawke's Bay including Central Hawke's Bay. The opportunities are there. There will be a fee for this brokerage service that will be paid on a yearly basis to contribute towards the costs of running this service.

Initially likened to a sales role, coordinating the project or event from 1-2 people to 200 or more and then following up with feedback and statistics will initially be the process.

**d. The people - who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** *

Volunteering Hawkes Bay have a very strong presence and support from our Volunteer Centres throughout New Zealand that provide Employee Volunteering. (in some cases sponsored fully by Corporations.)

Volunteering NZ based in Wellington have identified the benefits and rewards for this win - win way of helping community and not for profit organisations.

Some of our key clients, that we network with to date, Kiwibank Call Centre, First Choice Employment, Watties, Constellation Brands, MYOB Hastings, Mr Apple, The Instillery- Hastings, MSD and EIT, Geneva, Napier Port to name a few. Increasing our number of organisations is also relevant when sourcing project work for this programme.

Having businesses and organisations working together, sharing experiences, learning new skills and having fun in the process creates awareness of social community issues and broadens networks.

Employment and confidence has been gained from volunteer opportunities provided on this programme for businesses such as Mr Apple and First Choice Employment.

| | |
|---|---|
| Is your organisation GST registered? | Yes |
| If yes, what is your GST number | 057 746 084 |
| Item | Salary |
| Amount | $24,960.00 |
| Item | Travel |
| Amount | $2,600.00 |
| Item | Operational Costs |
| Amount | $2,000.00 |
| (A) Total cost | $29,560.00 |
| Alternatively, upload a document with this information | employee_volunteering_rates.docx 87.49 KB • DOCX |
| Item | Registrations from Businesses |
| Amount | $5,000.00 |
| Item | Support for Volunteering Fund |
| Amount | $10,000.00 |
| (B1) Total | $15,000.00 |
| Item | Fundraising |
| Amount | $1,500.00 |
| (B2) Total | $1,500.00 |

5

| | |
|---|---|
| Total funds available (B1 + B2) = (B) | $16,500.00 |
| A. Total cost of project / service * | $29,560.00 |
| B. Total funds available * | $16,500.00 |
| C. Difference between total cost and total funds available * | $13,060.00 |
| D. Amount requested annually * | $13,060.00 |
| Date applied | Friday 26 April 2019 |
| Source of funding | Support for Volunteering Fund |
| Type of funding, eg a loan, a grant | Grant |
| What will it be used for? | Salary for Employee Volunteering Coordinator |
| Amount requested | $10,000.00 |
| Is it confirmed? | No |
| If you are still waiting for a response, when will you know the outcome? | Sunday 30 June 2019 |

| | |
|---|---|
| Date applied | Tuesday 24 March 2015 |
| Product/service name | Older People and Volunteering Project |
| Amount of funding received? | $0.00 |
| Have you completed an annual report and financial accounts for this project or service? | No |
| Please include a copy of your latest annual report and financial accounts with your application. | annual_report_201718.pptx 2.04 MB · PPTX |
| If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts. | vhb_final_performance_report_1718.pdf 103.56 KB · PDF |
| Tick this box to confirm the | I agree |

7

above is true

and correct. *





8



charities commission
Komihana Kaupapa Atawhai

# Certificate of Registration

**Volunteering Hawkes Bay**

This is to certify that Volunteering Hawkes Bay was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.

Registration number: CC33912

Sid Ashton
Chair

Trevor Garrett
Chief Executive

Application No. 34

Volunteering Hawkes Bay
*engagement with heart*

## EMPLOYEE VOLUNTEERING RATES

Our rates are based on the number of employees within your business.

The annual fee will allow multiple projects to be completed throughout the year. (maximum of 4 projects)

| | |
|---|---|
| Less than 50 employees | $150.00 plus gst |
| 50 to 99 employees | $250.00 plus gst |
| 100 to 199 employees | $350.00 plus gst |
| 200 and above employees | $500.00 plus gst |

Additional projects will be negotiated.

Other not for profits, schools and church groups are at no charge.

*Leanne Collins – Manager*
manager@volunteeringhb.org.nz
www.volunteeringhb.org.nz
https://www.facebook.com/VolunteeringHB
*Room 5 Level 5 215 Railway Rd Hastings 4122*
*06 873 3139*
*Office hours Mon – Fri 9am -3pm*

Volunteering Hawkes Bay
*engagement with heart*

# Performance Report

Volunteering Hawkes Bay
For the year ended 30 June 2018

Prepared by Fitbooks Accounting

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# Entity Information

## Volunteering Hawkes Bay
## For the year ended 30 June 2018

**'Who are we?', 'Why do we exist?'**

**Legal Name of Entity**

Volunteering Hawkes Bay.

**Entity Type and Legal Basis**

Registered Charity, Incorporated Society.

**Registration Number**

CC33912

## Entity's Purpose or Mission

Build community connections by providing services to community organisations and volunteers.

**Our Vision**

To be recognised throughout Hawke's Bay as the hub for volunteer excellence.

**What We Do**

Volunteering Hawkes Bay is an independent non-profit organisation that provides a service to all sectors in the community.

**Volunteering Management & Support**

Volunteering Hawkes Bay provides an end-to-end volunteer management service which provides valuable support and insight to your organisation to ensure the matching of volunteers with opportunities is effective and efficient, whilst also ensuring community groups are connected and equipped with the right skills & expertise you require.

We aim to empower the community and voluntary sector in the Hawke's Bay to grow and strengthen the work that they do, so they can have greater impacts on the region as a whole.

**Referral Service**

- Connect volunteers with community organisations
- Support community organisations to engage volunteers
- Support businesses to volunteer for organisations

**Training**

- Governance
- Volunteer management
- Strategic planning
- Risk management
- Financial management

**Mentoring Support**

We have a wide range of expertise available from various professionals to support community organisations and volunteers in governance, management and volunteer management matters.

**Advice & Information**

Provide information about volunteer management, recruitment, rights and responsibilities, code of practice, etc.

**Promote Volunteering**

Looking out for trends, new legislation, connecting with the community, etc.

**Celebrate Volunteering**

Coordinate events to acknowledge and celebrate the importance of volunteers and volunteering, e.g. National Volunteer Week, International Volunteer Day and International Manager Day.

**Networking**

Volunteering happens everywhere. We have extensive networks of organisations and stakeholders to create great connections within the sector.

### Entity Structure

Governance: Consists of Chairperson, Secretary, Treasurer and up to 4 Board Members. The board appoints the manager.

Management: Employs 1 part time staff at present staff. Volunteers are recruited for projects.

Volunteering Hawkes Bay is a member of Volunteering NZ.

### Main Sources of Entity's Cash and Resources

Volunteering Hawkes Bay relies on grants from government and philanthropic trusts to support Volunteering Hawkes Bay 's operation, wages and core services' projects and programmes.

### Main Methods Used by Entity to Raise Funds

Volunteering Hawkes Bay sources funding by applying to relevant funding agencies. Income is also generated by charging for training modules and events.

### Entity's Reliance on Volunteers and Donated Goods or Services

Volunteering Hawkes Bay recruits volunteers for designated projects, i.e. volunteering and older people, Volunteer Excellence Awards and Variety Show event.

### Physical Address

Volunteering Hawkes Bay, Level 5, 215 Railway Road, Hastings, New Zealand, 4122.

### Postal Address

Volunteering Hawkes Bay, Level 5, 215 Railway Road, Hastings, New Zealand, 4122.

### Additional Information

Email: Leanne Collins manager@volunteeringhb.org.nz

Renata Lehmann admin@volunteeringhb.org.nz

Website: www.volunteeringhb.org.nz

Phone: 06 873 3139

Facebook: www.facebook/volunteeringhb.org.nz

# Statement of Service Performance

## Volunteering Hawkes Bay
## For the year ended 30 June 2018

'What did we do?', 'When did we do it?'

**Description of Entity's Outcomes**

Connected volunteers with community organisations. Sourced and supported community organisations to engage volunteers. Provided training for governance. Provided Information evenings for volunteers to meet organisations of their choice. Celebrated volunteers and managers of volunteers. Collaborate with stakeholders in the community.

**Description and Quantification of the Entity's Outputs**

**1. Connected volunteers with community organisation**

Supported volunteers to attain their personal goals and enhance their sense of well being through volunteering. Volunteers come to VHB mostly online to register their interest in the variety of volunteer opportunities offered in the categories of health,arts, social services, education, recreation, and environment (42 categories)

| Referrals Statistics | Current year | Last year |
|---|---|---|
| Volunteer Referrals | 1614 | 431 |
| Opportunities provided | 140 | 140 |
| Volunteers registered | 635 | 362 |
| Member organisations | 150 | 85 |

**2. Supported community organisations to engage volunteers**

1. Provided 5 information evenings for organisations to present their services to young people in Schools and the community. One evening was allocated to emergency services to attract volunteers.
2. Liaised with organisations to ascertain volunteering needs, update job opportunities and create partnerships
3. Referred volunteers to member organisations. This was done through our new database and website.
4. Provided information events, training and resources all promoted on our website, facebook, newsletters and emails.
5. Provided Training for community organisations

| Training Modules | Current Year | Last year |
|---|---|---|
| Financial Management - Accounting for Non Accountants | 8 | 12 |
| Financial Management - Budgeting, outcomes for Tier 3 and 4 | 15 | 0 |
| Share your experience of Governance - What it means to be a board members | 6 | 0 |
| Share your experience of Governance - The governance accountability framework | 15 | 0 |
| Stay resilient in the non-profit sector Grow/VHB Partnership | not counted | 0 |
| Volunteer Management - Rob Jackson England 'Measuring Volunteers' | 14 | 0 |

**3. Celebrated volunteers and managers of volunteers**

National Volunteer Week June -Volunteer Excellence Awards.– We received 27 (28 last year) nominations for youth, individual, governance, employee volunteering and team awards. The event was sponsored by Harcourts, Langley Twigg, Be Collective and SBS bank. We celebrated in Tamatea with 130 attendants, and guest speaker Gabby Allen founder of 'Out and About for kids in Hawke's Bay and 'Jarmies for June' came from local community organisations.

International Volunteer Managers Day 1st November – Promoted the event and sent thank you's to managers

International Volunteer Day 5th December - celebrated with displays in the libraries and newspapers.

**Additional Output Measures**

**Network with stakeholders in the community**

1. Better Together Hawkes Bay – Organised by the Funders Forum HB to set up social impact, collaboration and capability opportunities - 80 people attended with 21 people continuing the project. Being put on hold

2. Sport Hawkes Bay – training opportunities

3. Lift Project – young people getting back to employment with pastoral care

4. Volunteering and older people project – gauge how people volunteered in the past and present and will do in the future.

5. Lunch box meetings once a month with fellow volunteer coordinators and managers

6. Napier City Council – Positive Aging Strategy Advisory group

7. Volunteer Information evenings

8. Be Collective – Project

9. Community Mentoring Programme

**Partnerships/ collaboration with**

- Liaison with our member organisations
- Civil Defence Business Continuity Forum
- Safer Napier
- Advisory Group – Community Mentoring Programme with Leonie Wallwork and Lisa Ford
- Positive Aging Napier – Steering Group
- Developing Capacity in Hawke's Bay (Community Funders Forum)
- Volunteer Centre Network
- Real Exchange – the Great Give

**Additional Information**

Some of the main changes:

- Renata Lehmann, who has been our Manager since the beginning, decided to step aside and focus on a few of the main projects we are working on. As a result we appointed Leanne Collins as our new Manager. Leanne quickly fitted in and together they have put a new sparkle in to our activities.

- We had to find a new 'home' as the Hub in Napier, where we resided, was to be closed. After looking at a few different options we settled for the five floor building at Railway Road in Hastings where we now reside on the top floor. After always been part of the Napier community this has now allowed us to also become more relevant in Hastings.

- Corporate Volunteering (Employee Volunteering) is when a company supports their employees to volunteer in the community. This is a positive growing trend and we have had to make some changes to accommodate the growth here.

We started a partnership with Be Collective, a digital platform which mobilises all New Zealanders encouraging them to contribute to the community. The essence of this platform is to measure the social impact that every individual has and a CV that shows that impact. In progress.

-We received a considerable increase in funding from DIA Support for Volunteering Fund, which indicates that the government supports and has confidence in volunteering and volunteer centres in New Zealand.

# Statement of Financial Performance

## Volunteering Hawkes Bay
## For the year ended 30 June 2018

'How was it funded?' and 'What did it cost?'

| | NOTES | 2018 | 2017 |
|---|---|---|---|
| **Revenue** | | | |
| **Donations, fundraising and other similar revenue** | | | |
| Fundraising Revenue | | 90,550 | 74,939 |
| **Total Donations, fundraising and other similar revenue** | | **90,550** | **74,939** |
| Fees, subscriptions and other revenue from members | 1 | 3,297 | (1,036) |
| Revenue from providing goods or services | 1 | 2,167 | 3,167 |
| Interest, dividends and other investment revenue | 1 | 206 | 661 |
| Other revenue | 1 | 407 | 329 |
| **Total Revenue** | | **96,626** | **78,060** |
| **Expenses** | | | |
| Volunteer and employee related costs | 2 | 68,744 | 66,284 |
| Costs related to providing goods or service | 2 | 16,567 | 18,933 |
| Other expenses | 2 | 3,110 | 2,624 |
| **Total Expenses** | | **88,421** | **87,841** |
| **Surplus/(Deficit) for the Year** | | **8,205** | **(9,780)** |

This financial statement has been audited and should be read in conjunction with the Independent Auditors Report, accompanying financial statements, accounting policies and notes.

# Statement of Financial Position

## Volunteering Hawkes Bay

## As at 30 June 2018

'What the entity owns?' and 'What the entity owes?'

| | NOTES | 30 JUN 2018 | 30 JUN 2017 |
|---|---|---|---|
| **Assets** | | | |
| **Current Assets** | | | |
| Bank accounts and cash | 3 | 36,930 | 26,427 |
| Debtors and prepayments | 3 | 1,040 | 886 |
| Goods and services tax | 3 | 780 | 1,634 |
| **Total Current Assets** | | **38,751** | **28,948** |
| **Non-Current Assets** | | | |
| Property, Plant and Equipment | | 616 | 860 |
| **Total Non-Current Assets** | | **616** | **860** |
| **Total Assets** | | **39,366** | **29,808** |
| **Liabilities** | | | |
| **Current Liabilities** | | | |
| **Creditors and accrued expenses** | | | |
| Trade and other payables | | 4,172 | 6,285 |
| **Total Creditors and accrued expenses** | | **4,172** | **6,285** |
| Employee costs payable | 4 | 2,525 | 1,472 |
| Unused donations and grants with conditions | 4 | 10,689 | 8,276 |
| **Total Current Liabilities** | | **17,386** | **16,032** |
| **Total Liabilities** | | **17,386** | **16,032** |
| **Total Assets less Total Liabilities (Net Assets)** | | **21,980** | **13,776** |
| **Accumulated Funds** | | | |
| Accumulated surpluses or (deficits) | 7 | 21,980 | 13,776 |
| **Total Accumulated Funds** | | **21,980** | **13,776** |

This financial statement has been audited and should be read in conjunction with the Independent Auditors Report, accompanying financial statements, accounting policies and notes.

# Statement of Cash Flows

## Volunteering Hawkes Bay
## For the year ended 30 June 2018

'How the entity has received and used cash'

| | 2018 | 2017 |
|---|---|---|
| **Cash Flows from Operating Activities** | | |
| Donations, fundraising and other similar receipts | 106,097 | 72,984 |
| Fees, subscriptions and other receipts from members | 3,871 | 2,199 |
| Interest, dividends and other investment receipts | 206 | 661 |
| Cash receipts from other operating activities | 468 | 329 |
| GST | 619 | (1,050) |
| Payments to suppliers and employees | (93,229) | (91,891) |
| **Total Cash Flows from Operating Activities** | **18,033** | **(16,768)** |
| **Cash Flows from Investing and Financing Activities** | | |
| Payments to acquire property, plant and equipment | - | (634) |
| **Total Cash Flows from Investing and Financing Activities** | - | **(634)** |
| **Net Increase/ (Decrease) in Cash** | **18,033** | **(17,402)** |
| **Cash Balances** | | |
| Cash and cash equivalents at beginning of period | 26,427 | 46,377 |
| Cash and cash equivalents at end of period | 36,930 | 26,427 |
| Net change in cash for period | 10,503 | (19,949) |

This financial statement has been audited and should be read in conjunction with the Independent Auditors Report, accompanying financial statements, accounting policies and notes.

# Statement of Accounting Policies

## Volunteering Hawkes Bay
## For the year ended 30 June 2018

**'How did we do our accounting?'**

### Basis of Preparation

The entity 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.

### Grants and Donations

Grant and Donation income is accounted for depending on whether or not it has a "use or return"condition attached. The revenue is recorded as income when the cash is received. Where income includes a use or return condition, it is recorded in Xero in the Statement of Financial Performance as the total amount received where it is tracked and expenses deducted therefrom reducing the recorded liability as the performance conditions are met. Note 1 to the Performance Reports shows the individual grants or donations received in total less the opening and closing liability "unused grant or donation".

### 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.

### Plant and Equipment

All fixed assets are recorded at cost less depreciation.

The entity has the following asset classes:

Furniture and Fittings 18% Diminishing Value

Computer Equipment 33% Diminishing Value

### 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 90 days or less.

### Income Tax

Volunteering Hawkes Bay is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### Changes in Accounting Policies

There have been no changes in accounting policies during the financial year.

Last Year Unspent Grants or Donations with terms and conditions but that were not repayable if unspent were incorrectly accrued in the performance reports see note 5.

Last year the entity invoiced membership fees at the start of the new year (July 2017), rather than at end of old year, as done previously, this reduced the accounts receivable and income for the year ended 30 June 2017 by $5335.00.

These accounting policies should be read in conjunction with the Independent Auditors Report and accompanying financial reports and notes.

# Notes to the Performance Report

## Volunteering Hawkes Bay
## For the year ended 30 June 2018

| | 2018 | 2017 |
|---|---|---|
| **1. Analysis of Revenue** | | |
| **Donations, fundraising and other similar revenue** | | |
| Department of Internal Affairs - COGS | 4,000 | 4,500 |
| Department of Internal Affairs - Lotteries Grant | 20,000 | 15,000 |
| Department of Internal Affairs - SVF Fund | 45,450 | 15,474 |
| Donations | 1,735 | 670 |
| Eastern & Central Community Trust | - | 9,000 |
| Napier City Council Community Grant | 1,000 | 3,000 |
| NZ Community Trust | 3,000 | 3,000 |
| Pub Charity | 9,000 | 8,736 |
| T R Moore Trust | 7,176 | - |
| Unused grants or donations with repayment conditions Grants - Current Year | (10,688) | (8,275) |
| Unused grants or Donations with Repayment conditions prior year | 8,275 | 20,145 |
| Volunteer awards event Income | 1,602 | 3,688 |
| **Total Donations, fundraising and other similar revenue** | **90,550** | **74,939** |
| **Fees, subscriptions and other revenue from members** | | |
| Membership Subscriptions | 3,297 | (1,036) |
| **Total Fees, subscriptions and other revenue from members** | **3,297** | **(1,036)** |
| **Revenue from providing goods or services** | | |
| Professional and Training Income | 2,167 | 3,167 |
| **Total Revenue from providing goods or services** | **2,167** | **3,167** |
| **Interest, dividends and other investment revenue** | | |
| Interest Income | 206 | 661 |
| **Total Interest, dividends and other investment revenue** | **206** | **661** |
| **Other revenue** | | |
| Sundry Income Refunds/Reimbursements | 407 | 329 |
| **Total Other revenue** | **407** | **329** |

| | 2018 | 2017 |
|---|---|---|
| **2. Analysis of Expenses** | | |
| **Volunteer and employee related costs** | | |
| Board Expenses | 308 | 194 |
| Mileage | 1,148 | 757 |
| Salaries | 62,591 | 57,617 |
| Travel | 1,141 | 846 |
| Training | 3,556 | 6,869 |
| **Total Volunteer and employee related costs** | **68,744** | **66,284** |
| **Costs related to providing goods or services** | | |
| Accounting Fees | - | 375 |

These notes form part of these Performance reports and should be read in conjunction with the Independent Auditors Report and accompanying financial reports and accounting policies.

| | | |
|---|---|---|
| Advertising and Promotion | 2,497 | 6,037 |
| Equipment under $500 | 12 | 111 |
| HDC Parking | 236 | - |
| Phone and Internet | 1,319 | 1,638 |
| Postage & Stationery | 370 | 234 |
| Power | 865 | 542 |
| Printing and Photocopying | 815 | 1,160 |
| Project Expenses | 1,839 | 2,374 |
| Rental expense | 4,265 | 4,442 |
| Repairs and Maintenance | 582 | 521 |
| Webhosting Fees and Subscriptions | 3,272 | 852 |
| Xero software fees | 495 | 646 |
| **Total Costs related to providing goods or services** | **16,567** | **18,933** |

**Other expenses**

| | | |
|---|---|---|
| Audit Fees | 2,072 | 1,945 |
| Bank Fees | 121 | - |
| Depreciation | 245 | 92 |
| General Expenses | 673 | 587 |
| **Total Other expenses** | **3,110** | **2,624** |

## 3. Analysis of Assets

| | 2018 | 2017 |
|---|---|---|
| **Bank accounts and cash** | | |
| SBS Call Account | 35,699 | 25,949 |
| SBS Cheque Account | 770 | 337 |
| SBS Pettycash | 462 | 142 |
| **Total Bank accounts and cash** | **36,930** | **26,427** |
| Debtors and prepayments | 1,040 | 886 |
| GST | 780 | 1,634 |
| Total current Assets | 37,970 | 27,314 |

## 4. Analysis of Liabilities

| | 2018 | 2017 |
|---|---|---|
| **Creditors and accrued expenses** | | |
| Accruals and prepayments | 4,172 | 6,285 |
| **Total Creditors and accrued expenses** | **4,172** | **6,285** |
| **Employee costs payable** | | |
| Paye accrual | 1,327 | 922 |
| Holiday Pay accrual | 1,198 | 550 |
| **Total Employee costs payable** | **2,525** | **1,472** |
| **Unused donations and grants with conditions** | | |
| Unused Grants or Donations with repayment conditions current period | 10,689 | 8,276 |
| **Total Unused donations and grants with conditions** | **10,689** | **8,276** |

These notes form part of these Performance reports and should be read in conjunction with the Independent Auditors Report and accompanying financial reports and accounting policies.



Item 4 Application No. 34

### Unused Grants and Donations with Terms and Conditions

| | Unspent Portion Current year | Unspent Portion Prior Year |
|---|---|---|
| Eastern & Central Community Trust | $ 675 | $4591 |
| Department of Internal affairs Lotteries Grant | $8292 | $0 |
| NZ Community Trust | $0 | $3000 |
| Pub Charities | $1721 | $ 336 |
| The Southern Trust | $0 | $ 348 |
| **Total** | **$10688** | **$8275** |

### 5. Significant Grants and Donations with Conditions which have not been Recorded as a Liability

| | Unspent Portion |
|---|---|
| T R Moore trust | $3073 |

In the previous year unspent grants or donations as above were carried forward as a liability, see note 4. These amounts are:

| | Unspent Portion |
|---|---|
| The Southern Trust | $348 |

### 6. Plant & Equipment

| Asset Class | Opening Carrying Amount | Purchases | Sales/Disposals | Current Year Depreciation and Impairment | Closing Carrying Amount |
|---|---|---|---|---|---|
| Furniture and fixtures | 261 | 0 | 0 | 47 | 214 |
| Computers (including software) | 599 | 0 | 0 | 198 | 401 |
| Total | 860 | 0 | 0 | 245 | 615 |
| | | | | | |
| **Last Year** | | | | | |
| Asset Class | Opening Carrying Amount | Purchases | Sales/Disposals | Current Year Depreciation and Impairment | Closing Carrying Amount |
| Furniture and fixtures | 318 | 0 | 0 | 57 | 261 |
| Computers (including software) | 0 | 634 | 0 | 35 | 599 |
| Total | 318 | 634 | 0 | 92 | 860 |

| | 2018 | 2017 |
|---|---|---|
| **7. Accumulated Funds** | | |
| **Accumulated Funds** | | |
| Opening Balance | 13,776 | 23,556 |

These notes form part of these Performance reports and should be read in conjunction with the Independent Auditors Report and accompanying financial reports and accounting policies.

| | 2018 | 2017 |
|---|---|---|
| Accumulated surpluses or (deficits) | 8,205 | (9,780) |
| **Total Accumulated Funds** | **21,980** | **13,776** |
| **Total Accumulated Funds** | **21,980** | **13,776** |

## 8. Commitments

On 19 April 2018 the entity moved into new premises in Hastings and has a three year lease with annual rent of $3570.00. There is a right of renewal, two of three years each, final expiry 30 April 2027.

Other than this there are no commitments at balance date (Last year - nil).

## 9. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date (Last year - nil).

## 10. Related Parties

There were no transactions involving related parties during the financial year.

## 11. 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 (Last year - nil).

## 12. Ability to Continue Operating*

The entity will continue to operate for the foreseeable future. The entity is reliant on continued funding from funders.

These notes form part of these Performance reports and should be read in conjunction with the Independent Auditors Report and accompanying financial reports and accounting policies.

# Approval of Performance Report

## Volunteering Hawkes Bay
## For the year ended 30 June 2018

The Governing Body are pleased to present the approved the performance Reports of Volunteering Hawkes Bay for year ended 30 June 2018.

APPROVED

_____

Jay Lamburn

Treasurer

On behalf of Volunteering Hawkes Bay.

24 September 2018.

# Independent Auditors Report

## Volunteering Hawkes Bay
## For the year ended 30 June 2018

**Independent Auditors Report to the Governing body of Volunteering Hawkes Bay.**

### Opinion

I have audited the accompanying performance report of Volunteering Hawkes Bay on pages 9 to 16, which comprise the statement of financial position as at 30 June 2018, 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 my opinion, the accompanying performance report presents fairly, in all material respects, the financial position of Volunteering Hawkes Bay as at 30 June 2018, 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 of Opinion

I conducted my audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of my report. I am independent of Volunteering Hawkes Bay 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 I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.
Other than in my capacity as auditor I have no relationship with, or interests in, Volunteering Hawkes Bay.

### Restriction on Responsibility

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

### Other Information

The Trustees are responsible for the other information. The other information comprises the entity information and statement of service performance but does not include the performance report and my auditor's report thereon.

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

In connection with my audit of the performance report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the performance report or my knowledge obtained in the audit or otherwise appears to be materially misstated. If based, on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

## Trustees Responsibilities for the Financial Statements

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-ForProfit) 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

My 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 my 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), I exercise professional judgement and maintain professional scepticism throughout the audit. I 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 my 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 I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

I 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 I identify during my audit.

Peter Rendell, Chartered Accountant, Taradale, Napier, New Zealand.

Dated: 24 September 2018

Volunteering Hawkes Bay
*engagement with heart*

# ANNUAL REPORT 2018-19



# 13th Annual General Meeting 2018
# Agenda

**Coastguard Hawke's Bay, 704 Meeanee Quay, Westshore, Napier**

**25th September 2018 – 10.30am**

- **Welcome**
- **Present**
- **Apologies**
- **Minutes of 2017 AGM**
- **Reports:** Chairperson
- Manager
- Financial
- **Election of Officers:** Chairperson
  - Vice Chairperson
  - Treasurer
  - Secretary
  - Prospective New Board Members
  - (Applications if necessary)
- **Confirmation of Board of Trustees**
- **Confirmation of Peter Rendell – Auditor**
- **General Business**
- **Guest Speaker - Caroline Lampp from WIT (Whatever It Takes) Services**
- **Refreshments Provided**

# Minutes 2017

**12th Annual General Meeting Minutes**

**27th September 2017 10.30am**
**Hawke's Bay Coastguard West Quay Napier**

**Present:** Peter Andersson, Graham Healey, Leonie Wallwork, Linda Banbridge, Rachel Johnson, Robyn McNeill, Sonja Bohn, Ngaia Richardson, Toni Hewett, Jenny Pearce, Jan Courdell, Dennis Morgan, Atarau Hamilton, Jonathan Bell, Ken Simons, Tania Roebuch, Renata Lehmann

**Apologies:** Christine Healey, Ros Rowe, Leisa Epplett, Shirley Collins, Roger McNeill, Ani Tyler, John Worts, Jay Lamburn, Graeme Sole.

**Minutes of Previous AGM 2016**

**Matters Arising:** NIL

It was resolved to accept the minutes of the 2016 AGM as a correct record in all aspects.

Moved: Peter Andersson, Seconded Ken Simons,

| **Election of Officers:** | Person | Put Forward By | Seconded |
|---|---|---|---|
| Chairperson – | Peter Andersson | Ken Simons | Graham Healey |
| Vice Chairperson – | Ken Simons | Graham Healey | Peter Andersson |
| Treasurer: | Jay Lamburn | Ken Simons | Peter Andersson |
| Secretary: | Graham Healey | Ken Simons | Peter Andersson |
| Board Members: | Atarau Hamilton | Peter Andersson | Ken Simons |
| | Leisa Epplett | Ken Simons | Graham Healey |
| | Graeme Sole | Ken Simons | Graham Healey |

Graeme Sole was absent but expressed his willingness to continue in 2017/18. It was resolved that Graeme Sole be elected to the Board as above pending his confirmation at the next Board Meeting. It was further resolved that additional Board Members be elected to the Board by the existing Board as and when suitable candidates come forward.

**Chairperson's Report – Peter Andersson**

It was resolved to accept the Chairperson's Report. Moved Peter Andersson, Seconded Graham Healey

Main Points were:

- Peter's third year as Chairperson.

# Minutes continued

- Year was a "steady as it goes" year. Few more volunteers, slight increase in memberships and changed a few things to make the organisation more efficient in what we do
- Main concern is the same as always with our heavy reliance on an ever dwindling pool of contestable funding. Only limited success in finding alternatives.
- Board needs try find other income streams to reduce the reliance on funding although will never be fully self-funding.
- Volunteer Excellence Awards held at Hastings Race Course was a huge success yet again. Key event in the social calendar as well as in promoting the organisation. Special thanks to all the key sponsors
- Thanked our funders for their continued support of VHB. We wouldn't exist without it. Special thanks to ECCT who provide the funding needed for us to be able to run our very valued Governance Training.
- The training which we offer has become better with more quality and better attendances. Not a funding revenue but involvement more important that profit
- Peter mentioned that he has enjoyed the year with VHB and is proud of the good work we do.
- Peter put himself forward as Chairperson for another year

**Manager's Report**

It was resolved to accept the Manager's Report. Moved – Peter Andersson, Seconded Jay Lamburn

Main Points were:

- Having Community Liaison Co-ordinator who was a journalist increased our present in the community with promotions/ success stories which resulted in higher recruitment rate
- While organisations come and go but approximately 140 is consistent
- Was on her own for a little while so less newsletters during that time but has picked back up
- 57% success/match rate – up from 47% last year
- Volunteer Excellence Awards was another success with 28 nominations, 160 volunteers, entertainers and guests attended with a great MC. Renata thanked the sponsors and nominators for contributing to its success
- Our website and database needed a review and update to provide a better service for organisations and volunteers. This is taking place at the moment including having a mobile savvy website
- The challenge moving forward is how we adapt to the change in demographics of young people and baby boomers and how to connect them in a meaningful way through mentoring, projects and events
- We provided training opportunities for 137 participants with positive feedback. ECCT provided the funding again and we collaborated with Sport HB, GROW and EXULT to deliver a wider range of opportunities. Numbers were lower but participants were more appreciative
- Thanked the Board for their support and assistance and glad to see consistency in the Board which is a cross-section of the community

# Minutes continued

**Treasurer's Report**

It was resolved to accept the audited financial statements as presented which showed a deficit of $9,780.00 but this was primarily due to an alteration in accountancy policy and the year which they were charged in . Treasurer's Report was moved by Peter Andersson, Seconded by Ken Simons

Main Points were:

- Great increase in funding from the Support for Volunteering Fund from $15,000.00 to $40,000.00 in the coming financial year.
- Financially looking very good for next year
- The new accounting system is working well and we are confident going forward that we can sustain our core business.
- Grants in line with last year except received $5,000.00 less from DIA and no funding from Southern Trust
- $3,000.00 less in memberships but that is due to accounting policy

**Resolution – Appointment of Peter Rendell as Auditor**

Moved – Ken Simons, Seconded – Peter Andersson

**General Business**

Hawke's Bay Knowledge Bank thanks VHB for their support in winning "The Landmarks" Awards and acknowledged the quality of the volunteers which VHB provided

The AGM finished with a presentation from Leonie Wallwork from the Community Mentoring Service Project who explained the purpose of the organisation. Main points were

- Work closely with VHB and Internal Affairs
- Looking for funding to provide more mentors
- Discussed the benefits for different types of organisations
- Have a great board and trustees involved in the Project
- Looking for more mentors
- Attendee vouched for the organisation and spoke too about her experiences with community Mentors

Meeting finished at 11.35am

# Chairperson Report

- Dear All
- It has been another successful year for us working with Hawke's Bay volunteers. In our twelve years of operating we have become quite efficient in our main task of placing volunteers in the community and we have again grown the number of volunteers we have worked with. It would be easy to become complacent and just do the 'ticking the boxes' year after year. This is why the changes we had to make this year have all been good for us.
- Some of the main changes:
- Renata Lehman, who has been our Manager since the beginning, decided to step aside and focus on a few of the main projects we are working on. As a result we appointed Leanne Collins as our new Manager. Leanne quickly fitted in and together the two ladies have put a new sparkle in to our activities.
- We had to find a new 'home' as the Hub in Napier, where we resided, was to be closed. After looking at a few different options we settled for the five floor building at Railway Road in Hastings where we now reside on the top floor. After always been part of the Napier community this has now allowed us to also become more relevant in Hastings.
- Corporate Volunteering (Employee Volunteering) is when a company supports their employees to volunteer in the community. This is a positive growing trend and we have had to make some changes to accommodate the growth here.
- I would like to thank Leanne and Renata for the top job they are doing in running VHB and making the job for our Directors easy.
- Thank You to my fellow Directors on our Governance Board who have all freely given up their time to make sure that we as an organisation has stayed on the path that our Strategic Plan outlays.
- A big Thank You also to the volunteers that have been working in our office to make sure that all the small details have been taken care of.
- My concern is still the same as it has always been: Our heavy reliance on a reducing pool of contestable funding to pay for all our costs. We are, as always, looking for other avenues of income so we can keep on providing this important service in Hawke's Bay.
-

# Chairperson Report continued

This year we held our Volunteer Excellence Awards at Bev Ridges On York in Tamatea where every seat at the tables were occupied, indicating how important this event is to celebrate our volunteers in the Hawke's Bay community.

I would like to thank all our funders who make it possible for us to carry on doing what we do best: placing volunteers in the community.

I know that the coming year will be exciting and I truly look forward to the changes and challenges we have ahead of us!

Yours Sincerely
Peter Andersson
Chairperson
Volunteering Hawke's Bay

# Manager Report

Being the successor of a valued former manager like Renata was a hard position to take on. With Renata's knowledge and experiences for the past 12 years as the founder of Volunteering Hawkes Bay I think we created quite a team. Our own strengths and styles combined, showed our commitment and recognised the further development of other services and outcomes for our Hawkes Bay office. My Board Members have been encouraging and open to new ideas and offer the support necessary to put plans to action. I'd like to acknowledge, resigned, Graeme Sole for his contribution.

In September the dramatically increased funding from the Support for Volunteering Fund was received. An additional sum in May provided leverage for outstanding expenses. The gratitude and relief we gain from this funding is appreciated immensely.

My first role was attending the Pivot Conference and Managers meeting in Auckland. Meeting other management and sharing plans and ideas was helpful to me starting out. Maintaining contact with a selected few has provided options for making solutions that are right for our location.

Rob Jackson from Volunteering England and a very inspirational speaker, presented our workshop on "Measuring Volunteers" to emphasise the value and costs involved with running non for profit organisations. Further workshops have been provided throughout the year covering governance, management, financial management and other information topics. I attended the Exult Sustainable Funding Day course that was very beneficial for future fundraising and funding application opportunities.

Projects Renata and I share responsibility with, are the Better Together Workshops with community leaders in non for profit and funders. A business plan for a collaboration expo did not see fruition, the group has since dissolved. The community mentoring programme trialled its first year and was also not so effective and as result an opportunity for Volunteering Hawkes Bay to develop the concept is underway, with a funding application likely. The Positive Aging Strategy is an ongoing involvement of research and a collaborative approach with Council that Renata is involved with, identifying needs in the community for the over 55's. I attend the Napier Safer Council that meet quarterly to highlight issues in the community and look at ways to address them.

Networking has been very busy for me with the chance to meet organisations face to face and identify their needs in relation to volunteers. Being on a number of network groups such as Better Together, Napier Safer Communities, Hawke's Bay Community Network group, our own Lunchbox meetings and facilitating the information days has been productive. I have met with a number of High Schools to provide opportunities for volunteering due to student's requirements to volunteer for 20 hours per year.

In addition, Renata and I together have represented Volunteering Hawkes Bay at the Multi-Cultural Events in Napier and Hastings, attended the EIT Open Day, and acknowledged our annual International Managers Day and national Volunteer Week. Newsletters are sent out to organisations and volunteers monthly.

# Manager Report

This year we had to move premises that actually went very smoothly and have allowed us to settle into our new office in Railway Road, Hastings. The decision to move to Hastings has proven to be positive and our involvement with the Hastings community is growing rapidly.

Our Volunteer Excellence Awards for 2018 were very successful with 130 guests and 5 awards that were presented. Two new sponsors Be Collective and Harcourts showed their support and have benefitted from being involved with us. Be Collective, Harcourts - Real Estate, SBS Bank, Langley Twigg and ourselves were the presenters of five awards including Youth, Team, Governance, Individual and a new award Employee Volunteering. Our guest speaker was gabby Allen from "Out and About with kids in Hawke's Bay" with her inspiring solo journey of volunteering.

Development of the Employee Volunteering is underway with funding sought for a pilot project to start the employee volunteering sector. I worked with Wellington and Auckland Volunteering Centres to assist me with brokering and research ideas. The demand for employees to be involved in volunteering is dramatically increasing and projects and opportunities for volunteering are in desperate need. With students, staff, the unemployed and migrants, those retired and many with disabilities all looking for volunteer placements, sourcing opportunities will be a focus for the next financial year.

Students from EIT, Taradale High and Hastings Girls College to name a few are involved with volunteering and the prospect of connecting with younger people is slowly being recognised as the chance to have different skill based levels.

An admin fee for all organisations has been set at $40 per year and has been well received. Making it affordable for organisations to join as members. The workshops and Employee volunteering will generate their own income as well, reducing the need for major funding applications. The Support for Volunteering Fund is a fundamental support for our expenses enabling us time to develop other programmes and identify the needs in the community. More volunteers and staff may be recruited next year.

In order to progress it was identified early the need for a better platform to enable a significant change in the way volunteering presents itself to the Hawke's Bay community. Our collaborative approach to a new platform with Be Collective will provide the tool to connect organisations, businesses and opportunities for volunteers to establish our organisation as the hub for the Hawke's Bay. Having a social impact database will create social cv's for all volunteers and link events, appeals and new items to the community. Councils, schools, churches, not for profits, businesses will all benefit from connecting with Volunteering Hawke's Bay. This platform goes live on the 27th August.

All in all, my first year has gone fast and I am excited about the future. I would like to thank Renata for her input and sharing of ideas that creates a more balanced outcome than had I been on my own. I would say organising my first Volunteer Excellence Awards, was the most demanding time for 2018 however the outcome was successful.

I would like to thank my Board, Renata and our Funders for their support and to the networks I have made so far to establish my own connection with the Hawke's Bay community.

Leanne Collins

# Manager Report continued

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- I would like to thank my Board, Renata and our Funders for their support and to the networks I have made so far to establish my own connection with the Hawke's Bay community.
- 10
- Leanne Collins

# Treasurer Report

A very pleasing result for the year, reversing the downward trend of the previous year.

This was a result of careful management of expenses, along with a boost in income.

- Income from grants was lifted from last year, supported in the main by a much needed increase in funding from the Department of Internal Affairs Support for Volunteering Fund. We expect this increase to be maintained at least for the coming year. Subscription income also enjoyed an increase – a direct result of extra staffing being used to ensure our membership better understood better how their contribution was used. Training income is an exception, maintaining its downward trend. This has been the subject of much discussion around the board table, as we all understand the importance and value of quality training programmes for the voluntary sector.
- Careful management has resulted in savings in our expenses, despite extra costs incurred through staffing and web hosting costs. The reduction in training income was of course matched with a drop in the expenses of running the programmes.
- A move in our office location from Napier to Hastings has resulted in a reduction in rental costs. However, as the move took place relatively late in the financial year, the full benefits of these savings will not be felt until next year.

- Jay Lamburn
- Treasurer

# Who we are

## Our Mission Statement

Build community connections by providing services to organisations and volunteers

## Our Vision

Recognised throughout Hawke's Bay as the hub for volunteering excellence

***Volunteering Hawkes Bay is an incorporated Charitable Trust registered in Hawkes Bay in June 2006 and is recognised by the IRD as a charitable organisation***

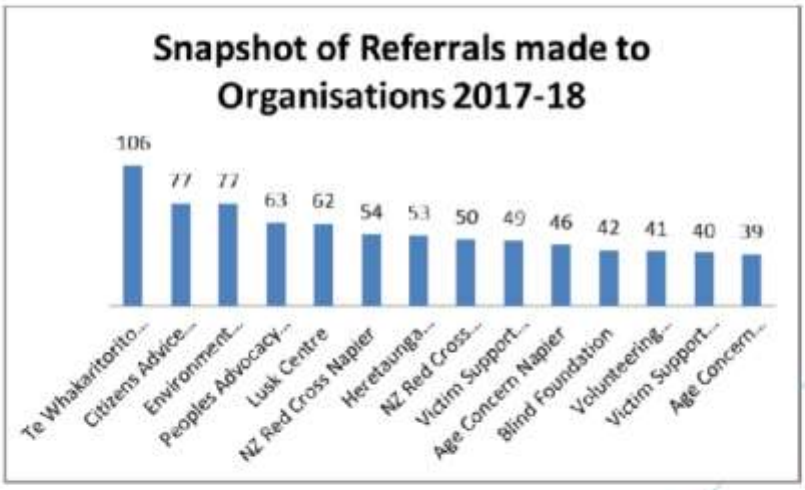
***Charities Commission Registration: CC 33912***

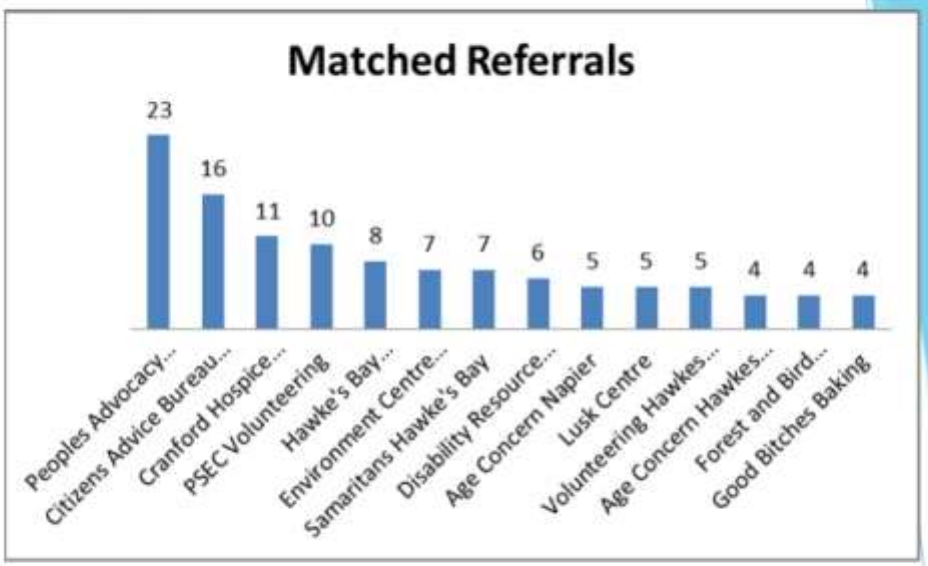


# What we do

## Connect volunteers with community organisations

| | |
|---|---|
| Volunteer Referrals | 1614 |
| Opportunities provided | 265 |
| Volunteers registered | 635 |

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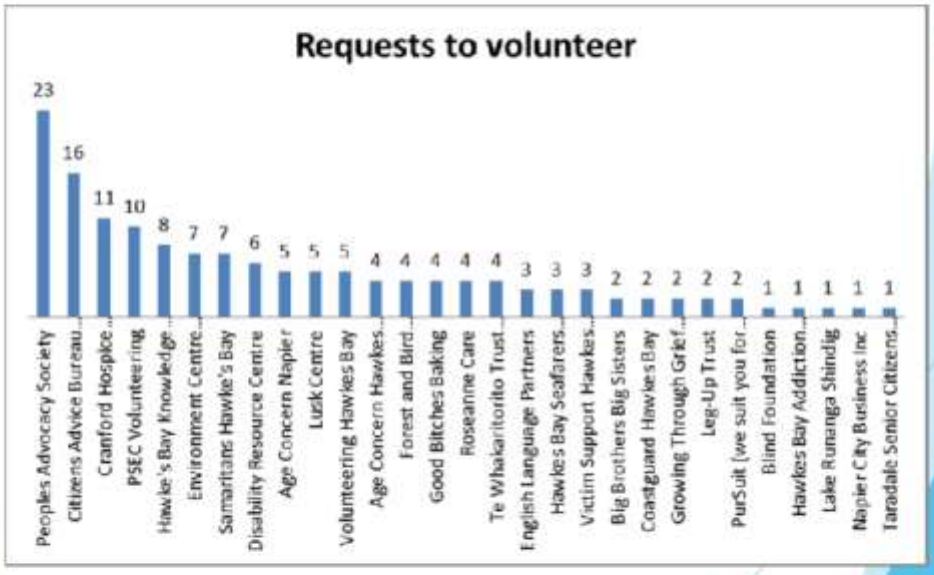
Cranford Hospice...
PSEC Volunteering
Hawke's Bay...
Environment Centre...
Samaritans Hawke's Bay
Disability Resource...
Age Concern Napier
Lusk Centre
Volunteering Hawkes...
Age Concern Hawkes...
Forest and Bird...
Good Bitches Baking


Requests to volunteer
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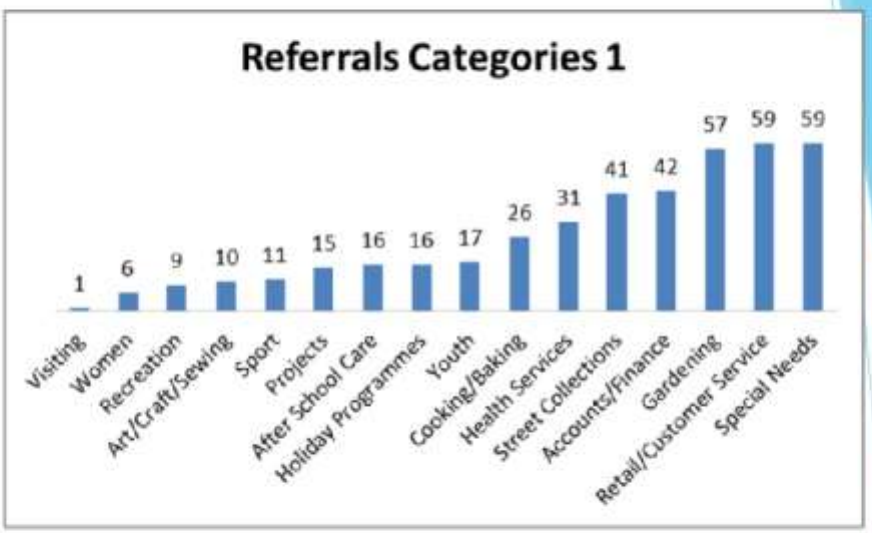
Peoples Advocacy Society
Citizens Advice Bureau...
Cranford Hospice...
PSEC Volunteering
Hawke's Bay Knowledge...
Environment Centre...
Samaritans Hawke's Bay
Disability Resource Centre
Age Concern Napier
Lusk Centre
Volunteering Hawkes Bay
Age Concern Hawkes...
Forest and Bird...
Good Bitches Baking
Rosearnie Care
Te Whakaritorito Trust...
English Language Partners
Hawkes Bay Seafarers...
Victim Support Hawkes...
Big Brothers Big Sisters
Coastguard Hawkes Bay
Growing Through Grief...
Leg-Up Trust
PurSuit (we suit you for...
Blind Foundation
Hawkes Bay Addiction...
Lake Runanga Shindig
Napier City Business Inc
Taradale Senior Citizens...


Referrals Categories 1
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Visiting
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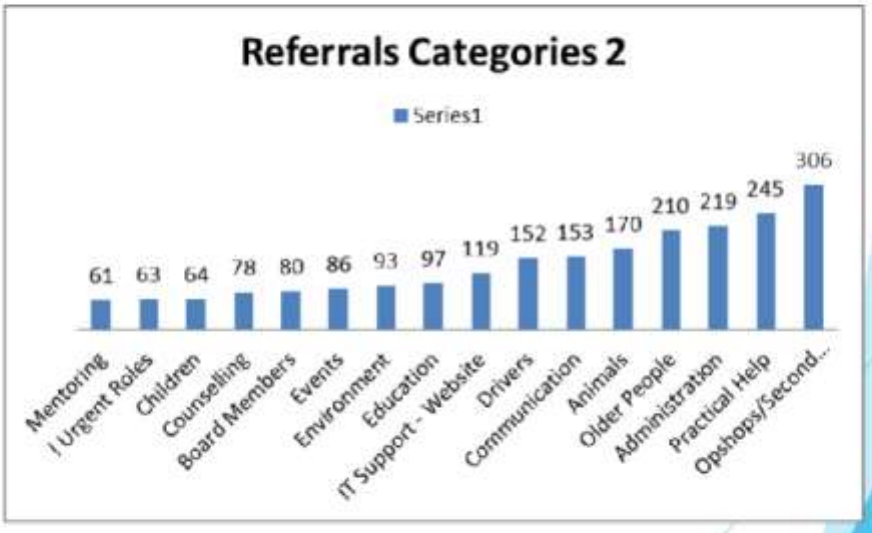
Recreation
Art/Craft/Sewing
Sport
Projects
After School Care
Holiday Programmes
Youth
Cooking/Baking
Health Services
Street Collections
Accounts/Finance
Gardening
Retail/Customer Service
Special Needs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Mentoring
/ Urgent Roles
Children
Counselling
Board Members
Events
Environment
Education
IT Support - Website
Drivers
Communication
Animals
Older People
Administration
Practical Help
Opshops/Second...

# Jobs Offered

- Caring For The Environment
- Driver (Age Concern Napier)
- Meals On Wheels Drivers (Red Cross Napier)
- Ground person for horse paddocks
- Information Adviser
- Kapa Haka Support
- Growing Through Grief Seasons Programme Companion
- Office Administrator
- Youth Mentor
- Van Driver (Cranford Hospice Shop Hastings)
- Meals On Wheels Driver (Red Cross Hastings)
- IT Networker
- Fundraiser
- Victim Support Worker
- Publicity, Marketing And Communication Assistant
- Support Person (Caring And Helping)
- Retail Shop Assistant (Nz Red Cross Shop Dalton St)
- Recreation And Activity Support Person
- Board Member (Te Whakaritorito Trust)
- Age Concern Napier)
- Van Driver (The Lusk Club)
- Indoor Bowls Supervisor
- Accounting Support
- Retail Assistant (Cranford Hospice Shop CHB)
- Seafarers Centre Assistant
- Gardening - Handyman Assistance
- Teach A Language (Foreign Or Your Own)
- Board Secretary & Events Organiser
- Cake Bakers
- Keep Fit Class
- Friend/companion
- Friendship/social Companion
- Friend For A Man In His 30's
- Tea Specialist
- Volunteer Leaders
- Recreation Volunteer
- New Op Shop Volunteers
- Kitchen Helper
- Public Art Guide - Walking Tour
- Baking For Morning Tea
- Graphic Design Person
- Laundry Volunteer
- Personal Support Transport
- Be a Samaritan
- Accredited Visitor to Older People
- Volunteers needed for maintenance work and handyman duties
- Walking Horses for Exercise
- Retail Volunteer - Second Hand Stores
- Driver Second Hand Store
- Monthly Wednesday Cook
- Grounds Maintenance Coach
- Taradale Charity Store volunteers
- Mentors
- Fundraising Group to assist with fundraising plan and helping with events
- Cooking Guide
- Work in Blowhard Bush
- GBB Bakers
- GBB Drivers
- Provisions Lunch Team Leader
- Tactile Book/Resource Creators

# Training

| | | |
|---|---|---|
| Governance | Staying resilient in the non-profit sector | Grow/VHB Partners |
| Finance | Accounting for Non-Accountants | 8 |
| Volunteer Management | Rob Jackson England 'Measuring Volunteering' | 14 |
| Governance | What it means to be a board member<br>• Fiduciary duty<br>• The governance functions<br>• Role and responsibilities of the Chair and board members<br>• Operational/management v governance responsibilities | 6 |
| Governance | The governance accountability framework<br>• Constitutional<br>• Legal<br>• Financial<br>• Contractual<br>• Relationships with, and accountability to, stakeholders | 15 |
| Finance | Budgeting<br>Compiling a budget from your mission and your strategy using activity-based budgeting<br>•Linking your strategy to the performance report's outcomes and outcomes<br>•Learn about types of budgeting - static, flexible, rolling and zero-based<br>•Actual vs Budget reports, and how to present these to the board<br>•How to report outcomes and outputs for Tiers 3 and 4 performance report | 15 |

17

HAWKE'S BAY VOLUNTEER EXCELLENCE AWARDS 2018

AWARDS PRESENTATION JUNE 20TH

# Celebrations













This years Volunteer Excellence Awards were held at Bev Ridges in Tamatea with 130 guests. With over 27 nominees this year and 5 Awards the evening was a success and worthy of celebrating. The chance to acknowledge all volunteers for their contribution to their chosen causes and charities was certainly appreciated.

Our Employee Volunteering Award went to the team at First Choice / Mr Apple for their pruning gardening venture with 18 staff for the Lusk Centre in Havelock North.

Our Individual Award went to Laurie Jenkins for his role as President for 8 years at Grey Power Napier.

Our Youth Award went to Elizabeth Campbell for her work at the Presbyterian Support East Coast Op Shop.

The Team Award went to the Cancer Society Van Drivers who are to be commended on their commitment to those suffering from cancer.

The Governance Award went to the dedicated Committee Members more often than not the parents for the Special Olympics of Hawke's Bay.

Our special guest for the evening was the inspiring Gabby Allen from "Out and About with Kids in Hawke's Bay" and her solo journey in volunteering. Her contribution to providing pyjamas for kids in need and knitted kits for new- borns by her 600 plus knitters, has saved lives and helped many families in the Hawkes Bay.

A great evening was had by all and a great way to celebrate National Volunteer Week 2018.

BEV RIDGES ON YORK

Harcourts

sbsbank

LANGLEY TWIGG

be collective

Volunteering Hawkes Bay

# Employee Volunteering



This year we have created new opportunities for businesses to be involved in our Employee Volunteering Programme. Although new we have a number of Hawkes Bay businesses looking to add value to the community by volunteering their time and energy to non for profit agencies and community groups.

First Choice Employment and Mr Apple staff volunteered at the Lusk Centre in Havelock North clearing and pruning trees and gardens. In just 4 hours 18 men and women turned the Lusk Centre around to a tidy and well groomed facility. This group were the recipient of our Employee Volunteering Awards at our Excellence Awards in June 2018.



# Thank You! to Members

- Age Concern CHB
- Age Concern Flaxmere
- Age Concern Havelock North
- Age Concern Hawkes Bay AVS Service
- Age Concern Napier
- Amputee Society of Hawkes Bay / East Coast
- Anglican Care Waiapu
- Art Deco Trust
- Arthritis New Zealand
- Assistance Dogs New Zealand Trust
- Bellyful Napier
- Big Brothers Big Sisters
- Blind Foundation
- Breast Cancer Foundation NZ
- Breathe Hawke's Bay
- CCS Disability Action Tairawhiti Hawke's Bay
- Central Connect Whare Manaaki Inc.
- Central Hawkes Bay SPCA
- CHB Settlers Museum
- Child Cancer Foundation (HB Region)
- Child Cancer Foundation Incorporated
- Citizens Advice Bureau Napier
- Citizens Advice Hastings
- Coastguard Hawkes Bay
- Community Connections
- Cranford Hospice
- Cranford Hospice Shop CHB
- Cranford Hospice Shop Hastings

Cranford Hospice Shop Napier

- Creative Arts Napier
- Curtain Bank - Red Cross
- Dementia Hawkes Bay
- Directions Youth Health Centre
- Disability Resource Centre
- DIY Coffin Club
- DOVE Hawkes Bay Inc
- DTS - Disability Training Service
- EIT Students Association
- English Language Partners
- Environment Centre Hawkes Bay
- Forest and Bird Hastings-Havelock North
- Girl Guiding (Hawkes Bay)
- Good Bitches Baking
- Grey power
- Growing Through Grief
- Hastings and Districts Branch of the RNZSPCA
- Hastings City Art Gallery
- Hastings Community Arts Centre
- Hastings District Council
- Hastings Foodbank Trust
- Haumoana Toy Library
- Hawkes Bay Addiction Centre Trust
- Hawkes Bay Breast Cancer Trust
- Hawke's Bay Knowledge Bank
- Hawke's Bay Rescue Helicopter Trust
- Hawkes Bay Restorative Justice
- Hawkes Bay Seafarers Welfare Society (Inc)
- Hawke's Bay Settlement Forum
- Heart Foundation

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# Thank You! to Members

- Heretaunga Seniors
- Heretaunga Women's Centre
- Hohepa –Clive and Poraiti
- IDEA Services
- IHC New Zealand Inc
- Leg-Up Trust
- LHT Design
- Lifeline
- Lift Social Enterprise
- Lusk Centre
- Mash Trust
- Multicultural Association Hawke's Bay Inc
- Multiple Sclerosis Hawkes Bay
- Muscular Dystrophy Association
- Music Moves Me Trust
- Napier & Districts Grey Power
- Napier Arts Club Inc
- Napier Athletic Club
- Napier City Business Inc
- Napier City Council (Safer Napier)
- Napier City Council
- Napier Community Foodbank Trust
- Napier Community Mental Health
- Napier Family Centre
- Napier Riding for the Disabled
- Neighbourhood Support NZ
- Nourished for Nil
- NZ Red Cross Hastings
- NZ Red Cross Napier
- NZFS Volunteer Brigade
- Parkinson's Hawkes Bay
- Peoples Advocacy Society
- Positive Ageing Trust Hawke's Bay
- 
- Primary Colours Learning Programmes
- PSEC Volunteering
- Pukemokimoki Marae Trust
- PurSuit
- Rabbit Rescue Hawkes Bay
- Radio Kidnappers
- Radio Networks Children's Extravaganza
- Rainbow Umbrella Charitable Trust
- Riding for the Disabled Hastings
- Roseanne Care
- Royal NZ Plunket Society Hawkes Bay
- Salvation Army Family Store Hastings
- Salvation Army Napier
- Samaritans Hawke's Bay
- Save The Children Hastings and District Branch
- Showgrounds Hawke's Bay
- SMC Events
- Society of St Vincent de Paul
- SPCA Hastings
- SPCA Napier
- Special Olympics Hawke's Bay
- Sport Hawkes Bay
- Taradale Senior Citizens Friendship Centre
- Te Matau a Maui
- Te Whakaritorito Trust (Warming Hearts, Inspiring Minds)
- Te Whare Whanau Purotu
- The Paul Hunter Centre Inc.
- Victim Support Hawkes Bay
- WIT Services
- YMCA Hawkes Bay

# Network with stakeholders in the community

- Sport Hawkes Bay – training opportunities
- Lift Project – young people getting back to employment with pastoral care
- Volunteering and older people project – gauge how people volunteered in the past and present and will do in the future.
- Lunch box meetings once a month with fellow volunteer coordinators and managers
- Napier City Council – Positive Aging Strategy Advisory group and Safer Napier group
- Volunteer Information evenings
- Emergency Services Meeting through Civil Defence
- Be Collective – Project
- Community Mentoring Programme
- Community Networkers Meeting
- Napier, Hastings, Central Hawke's Bay and Wairoa District Council
- Better Together Hawkes Bay – Organised by the Funders Forum HB to set up social impact, collaboration and capability opportunities - 80 people attended with 21 people continuing the project. Being put on hold
- Business Development in Hawke's Bay for Employee Volunteering opportunities
- Student Volunteering Information drives in Schools.
- Pivot Conference – Volunteering


Thank you! To Sponsors
sbsbank
LANGLEY TWIGG LAW
Harcourts
BEV RIDGES
ON YORK
be collective
Eastern & Central
COMMUNITY
TRUST
INTERNAL AFFAIRS
Te Tari Taiwhenua
COGS
Community Organisation
Grants Scheme
NAPIER
CITY COUNCIL
NZCT
Lottery Grants Board
Pub Charity
the Southern trust

# Thank you! To Supporters

- Sonja Bohn – Project Volunteer for Positive Aging
- Peter Rendell - Auditor
- SBS Bank for looking after our banking needs
- Napier and Hastings Mail – Community Notices
- Napier Courier and Hastings Leader - Stories
- Next Solutions Database Management
- Be Collective – Dan Henderson
- XERO - Banking Systems
- Volunteering New Zealand - Membership
- EIT – Faculty of Sport and Recreation
- Bay Canon Lease photocopier services
- Greenmeadows Community Hall – Napier District Council

# Board Members

| | |
|---|---|
| Peter Andersson | Chair |
| Graham Healey | Secretary |
| Jay Lamburn | Treasurer |
| Ken Simons | Board Member |
| Graeme Sole | Board Member resigned |
| Atarau Hamilton | Board Member |
| Leisa Epplett | Board Member |
| Robert Wheater | Board Member |

# Contact Details

manager@volunteeringhb.org.nz

06 873 31 39
Level 5, 215 Railway Rd
Hastings 4122

www.volunteeringhb.org.nz

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HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

## Hastings District Council

## Annual Contestable Grants - Application Form

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### 1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

---

### 2.0 Open and Closing Dates

**Applications open 1 March and close 30 April each year.**

**Grants are available from 1 July each year.**

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

## 3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

---

## PART ONE - Eligibility Criteria

### A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

### B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

iii. Must have a current Health & Safety Policy and plan

iv. Must have a current Child Protection Policy where applicable

### C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

# PART TWO – APPLICATION FORM

## Section A - Tell us about your organisation

### i. Organisation details

Organisation Name: Dementia Hawkes Bay

Postal Address: PO Box 4084, Marewa

City and Postcode: Napier 4143

Phone: 06 651 8804 Mobile Phone: 021 466 433

Email: admin@dementiahb.org.nz Website: www.dementiahb.org.nz

### ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? √ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s

### iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

| Name | Position | Email | Phone (day) |
|---|---|---|---|
| Please see attached | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

### iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

**These hearings will be held in May each year**

YES √ I /we wish to present to the Community Grants Subcommittee

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: (Seed Funding) Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

**Section B - Tell us about your project or service for which you are seeking funding:**

i. **Which of the Current and Future Needs of our community are you addressing?**

- ☐ Assisting youth into training, skill development, and jobs
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- √ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ☐ Creating safe and sustainable communities free of waste and crime
- ☐ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

The project we are seeking funding for is the continuation of the development and delivery of the Active Brain Programme and Cognitive Stimulation Workshops for people with a diagnosis of dementia in the Hastings region.

Dementia describes a collection of symptoms that are caused by disorders affecting the brain. It is not one specific disease. Dementia affects thinking, behaviour and the ability to perform everyday tasks. Brain function is affected enough to interfere with the person's normal social or working life. The hallmark of dementia is the inability to carry out everyday activities as a consequence of diminished cognitive ability.

Dementia Hawkes Bay develops and provides services and support to the community of Hawke's Bay who are affected by dementia, supporting the person with a diagnosis of dementia and their carer and family/whanau. One in three people in NZ are affected by someone who has dementia and it takes approximately five pairs of hands to provide support to the client.

Dementia Hawkes Bay supports approximately 520 clients with a diagnosis of dementia in the Active Brain Programme and Cognitive Stimulation Workshops across Hawkes Bay.

Participation in the Active Brain Programme or Cognitive Stimulation Workshop supports people with a diagnosis of dementia to live well with dementia by encouraging independence, allowing them to stay in their own home for as long as possible (delaying residential service need), and allowing carers, partners and whanau to have respite, knowing loved ones are safe and enjoying a sociable day – thereby empowering the carer and family/whanau. .....

b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

The benefit to the community will be able to be measured as follows:

For those with the diagnosis of dementia, ideally their rate of cognitive decline with reduce. Levels of anxiety and social isolation will reduce. Levels of stress associated with everyday activities such as food shopping and cooking will decrease. An all round increase in the mental health of clients is seen and expected as an outcome of the Active Brain Programme.

Generally, the reduction in the rate of cognitive decline means the person diagnosed with dementia will be able to stay in their own home for longer and they will be far more likely to live well with dementia in their own home environment.

The benefits to the carers will be measured in the reduced rate of stress and anxiety that usually comes with being the main care giver for someone with dementia. Carers are able to enjoy some respite and maintain some balance in their lives. .....

.....

c. **The process** – how will you carry out your project or service, and where will it be delivered?

The Active Brain Programme and Cognitive Stimulation Workshops are facilitated by Programme Facilitators and are delivered at Dementia Hawkes Bay at 102 – 106 Windsor Ave, Parkvale, Hastings. Within the complex there are three large areas where cognitive stimulation activities take place as well as a number of smaller break out spaces that are utilised for smaller group sessions or for specific activities.

.....

d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

The team at Dementia Hawkes Bay offer the Active Brain Programme and Cognitive Stimulation Workshops to the community and work alongside and in collaboration with the Older Person's Mental Health team and the Needs Assessment Service Coordination team at the DHB, along with local GPs and other aged care facilities in the community.

The programmes and workshops are facilitated by Dementia Hawkes Bay Programme Facilitators and it is their role to provide a safe, supportive, stimulating environment for people with a diagnosis of dementia in Hastings. Cognitive activities are designed to stimulate the mind, all the while working alongside the person's interests and abilities. Physical programmes are also part of the day, working around people's interests and abilities .....

.....

iii. **Identify the anticipated budget for the year 1 July to 30 June -** where appropriate please include copies of quotes.

**Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.**

| Item | Amount |
|---|---|
| Programme Facilitator personnel costs | |
| Meals | |
| Office expenses | |
| Vehicle and travel expenses | |
| For the costs above please see the attached latest financial accounts | |
| | $ |
| **(A) Total Cost** | |

**Project/Service Income e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.**

| Income Source | Amount |
|---|---|
| HBDHB Contract | |
| Donations | |
| Fundraising | |
| For the costs above please see the attached latest financial accounts | |
| **(B)Total Income** | $ |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | | Amount |
|---|---|---|
| **A. Total cost of project / service** | $ | |
| **B. Less total funds available** | $ | |
| **Difference** | $ | |

| | |
|---|---|
| **Amount requested** | $ 10,000 |

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s:.....

Project/Service name/s:.....

.....

Amount/s of funding received? $.....

v. **Please include a copy of your organisation's latest financial accounts with your application.**

## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation
- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
    ii. A procedure for dealing with accidents & incidents;
    iii. A procedure for dealing with potential emergencies;



Application No. 35

iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.

- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name: Sarah Reddish.....Position in organisation: Executive Assistant to GM

Signature: Date: 26/04/2019

**Dementia Hawkes Bay Charitable Trust**

**Board of Trustees**

The following are Dementia Hawkes Bay Charitable Trust Board of Trustees as at 28 January 2019:

- Christine Robyn Sawers (Chair)
- Kenneth Reginald Simons
- Cheryl Lorraine Robinson
- Laureen Sutherland
- Margaret Rose McGarvie
- Marie Anne King
- John Donald Harder
- Beverley Ann Bibby
- Suzanne Nicole Smith

**NAPIER Phone 06 834 0417**, 1 Wilding Avenue, Marewa. **HASTINGS Phone 06 878 7502**, 102-106 Windsor Avenue, Parkvale.

NEW ZEALAND
COMPANIES OFFICE

# CERTIFICATE OF INCORPORATION

**DEMENTIA HAWKES BAY**
**2659511**

DEMENTIA HAWKES BAY is incorporated under the Charitable Trusts Act 1957 this 22nd day of December 2016.

Mandy McDonald

Registrar of Incorporated Societies

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

CHARITIES SERVICES
Ngā Ratonga Kaupapa Atawhai

Supporting charities

# Charity Summary

| | |
|---|---|
| **Registration Number:** | CC54081 |
| **Registration Date:** | 23/12/2016 |
| **Charity Name:** | Dementia Hawkes Bay |

# Charity Details

Trading Name

**Registration Details**

| | |
|---|---|
| Registration Status: | Registered |
| Balance Date: | June 30 |
| IRD Number: | |

**Address for Service:**

| | |
|---|---|
| Charity's Postal Address: | PO Box 11103<br>Hastings North<br><br>Hastings 4158 |
| Charity's Street Address: | 106 Windsor Avenue<br><br>Parkvale<br>Hastings 4122 |

**Charity's other details**

Phone:
Fax:
Email:
Website:
Facebook:
Twitter:
Social Network Name:

# Areas of Operation

| | |
|---|---|
| New Zealand: | Hawke's Bay |
| Percentage spent overseas | 0 |

# Purpose & Structure

**Purpose Purpose**

To support the Hawke's Bay community to live well with dementia providing assistance, services, information, education and advocacy.

**Entity Structure**

Board of Trustees - Goverance
General Manager - To manage overall operation
Staff & Volunteers - to carry out the day to day duties. TO provide services to the Hawke's Bay community.

**Activities**

| | |
|---|---|
| Main Activity: | Provides services (e.g. care / counselling) |
| Activities: | Provides services, Provides advice / information / advocacy |

**Sectors**

| | |
|---|---|
| Main Sector: | People with disabilities |
| Sectors: | Health, Disability |

**Beneficiaries**

| | |
|---|---|
| Main Beneficiary: | Older people |
| Beneficiaries: | Older people, People with disabilities, Family / whanau |

# Annual Returns

| Date Submitted | For Year Ended | Total Income | Total Expenditure | Reference |
|---|---|---|---|---|

# Officer Details

**Current Officers**

| Name | Officer Type | Position |
|---|---|---|
| Cheryl Robinson | Individual | Trustee |
| Deborah McGahey | Individual | Trustee |
| Kathleen Furlong | Individual | Trustee |
| Kenneth Simons | Individual | Trustee |
| Margaret McGarvie | Individual | Trustee |
| Susan Robson | Individual | Trustee |

# Dementia Hawkes Bay

Annual Consolidated Performance Report
For the year ended 30 June 2018

# Consolidated Performance Report Contents

Dementia Hawkes Bay
For the year ended 30 June 2018


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# Entity Information

Dementia Hawkes Bay
For the year ended 30 June 2018

*'Who are we?', 'Why do we exist?'*

**Legal Name of Entity**
Dementia Hawkes Bay ("the Trust"), along with its controlled entity of Hastings Dementia Society Incorporated ("the Group").

**Entity Type and Legal Basis**
The Trust is a registered charitable trust, established by a charitable trust deed dated 15 December 2016. The Trust became a registered charity from 23 December 2016. The Group's operations began 1 April 2017.

**Registration Numbers**

The Trust:
Charities Registration Number CC54081
Charitable Trusts Registration Number 2659511

Hastings Dementia Society Incorporated:
Charities Registration Number CC25559
Incorporated Societies Registration Number 612853

**Entity's Mission (Kaupapa)**
To inspire and empower people affected by dementia. Ki te hiki to mana o nga tangata e pa ana io te mate pararuraru.

**Vision (Moemoea)**
Living well with dementia. Ki te mate pararuraru, te oranga te mea nui.

Dementia Hawkes Bay provides services and support to the community of Hawkes Bay who are affected by dementia, supporting the person with a diagnosis of dementia and their carers/family/whanau. It is our aim to support our clients to live well with dementia by encouraging independence, allowing them to stay at home with their loved ones for as long as possible (thereby delaying rest home entry). Allowing the carer/family/whanau to have respite, knowing their loved one is safe and enjoying a sociable day – thereby empowering the carer/family/whanau.

**Entity Structure**
On 1 April 2017, the operations of Alzheimer's Society Napier Incorporated and Hastings Dementia Society Incorporated were combined and operated by the Trust. Alzheimer's Society Napier Incorporated was wound up and Hastings Dementia Society Incorporated remained with a requirement to pass on future donations to the Trust.

The Group is governed by a volunteer Board of Trustees. The Group employs a General Manager, twenty three staff and holds a contract with the Hawke's Bay District Health Board.

**Main Sources of Entity's Cash and Resources**
The Group holds a contract with the Hawke's Bay District Health Board to provide day programmes in both Hastings and Napier, and Community Support Services throughout Hawke's Bay from Wairoa to Central Hawke's Bay.

**Main Methods Used by Entity to Raise Funds**
The Group applies for grants to fund specific development projects and ongoing operational costs; charitable donations from individuals and groups; and also fund raises through activities which include an annual golf tournament, an annual street appeal as well as initiatives sponsored by Dementia New Zealand such as the "get together for Dementia".

**Entity's Reliance on Volunteers and Donated Goods or Services**
The Group is reliant on volunteer workers to support the delivery of the day programmes, including kitchen work, gardening, client outings, group work and driving vans to transport clients to and from the day programmes. Volunteers also help with administration and fundraising. There are approximately 60 regular volunteers involved with the Group.

**Entity's Services**
**Community Services**: Community Liaison Officers (CLO's) offer information to assist people who have been diagnosed with dementia. They undertake assessments to gain a comprehensive oversight of the individual needs within the home and requirements for future. When someone is diagnosed with the disease, friends and family may loose touch, often leaving them lonely and isolated. CLO's help client's navigate the health system and make a plan to manage upcoming changes. This support is ongoing as clients attend our services and then transition to other more appropriate services as their condition progresses.
**Mahana and Chatham Day Programmes:** Offer a day of cognitive stimulation in a fun and safe environment, facilitation and promotion of independence thus enabling the client to stay at home for as long as possible and giving carer respite. Set in a home away from home surrounding with a focus on person centred care.
**Education:** This includes Education and Support Groups for carers, family, whanau, clients and public speaking, raising awareness of the disease. In addition, Education Seminars open to other health professionals, workers in age care facilities, and carers/whanau to increase knowledge and understanding of Dementia. Presenters at these workshops include the HBDHB gerontology specialists, our team which includes social workers, occupational therapists, registered nurses and progamme facilitators along with clients/carers/whanau.
**Younger Onset Groups**: Cognitive Stimulation groups, Kiwi Gems group is a group for more able bodied people who undertake beach walks, tennis, bowls, hiking, etc. Early referral to our services is vital as cognitive stimulation can help slow the process/disease.
**Cultural Inclusiveness:** The Maori responsiveness working group includes the General Manager, Staff, a Board member and Carer representative. They meet regularly to develop the Maori Responsiveness Strategy and to support the organisation to deliver programmes that are culturally inclusive.

*Hastings Location*
102-106 Windsor Avenue
Hastings 4122

*Napier Location*
1 Wilding Avenue
Marewa
Napier 4110

*Postal Address*
PO Box 4084
Marewa
Napier 4143



Application No. 35

# Statement of Service Performance

Dementia Hawkes Bay
For the year ended 30 June 2018

*'What did we do?', 'When did we do it?'*

### Description of the Entity's Outcomes

The Group delivers services for people living with dementia and their whanau from its premises in Hastings (Chatham) and Napier (Mahana) and by out-reach in Waipukurau and Wairoa. The Group also aims to increase awaremess of dementia throughout Hawke's Bay.

### Description and Quantification of the Entity's Outputs

| | 2018 | 2017 (6 months) |
|---|---|---|
| Delivered a dementia-specific day programme to individuals with a diagnosis of dementia (individual attendances) | 16,308 | 4,368 |
| Supported people with a diagonsis of dementia in the community (number) | 527 | 338 |
| Delivered community education and support groups | 58 | 13 |

The performance report should be read in conjunction with the notes to the performance report and the independent auditor's report



Application No. 35

# Statement of Financial Performance

Dementia Hawkes Bay

For the year ended 30 June 2018

*'How was it funded?' and 'What did it cost?'*

| Account | Notes | 2018 | 2017 (5 months) |
|---|---|---|---|
| **Revenue** | | | |
| Donations, fundraising and other similar revenue | 1 | 100,947 | 1,015,853 |
| Revenue from providing goods or services | 1 | 1,077,388 | 291,716 |
| Interest, dividends and other investment revenue | 1 | 26,855 | 4,364 |
| Other revenue | 1 | 61,375 | 2,628,607 |
| **Total Revenue** | | **1,266,565** | **3,940,540** |
| **Expenses** | | | |
| Expenses related to public fundraising | 2 | 2,483 | - |
| Volunteer and employee related costs | 2 | 805,281 | 202,900 |
| Costs related to providing goods or services | 2 | 315,060 | 81,031 |
| Other expenses | 2 | 112,512 | 25,561 |
| **Total Expenses** | | **1,235,316** | **309,492** |
| **Surplus/(Deficit) for the Year** | | **31,249** | **3,631,048** |

The performance report should be read in conjunction with the notes to the performance report and the independent auditor's report

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# Statement of Financial Position

Dementia Hawkes Bay

As at 30 June 2018

*'What the entity owns?' and 'What the entity owes?'*

| Account | Notes | 2018 | 2017 (6 months) |
|---|---|---|---|
| **Assets** | | | |
| **Current Assets** | | | |
| Bank accounts and cash | 3 | 743,557 | 521,515 |
| Debtors and prepayments | 3 | 93,219 | 314,281 |
| **Total Current Assets** | | **836,776** | **835,796** |
| **Non-Current Assets** | | | |
| Property, plant and equipment | 5 | 1,828,999 | 1,840,085 |
| Investments received by bequest | 3 | 1,174,626 | 1,174,626 |
| **Total Non-Current Assets** | | **3,003,625** | **3,014,711** |
| **Total Assets** | | **3,840,401** | **3,850,507** |
| **Liabilities** | | | |
| **Current Liabilities** | | | |
| Creditors and accrued expenses | 4 | 131,273 | 157,755 |
| Employee costs payable | 4 | 43,943 | 56,155 |
| Unused donations and grants with conditions | 4 | 2,887 | 5,549 |
| **Total Current Liabilities** | | **178,103** | **219,459** |
| **Total Liabilities** | | **178,103** | **219,459** |
| **Total Assets less Total Liabilities (Net Assets)** | | **3,662,298** | **3,631,048** |
| **Accumulated Funds** | | | |
| Capital contributed by owners or members | 6 | - | - |
| Accumulated surpluses or (deficits) | 6 | 3,662,297 | 3,631,048 |
| Reserves | 6 | - | - |
| **Total Accumulated Funds** | | **3,662,297** | **3,631,048** |

For and on behalf of the Board of Trustees

Trustee

KENNETH SIMONS

28/11/18

Date

Trustee

Maggie McGavin

The performance report should be read in conjunction with the notes to the performance report and the independent auditor's report

# Statement of Cash Flows

Dementia Hawkes Bay
For the year ended 30 June 2018

*'How the entity has received and used cash'*

| Account | 2018 | 2017 (6 months) |
|---|---|---|
| **Cash Flows from Operating Activities** | | |
| **Cash was provided from:** | | |
| Donations, fundraising and other similar revenue | 266,087 | 63,967 |
| Revenue from providing goods or services | 1,133,236 | 206,692 |
| Interest, dividends and other investment revenue | 26,855 | 4,364 |
| Other revenue | 45,222 | 879 |
| **Cash was applied to:** | | |
| Payments to suppliers and employees | (1,203,002) | (246,577) |
| **Net Cash Flows from Operating Activities** | **268,398** | **29,325** |
| **Cash Flows from Investing and Financing Activities** | | |
| **Cash was provided from:** | | |
| Sale of investments | - | 182,036 |
| **Cash was applied to:** | | |
| Purchase of property, plant and equipment | (46,356) | (42,377) |
| **Total Cash Flows from Investing and Financing Activities** | **(46,356)** | **139,659** |
| **Net increase/ (Decrease) in Cash** | **222,042** | **168,984** |
| **Cash Balances** | | |
| Opening bank accounts and cash | 521,515 | - |
| Bank accounts and cash acquired through business combinations | - | 352,531 |
| **Closing Bank Accounts and Cash** | **743,557** | **521,515** |

The performance report should be read in conjunction with the notes to the performance report and the independent auditor's report

# Statement of Accounting Policies

Dementia Hawkes Bay
For the year ended 30 June 2018

*'How did we do our accounting?'*

**Reporting Entity**
The consolidated performance report comprises Dementia Hawkes Bay ("the Trust") and its controlled entity of Hastings Dementia Society Incorporated ("the Group"). The consolidated performance report covers the twelve months to 30 June 2018.

There are comparative amounts disclosed in the consolidated performance report. However, the first period of operations is not for a full twelve-month period, it relates to the six months and 16 days from 15 December 2016 (date of formation) to 30 June 2017, and relates to operations of the Group from 1 April 2017.

**Basis of Preparation**
The Group 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 consolidated performance report are reported using the accrual basis of accounting. The consolidated performance report is prepared under the assumption that the Group will continue to operate in the foreseeable future.

**Revenue Recognition**
The Group applies the following revenue recognition policies:

*Donations, fundraising and other similar revenue*
Donations, fundraising and other similar receipts with no "use or return" condition attached are recorded as revenue when received. Donations, fundraising and other similar receipts with a "use or return" condition attached are recorded as revenue as the conditions are met.

*Revenue from providing goods or services*
Service receipts are recorded as revenue as the service/event is provided, based on the actual service provided as a percentage of the total service to be provided.

**Unused Donations, Grants with Conditions and Revenue Received in Advance**
Unused donations, grants with conditions and revenue received in advance are recorded when revenue is received but either has a "use or return" condition that has not been met or where services have not been provided but the income received.

**Basis of Consolidation**
The consolidated performance report consolidates the performance report of the Trust and all entities over which the Trust has the power to govern the financial and operating policies so as to obtain benefits from their activities (defined as "controlled entities").

The performance reports of controlled entities are included in the consolidated performance report from the date that control commences until the date that control ceases.

Where controlled entities do not have consistent balance dates with the Trust, additional information is prepared in order to consolidate the performance reports of controlled entities on a consistent basis, including applying consistent accounting policies.

The consolidation of the Trust and controlled entities involves adding together like terms of assets, liabilities, income and expenses on a line-by-line basis. All significant intra-group balances are eliminated on consolidation of Group financial position, performance and cash

**Property, Plant and Equipment**
Property, plant and equipment are recorded at cost or, in the case of donated assets, fair value at the date of receipt, less accumulated depreciation and impairment losses. Cost or fair value as the case may be, includes those costs that relate directly to bringing the assets to the location where it will be used and making sure it is in the appropriate condition for its intended use.

Property, plant and equipment, except building work in progress, are depreciated over their estimated useful lives on a straight line basis. Depreciation of all assets is reported in the Statement of Financial Performance under other expenses. Building work in progress is not depreciated.

# Statement of Accounting Policies

Dementia Hawkes Bay
For the year ended 30 June 2018

*'How did we do our accounting?'*

**Property, Plant and Equipment (continued)**
The estimated useful lives of the assets are:

| | |
|---|---|
| Land | Indefinite |
| Buildings | 50 Years |
| Property Improvements | 9-33 Years |
| Plant and Equipment | 2-20 Years |
| Motor Vehicles | 4-8 Years |
| Furniture and Fittings | 5-10 Years |

**Investments**
Investments represent term deposits with original maturities of greater than 90 days, and interests in other entities that are not considered associates or joint ventures in accordance with PBE Accounting Standards. Investments are initially recorded at the amount paid and are subsequently carried at cost. An impairment is recognised when it appears that the carrying amount of the investment will not be recovered and the Group writes down the investment to the current market price.

**Goods and Services Tax (GST)**
Of the Group, Dementia Hawkes Bay Charitable Trust is registered for GST and Hastings Dementia Society is not. 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**
The Group 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 90 days or less.

**Debtors**
Debtors represents items that the Group has issued invoices for or accrued for, but has not received payment for at year end. Debtors are initially recorded at the amount owed and subsequently recorded at the amount the Group realistically expects to receive.

**Creditors**
Creditors represents liabilities for goods and services provided to the Group prior to the end of the financial year which are unpaid. Creditors are recorded at the amount of cash required to settle those liabilities.

**Employee Costs Payable**
Employee costs payable are short-term employee costs payable that are due to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date and annual leave earned to but not yet taken at balance date.

**Tier 2 PBE Accounting Standards Applied**
The Group has applied the following Tier 2 PBE accounting standards:
- PBE IPSAS 6 (NFP) *Consolidated and Separate Financial Statements*
- PBE IFRS 3 *Business Combinations*

The accounting policies related to the application of these standards are included above.

**Changes in Accounting Policies**
There have been no changes in accounting policies. Policies have been applied on a consistent basis throughout the reporting period.

# Notes to the Consolidated Performance Report

Dementia Hawkes Bay
For the year ended 30 June 2018

| 1. Analysis of Revenue | 2018 | 2017 (6 months) |
|---|---|---|
| **Donations, fundraising and other similar revenue** | | |
| Donations (Sundry) | 21,776 | 3,496 |
| Donations from Alzheimer's Society Napier Incorporated | 22,073 | 1,012,357 |
| Fundraising | 20,411 | - |
| Grants (DIA Lotteries) | 20,793 | - |
| Grants (Entity) | 15,894 | - |
| **Total Donations, fundraising and other similar revenue** | **100,947** | **1,015,853** |
| | | |
| **Revenue from providing goods or services** | | |
| Community Health Services HOPR180 | 173,400 | 43,350 |
| Community Activity Programme - HOP243 | 884,070 | 231,165 |
| Non Hawke's Bay District Health Board Clients | 19,918 | 6,199 |
| Grants (Trust House Foundation) | - | 5,785 |
| Grants (COGS) | - | 3,261 |
| Other | - | 1,956 |
| **Total Revenue from providing goods or services** | **1,077,388** | **291,716** |
| | | |
| **Interest, dividends and other investment revenue** | | |
| Interest | 13,855 | 4,364 |
| Dividends | 13,000 | - |
| Other Investment Revenue | - | - |
| **Total Interest, dividends and other investment revenue** | **26,855** | **4,364** |
| | | |
| **Other revenue** | | |
| Discount on Obtaining Control of Hastings Dementia Society Incorporated (refer note 12) | - | 2,627,728 |
| Education Programme (Community) | 6,183 | - |
| Other | 55,193 | 879 |
| **Total Other revenue** | **61,375** | **2,628,607** |

| 2. Analysis of Expenses | 2018 | 2017 (6 months) |
|---|---|---|
| **Expenses related to public fundraising** | | |
| Fundraising Expenses | 2,463 | - |
| **Total Expenses related to public fundraising** | **2,463** | **-** |
| | | |
| **Volunteer and employee related costs** | | |
| Employee Benefit Expenses | 803,641 | 200,564 |
| Other | 1,640 | 2,336 |
| **Total Volunteer and employee related costs** | **805,281** | **202,900** |
| | | |
| **Costs related to providing goods or services** | | |
| Meals and Groceries | 113,850 | 28,483 |
| Cleaning, Repairs and Maintenance and Equipment Expenses | 29,054 | 22,380 |
| Office Expenses | 39,553 | 4,610 |
| Vehicle and Travel Expenses | 31,792 | 4,965 |
| Affiliation Fees | 17,230 | 4,323 |
| Other | 83,581 | 16,290 |
| **Total Costs related to providing goods or services** | **315,060** | **81,031** |
| | | |
| **Other expenses** | | |
| Insurance | 18,601 | 2,801 |
| Legal Expenses | 7,977 | 3,722 |
| Audit Fees | 11,550 | 2,750 |
| Depreciation | 73,595 | 15,480 |
| Loss on Disposal of Property, Plant and Equipment | | 601 |
| Other | 788 | 207 |
| **Total Other expenses** | **112,512** | **25,561** |

# Notes to the Consolidated Performance Report

Dementia Hawkes Bay
For the year ended 30 June 2018

| 3. Analysis of Assets | 2018 | 2017 |
|---|---|---|
| **Bank accounts and cash** | | |
| Petty Cash | 1,000 | 1,000 |
| Bank Accounts | 142,557 | 520,515 |
| Term Deposits | 600,000 | - |
| **Total Bank accounts and cash** | **743,557** | **521,515** |
| | | |
| **Debtors and prepayments** | | |
| Trade Receivables | 44,979 | 121,224 |
| Accrued Income | 31,672 | 11,275 |
| Receivables from Alzheimer's Society Napier Incorporated | - | 167,802 |
| Prepayments | 16,567 | 13,980 |
| **Total Debtors and prepayments** | **93,219** | **314,281** |
| | | |
| **Investments received by bequest** | | |
| Glendale Station Limited Partnership | 159,496 | 159,496 |
| Maunganui Station Limited | 202,944 | 202,944 |
| Latheron Holding Co Limited | 812,186 | 812,186 |
| **Total Investments received by bequest** | **1,174,626** | **1,174,626** |

The Group has been bequeathed a 10% interest in the Glendale Station Limited Partnership, Maunganui Station Limited and Latheron Holding Co Limited (known collectively as Glendale Station). As a minority shareholder Hastings Dementia Society Incorporated has limited control of the realisation of the asset. The interest in these entities is held by Hastings Dementia Society Incorporated and are required to be recognised at their fair values on the date control was obtained as per note 12.

| 4. Analysis of Liabilities | 2018 | 2017 |
|---|---|---|
| **Creditors and accrued expenses** | | |
| Trade Payables | 32,812 | 57,128 |
| GST Payable | 12,166 | 24,969 |
| Accrued Expenses | 32,191 | 75,658 |
| Prepayments | - | |
| Pay Equity Settlement Liability | 54,104 | |
| **Total Creditors and accrued expenses** | **131,273** | **157,755** |
| | | |
| **Employee costs payable** | | |
| Annual Leave Liabilities | 29,275 | 43,820 |
| PAYE | 14,667 | 12,335 |
| Other | - | |
| **Total Employee costs payable** | **43,943** | **56,155** |
| | | |
| **Unused donations and grants with conditions** | | |
| Grants (COGS) | 2,000 | 2,852 |
| Grants (Frimley Foundation) | - | 2,500 |
| Grants (Other) | 887 | 197 |
| **Total Unused donations and grants with conditions** | **2,887** | **5,549** |

# Notes to the Consolidated Performance Report

Dementia Hawkes Bay
For the year ended 30 June 2018

## 5. Property, Plant and Equipment

2018

| Asset Class | Opening Carrying Amount | Purchases | Sales / Disposals | Current Year Depreciation and Impairment | Closing Carrying Amount |
|---|---|---|---|---|---|
| Land | 610,000 | | - | | 610,000 |
| Buildings | 1,010,313 | | - | (21,066) | 989,247 |
| Property Improvements | 22,262 | 7,706 | - | (2,024) | 27,943 |
| Plant and Equipment | 25,256 | 34,745 | | (11,663) | 48,338 |
| Motor Vehicles | 131,275 | 27,818 | (12,310) | (33,706) | 113,077 |
| Furniture and Fittings | 40,979 | 4,550 | - | (5,136) | 40,393 |
| **Total** | **1,840,085** | **74,819** | **(12,310)** | **(73,595)** | **1,828,999** |

2017 (6 months)

| Asset Class | Opening Carrying Amount | Purchases | Sales / Disposals | Current Year Depreciation and Impairment | Closing Carrying Amount |
|---|---|---|---|---|---|
| Land | - | 610,000 | - | - | 610,000 |
| Buildings | - | 1,015,580 | - | (5,267) | 1,010,313 |
| Property Improvements | - | 22,692 | - | (430) | 22,262 |
| Plant and Equipment | - | 27,618 | (602) | (1,760) | 25,256 |
| Motor Vehicles | - | 138,117 | - | (6,842) | 131,275 |
| Furniture and Fittings | - | 42,160 | - | (1,181) | 40,979 |
| **Total** | **-** | **1,856,167** | **(602)** | **(15,480)** | **1,840,085** |

The Group has initially recognised all property, plant and equipment at their acquisition date fair values. This includes property, plant and equipment acquired from Alzheimer's Society Napier Incorporated and Hastings Dementia Society Incorporated. Both transactions occurred 1 April 2017.

In determining their acquisition fair values, the Group obtained independent fair value assessments for all acquired land and buildings, with the Trustees determining the prevailing carrying amounts for acquired plant and equipment, motor vehicles, and furniture and fittings to be their acquisition fair values.

The independent fair value assessments were carried out as follows:

| Property | Source of Valuation | Date of Valuation |
|---|---|---|
| 1 Wilding Avenue, Napier | Lucas Paku, Bcom (VPM), of Telfer Young (Hawke's Bay) Limited | 9 June 2017 |
| 102 Windsor Avenue, Hastings | Lucas Paku, Bcom (VPM), of Telfer Young (Hawke's Bay) Limited | 30 May 2017 |
| 108 Windsor Avenue, Hastings | Lucas Paku, Bcom (VPM), of Telfer Young (Hawke's Bay) Limited | 30 May 2017 |

## 6. Accumulated Funds

2018

| Description | Accumulated surpluses or (deficits) | Total |
|---|---|---|
| Opening Balance | 3,631,048 | 3,631,048 |
| Surplus/(Deficit) | 31,249 | 31,249 |
| **Closing Balance** | **3,662,297** | **3,662,297** |

2017 (6 months)

| Description | Accumulated surpluses or (deficits) | Total |
|---|---|---|
| Opening Balance | - | - |
| Surplus/(Deficit) | 3,631,048 | 3,631,048 |
| **Closing Balance** | **3,631,048** | **3,631,048** |

# Notes to the Consolidated Performance Report

Dementia Hawkes Bay
For the year ended 30 June 2018

## 7. Commitments

| Commitment | Explanation and Timing | 2018 | 2017 |
|---|---|---|---|
| Commitments to lease or rent assets | The Group has an operating lease for the lease of a photocopier. Remaining lease commitments are: | | |
| | Less than one year | 1,443 | 1,443 |
| | Between one year and five years | 1,202 | 2,525 |
| | Total | 2,645 | 3,968 |

## 8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2018 (2017: $nil).

## 9. Significant Grants and Donations with Conditions not Recorded as a Liability

There are no significant grants and donations with conditions not recorded as a liability .

## 10. Goods or Services Provided to the Entity in Kind

There are no goods or services provided to the entity in kind.

## 11. Related Parties

**2018**

| Description of Related Party Relationship | Description of the Transaction | Value of Transaction | Amount Outstanding |
|---|---|---|---|
| The now deregistered Alzheimer's Society Napier Incorporated was a related party through commonality of its Officers with the Trustees of the Trust | The Group received a distribution of assets and operations from Alzheimer's Society Napier Incorporated. | 22,073 | - |

**2017 (6 months)**

| Description of Related Party Relationship | Description of the Transaction | Value of Transaction | Amount Outstanding |
|---|---|---|---|
| Alzheimer's Society Napier Incorporated is a related party through commonality of its Officers with the Trustees of the Trust | The Group received a distribution of assets and operations from Alzheimer's Society Napier Incorporated | 1,012,357 | 167,802 |
| Hastings Dementia Society Incorporated is a related party through commonality of its Officers with the Trustees of the Trust. | The Group obtained control of Hastings Dementia Society Incorporated as per note 12. | - | - |

## 12. Interests in Other Entities

The Group has only one controlled entity, being Hastings Dementia Society Incorporated (formerly Alzheimer's Society Hastings Incorporated). The Group obtained control of Hastings Dementia Society Incorporated on 1 April 2017 as it obtained the power to govern the financial and operating policies of Hastings Dementia Society Incorporated and has the ability to obtain significant future benefits from that date.

No consideration was paid in obtaining control, the gain recognised from the bargain purchase equates to the fair value of the net assets obtained. This gain is recognised in other revenue in the statement of financial performance. The acquisition-date fair values of assets acquired and liabilities assumed were:

| | 2017 |
|---|---|
| Bank accounts and cash | 352,531 |
| Debtors and prepayments | 10,491 |
| Investments (current) | 142,566 |
| Property, plant and equipment | 1,049,204 |
| Investments received by bequest (non-current) | 1,174,626 |
| Creditors and accrued expenses | (74,049) |
| Employee costs payable | (27,641) |
| | 2,627,728 |

There are no significant restrictions on the ability for controlled entities to transfer funds to the Trust in the form of distributions or repayment of loans or advances.

# Notes to the Consolidated Performance Report

Dementia Hawkes Bay
For the year ended 30 June 2018

## 13. Events After the Balance Date

On 18 April 2017, the government announced a $2 billion pay equity settlement for 55,000 care and support workers. The settlement recognised the systemic underpayment of care and support workers due to it being a predominantly female workforce in the aged and disability residential care, and home community support sector.

Pay equity settlement funding was provided to offset the additional costs in meeting statutory obligations for lawful payment to care and support workers minimum hourly wages and training costs. The amount provided by Ministry of Health was overpaid and following a final year wash up $54,104 will be repaid on 20th November 2018.

## 14. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.



Application No. 35

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Saturday, 27 April 2019 7:16 PM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#244]

| | |
|---|---|
| **Name of organisation** | Hawke's Bay Digital Archives Trust |
| **Postal address for organisation** | P.O. Box 2025, Strortford Lodge, Hastings 4153<br>901 Omahu Road, Frimley Hastings 4120<br>New Zealand |
| **Daytime Contact Phone Number** | 06 8335333 |
| **Email** | admin@knowledgebank.org.nz |
| **Website** | www.knowledgebank.org.nz |
| **Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?** | Yes |
| **If yes, please attach a copy of the certificate/s** | certificate_of_incorporation__cc__certificate_of_registration.pdf 103.12 KB - PDF |
| **Name** | Peter Dunkerley |
| **Position** | Chairperson |
| **Email** | pdunkerley@xtra.co.nz |
| **Daytime Contact Phone Number** | +64 21 443820 |
| **Name** | Barry Cole |
| **Position** | Trustee |

| | |
|---|---|
| **Email** | barry.cole@knowledgebank.org.nz |
| **Daytime Contact Phone Number** | +64 27 9198294 |
| **Name** | Bev Watkins |
| **Position** | Trustee |
| **Email** | bev.watkins@knowledgebank.org.nz |
| **Daytime Contact Phone Number** | +64 27 4546515 |
| **Name** | David Shand |
| **Position** | Trustee |
| **Email** | david.shand@knowledgebank.org.nz |
| **Daytime Contact Phone Number** | +64 27 5357619 |
| **Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.** | Yes, I/we wish to present to the Community Grants Subcommittee |
| **Please indicate if you are applying for *Seed Funding or an **Establishment Grant:** | Seed Funding |
| **i. Which of the current and future needs of our community are you addressing?** | Promoting participation in recreation, arts and cultural activites |

**a. What activity/s are within the scope of your project/service?**

The Knowledge Bank wishes to digitise and upload on to our website the records and papers of the Hawke's Bay Agricultural & Pastoral Society. This collection that was recently brought to our notice and is an important part of the history of the district. It is a comprehensive history of the society from its establishment in 1877 and includes a collection of 21 bound volumes "Catalogue of Entries" (the programme

published each year following the annual show) 1877 – 1970. These programmes contain lists of all prize-winners and activities that were part of the show. There are also files of accounts and financial statements, minute books, annual reports and a collection of photographs and aerial maps of the show grounds showing its development over the years.

**b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?**

The A & P Society collection is probably one of the most important, comprehensive, and complete records of a Hawkes Bay organisation that the Knowledge Bank has ever received.
The annual Show has been a central part of the province's social and cultural history for nearly 150 years. These papers reflect that significance and it is important that they are digitised and made available to the people of Hawke's Bay. The information will be of interest and benefit to both the general public and to researchers. Our project will preserve and make available this valuable part of Hawke's Bay history for future generations.

**c. The process – how will you carry out your project or service, and where will it be delivered?** *

Because of the importance of this project, we plan to set up a dedicated team of our volunteers to scan and prepare the collection for our website. All material will initially be evaluated and then scanned. Once it has been processed and archived, all content will be indexed to allow searching by date, place, subject and name. The collection will then be uploaded to our website www.knowledgebank.org.nz We plan to complete this work within 12 months.

In order to achieve this an additional A3 flatbed scanner is needed, which will be dedicated to the project. Our application for funding covers this item.

| | |
|---|---|
| **d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** * | Our team of volunteers will work under the direction of -<br><br>Robyn Warren - evaluator<br>Linda Bainbridge – administrator<br>John Newson – technical officer<br><br>The A & P Society has expressed their support for this project and has made a donation of $500 towards expenses. Their letter is attached. |
| **Is your organisation GST registered?** | Yes |
| **If yes, what is your GST number** | 106-899-320 |
| **Item** | Epson Expression 12000XL Pro A3 scanner |
| **Amount** | $6,086.95 |
| **Item** | Computer equipment leases |
| **Amount** | $4,740.00 |
| **Item** | Computer expenses |
| **Amount** | $220.00 |

| | |
|---|---|
| **(A) Total cost** | $11,046.95 |
| **(B1) Total** | $0.00 |
| **Item** | Donation - A & P Society |
| **Amount** | $500.00 |
| **(B2) Total** | $500.00 |
| **Total funds available (B1 + B2) = (B)** | $500.00 |
| **Alternatively, please upload a document with this information** | hawkes_bay_a__p_society_funding.docx 12.72 KB · DOCX |
| **A. Total cost of project / service *** | $11,046.95 |
| **B. Total funds available *** | $500.00 |
| **C. Difference between total cost and total funds available *** | $10,546.95 |
| **D. Amount requested annually *** | $10,546.95 |
| **Date applied** | Sunday 1 July 2018 |
| **Product/service name** | HDC Annual Plan |
| **Amount of funding received?** | $23,000.00 |
| **Have you completed an annual report and financial accounts for this project or service?** | Yes |
| **Please include a copy of your latest annual** | hawkes_bay_digital_archives_trust__annual_report_31.3.19.docx 25.80 KB · DOCX |

4

| | |
|---|---|
| report and financial accounts with your application. | |
| If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts. | annual_report__hawkes_bay_digital_archives_trust_31_march_2018.pdf 1.05 MB · PDF |
| Tick this box to confirm the above is true and correct. * | I agree |

# HAWKES BAY DIGITAL ARCHIVES TRUST

## (THE KNOWLEDGE BANK)

## ANNUAL REPORT FOR THE YEAR ENDED 31 March 2019

### Background

The Hawkes Bay Knowledge Bank is a community based organisation, established in 2011 to create a living record of Hawkes Bay and its people through the creation and development of a digital archive. Using state of the art technology and a team of volunteers, old family photographs, film, letters, diaries, community group records and business archives are digitised. The Trust also has an active program of archiving oral interviews. These electronic copies are made available on the Trust website www.knowledgebank.org.nz. The Trust is located in the historic Stoneycroft historical building at 901 Omahu Rd, Hastings.

### Governance and Management

The Trust has a board of four trustees (Peter Dunkerley (Chair), Barry Cole, Bev Watkins and David Shand). They are assisted by a nine member advisory committee (chaired by Grant Ancell) who oversee and provide guidance on the processing of materials and administrative matters such as the premises and equipment. The Trust has two part-time staff, an office administrator and an IT administrator working a total of 45 hours per week.

To guide its activities over the next three years the Board during the year approved a three year business plan.

### The Data Base

To date the Trust has received some 682 collections. Of these 264 have been placed on the website and 151 processed for uploading to the website. The website also currently holds some 238 oral history interviews

A major development during the year was the January launching our new website, which provides greater functionality for users. The cost of developing this new website (approximately $12,500) was funded through grants from the Eastern and Central Community Trust and First Light Community Foundation which were received in 2017.

A measure of the impact of the Trust's work is the number of hits on our website. For the week of March 19 there were over 1100 hits including over 200 from overseas.

The Trust receives material for archiving in amounts both great and small. The processing of the Spiller collection (Mr Spiller being a noted local photographer) comprising over one million images received in 2017 was a major ongoing activity during the year. Other notable collections received during the year were from Waiapu Scouts, Hastings District Agricultural and Pastoral Society and Hawkes Bay District Health Board.

The backlog of material for processing was significantly reduced during the year thanks to the excellent work of our volunteers. At year end the oldest material awaiting processing was received in 2018, whereas last year some material from 2012 was still awaiting processing. However the uploading of processed material to the website has been a slower process and steps are needed to reduce this backlog.

During the year six oral history interviews were completed.

## Volunteers

The Trust's work relies on the efforts of its volunteers, who undertake digital processing, scanning, data entry and research as well conducting oral history interviews.

The volunteer team consists of some 70-80 persons. Some 6,800 volunteer hours were worked in the period September to the end of the year. The average number of volunteer hours per month fluctuates around 1,500.

During the year the Trust accepted one volunteer from the Rangatahi Mai program managed by MSD and Hastings District Council. Discussions have also been held with the Disability Resource Centre and Workbridge about the possibility of providing some of their clients with workplace experience.

## Outreach

The Trust seeks to keep its supporters and the public aware of its activities, so that collections are donated, use of the website increases and fund raising is improved. Recognising the importance of outreach activities during the year the Trust adopted a communications strategy to better achieve this.

The results of this have already been reflected in a number of ways, including press coverage of a number of events. A monthly newsletter was sent out during the year to the Trust's members and supporters. The use of social media is also important and the Trust

has its own Facebook page which includes Trust activities and information on some of the material which is available on the website.

A successful Open Day held at Stoneycroft in February attracted some 100 attendees.

A talk by noted local historian Michael Fowler in February also attracted an excellent attendance.

Visitors are welcome and encouraged. During the year these included the HB Ostomy Support Group, Havelock North U3 and Pioneer Lions Group. Community talks explaining the work of the Trust are important and during the year these were delivered to Havelock North Dinner Club, Gracelands, Summerset in the Orchard, Taradale Library Genealogist Group, Parkvale School, Village Friends Community Group, Enliven, Pioneer Lions Club and Summerset in the Vine.

## Finances

The Trust operates with a modest budget and has a modest level of accumulated liquid funds.

The financial results and position of the Trust improved significantly during the year, thanks to the grant of $23,000 from Napier City Council which along with the ongoing support of $23,000 per annum for three years from the Hastings District Council enables us to fund the two part-time paid staff members. The Hastings District Council grant is for a 3 year period and the Trust is hopeful of establishing the support from Napier City Council on a similar ongoing basis to provide a secure financial base for our future activities.

As a community based organisation the Trust also receives income from its members subscription of $25 and from various community activities.

The Trust realised an operating surplus of $19,526 for the year, compared with operating deficits in the two previous years of $7,400 and $26,000. At the end of the year it had working capital (current assets minus current liabilities) of $39,700, available as a cushion against future funding shortfalls or as a (limited) source of funding for capital equipment.

## Information Technology

A well-functioning and efficient IT system covering the Trust's servers, scanners, computers and associate software is a key component of the Trust's activities. It is also an important factor in maintaining and growing the volunteer pool.

Generating operating surpluses plus obtaining grants from Trusts and Foundations will enable the Trust to fund equipment replacement and upgrading which has fallen behind because of lack of funding. A key for the coming year will be developing a costed and prioritised plan for IT equipment renewal and upgrading and seeking financial assistance from contestable grant funds of Hastings District Council and Napier City Council and community organisations such as Foundations and Trusts.

During the year Hastings District Council provided $6,500 from its community contestable funding which the Trust gratefully acknowledges. These funds were used to purchase additional equipment for use in processing the Spiller collection.

## Summary

The Trust made significant progress during the year.

- Through its outreach activities it is becoming well known in Hawkes Bay.
- The launch of the new website was an important development.
- It is receiving more and more useful material for adding to the website.
- But it needs greater capacity to manage this including ongoing upgrading of its IT systems for which funding is needed
- Its financial sustainability has improved through new funding from Napier City Council
- However the Trust continues to operate on a very modest budget and has only modest financial reserves



charities commission

Certificate of Registration

Hawke's Bay Digital Archives Trust

This is to certify that Hawke's Bay Digital Archives Trust was registered as a charitable entity under the Charities Act 2005 on 29 April 2011.

Registration number: CC46497

Sid Ashton
Chair

Trevor Garrett
Chief Executive

HAWKE'S BAY DIGITAL ARCHIVES TRUST IS A REGISTERED CHARITY, NO. CC46497

Ministry of Economic Development
Manatū Ōhanga
Companies Office

# CERTIFICATE OF INCORPORATION

## HAWKE'S BAY DIGITAL ARCHIVES TRUST
## 2546881

HAWKE'S BAY DIGITAL ARCHIVES TRUST is incorporated under the Charitable Trusts Act 1957 this 25th day of March 2011.

Neville Harris

Neville Harris
Registrar of Incorporated Societies

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

**From:** Sally | Showgrounds HB <sally.jackson@showgroundshb.co.nz>
**Date:** 13 April 2019 at 2:42:59 PM NZST
**To:** "bwatkins@xtra.co.nz" <bwatkins@xtra.co.nz>
**Subject: HB A & P Society**

Hi Beverley

Many thanks for your call this week.

The Hawke's Bay A & P Society is really excited to be working with the Hawke's Bay Knowledge Bank on the archive project at the Society. As you know our organisation has been in Hawke's Bay for over 150 years and we have a large number of items that would benefit from being archived in a formal capacity, digitising them for others to read and digest.

The expertise the team at the Knowledge Bank has is incredible and the Hawke's Bay A & P Society is very fortunate to have you involved and doing this project for us. We totally understand the importance of this project, not just to the Society but for the wider community.

As a not for profit, charitable organisation, the Society does not have significant funds to allocate to this project. However, we have got approval to provide a donation of $500 to the Knowledge Bank to assist.

On behalf of the Hawke's Bay A & P Society, many thanks for helping us with this very important project.

Kindest regards.

Sally Jackson
General Manager
Hawke's Bay A & P Society




# Annual Report - Tier Reporting

Hawke's Bay Digital Archives Trust
For the year ended 31 March 2018

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# Compilation Report

## Hawke's Bay Digital Archives Trust
## For the year ended 31 March 2018

Compilation Report to the Directors of Hawke's Bay Digital Archives Trust.

### Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Hawke's Bay Digital Archives Trust for the year ended 31 March 2018.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

### Responsibilities

The Governing body is solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

### No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

### Independence

We have no involvement with Hawke's Bay Digital Archives Trust other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

### Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.

EBL.

Enable Business Limited
Chartered Accountants

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# Entity Information

## Hawke's Bay Digital Archives Trust
## For the year ended 31 March 2018

### Legal Name of Entity

Hawke's Bay Digital Archives Trust

### Entity Type and Legal Basis

Hawke's Bay Digital Archives Trust is a registered Charitable Trust

### Registration Number

Registration Number: 2546881

### Entity's Purpose or Mission

The Hawke's Bay Knowledge Bank is a living record of Hawke's Bay and its people. It combines a robust, secure and widely-compatible digital archive with a new generation of multimedia and social tools. We want to enrich our stored material with the knowledge of the community through user comments, tagging and sharing of information

### Entity Structure

The trust is administered by a Board of Trustees

### Main Sources of Entity's Cash and Resources

Donations and grants received
Submissions from the public

### Main Methods Used by Entity to Raise Funds

Requests for grants and donations

### Entity's Reliance on Volunteers and Donated Goods or Services

The organisation is dependent on the continued support of the trustees, volunteers and community

### Physical Address

901 Omahu Road
Hastings

### Postal Address

PO Box 2025
Stortford Lodge
Hastings 4153

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# Approval of Financial Report

## Hawke's Bay Digital Archives Trust
## For the year ended 31 March 2018

The Governing body are pleased to present the approved financial report including the historical financial statements of Hawke's Bay Digital Archives Trust for year ended 31 March 2018.

APPROVED

_____

Linda Ward
Trustee

Date .....

_____

James Peter Dunkerley
Trustee

Date .....

_____

David Barry
Trustee

Date .....

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# Statement of Service Performance

## Hawke's Bay Digital Archives Trust
## For the year ended 31 March 2018

### Description of Entity's Outcomes

To preserve historical documents and information for future generations using electronic technology and storing into a digital archive.

The outputs of Hawke's Bay Digital Archives Trust includes:

| | 2018 | 2017 |
|---|---|---|
| **Quantitative** | | |
| Sales of Donated Items | 1,292 | 224 |
| St John Book Sales | 1,008 | - |
| **Total Quantitative** | **2,300** | **224** |

### Qualitative

Public submissions to the Trust
Searches of the digitally stored material
User comments, tags and shares of the digitally stored material

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# Statement of Financial Performance

## Hawke's Bay Digital Archives Trust
## For the year ended 31 March 2018

| | NOTES | 2018 | 2017 |
|---|---|---|---|
| **Revenue** | | | |
| Donations, fundraising and other similar revenue | 1 | 49,456 | 34,385 |
| Fees, subscriptions and other revenue from members | 1 | 1,622 | 1,109 |
| Revenue from providing goods or services | 1 | 6,937 | 6,545 |
| Interest, dividends and other investment revenue | 1 | 156 | 464 |
| **Total Revenue** | | **58,171** | **42,502** |
| **Expenses** | | | |
| Volunteer and employee related costs | 2 | 39,882 | 30,223 |
| Costs related to providing goods or service | 2 | 12,588 | 17,780 |
| Other expenses | 2 | 13,115 | 20,512 |
| **Total Expenses** | | **65,585** | **68,515** |
| **Surplus/(Deficit) for the Year** | | **(7,414)** | **(26,013)** |

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

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# Statement of Financial Position

## Hawke's Bay Digital Archives Trust

## As at 31 March 2018

| | NOTES | 31 MAR 2018 | 31 MAR 2017 |
|---|---|---|---|
| **Assets** | | | |
| **Current Assets** | | | |
| Bank accounts and cash | 3 | 32,048 | 32,129 |
| **Total Current Assets** | | 32,048 | 32,129 |
| **Non-Current Assets** | | | |
| Fixed Assets as per Schedule | | 88,732 | 100,010 |
| **Total Non-Current Assets** | | 88,732 | 100,010 |
| **Total Assets** | | 120,781 | 132,139 |
| **Liabilities** | | | |
| **Current Liabilities** | | | |
| Creditors and accrued expenses | 4 | 1,491 | 5,435 |
| **Total Current Liabilities** | | 1,491 | 5,435 |
| **Total Liabilities** | | 1,491 | 5,435 |
| **Total Assets less Total Liabilities (Net Assets)** | | 119,290 | 126,704 |
| **Accumulated Funds** | | | |
| Accumulated surpluses or (deficits) | 5 | 119,290 | 126,704 |
| **Total Accumulated Funds** | | 119,290 | 126,704 |

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

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# Statement of Cash Flows

## Hawke's Bay Digital Archives Trust
## For the year ended 31 March 2018

| | 2018 | 2017 |
|---|---|---|
| **Cash Flows from Operating Activities** | | |
| Donations, fundraising and other similar receipts | 53,945 | 38,135 |
| Fees, subscriptions and other receipts from members | 1,865 | 1,275 |
| Receipts from providing goods or services | 720 | 874 |
| Interest, dividends and other investment receipts | 156 | 464 |
| Cash receipts from other operating activities | 6,956 | 6,621 |
| GST | (7,429) | 2,989 |
| Payments to suppliers and employees | (52,900) | (49,526) |
| **Total Cash Flows from Operating Activities** | **3,314** | **832** |
| **Cash Flows from Investing and Financing Activities** | | |
| Receipts from sale of property, plant and equipment | - | 17,037 |
| Payments to acquire property, plant and equipment | (1,837) | (22,672) |
| Cash flows from other investing and financing activities | (1,557) | (19,036) |
| **Total Cash Flows from Investing and Financing Activities** | **(3,394)** | **(24,671)** |
| **Net Increase/(Decrease) in Cash** | **(80)** | **(23,839)** |
| **Bank Accounts and Cash** | | |
| Opening cash | 32,129 | 55,967 |
| Closing cash | 32,048 | 32,129 |
| **Net change in cash for period** | **(80)** | **(23,839)** |

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

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# Fixed Asset - Depreciation Schedule

## Hawke's Bay Digital Archives Trust

## For the year ended 31 March 2018

| NAME | PURCHASED | DISPOSED | COST | OPENING VALUE | PURCHASES | DISPOSALS | DEPRECIATION | RATE | METHOD | CLOSING ACCUM DEP | CLOSING VALUE |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Equipment** | | | | | | | | | | | |
| 2 x Containers | 22 May 2013 | | 4,815 | 3,188 | - | - | 319 | 10.00% | DV | 1,945 | 2,870 |
| 4x4 IBM Rack Server | 20 Jul 2015 | | 1,192 | 373 | - | - | 186 | 50.00% | DV | 1,006 | 186 |
| 8 Viewsonic LED Monitors | 30 May 2014 | | 1,693 | 386 | - | - | 154 | 40.00% | DV | 1,461 | 232 |
| A3 Transparency Kit for Scanner | 31 Mar 2016 | | 1,000 | 479 | - | - | 240 | 50.00% | DV | 760 | 240 |
| Airconditioning Unit | 31 Mar 2013 | | 1,391 | 905 | - | - | 91 | 10.00% | DV | 577 | 815 |
| APC Schnieder Smart UPS Tower | 24 Aug 2016 | | 626 | 417 | - | - | 209 | 50.00% | DV | 417 | 209 |
| Computer Network | 12 Mar 2012 | | 5,604 | 421 | - | - | 169 | 40.00% | DV | 5,351 | 253 |
| Cyclone Desktop Computer | 2 Dec 2015 | | 4,290 | 1,788 | - | - | 894 | 50.00% | DV | 3,396 | 894 |
| Digital Recorders (2) | 1 Apr 2017 | | 1,148 | - | 1,148 | - | 459 | 40.00% | DV | 459 | 689 |
| DT Lenovo 6072ANI Desktops (20) | 20 Nov 2011 | | 2,580 | 167 | - | - | 67 | 40.00% | DV | 2,480 | 100 |
| Electrical & Data Points & Hub | 28 Feb 2012 | | 12,043 | 1,923 | - | - | 577 | 30.00% | DV | 10,697 | 1,346 |
| Epson Flatbed Scanner | 31 Mar 2016 | | 6,087 | 2,917 | - | - | 1,458 | 50.00% | DV | 4,629 | 1,458 |
| Epson Photo Scanner | 14 Nov 2012 | 31 Aug 2017 | 795 | 39 | - | 39 | - | 50.00% | DV | - | - |
| Epson V700 Flatbed Scanner | 22 Nov 2011 | 31 Aug 2017 | 1,000 | 25 | - | 25 | - | 50.00% | DV | - | - |
| Epson V700 Scanner | 14 Jul 2013 | | 2,748 | 942 | - | - | 235 | 25.00% | DV | 2,042 | 706 |
| HP Elite convertable micro tower | 13 Apr 2012 | | 3,080 | 96 | - | - | 48 | 50.00% | DV | 3,032 | 48 |
| HP Pro 3300 SFF Desktop Computer x 5 | 24 Aug 2016 | | 3,913 | 2,609 | - | - | 1,304 | 50.00% | DV | 2,609 | 1,304 |
| IBM Duel Core 2 CPU | 31 Mar 2012 | | 725 | 22 | - | - | 11 | 50.00% | DV | 714 | 11 |
| IBM System & Server X3250 1U Xeron | 2 Jul 2015 | | 3,145 | 983 | - | - | 491 | 50.00% | DV | 2,653 | 491 |

*These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.*

Fixed Asset - Depreciation Schedule

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| NAME | PURCHASED | DISPOSED | COST | OPENING VALUE | PURCHASES | DISPOSALS | DEPRECIATION | RATE | METHOD | CLOSING ACCUM DEP | CLOSING VALUE |
|---|---|---|---|---|---|---|---|---|---|---|---|
| IBM x3400 Tower Server | 22 Nov 2011 | | 5,814 | 377 | - | - | 151 | 40.00% | DV | 5,588 | 226 |
| IBM x3650 Rack Server for Neocom | 22 Nov 2011 | | 7,320 | 474 | - | - | 190 | 40.00% | DV | 7,035 | 285 |
| IT Infrastructure | 1 Dec 2012 | | 9,157 | 477 | - | - | 238 | 50.00% | DV | 8,918 | 238 |
| Juniper Router SRX100 | 22 Nov 2011 | | 400 | 26 | - | - | 10 | 40.00% | DV | 384 | 16 |
| Kiosk Book Scanner incl touch screen | 31 Mar 2016 | | 9,950 | 4,768 | - | - | 2,384 | 50.00% | DV | 7,566 | 2,384 |
| NAS Storage System | 4 Nov 2014 | | 1,449 | 287 | - | - | 143 | 50.00% | DV | 1,306 | 143 |
| Nikon DSLR N90 Cameras | 22 Nov 2011 | | 1,429 | 93 | - | - | 37 | 40.00% | DV | 1,373 | 56 |
| Phillips 16.9" LED Monitor x 6 | 24 Aug 2016 | | 1,096 | 730 | - | - | 365 | 50.00% | DV | 730 | 365 |
| Samsung Galaxy Notepad | 29 Nov 2012 | | 651 | 32 | - | - | 16 | 50.00% | DV | 635 | 16 |
| Samsung Plasma 51" HD | 24 Jan 2012 | | 1,155 | 81 | - | - | 32 | 40.00% | DV | 1,106 | 48 |
| Scanner | 31 Aug 2017 | | 690 | - | 690 | - | 115 | 25.00% | DV | 115 | 575 |
| ST ViewScan | 20 Jun 2014 | | 20,300 | 9,040 | - | - | 2,260 | 25.00% | DV | 13,520 | 6,780 |
| Trilead - Backup Software System | 4 Nov 2014 | | 1,462 | 289 | - | - | 145 | 50.00% | DV | 1,317 | 145 |
| Website Design | 3 Dec 2012 | | 2,000 | 104 | - | - | 52 | 50.00% | DV | 1,948 | 52 |
| **Total Equipment** | | | **120,747** | **34,457** | **1,837** | **64** | **13,051** | | | **95,772** | **23,180** |
| **Property** | | | | | | | | | | | |
| Stoneycroft Renovations | 3 Dec 2012 | | 65,553 | 65,553 | - | - | - | | None | - | 65,553 |
| **Total Property** | | | **65,553** | **65,553** | - | - | - | | | - | **65,553** |
| **Total** | | | **186,300** | **100,010** | **1,837** | **64** | **13,051** | | | **95,772** | **88,732** |

*These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.*

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# Fixed Asset - Disposal Schedule

## Hawke's Bay Digital Archives Trust

## For the year ended 31 March 2018

| NAME | PURCHASED | DISPOSED | SALE PRICE | COST | ASSET VALUE | LOSS | DEP RECOVERED | CAPITAL GAIN |
|---|---|---|---|---|---|---|---|---|
| **Equipment** | | | | | | | | |
| Epson Photo Scanner | 14 Nov 2012 | 31 Aug 2017 | - | 795 | 39 | 39 | - | - |
| Epson V700 Flatbed Scanner | 22 Nov 2011 | 31 Aug 2017 | - | 1,000 | 25 | 25 | - | - |
| **Total Equipment** | | | - | 1,795 | 64 | 64 | - | - |
| **Total** | | | - | 1,795 | 64 | 64 | - | - |

*These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.*

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# Statement of Accounting Policies

## Hawke's Bay Digital Archives Trust
## For the year ended 31 March 2018

### Basis of Preparation

The entity 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.

### 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

Hawke's Bay Digital Archives Trust 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 90 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

## Hawke's Bay Digital Archives Trust
## For the year ended 31 March 2018

| | 2018 | 2017 |
|---|---|---|
| **1. Analysis of Revenue** | | |
| **Donations, fundraising and other similar revenue** | | |
| Donations Received - Eastern & Central Trust | 10,000 | - |
| Donations Received - General | 7,028 | 9,385 |
| Grant - First Light | 2,500 | - |
| Grant - Hastings District Council | 29,928 | 22,500 |
| Grant - NZ Lottery | - | 2,500 |
| **Total Donations, fundraising and other similar revenue** | **49,456** | **34,385** |
| **Fees, subscriptions and other revenue from members** | | |
| Subscriptions Received | 1,622 | 1,109 |
| **Total Fees, subscriptions and other revenue from members** | **1,622** | **1,109** |
| **Revenue from providing goods or services** | | |
| Contract Income | 3,386 | 761 |
| Rental Income | 720 | 760 |
| Sales of Donated Items | 1,292 | 224 |
| Sales Other | 130 | - |
| St John Book Sales | 1,008 | - |
| Wage Subsidy Received | 400 | 4,800 |
| **Total Revenue from providing goods or services** | **6,937** | **6,545** |
| **Interest, dividends and other investment revenue** | | |
| Interest Income | 156 | 464 |
| **Total Interest, dividends and other investment revenue** | **156** | **464** |

| | 2018 | 2017 |
|---|---|---|
| **2. Analysis of Expenses** | | |
| **Volunteer and employee related costs** | | |
| Subcontractors | 1,886 | 256 |
| Wages | 37,997 | 29,967 |
| **Total Volunteer and employee related costs** | **39,882** | **30,223** |
| **Costs related to providing goods or services** | | |
| ACC Premiums | 74 | 64 |
| Computer Equipment Leases | 4,740 | 4,849 |
| Computer Expenses | 220 | 198 |
| Freight & Courier | 154 | - |
| General Expenses | 352 | 135 |
| Insurance | 470 | - |
| Internet & Fibre Expenses | 2,672 | 2,008 |
| Lifesavers on Wheels Expenses | - | 7,337 |
| Printing & Stationery | 2,610 | 1,745 |

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| | | |
|---|---|---|
| Rent | 760 | 760 |
| Repairs and Maintenance - Property | 78 | 180 |
| Security Expenses | 300 | - |
| Subscriptions | 104 | 104 |
| Telephone & Internet | - | 401 |
| Trade Me Listing Fees | 52 | - |
| **Total Costs related to providing goods or services** | **12,588** | **17,780** |
| **Other expenses** | | |
| Depreciation | 13,051 | 20,512 |
| Depreciation - Loss on Sale of Fixed Assets | 64 | - |
| **Total Other expenses** | **13,115** | **20,512** |

## 3. Analysis of Assets

| | 2018 | 2017 |
|---|---|---|
| **Bank accounts and cash** | | |
| HBS Bank Cheque Account | 2,443 | 1,916 |
| HBS Bank Deposit Account | 29,605 | 30,213 |
| **Total Bank accounts and cash** | **32,048** | **32,129** |

## 4. Analysis of Liabilities

| | 2018 | 2017 |
|---|---|---|
| **Creditors and accrued expenses** | | |
| Accounts Payable Balance | 1,568 | 1,557 |
| GST | (77) | 3,878 |
| **Total Creditors and accrued expenses** | **1,491** | **5,435** |

## 5. Accumulated Funds

| | 2018 | 2017 |
|---|---|---|
| **Accumulated Funds** | | |
| Opening Balance | 126,704 | 152,717 |
| Accumulated surpluses or (deficits) | (7,414) | (26,013) |
| **Total Accumulated Funds** | **119,290** | **126,704** |
| **Total Accumulated Funds** | **119,290** | **126,704** |

## 6. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

HASTINGS DISTRICT COUNCIL

# Hastings District Council

## Annual Contestable Grants - Application Form

### 1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

### 2.0 Open and Closing Dates

**Applications open 1 Marchand close 30 April each year.**

**Grants are available from 1 July each year.**

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156





Application No. 37

## 3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

---

## PART ONE - Eligibility Criteria

### A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

### B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

iii. Must have a current Health & Safety Policy and plan

iv. Must have a current Child Protection Policy where applicable
v.

### C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

# PART TWO – APPLICATION FORM

## Section A - Tell us about your organisation

### i. Organisation details

Organisation Name: Ngā Toi Hawke's Bay

Postal Address: 15 Greenwood Road

City and Postcode: Havelock North, 4130

Phone: 021 023 76 417 Mobile Phone: 021 023 76 417

Email: hello@ngatoihawkesbay.co.nz Website: http://www.ngatoihawkesbay.co.nz/

### ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☑ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s

### iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

| Name | Position | Email | Phone (day) |
|---|---|---|---|
| Dr. Dick Grant | Chair, Ngā Toi Hawke's Bay Board | devinci9@yahoo.com | 021 879 338 |
| Emma Ward | Executive Assistant | hello@ngatoihawkesbay.co.nz | 02102376417 |
| Glen Pearce | Trustee and Treasurer, Ngā Toi Hawke's Bay Board | glen.pickering@gmail.com | 021 112 0207 |
| Laura Pearce | Trustee and Secretary, Ngā Toi Hawke's Bay Board | laurapearcenz@gmail.com | 020 4114 0148 |
| Ros Stewart | Trustee, Ngā Toi Hawke's Bay Board | ros.stewart@xtra.co.nz | 027 686 7085 |
| Aki Paipper | Trustee, Ngā Toi Hawke's Bay Board | akinator@hotmail.com | 022 307 5258 |

| | | | |
|---|---|---|---|
| Te Rangi Huata | Trustee, Ngā Toi Hawke's Bay Board | terangi@kahungunu.iwi.nz | 027 511 8052 |
| Jacob Scott | Trustee, Ngā Toi Hawke's Bay Board | jacobscott@xtra.co.nz | 027 221 4385 |
| Tamara Rickett | Trustee, Ngā Toi Hawke's Bay Board | tamararickettwalker@gmail.com | 022 076 0745 |

**iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.**

**These hearings will be held in May each year**

NO ___ We do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

**Section B - Tell us about your project or service for which you are seeking funding:**

i. **Which of the Current and Future Needs of our community are you addressing?**

- ☐ Assisting youth into training, skill development, and jobs
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ☐ Creating safe and sustainable communities free of waste and crime
- ☑ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

see attached

Page 5 of 19

b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

See attached

c. **The process** – how will you carry out your project or service, and where will it be delivered?

See attached

d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collabpratively** with)

See attached

iii. **Identify the anticipated budget for the year 1 July to 30 June -** where appropriate please include copies of quotes.

- See attached budget

**Project/Service Costs** e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

| Item | Amount |
|---|---|
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| (A) Total Cost | $ |

**Project/Service Income** e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

| Income Source | Amount |
|---|---|
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| (B)Total Income | $ |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| A. Total cost of project / service | $ |
| B. Less total funds available | $ |
| Difference | $ |
| Amount requested | $ |

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: Received July 2018 .....

Project/Service name/s: NTHB 2018 workplan.....

.....

Amount/s of funding received? $6,000 .....

v. **Please include a copy of your organisation's latest financial accounts with your application.**

## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation
- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
    ii. A procedure for dealing with accidents & incidents;
    iii. A procedure for dealing with potential emergencies;
    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.
- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name.....Position in organisation: Executive Officer Ngā Toi Hawkes Bay

Signature: Emma Ward Date: 20/4/2019

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**Ngā Toi Hawke's Bay (NTHB)**
**FUNDING APPLICATION TO HDC 2019**
**29 April 2019**

Ngā Toi Hawke's Bay (NTHB) is a major advocate for the arts and culture in the life of the people of Hawke's Bay. Each year NTHB prepare a programme of activities aimed at promoting and strengthening the arts sector in Hawke's Bay.

The Trust, formerly Creative Hawke's Bay, while existing for nearly 20 years, has been dormant in recent times. The Trust is now re-invigorated under new leadership and with a mandate for improved outcomes for the arts in the region. Using professional support, the Trust now has an audited set of annual accounts, a new Trust deed/vision, a mission statement and a Strategic Plan (for 2017 – 2020).
**Appendix 1: Charities Commission confirmation – Trust Deed**
**Appendix 2: Draft Creative Hawke's Bay Annual Report 2018**
**Appendix 3: NTHB Strategic Plan 2017- 2020**

There is currently considerable goodwill from our region's arts sector stakeholders towards a re-invigorated NTHB and being able to demonstrate our support in concrete ways would further enhance this and help establish our reputation.

NTHB is made up of a voluntary Board consisting of seven Trustees and Chaired by Dr. Dick Grant. The trustees are Te Rangi Huata, Aki Paipper, Laura Pearce, Glen Pickering, Tamara Rickett, Jacob Scott and Ros Stewart. **Appendix 4: List of Board bios.**

We received a grant from Hastings District Council in July 2018 for $6,000. We have completed our outlined tasks and provided our final report to HDC staff **Appendix 5: Final Report 2018 HDC Grant.**

This application specifically seeks an **Establishment Grant** from HDC requesting a total of $23510 towards support for the 2019/2020 NTHB work programme. The application is in four parts:

Part 1. Operational costs towards Executive Officer employment ($4,680)
Part 2. ArtReach workshop series delivery costs ($5,830)
Part 3. Public arts and culture sector huis ($500)
Part 4. A regional Marae documentation project ($12,500)

**Part 1: Executive Officer**

**Activity**
In July 2018, in order to provide administrative support for the Trust, Emma Ward was employed as Executive Officer (three hours per week at $30 per hour). The Trust relies entirely on this role both to support the administration of the Board and to facilitate the immediate tasks at hand. It therefore constitutes our most fundamental budget request.

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NTHB seeks support from HDC towards Executive Officer employment for the period 1 July 2019 to 30 June 2020, totalling $4,680.

**Measure**

***Promoting participation in recreation, arts, and cultural activities***

- NTHB seeks to support the arts in Hawke's Bay by continuing to employ an Executive Officer to action the work of NTHB. Without an 'engine room' NTHB would not be able to undertake the promotion of participation in recreation, arts, and cultural activities in Hawke's Bay, as it is mandated to do.

**Process**

Over the 2019/20 period, the Executive Officer will be responsible for maintaining the Trust's website, collating and managing and building on an accurate and current database for the artistic and cultural community, advancing the best information on what is happening in the sector and enabling improved contact across the sector.

The Executive Officer will also be responsible for administering and delivering two public huis (Nov and early 2020) and the ArtReach workshop training and series, as detailed in Part Two. An additional function involves all liaison and administration relating to the regional Marae documentation project outlined in Part Three.

Note – NTHB has no intention of renting premises or developing a physical presence.

NTHB will contribute towards any additional administrative costs from their own funds left over from an earlier period when it was supported by government.

**People**

Emma Ward comes from an art history and arts administration background having worked previously for seven years in the Creative New Zealand Arts Council of New Zealand Toi Aotearoa Auckland office. This involved both administrative and advisory positions within the visual, craft/object and media arts sectors. Emma has also worked in dealer galleries in the North and South Island before relocating to Hawke's Bay with her family two years ago. Since then, she has been familiarising herself with the local arts sector.

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**Part 2: <u>ArtReach workshop delivery</u>**

**Activity**

NTHB's mission statement includes the enhanced development of skill levels for creative people in Hawke's Bay. Initially, we aim to do this by delivering appropriate professional development workshops for our artists. Eventually, we hope that more regular training programmes (with outside support), will be a feature of the arts landscape in Hawkes Bay.

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In 2018, NTHB undertook significant consultation with our stakeholders. This included a public hui, a stakeholder session and a Facebook survey. As a result of this consultation, a series of professional development workshops along with a public hui, have been prioritised as preferred outcomes in 2019.

The successful and well established ArtReach workshops, as developed by fellow regional arts development agency Creative Waikato, were identified by NTHB as the best model for the delivery of our own regional workshops, specifically tailored to our own arts activities. On March 1, 2019, NTHB were pleased to receive a Creative New Zealand Quick Response Grant of $7,450. This funding is targeted at 'train the trainer' sessions (using Creative Waikato expertise), in order to then deliver the ArtReach workshops in Hawke's Bay (2019 and early 2020). Creative New Zealand funding is tagged towards covering the workshop module fee at $2,000 per module, in addition to the expenses for two trainers to travel to Hawke's Bay (travel and accommodation).

Staff from Creative Waikato have confirmed the first training session for NTHB will take place from 7 – 9 July 2019. This will cover two workshop modules – *Project planning for arts activities* and *Promoting your Creative Work*. The third module training, *Raising funds for arts*, is scheduled for September/October 2019.

It is worth noting that Creative Waikato, (as well as other regional arts development agencies who have already trained in these workshops), have access to staffing resources that NTHB, in its fledgling state, currently don't yet have. Until we are in a position to have our own paid staff, our approach is to train a pool of professionals, living and working in Hawke's Bay who can then assist us with the delivery of the workshops.

All of these trainees are committed to the kaupapa of NTHB, have strong arts and education backgrounds, and have expressed their interest and availability in being involved in both the training and delivery of the workshop series. **Appendix 6: ArtReach workshop overview.**

**Measure**
***Promoting participation in recreation, arts, and cultural activities***

- The ArtReach workshops will provide a high quality professional development opportunity for local arts practitioners and arts organisations to participate in.
- The workshops and hui will contribute to the well being of the arts in Hawke's Bay by better supporting our practitioners and arts organisations in the development of their skills, knowledge and career paths.
- By building the capabilities of our regional artists, we see the potential for enhanced contribution levels to national or international opportunities. We intend to continue to deliver these workshops in years to come. As the workshops continue to roll out in future years, we would expect to see specific and measurable benefits to all parties.

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- The workshops will enable NTHB to further develop its effectiveness as an important advocacy group in Hawke's Bay.
- The feedback and data captured from the workshops, as it relates to the outcomes identified, will be extremely beneficial to both NTHB and also to HDC in their ongoing strategic planning, in particular mapping participatory activity in the region in an ongoing way. It will also assist HDC with its Regional Arts Strategy in developing a more thorough understanding of the region's skill-bases, activities and participation in the arts.

**Process**
The proposed schedule:

- TRAINING: 7,8,9 July – three days of training in two modules for six trainees (confirmed)
- WORKSHOP ONE DELIVERY – late August 2019 (date TBC)
- TRAINING: date tbc but will be within Sept/October school holidays 28 Sept – 13 Oct, training in one module for up to six trainees
- WORKSHOP TWO DELIVERY – late October/early November (date TBC)
- WORKSHOP THREE DELIVERY – February 2020 (date TBC)

NTHB seeks HDC support for the **delivery costs** of the three workshops. Specifically:

- a koha for trainees to both train in and then deliver the ArtReach workshops
- Venue hire for three workshops
- Promotion and marketing of three workshops

The total request to HDC for the ArtReach workshops is $5,830.

NTHB will charge workshop participants $20 each which will help towards catering costs.

We have committed to training in three modules and delivering at least three workshops in 2019/ early 2020.

**People**
We have received very enthusiastic responses from those we have approached in the sector as trainees. The proposed trainee pool crosses art forms and includes NTHB Board member Laura Pearce and a number of professionals already working in the arts and education sector: Dan Betty, Anna Pierard, Amy Edwards, Emily Miller-Matcham, Elham Salari and Champa Jandyra Maciel. Board members Ros Stewart and Tamara Rickett will also attend the training sessions. **Appendix 7: List of trainees.**

We believe that training a 'pool' of people will maximise the training opportunity and also help 'future proof' the knowledge and resources. The workshops will be delivered under 'Ngā Toi Hawke's Bay'.

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Two personnel from Creative Waikato will travel to Hawke's Bay to deliver the training sessions. These will be tailored not just at familiarising trainees with workshop content but also in practicing delivery techniques and building the confidence of the participants. The July training session will take place at Hastings City Art Gallery.

**Part 3: Arts and Culture sector huis**

**Activity**

NTHB has committed to delivering a public hui each calendar year for the arts and culture sector. The first hui of 2019 was held on 16 April. We would like to keep up the momentum of the hui at present by offering two huis per calendar year. The next huis will take place in November 2019, and March/Aril 2020.

The April hui was held at the MTG Education Suites on 9 April, attended by approximately 35 people, and was two fold in purpose – to outline NTHB's progress on it's work to date as well as having an open discussion clarifying the sector's aspirations for NTHB's support of the regions arts and culture. We also used the hui to introduce the ArtReach workshops to the sector and market the different modules and timing for the workshop delivery.

Overall the Sept 2018 and April 2019 huis have been extremely positive and useful sessions, both in assisting the planning of the 2019 work programme and also as reinforcement of the consultative nature of our organisation. They have also served as a useful branding exercise for launching NTHB into the public forum.

*Our rationale for delivering the huis*

The arts and cultural landscape of Hawke's Bay is ever changing, as evidenced by NTHB's history itself. On 10 August 2018, NTHB hosted a stakeholder session run by Creative New Zealand where information was presented about the arts in Hawke's Bay along with the Arts Council's national arts policies and investment strategies. It was acknowledged that our regional 'status quo' (in terms of what cultural wellbeing looks like, and whether the arts and cultural value are well recognised), was currently not sufficiently credible.

The session was attended by approximately 20 stakeholders and provided the opportunity for open dialogue about the sector's strengths and weaknesses. It was observed that NTHB appeared to be well placed to be part of a new fabric and voice of the region. In addition, it was clear that there was a timely opportunity to more closely align NTHB strategies to the Regional Arts and Culture Strategy currently being developed by Hastings District Council.

It was noted that there were some current regional issues and gaps, that could be reasonably easily addressed, by creating more opportunities for capability building and access to arts experiences.

This stakeholder session was followed by NTHB's first public hui on 19 September 2018. The hui was well attended by around 40 key people from the arts and culture sector, across art forms. They were invited to share their aspirations, with the feedback

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used to assist NTHB in planning their 2019 work programme. In particular, how to reflect on and best showcase, the creative activity within Hawkes Bay.

**Measure**
***Promoting participation in recreation, arts, and cultural activities***

- The free of charge huis will provide forums for access to arts experiences and arts information to as many arts practitioners and arts organisations as possible in the region.

- Approximately 40 people attended our Sept 2018 hui and 35 in April. It makes sense that as we develop our networks and mapping of the sector, our participant reach will increase. We would like to set a target of 50 - 60 attendees at each of the November and early 2020 huis.

- NTHB will meet with the HDC before each hui so that dialogue between the Trust and the HDC can be strengthened. By the end of the 12 month grant period, NTHB will have also contacted other local authorities in Hawke's Bay to develop a broader network of support.

**Process**
The November hui will allow for reflection and feedback on our 2019 work programme. We have held the last two huis at the MTG in Napier as we build rapport and profile with the MTG staff and Napier's interested parties. The November hui will be held in Hastings and for 2020 we would look to hold the hui in Central Hawke's Bay/and or Wairoa.

Timeline for November hui:

- Mid August – hui programme finalised

- Mid September – marketing and promotion through our own platforms – website, Facebook and database email out as well as targeting local supportive media such as Bay Buzz

- Mid October –reminder email out

- Early November – NTHB Board meet to finalise hui programme roles and details

- Mid November hui held in Hastings (TBC)

**People**
The Executive Officer for NTHB (part-time), currently Emma Ward, will coordinate and organise both huis alongside Chair Dr. Dick Grant.

The hui will be marketed through the NTHB website, Facebook page, database and networks as well as tapping into local media outlets such as Napier News, Hawke's

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Bay App, Napier News etc in order to reach the widest audience.

The total requested from HDC towards the huis is $500.

**Part 4: Hawke's Bay regional Marae documentation project**

**Activity**
NTHB is a new organisation formed to support the arts and cultural sectors in Hawke's Bay. Our work is based on advocacy - the value of the arts to the community - giving moral and practical support to artists across the community. In our charter we recognise that Ngati Kahungunu is central to our efforts.

The Board have discussed, with enthusiasm, the merits of commissioning a locally focused documentation project of the region's maraes. The Board acknowledges that there are stunning works of art on Marae throughout Hawke's Bay, both time- honored taonga and modern creations. It is timely that we utilise our recently launched website (www.ngatoihawkesbay.com) as a portal for documenting these Marae. We see this as a developing section of the website where the project would have its own dedicated section, incorporating text, photographic and video resources.

This project fits with the vision we have for the website in providing a source of information about what is happening in the Hawke's Bay arts and culture sectors.

**Measure:**
***Promoting participation in recreation, arts, and cultural activities***

- The Marae documentation project demonstrates that our work with Ngati Kahungunu iwi and hapu are central to NTHB's work.
- The project demonstrates that NTHB is engaged with a wide range of the artistic and cultural communities in Hawke's Bay and is committed to supporting them through community fostered initiatives.
- The project supports a local videographer in their field and promises to provide the starting point of an archive of work for encouraging future generations to better participate in their region's culture.

**Process**
We propose that this project commence in July/August 2019 and initially focus on two or up to four of the 16 local maraes over a 12-month grant period, subject to securing funding. This application seeks support for the initial one-year period. NTHB regard this this as an ongoing project with the aim of building up an archive for future reference. The likely timeframe is a two-year period, or longer.

Our process to date has included a letter of introduction from Board Member Te Rangi Huata to the Chairs of various regional Marae, outlining the proposed project. Given their responses and knowledge of the Marae and their artwork, the Board proposes focusing initially on the following Marae and one institution:

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1. Waipatu Marae
2. Matahiwi Marae
3. Pukimokemoke at Maraenu
4. Kohupatiki Marae
5. Te Aute College

Each of the above has a unique story to tell – it's through the contemporary/historic nature of the taonga, the process through which the works have been created and/or the collaborative nature of making the works.

We have approached two local videographers/documentary makers and discussed the project with them. Both agencies are extremely enthusiastic about the project and keen to come on board, should funding be successful.

Both have provided us quotes (available on request) and based on these NTHB seeks a total of $12,500 towards stage one of this project, likely focused on two of the above maraes. This pricing is based on what the agencies feel is required to create something with longevity that will truly do justice to the kaupapa of the project.

Having discussed the project with both agencies, it is seemingly a sensible approach would be to develop a 30 second teaser for social media, plus a longer duration film of 5 to 10 minutes for the website. They will provide stills, video and accompanying text. Their services would cover preparation, production, post production and travel expenses.

Our process and timeline for the project starting 1 July 2019 with post production/editing completed and content uploaded by 30 June 2020.

**People**

Three of NTHB's current Board members Aki Paipper, Te Rangi Huata and Jacob Scott have agreed to act as advisors to the project to ensure that the process, content and delivery is carried out in a culturally sensitive and appropriate manner.

The two agencies we have approached are Tom Allan www.tomallan.co.nz and Hamish and Dan from Indelible https://indelible.co.nz/. Both agencies see the potential of this project growing into a much larger archive of work. Both are established with a strong work portfolio and have local connections for example, Indelible has made some fantastic connections and friends through a project they did last year with Maungaharuru Tangitu Trust (https://www.youtube.com/watch?v=tzhQNi7hB1c) and have been working extensively over the last 12 months with MTG creating content for a number of their exhibitions. Tom Allen has previously worked with Board members Jacob Scott and Te Rangi Huata.

The selected videographer will work closely with the Board in:

- Identifying the appropriate points of contact at each Marae
- Liaising with the points of contact in terms of availability/timing of shoots
- Content for interviews

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- List of artwork at each Marae to be focused on.

The total sought from HDC towards the marae documentary project is $12,500.

See the attached list of appendices and project budget information.
**Appendix 8: Project budget**



Item 4
Application No. 37

Item 4

Application No. 37

**Ngā Toi Hawke's Bay HDC Contestable Grants Fund application 2019**

**List of appendices:**

Appendix 1: Charities Commission confirmation: Trust Deed
Appendix 2: Draft Creative Hawke's Bay Annual Report 2018
Appendix 3: NTHB Strategic Plan
Appendix 4: List of Board bios
Appendix 5: Final Report on 2018 HDC Grant
Appendix 6: ArtReach workshop overview
Appendix 7: ArtReach Workshop list of trainees
Appendix 8: Project Budget

Item 4

Application No. 37

R S Grant, J M Scott, A Paipper, R H Stewart, R R T R Huata,
G J Pickering, K M W Howard, and L Pearce

# DEED OF ALTERATION OF CHARITABLE TRUST

# (CREATIVE HAWKE'S BAY (NGA TOI HAWKE'S BAY))



LAWYERS

JMVD-200221-3-7-V1

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**DEED OF ALTERATION OF CHARITABLE TRUST**

**NAME OF TRUST:** **CREATIVE HAWKE'S BAY (NGA TOI HAWKE'S BAY)**

**TRUSTEES:** **Richard Sturge Grant, Jacob Manu Scott, Arconnehi Paipper, Rosamund Helen Stewart, Rana Rama Te Rangi Huata, Glen James Pickering, Kate Margaret Wood Howard,** and **Laura Pearce**

**DATE OF TRUST DEED:** 2018

**CLAUSES:** **Page**


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**SOLICITORS TO THE TRUST:** **Bannister & von Dadelszen**
**Solicitors**
**Hastings**

**JMVD-200221-3-7-V1**

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**THIS DEED** is made the 17th day of May 2018

**BETWEEN:** **Richard Sturge Grant** of Havelock North, Retired, **Jacob Manu Scott** of Haumoana, Artist, **Arconnehi Paipper** of Whakatu, Patiki, **Rosamund Helen Stewart** of Napier, Visual Artist, **Rana Rama Te Rangi Huata** of Waipatu, Events and Promotions Manager, **Glen James Pickering** of Hastings Festival Director, **Kate Margaret Wood Howard** of Havelock North, Consultant, and **Laura Pearce** of Napier, Gallery Assistant ("the Trustees")

**BACKGROUND RECITALS**

1. The Trustees are the current trustees of the **CREATIVE HAWKE'S BAY** ("the Trust") established by Deed dated 14 December 2001 ("the Original Trust Deed").

2. The Trustees have, pursuant to the powers contained in Clause 13.3 of the Original Trust Deed, decided to amend that Deed by replacing it with this Deed.

**OPERATIVE PROVISIONS**

**THIS DEED EVIDENCES** as follows:

**1.0 NAME OF THE TRUST**

The Trust shall from the date of this Deed be called and known as **CREATIVE HAWKE'S BAY (NGA TOI HAWKE'S BAY)** ("the Trust").

**2.0 CHARITABLE PURPOSES OF THE TRUST**

2.1 The purposes of the Trust are to carry out every charitable purpose in New Zealand whether relating to the advancement of education or any other purpose beneficial to the community, and specifically, at the discretion of the Board, may include:

**(a)** To educate Hawke's Bay residents as to the benefits of involvement in artistic activities (including all forms of creative and interpretative expression) in Hawke's Bay both as participants and as patrons,

**(b)** To encourage, promote and support the arts (including all forms of creative and interpretative expression) in Hawke's Bay,

AND any one or more of those purposes may be carried out independently of others of those purposes, and in carrying out its charitable purposes the Trust will:

**(i)** Recognise in the arts the role of Māori as tangata whenua,

**(ii)** Promote the development of a New Zealand identity in the arts,

**(iii)** Recognise, encourage, promote, and support the cultural diversity of the people of New Zealand and the arts of the diverse cultures of New Zealand, and

**(iv)** Recognise and uphold the following principles:



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- *Participation* – by supporting initiatives which encourage participation in the arts,
- *Access* – by supporting the availability of projects of merit to communities or sections of the population that would otherwise not have access to them,
- *Excellence and innovation* – by supporting activities of artistic and cultural significance which develop the creative potential of artists and art forms,
- *Professionalism* – by maintaining and developing a professional arts infrastructure, both at national and community levels, and
- *Advocacy* – by promoting Hawke's Bay's arts and artists.

**2.2** At all times the Trust:

**(a)** In all its activities shall provide a public benefit, but

**(b)** Subject to Clauses 6.6, 8.4, 9.2 and 9.5, none of its activities shall result in any purely private financial gain, benefit or profit to any individual person.

**2.3** This Deed shall be read and interpreted subject to the provisions of Clause 2.2 which shall over-ride all other provisions in this Deed except to the extent that an ancillary non-charitable purpose is permitted under the Charities Act 2005.

**2.4** If because of any alteration in the law relating to income tax it is necessary to restrict the purposes of the Trust in order to preserve the right to exemption from income tax of the kind referred to in sections CW 41 and CW 42 of the Income Tax Act 2007, the purposes shall be deemed to be restricted to the extent necessary.

**2.5** The charitable purposes set out in Clause 2.1 shall be paramount and exclude any act or omission that is, or may be deemed to be, not in accordance with the charitable purposes, and, notwithstanding any other provision in this Trust Deed, no power or reservation expressed or implied herein shall authorise the Trustees to do or suffer any act that does not further those charitable purposes.

## 3.0 INTERPRETATION

**3.1** In this Trust Deed where not inconsistent with the context the following terms shall have the following meanings:

**(a)** "Board" means the Trustees at any time,

**(b)** "charitable purposes" means the charitable purposes of the Trust set out in Clause 2.0,

**(c)** "financial year" means the year defined in Clause 6.1,

**(d)** "income" shall be deemed to mean and include all net income derived from



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investments and the carrying on of any kind of business as and when received in each financial year,

(e) "Trust" means the charitable trust constituted by this Trust Deed,

(f) "Trust Deed" means this Deed of Trust and any subsequent Deeds made or declared by the Trustees supplemental hereto,

(g) "trust property" means:

(i) The initial gift, and

(ii) All other real and personal property which may later be or become vested in the Trustees on the trusts of this Trust Deed, and

(h) "Trustees" includes the Trustees and their successors or such other persons or corporation duly appointed under this Trust Deed.

3.2 In this Trust Deed unless the context otherwise requires:

(a) Any expression identifying a party extends to and includes the executors, administrators, successors and assigns of that party,

(b) The singular number includes the plural and vice versa and words importing one gender only include the other genders,

(c) Reference to any Act or Regulation or by-law extends to and includes any statutory or other modification or re-enactment thereof and any other like provision for the time being in force in New Zealand,

(d) Where an expression identifying a party refers to more than one individual or corporation all covenants (express or implied) to be observed or performed shall bind all such individuals and corporations jointly and severally, and

(e) The background recitals and any clause headings are explanatory only and shall not be deemed to be part of this Trust Deed and shall not in any way affect the interpretation of any of the provisions of this Trust Deed.

**4.0 POWERS**

4.1 The Board shall stand possessed of the trust property to apply the income and the capital for charitable purposes in accordance with this Trust Deed.

4.2 To carry out the charitable purposes, in addition to statutory powers, the Trust and the Board shall have all the rights, powers and privileges of a natural person, including, without limiting the foregoing, the following:

(a) To purchase, lease, hire or otherwise acquire any real or personal property,

(b) To sell, let, mortgage or otherwise dispose of or deal with any of the trust property,

(c) To construct, maintain, improve or alter any trust property,

(d) To borrow, raise, invest or lend money in any manner and on any terms suitable to the Board,



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(e) To enter into any arrangement or contract with any individual, Government Department, local authority or corporate body,

(f) To pay all or any of the expenses incurred in establishing and running the Trust,

(g) To appropriate and partition any part of the trust property in its then actual condition or state of investment (and at such value as the Board in its absolute discretion thinks fit) in or towards the charitable purposes,

(h) Subject to Clause 8.4, to employ or engage staff, advisers and volunteers, and to pay their wages, salaries and/or their expenses on terms suitable to the Board,

(i) Subject to Clause 12.0, to alter the charitable purposes, powers and rules of the Trust as long as no alteration or addition endangers the charitable purposes and status of the Trust, and

(j) To do anything else that in the opinion of the Board furthers the Trust's charitable purposes.

## 5.0 THE BOARD OF TRUSTEES

### 5.1 CONSTITUTION OF THE BOARD OF TRUSTEES

(a) The Board of Trustees shall consist of not fewer than five (5) Trustees and not more than eight (8) Trustees PROVIDED ALWAYS that in the event of any vacancy arising under any of the provisions in Clause 5.1(f) hereof the remaining trustees shall be entitled to continue to exercise the rights, powers and privileges of the Board of Trustees until the appointment of any new Trustee to increase the number of Trustees to the minimum specified at the beginning of this paragraph.

(b) The Trustees named in this Trust Deed shall be the original Board members and their appointment will commence from the date of this Trust Deed.

(c) The power of appointment of new, additional or replacement Trustees shall be vested in the Trustees or in the surviving or continuing Trustee or Trustees for the time being and shall be exercised by resolution recorded in the Board Minute Book or by Deed.

(d) Each Trustee shall at all times:

(i) Honour the charitable purposes of the Trust and promote its interests and the charitable purposes,

(ii) Do nothing to bring the Trust into disrepute, and

(iii) Observe strict confidentiality in respect of all dealings of and with the Trust or the public.

(e) No trustee shall at any time be given or receive any private financial gain, benefit or profit by or from the Trust, provided however that a trustee may receive payments or benefits pursuant to Clauses 6.6, 8.4 and 9.2 or authorised under Clause 9.5 hereof.



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- A confiscation order under the Proceeds of Crime Act 1991, or
- A property order made under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act, or

(x) Is deemed to have retired from the Board under Clause 5.1(g) or (h), or

(xi) Is removed from the Board under Clause 5.1(i).

(g) The appointment as a Trustee of any person who is disqualified from being an officer of a charitable entity by virtue of Section 16, Charities Act 2005, as a Trustee shall be null and void, and if after appointment any Trustee becomes disqualified by virtue of that Section that Trustee shall be deemed to have retired from the time of such disqualification.

(h) Any Trustee who has been held by a Court of competent jurisdiction to have been guilty of misconduct in the administration of the Trust, or who is suffering from a mental disorder within the meaning of the Mental Health (Compulsory Assessment and Treatment) Act 1992 shall be deemed to have retired.

(i) A Trustee may, notwithstanding any other provision in this Deed as to the required quorum or the majority required for decisions of Trustees, be removed from the Board by a vote of at least two-thirds of the Trustees present at a Board Meeting if:

(i) The Trustee concerned and all other Trustees have first been given at least fourteen (14) days' prior written notice of the reasons for the proposed removal and of the meeting to consider the issues, and

(ii) The Trustee concerned has first been given the opportunity to respond at the meeting considering his or her possible removal to the reasons for the proposed removal, and

any such removal shall be effective from the passing of any such resolution and shall be entered in the Board Minute Book.

(j) Once any retirement or removal has been entered in the Board Minute Book or by Deed the Trustee retiring or being removed shall:

(i) Be deemed to have waived any claim to trustee's commission, and

(ii) Unless otherwise specified in this Deed, be indemnified by the Trust from all claims, demands, actions or proceedings whatsoever in relation to the Trust other than claims relating to his or her personal dishonesty or his or her wilful commission of an act known to be a breach of trust.

(k) The appointment of a Trustee and the cessation of the appointment of any Trustee shall not be effective until recorded by resolution recorded in the Board Minute Book or by Deed.

(l) Where for any reason a Trustee has not been properly appointed or is disqualified from holding office, anything done by that Trustee or by the Board before the discovery of that irregularity shall be as valid as if the Trustee had been properly appointed or had not been so disqualified.



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(f) Each Trustee shall hold office until the Trustee:

(i) Resigns on giving written notice delivered to the Secretary of the Trust, and the resignation shall take effect from the date specified in the notice or the date the notice is received by the Secretary, whichever is the later,

(ii) After having failed to attend three (3) consecutive Board meetings without an accepted apology, subject to Clause 5.1(i), is removed by resolution of the Board,

(iii) Dies,

(iv) Is or becomes an undischarged bankrupt, or

(v) Is or becomes prohibited from being a director or promoter of, or being concerned or taking part in the management of an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993, or

(vi) Is or becomes a person who is prohibited from 1 or more of the following under an order made, or a notice given, under a law of a country, State, or territory outside New Zealand that is prescribed for the purposes of section 151(2)(eb) of the Companies Act 1993:

- Being a director of a body corporate incorporated outside New Zealand (an overseas company), or
- Being a promoter of an overseas company, or
- Being concerned in or taking part in the management of an overseas company, or

(vii) Is or becomes disqualified from being an officer of a charitable entity under section 31(4) of the Charities Act 2005, or

(viii) Has been or is convicted:

- Of an offence under subpart 6 of Part 4, or under any of sections 217 to 266 of the Crimes Act 1961, within the past 5 years, or
- Within the past 5 years, in a country other than New Zealand, of an offence that is substantially similar to an offence specified in subparagraph (i), or
- Of a money laundering offence or an offence relating to the financing of terrorism, whether in New Zealand or elsewhere,

(ix) Is or becomes a person subject to:

- A banning order under the Financial Markets Conduct Act 2013, or
- A management banning order under the Financial Markets Conduct Act 2013 or the Takeovers Act 1993, or
- An order under section 108 of the Credit Contracts and Consumer Finance Act 2003, or



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**5.2 BOARD MEETINGS**

(a) The Board shall hold an Annual General Meeting no later than 30 September in each year at a time and place fixed by the Board.

(b) The Annual General Meeting:

(i) Shall consider and adopt an Annual Report,

(ii) Shall consider and adopt the Annual Statement of Accounts and any audit or review report obtained pursuant to Clause 5.2(b)(v) hereof,

(iii) Shall elect or appoint a Chairperson, Secretary and Treasurer (or Secretary/Treasurer), but if such elections do not take place the existing Chairperson, Secretary and Treasurer (or Secretary/Treasurer) shall continue in office,

(iv) May elect a Patron or Patrons,

(v) May, or if required by statute shall, appoint a member of the Institute of Chartered Accountants of New Zealand (who is not a Trustee) to financially review or to audit the annual accounts of the Trust and provide a certificate as a result of that review or audit (and if any such person is unable to act the Board may appoint a replacement), and

(vi) Shall consider any general business.

(c) Proceedings of the Board shall be regulated in accordance with the rules set out in Clause 5.3 and such rules may be amended by resolution of the Trustees passed by a simple majority.

**5.3 RULES FOR BOARD MEETINGS**

(a) The Board shall meet as often as the business of the Trust requires, but not less than once every year, at such times and places and in such manner as may be appropriate

(b) Fourteen (14) days' prior written notice of the date, time and place of all Board meetings shall be given by post or email to all Trustees, BUT the requirement for that period of notice may be waived by a majority of Trustees, and such waiver shall be recorded in the Board Minute Book.

(c) A Board meeting shall be convened forthwith upon the requisition in writing of more than one-third of the Trustees, stating the purpose for which the meeting is required.

(d) The Board may appoint committees comprising such Trustees and such other persons as they shall determine, with or without power to co-opt, and subject to the provisions of Clause 8.3 may delegate to such committees such powers it is as it may specify, and any such committee shall, in the exercise of the powers delegated to it, conform to any regulations that may be imposed on it by the Board.

(e) Meeting arrangements:



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(i) Board meetings may be held in person or by audio, audio and visual, or electronic link (provided that all such meeting participants must at all times be able to hear all participants speaking at the meeting),

(ii) The quorum for Board or Board committee meetings shall be half the number of Trustees for the time being or half the number of the Trustees forming the committee present at (or participating in) such a meeting, and if a quorum is not present 15 minutes after the time for commencement of the meeting the meeting shall be adjourned to such date, time and place as those present decide,

(iii) All Board meetings shall be chaired by the Chairperson or in the Chairperson's absence by some other Trustee elected for the purpose by the meeting, and any such chairperson shall have a deliberative and casting vote,

(iv) At its discretion the Board and any Board committee may allow non-Trustees to attend and speak at Board meetings.

(v) No proxy voting shall be permitted at any Board or Board committee meeting, and

(vi) Preferably, Board and Board committee decisions will be made by consensus, but if the Board or Board committee fail to reach unanimous agreement the decision shall be made by a simple majority.

(f) The Board and any Board committee may act by resolution approved unanimously through a written ballot conducted by email, electronic poll or mail, and any such decisions of the Board shall be recorded by means of entering evidence of the decision in the Board Minute Book PROVIDED ALWAYS that the provisions of this paragraph shall not dispense with the need for regular meetings of the Board as required by these Rules.

(g) The decisions of the Board made under Rule 5.3(f) shall be recorded by means of entering evidence of the decision in the Board Minute Book PROVIDED ALWAYS that the provisions of this paragraph shall not dispense with the need for regular meetings of the Board as required by these Rules.

(h) Other than as prescribed to the contrary in this Trust Deed, the Board shall have power to regulate its proceedings as the Trustees think fit.

(i) The Board may from time to time make and amend regulations, bylaws and policies for the conduct and control of Trust activities, but no such regulations, bylaws or policies shall be inconsistent with this Trust Deed.

**5.4 SECRETARY OF THE TRUST**

The Secretary of the Trust shall have the following duties and responsibilities (which may be delegated):

(a) Recording the Minutes of all Board meetings in the Board Minute Book (and any such Minutes when confirmed and signed by the chairperson of the next



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meeting shall be *prima facie* evidence that the meeting was duly convened and held and shall be accepted as a *prima facie* true and correct record of all that transpired at that meeting),

(b) Retaining custody of the Common Seal of the Trust and maintaining and preserving all Trust records, documents, papers and books, and

(c) Dealing with and answering such correspondence and performing such other duties as the Board may from time to time determine.

**5.5 COMMON SEAL**

Upon the Trust being incorporated as a Trust Board under Part 2 of the Charitable Trusts Act 1957 the Board shall obtain a Common Seal in the approved name of the Trust and:

(a) The Common Seal shall be held by the Secretary,

(b) The Common Seal shall be used only when authorised by resolution of the Board, and

(c) Every document to which the Common Seal is affixed shall be signed by any two (2) Trustees PROVIDED ALWAYS that if a trustee company is the Trustee the Common Seal shall be affixed and witnessed by a designated officer of the trustee company.

**5.6 TREASURER OF THE TRUST**

The Treasurer of the Trust shall have the following duties and responsibilities (which may be delegated):

(a) Keeping such books of account as may be necessary to provide a true and complete record of the Trust's financial position, report on the Trust's financial position to each Board meeting, and present an annual Statement of Accounts (Income and Expenditure Account and Balance Sheet) to the Annual General Meeting,

(b) Maintaining bank accounts in the name of the Trust, and all cheques and withdrawal forms shall be signed and electronic banking systems operated by any two of the Trustees or by one Trustee and one other person designated by the Board,

(c) Banking all money received on account of the Trust within seven days of receipt,

(d) Submitting all accounts paid or for payment to the Board for approval of payment, and

(e) Performing such other duties as the Board may from time to time determine.

**5.7 WHEN A CORPORATE BODY IS TRUSTEE**

If at any time a corporate body is trustee the following rules shall apply:

(a) The corporate body may make all the decisions that the Board is authorised to make under this Deed, recording such decisions by resolution in the minute



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book of the corporate body.

(b) The affairs and property of the Trust may be administered by the corporate body without the necessity of complying with Clauses 5.1 – 5.2 (inclusive), so long as:

(i) All decisions made are recorded by resolution in the minute book of the corporate body,

(ii) The Trust property is held separately from the general property or funds of the corporate body (that is, in separate bank accounts or investments), and within the accounting records of the corporate body the Trust property may be separately recorded but not merged into the general property or funds of the corporate body.

(c) Any corporate body that is a trustee may by resolution recorded in its minute book appoint such person or persons to act on its behalf in relation to the Trust and the corporate body's capacity as trustee as it may from time to time think fit.

**5.8 TRUSTEE POTENTIAL OR ACTUAL CONFLICTS OF INTEREST**

(a) Despite the provisions of Clause 8.2, if a Trustee:

(i) Becomes directly or indirectly interested in a transaction with the Trust (for instance, as a personal contractor for, or as shareholder, director or trustee of, any entity doing business with the Trust),

(ii) Discloses or uses confidential Trust information (which the Trustee may only disclose or use with the Board's prior written approval),

(iii) Acquires or disposes of shares in any entity doing business with the Trust,

(iv) Becomes or ceases to be a personal contractor for, or as shareholder, director or trustee of, any entity doing business with the Trust,

(v) Receives any payment, benefit, loan or guarantee from the Trust, or

(vi) Receives an indemnity from the Trust other than under Clauses 5.1(j)(ii) or 10.0,

that Trustee must forthwith complete an entry in the Trust's Conflicts Register setting out details of the date and nature of the transaction and its monetary value (if applicable).

(b) Any Trustee who has declared a conflict of interest may not vote on the matter in respect of which the conflict of interest has been declared, but may be counted in the quorum of any Trustees' meeting or committee meeting and may witness the affixing of the Trust's common seal to any document relating to any transaction where the Trustee has declared a conflict of interest.

(c) If the Trust effects any insurance for any Trustee that shall not be deemed to create any conflict of interest for any Trustee.



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## 6.0 CONTROL OF TRUST FUNDS AND PROPERTY

### 6.1 FINANCIAL YEAR

The financial year for the Trust shall be from one July in each year to 30 June in the following calendar year.

### 6.2 ADDITIONS TO TRUST FUND

The Board may in its absolute discretion from time to time:

(a) Invite and accept as additions to the trust property any voluntary contributions of money or other property real or personal whether by donation, legacy, gift, or otherwise, and

(b) Employ or pay collectors or canvassers and expend part of the income of the trust property in advertising any appeal to the public or selected members of the public for voluntary contributions in such manner as the Board thinks fit.

### 6.3 APPLICATION OF INCOME

(a) The Board may in its absolute discretion apply the whole or any part of the income each financial year for such charitable purposes in such amounts, at such time or times, for such period or periods, and subject to such terms and conditions as the Board may from time to time determine.

(b) The Board may in its absolute discretion make such loans out of the income each financial year for such charitable purposes in such amounts, at such time or times, for such period or periods, with or without security, at such rate or rates of interest or without interest, and subject to such terms and conditions as to repayment or otherwise as the Board may from time to time determine.

(c) The Board may in its absolute discretion from time to time:

(i) Retain the whole or such part of the income each financial year and place such income in one or more reserve funds as it determines to provide for depreciation in the value of any investments due to inflation or otherwise, or for redemption of debts or other charges, or to supplement the income made available in any future year or years for grants or loans under Clause 6.3(a) and (b), or for such other charitable purposes, and

(ii) In any financial year resort to any such reserve funds to:

- Apply the whole or such parts thereof for the purpose for which it was established, or
- Supplement or increase the income for that financial year made available for the making of grants or loans as authorised in this Trust Deed (notwithstanding the purpose or purposes for which such reserve fund or funds were established).

**AND** any income arising from any such reserve funds shall be treated as income



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from the trust property, and any balance of such reserve funds not resorted to or allocated by determination of the Board shall be deemed to have become an accretion to the trust property.

**6.4 APPLICATION OF CAPITAL**

The Board may in its absolute discretion from time to time apply such sums and make such grants or loans out of the capital of the trust property for such charitable purposes, in such amounts, at such time or times, for such period or periods, and subject to such terms and conditions as it may determine.

**6.5 INVESTMENT POWERS**

(a) The Board may in its absolute discretion from time to time:

(i) Retain any investments or property for the time being forming part of the trust property, or

(ii) Sell or realise any such investments or property,

(iii) Invest the proceeds of any such sale or realisation and any money forming part of the trust property and not immediately required for payment of grants or loans, and

(iv) Vary or transpose such investments for or into other investments.

(b) The Board shall have all the powers of investment conferred by law and shall have the same full and unrestricted powers of investment and of varying investments as if the Board was beneficially entitled to the trust property. The Board may exercise those powers without any restriction or limitation and, notwithstanding anything to the contrary contained or implied in this Trust Deed, may in its absolute discretion from time to time:

(i) Carry on any kind of business, and

(ii) Invest in any form of investment (whether or not involving liability, whether or not authorised by law for the investment of trust funds, and with or without security, at such rate or rates of interest or without interest, and subject to such terms and conditions as to repayment or otherwise as the Board may determine),

**BUT** no loans or advances may at any time be made by the Trust to the Settlor, any Trustee, any donor to the Trust, or to any person or relative associated with the Settlor, any Trustee, or any donor to the Trust.

**6.6 REMUNERATION OF TRUSTEES**

Subject to the provisions of Clause 7.0, any Trustee for the time being who may be a person engaged in any profession or business may be so employed and act, and, if so, shall be entitled to charge and be paid the usual professional or other proper and reasonable charge for any business or act done by that Trustee or any firm or company in which that Trustee is a partner, shareholder or director in connection with the



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administration of the Trust, including acts which a trustee could have done personally in the same way in all respects as if that Trustee was not a Trustee.

**6.7 SPECIFIC TRUST FUNDS**

(a) In addition to the general powers pursuant to this Deed to invite and accept as additions to the trust property voluntary contributions of money or other property and to apply the whole or any part of its income each financial year for such charitable purposes, the Board may create Specific Trust Funds held pursuant to the specific additional provisions of this Clause 6.7.

(b) Such Specific Trust Funds may be established by the Board from its own assets or established in respect of voluntary contributions from other sources of money or other property real or personal whether by donation, legacy, gift, or otherwise.

(c) The Board shall maintain within its Statement of Accounts a separate account of the assets of each such Specific Trust Fund.

(d) In respect of each such Specific Trust Fund the Board shall execute a Deed which shall specify the specific purpose of each such Specific Trust Fund and other specific provisions as are contemplated by this Clause 6.7.

(e) In addition to specifying its specific purpose, the Deed executed by the Board in respect of any such Specific Trust Fund may include provision for any one or more of the following:

(i) For the appointment of additional trustees or advisory trustees in addition to the Trust's trustees to administer or advise on administration of the trusts of that Specific Trust Fund, and

(ii) Any specific provisions as to the investment of the assets comprising that Specific Trust Fund.

**7.0 ADVICE AND DELEGATION**

7.1 The Board may in its absolute discretion from time to time:

(a) Act on the advice of any barrister or solicitor, chartered accountant, stock broker or other professional or expert person with at least seven years of relevant experience, and

(b) Employ an agent or empower a committee established under Clause 5.3(d) to transact all or any business (including the receipt and payment of money) but not involving the exercise of any discretion,

(c) Authorise an agent to act as custodian trustee to hold and administer any investments,

and shall not be responsible for any loss occasioned by acting upon such advice or by the default or employment of such agent or delegation to a committee.

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**7.2** The Board may in its absolute discretion from time to time exercise the power to compromise, compound, relinquish, abandon, or settle any claim, demand, action, proceeding, or defence brought by or against the Trust without being responsible for any loss occasioned thereby.

**8.0 ENABLING POWERS**

**8.1** The Trust shall be administered by the Board in accordance with the rules set out in Clause 5.0.

**8.2** Each Trustee shall be entitled to act and to exercise the powers conferred upon him or her even though the Trustee (whether personally, as director of or shareholder in any company, as a trustee of any other trusts, or otherwise) may have an interest (as owner or otherwise) in any property or other matter or thing whatsoever which the Trust proposes to acquire, dispose of, or in any way deal with, and despite the fact that any Trustee's interests or duty in any particular matter may conflict with a duty to the Trust.

**8.3** Without derogating from its duties and responsibilities, in the administration of the Trust the Board may in its absolute discretion from time to time take and act upon such advice as it thinks fit, and delegate such power and authority as it thinks fit, but not the exercise of any discretion conferred on the Board by this Trust Deed.

**8.4** The Board may in its absolute discretion from time to time employ and reasonably remunerate such persons (including Trustees) as employees or as independent contractors to advance the charitable purposes, but no such person shall have conferred on him or her any discretion conferred on the Board by this Trust Deed, but may be empowered on such terms and conditions as may be specified to exercise the management duties which might otherwise be exercised by the Board, including employment of other staff members, transaction of money in the administration of the Trust, and the administration of any trust property.

**8.5** If any dispute arises out of or in connection with this Deed the following processes shall be followed:

**(a)** The person raising the dispute must notify other parties involved in the dispute, in writing, specifying the nature of the dispute.

**(b)** Following delivery of the written notice issued under paragraph (a) of this Clause, the parties must use all reasonable endeavours to resolve the dispute amicably by discussion, consultation, negotiation or other means.

**(c)** If the dispute is not resolved within 14 clear days of delivery of the written notice issued under paragraph (a) of this Clause:



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(i) Any party to the dispute may serve written notice on the other parties requiring them to attend mediation in relation to the dispute and the parties may agree on a mediator,

(ii) If agreement on the appointment of a mediator has not been reached within 7 clear days of delivery of the notice requiring mediation any party may request that the Arbitrators and Mediators Institute of New Zealand appoint a mediator,

(iii) The mediator shall specify the terms on which the mediation shall take place, including the time and place for the mediation, and

(iv) The mediator's costs shall be set shared equally by all parties unless otherwise agreed at the mediation.

(d) If the dispute is not referred to mediation or remains unresolved within seven clear days of the termination of mediation, the dispute shall be referred to arbitration, and:

(i) If agreement on the appointment of an arbitrator has not been reached within 7 clear days of delivery of the notice requiring mediation any party may request that the Arbitrators and Mediators Institute of New Zealand appoint an arbitrator,

(ii) The Second Schedule to the Arbitration Act 1996 shall not apply,

(iii) The arbitrator shall specify the terms on which the arbitration shall take place, including the time and place for the arbitral hearing, and

(iv) The arbitrator's costs shall be set shared equally by all parties unless the arbitrator determines otherwise in the arbitral award.

**9.0 EXCLUSION OF SETTLOR, DONORS AND TRUSTEES**

9.1 Except for payments under Clauses 6.6 or 8.4, no direct or indirect private financial profit shall be conferred upon or received by the Settlor, any donor to the Trust, or any Trustee.

9.2 Any transactions between the Trust and the Settlor, any donor to the Trust, or any Trustee or any associated persons (including any payments under Clauses 6.6 or 8.4) shall be at arms' length and in accordance with prevailing commercial terms on which the Trust would deal with third parties not associated with the Settlor, donors to the Trust, any Trustee, or any associated person, and any payments made in respect of such transactions shall be limited to:

(a) No more than a fair and reasonable reward for services performed as a trustee,

(b) Reimbursement of reasonable expenses properly incurred,

(c) Usual professional, business or trade charges, and

(d) Interest at no more than current commercial rates.



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**9.3** Notwithstanding anything to the contrary expressed or implied in this Trust Deed (other than under Clauses 6.6, 8.4 or 9.2) the trust property and income shall be held and enjoyed to the entire exclusion of:

**(a)** The Settlor, any donor to the Trust, or any Trustee, and

**(b)** Any benefit to the Settlor, any donor to the Trust, or any Trustee by contract or otherwise.

**9.4** Under no circumstances (other than under Clauses 6.6 or 8.4) shall any benefit of any kind whatsoever be taken under this Trust Deed by the Settlor, any donor to the Trust, or any Trustee (in this sub-clause, an "excluded person"), and:

**(a)** No power or discretion created or conferred by this Trust Deed or by statute shall be exercisable in favour of any excluded person and any purported exercise of any such power or discretion shall be absolutely void and of no effect, and

**(b)** Where any excluded person might, by the exercise or non-exercise of any of the discretions in this Trust Deed, gain some advantage, such person shall not seek to influence or be entitled to join with Trustees in the exercise of any such discretions, and the remaining Trustees shall have the sole and absolute right of exercising any such discretion, and

**(c)** No excluded person shall act in any way that could be construed as directly or indirectly determining, or materially influencing the determination of, the nature or extent of any benefit or advantage or amount to any excluded person or the circumstances in which it is to be so received, gained, achieved, afforded, or derived contrary to the provisions of section CW 41(1) of the Income Tax Act 2007.

**9.5** The provisions in Clauses 9.1 to 9.4 do not apply where any Settlor or donor to the Trust or any Trustee receives some benefit as a member of a wider class of people who benefit from the charitable purposes of the Trust.

**10.0 INDEMNITY**

**10.1** No Trustee shall be liable for any loss to the Trust other than loss attributable to his or her personal dishonesty or wilful commission of an act known to be a breach of trust.

**10.2** No Trustee shall be liable in respect of the acts or omissions of any co-trustee and shall not be bound to take any proceedings against any co-trustee for any breach of trust committed or alleged to have been committed by any such co-trustee.

**10.3** The Trustees shall at all times be indemnified by and out of the trust property from and against all costs, charges, losses, damages, and expenses sustained or incurred by



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them or in or about the execution and discharge of their office or in or about any claim, demand, action, proceeding, or defence at law or in equity in which they may be joined as a party, but this indemnity does not extend to claims relating to any Trustee's personal dishonesty or wilful commission of an act known to be a breach of trust.

**11.0 REGISTERED OFFICE**

The registered office of the Trust shall be at such place as the Board shall from time to time determine.

**12.0 ALTERATIONS AND ADDITIONS TO THE TRUST DEED**

This Trust Deed may be amended by the Board in its absolute discretion by supplemental Deeds, provided that no amendment may be made which would:

**(a)** Alter the exclusively charitable nature or tax-exempt status of the Trust,

**(b)** Extend the charitable purposes to purposes or objects out of New Zealand,

**(c)** Alter the provisions of this Trust Deed precluding the Settlor, any donor to the Trust or any Trustee from obtaining any direct or indirect benefit from the Trust, or

**(d)** Conflict with the provisions of the Charitable Trusts Act 1957 or the Charities Act 2005,

BUT Clause 5.3 may be amended pursuant to Clause 5.2(c).

**13.0 DURATION AND TERMINATION**

**13.1** The Trust shall continue in perpetuity until:

**(a)** A majority of the Trustees pass a resolution to wind up the Trust, and at a Board meeting held not earlier than 30 days after the first resolution was passed a resolution confirming the resolution to wind up the Trust is passed by a two-thirds majority of all Trustees at the time, or

**(b)** The Trust is dissolved pursuant to section 26, Charitable Trusts Act 1957, or

**(c)** The Trust is wound up by order of the High Court.

**13.2** On the winding up of the Trust the trust property may at the discretion of the Board be realised and after payment of all proper costs charges and expenses the capital and income of the trust property or the net proceeds of realisation thereof shall be applied by the Board for such charitable purposes in New Zealand as the Board in its absolute discretion thinks fit.

**EXECUTED AS A DEED**

JMVD-200221-3-7-V1

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**SIGNED** by
**Richard Sturge Grant,**
**Jacob Mahu Scott,**
**Arconnehi Paipper,**
**Rosamund Helen Stewart,**
**Rana Rama Te Rangi Huata,**
**Glen James Pickering,**
**Kate Margaret Wood Howard,**
and
**Laura Pearce** as the Trustees in the presence of:

**WITNESS** to the above signatures

Witness' signature:

Witness' name (printed): JOHN MARK VON DADELSZEN

Witness' occupation: SOLICITOR

Witness' street address: 25 MURITAI CRESCENT
HAVELOCK NORTH

JMVD-200221-3-7-V1

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Draft for Discussion Purposes 31/08/18

# Annual Report

Creative Hawkes Bay

Draft for Discussion Purposes 31/08/18

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Item 4

Application No. 37

Draft for Discussion Purposes 31/08/18





# Compilation Report

## Creative Hawkes Bay
## For the year ended 30 June 2018

Compilation Report to the Trustees of Creative Hawkes Bay.

### Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Creative Hawkes Bay for the year ended 30 June 2018.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

### Responsibilities

The Trustees are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

### No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

### Independence

We have no involvement with Creative Hawkes Bay other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

### Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.

BM Accounting Limited

HAVELOCK NORTH & WAIPAWA

Dated: 31 August 2018

Draft for Discussion Purposes 31/08/18

# Entity Information

## Creative Hawkes Bay
## For the year ended 30 June 2018

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

**Legal Name of Entity**

Creative Hawkes Bay

**Entity Type and Legal Basis**

Charitable Trust

**Registration Number**

CC26536

**Entity's Purpose or Mission**

To encourage, promote and support the arts (including all forms of creative and interpretative expressions) in Hawke's Bay

**Entity Structure**

A Charitable Trust with 6 voluntary trustees. There are no employees

**Main Sources of Entity's Cash and Resources**

Grants

**Main Methods Used by Entity to Raise Funds**

Event Management (Pecha Kucha)

**Entity's Reliance on Volunteers and Donated Goods or Services**

The Trust has 6 voluntary trustees

**Physical Address**

73 McHardy Street

HAVELOCK NORTH

**Postal Address**

73 McHardy Street

HAVELOCK NORTH

Draft for Discussion Purposes 31/08/18

# Approval of Financial Report

## Creative Hawkes Bay
## For the year ended 30 June 2018

The Trustees are pleased to present the approved financial report including the historical financial statements of Creative Hawkes Bay for year ended 30 June 2018.

APPROVED

_____

Dr Dick Grant

Chair

Date .....

_____

Glen Pickering

Trustee

Date .....

Draft for Discussion Purposes 31/08/18

# Statement of Financial Position

## Creative Hawkes Bay
## As at 30 June 2018

'What the entity owns?' and 'What the entity owes?'

| | NOTES | 30 JUN 2018 | 30 JUN 2017 |
|---|---|---|---|
| **Assets** | | | |
| Current Assets | | | |
| Bank accounts and cash | 3 | 26,881.53 | 27,581.66 |
| **Total Current Assets** | | **26,881.53** | **27,581.66** |
| Non-Current Assets | | | |
| Property, Plant and Equipment | 5 | 606.34 | 722.96 |
| **Total Non-Current Assets** | | **606.34** | **722.96** |
| **Total Assets** | | **27,487.87** | **28,304.62** |
| **Liabilities** | | | |
| Current Liabilities | | | |
| Creditors and accrued expenses | 4 | (117.35) | (117.37) |
| **Total Current Liabilities** | | **(117.35)** | **(117.37)** |
| **Total Liabilities** | | **(117.35)** | **(117.37)** |
| **Total Assets less Total Liabilities (Net Assets)** | | **27,605.22** | **28,421.99** |
| **Accumulated Funds** | | | |
| Accumulated surpluses or (deficits) | 6 | 27,605.22 | 28,421.99 |
| **Total Accumulated Funds** | | **27,605.22** | **28,421.99** |

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Draft for Discussion Purposes 31/08/18





# Statement of Cash Flows

## Creative Hawkes Bay
## For the year ended 30 June 2018

'How the entity has received and used cash'

| | 2018 | 2017 |
|---|---|---|
| **Cash Flows from Operating Activities** | | |
| Donations, fundraising and other similar receipts | - | 900.00 |
| Receipts from providing goods or services | - | 2,776.20 |
| Interest, dividends and other investment receipts | 25.07 | 80.08 |
| GST | 103.72 | 1,124.72 |
| Payments to suppliers and employees | (828.92) | (8,437.25) |
| **Total Cash Flows from Operating Activities** | **(700.13)** | **(3,556.25)** |
| **Cash Flows from Investing and Financing Activities** | | |
| Cash Flows from Other Investing and Financing Activities | - | (230.00) |
| **Total Cash Flows from Investing and Financing Activities** | - | **(230.00)** |
| **Net Increase/ (Decrease) in Cash** | (700.13) | (3,786.25) |
| **Cash Balances** | | |
| Cash and cash equivalents at beginning of period | 27,581.66 | 31,367.91 |
| Cash and cash equivalents at end of period | 26,881.53 | 27,581.66 |
| Net change in cash for period | (700.13) | (3,786.25) |

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Draft for Discussion Purposes 31/08/18

# Statement of Accounting Policies

## Creative Hawkes Bay
## For the year ended 30 June 2018

**'How did we do our accounting?'**

### Basis of Preparation

The entity 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.

### 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

Creative Hawkes Bay 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 90 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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Draft for Discussion Purposes 31/08/18

# Notes to the Performance Report

## Creative Hawkes Bay
## For the year ended 30 June 2018

| | 2018 | 2017 |
|---|---|---|
| **1. Analysis of Revenue** | | |
| **Donations, fundraising and other similar revenue** | | |
| Grants Received | - | 782.61 |
| **Total Donations, fundraising and other similar revenue** | - | **782.61** |
| **Revenue from providing goods or services** | | |
| Sales | - | 2,776.20 |
| **Total Revenue from providing goods or services** | - | **2,776.20** |
| **Interest, dividends and other investment revenue** | | |
| Interest Received | 25.07 | 80.68 |
| **Total Interest, dividends and other investment revenue** | **25.07** | **80.68** |

| | 2018 | 2017 |
|---|---|---|
| **2. Analysis of Expenses** | | |
| **Costs related to providing goods or services** | | |
| Administration Fees | - | 175.00 |
| Advertising | - | 239.17 |
| Bank Fees & Charges | 20.20 | 42.40 |
| Computer Expenses | 39.13 | - |
| Consultancy Fees | - | 3,948.26 |
| General Expenses | 52.17 | 2,911.39 |
| Taxation Penalties | 13.72 | - |
| **Total Costs related to providing goods or services** | **125.22** | **7,316.17** |
| **Other expenses** | | |
| Accountancy Fees | 600.00 | - |
| Depreciation | 116.62 | 140.04 |
| **Total Other expenses** | **716.62** | **140.04** |

| | 2018 | 2017 |
|---|---|---|
| **3. Analysis of Assets** | | |
| **Bank accounts and cash** | | |
| ASB Cheque Account | 1,822.14 | 2,547.34 |
| ASB Savings Account | 25,059.39 | 25,034.32 |
| **Total Bank accounts and cash** | **26,881.53** | **27,581.66** |

Draft for Discussion Purposes 31/08/18



| | 2018 | 2017 |
|---|---|---|
| **4. Analysis of Liabilities** | | |
| Creditors and accrued expenses | | |
| Goods & Services Tax | (117.35) | (117.37) |
| Total Creditors and accrued expenses | (117.35) | (117.37) |

| | 2018 | 2017 |
|---|---|---|
| **5. Property, Plant and Equipment** | | |
| Furniture and Fittings | | |
| Furniture and fittings owned | 9,857.00 | 9,857.00 |
| Accumulated depreciation - furniture and fittings owned | (9,250.66) | (9,134.04) |
| Total Furniture and Fittings | 606.34 | 722.96 |
| Total Property, Plant and Equipment | 606.34 | 722.96 |

| | 2018 | 2017 |
|---|---|---|
| **6. Accumulated Funds** | | |
| Accumulated Funds | | |
| Opening Balance | 28,421.99 | 32,239.31 |
| Accumulated surpluses or (deficits) | (816.77) | (3,817.32) |
| Total Accumulated Funds | 27,605.22 | 28,421.99 |
| Total Accumulated Funds | 27,605.22 | 28,421.99 |

### 7. Commitments

There are no commitments as at 30 June 2018 (Last year - nil).

### 8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2018 Last year - nil).

### 9. Related Parties

There were no transactions involving related parties during the financial year.

### 10. 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 (Last year - nil).

### 11. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

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**Ngā Toi Hawke's Bay Mission Statement and Strategic Plan 2017 – 2020**

**Our Vision**
Hawke's Bay, a thriving arts and cultural region.

**Our Mission statement**
NTHB represents the artistic and cultural communities in Hawke's Bay.

Ngati Kahungunu iwi and hapu are central to our work.

NTHB is the advocate for the role and value of the arts and culture in the life of the people of Hawke's Bay. Arts and culture help build stronger communities, contribute to the regional economy, enabling better economic and social outcomes for the region.

NTHB encourages and supports artistic endeavour and effort.

NTHB works with artists, the creative sector, cultural institutions, local government and business in its advocacy role to increase public knowledge of the sector.

NTHB encourages financial support for the arts, through its work with local and national bodies, other agencies and individuals.

NTHB increases public awareness of arts and culture through its commucations programme.

**Our Strategic Plan 2017 - 2020**
NTHB will position itself as the prominent advocate for the arts and culture in Hawke's Bay.

To achieve that outcome, NTHB will:

1. Advise local territorial authorities in Hawke's Bay of its role in advocating for arts and culture, and work with them to achieve better outcomes for the sector.
2. Develop close relationships with national and regional bodies to further the organisation's aims.
3. Work with other bodies and business, both nationally and regionally, to advance the arts and culture sector in Hawke's Bay.
4. Consult with people and institutions active in the local arts scene to ensure that their views are taken into account in the formation of NTHB policy and presentations.
5. Arrange at least one public hui per year for consultation with a wide group of stakeholders.
6. Prepare each year a programme for its advocacy activities so that these can be communicated to all stakeholders and promoted through the media and other channels to strengthen the sector in Hawke's Bay.
7. Develop a register of organisations, institutions, groups, and individuals who are active in, or support, the arts and cultural life in Hawke's Bay to NTHB's work.
8. Appoint a board of people, knowledgeable about the arts, willing to commit their voluntary time to NTHB's work.
9. Adopt an up-to-date, fit-for-purpose trust deed governing its activities.

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10. Ensure that its charitable status is clear with the Charities Commission.
11. Ensure that its tax status with IRD is up-to-date, and that any tax obligations are met.
12. Seek ongoing legal and accounting advice, as required, to meet its obligations, such advice to be offered pro bono by reputable suppliers.





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**NTHB Board bio information**

**DR. RICHARD GRANT, CHAIRMAN**

Dick grew up in Hawke's Bay and returned to live here after retiring. He was Chairman of the Arts Council of New Zealand Toi Aotearoa from 2013 to 2017. Prior to that, was Executive Director of the Asia New Zealand Foundation, the foremost institution in New Zealand promoting greater New Zealand engagement with the countries of Asia. He has a background in governance and strategic planning.

**GLEN PICKERING, TREASURER**

Glen is Festival Director of the Napier Art Deco Festival, a renowned International heritage event and Hawke's Bay's largest event.

Glen began his career as an actor and director. He worked with many of New Zealand's leading theatre companies including Auckland Theatre Company, Silo Theatre, Centrepoint Theatre, The Large Group and with several leading independent theatre companies. From 2008 to 2011 Glen was the Artistic Director of the National Youth Theatre Company.

Since 2011 Glen held leadership roles with New Zealand Opera, the Hawke's Bay Opera House, was Festival Director of the World Buskers Festival in Christchurch from 2014 to 2016 and was Assistant Creative Director of the 2015 Cricket World Cup Opening Ceremony.

Glen has served as a proud committee representative for New Zealand Actors Equity and is currently a board member for the National Youth Drama School and Fringe in the 'Stings. Glen's love of the performing arts, especially theatre and music has seen him rekindle his practice as an actor and director working with local companies and community groups.

**ROS STEWART, BOARD MEMBER**

Ros has been a passionate champion for the Hawke's Bay's creative community, for nearly 30 years. Ros chaired the inaugural Creative Napier Arts Council and has organised Winter Solstice Fire Festivals, Edible Arts Festivals and Winter Arts Festivals. She has also chaired Napier's Millennium Celebrations Committee and was the inaugural Chair of Creative Hawke's Bay (now Ngā Toi Hawke's Bay) from 2000 till 2012.

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For nearly 40 years Ros has sculpted, painted, designed, exhibited, received commissions and sold artworks which reside around the globe. As a result, she has been invited to international multimedia collaborative art conferences since 2007, which continue to enrich her own art practice.
She continues on the Ngā Toi Hawke's Bay board as a people-orientated and creative thinker to support and nurture the latest phase in its short history.

**ARCONNEHI PAIPPER, BOARD MEMBER**

Aki returned home to Aotearoa permanently in 2008 after some 43 years in the USA and Canada working with Tourism NZ in collaboration with Australia and Fiji under PATA – the Pacific Area Travel Association, promoting in North America and Asia under the 100% Pure Brand. She later joined Canadian Airlines in their Leisure market which included the Pacific, the Caribbean, Europe, Central and South America, Asia, Mexico and Africa.

She is a Trustee of the Operation Patiki Charitable Trust - a group whose goal and vision is the welfare of the land, sea and sky and all therein. She has received awards for her contribution to local community and has been a part of many projects such as the Wetlands Group, Storm Water Group, Hawke's Bay Coastal Hazards Group, Whakatu Arterial Group, Mana whenua/Treaty partners group and Bio Diversity Group.

Aki enjoys working with the dynamic group of Ngā Toi Hawke's Bay to to help capture the stories that remind us all of the gifts we are so endowed.

**JACOB SCOTT, BOARD MEMBER**

Jacob is Principal of Scott Design, former Director Te Kura Toi o Te Wananga o Aotearoa and founder and Head of EITs Art & Design School and is a pioneer in contemporary Maori art and Maori arts education. Highly regarded as an architectural designer and artist, Jacob led the development, accreditation and establishment of the Maunga Kura Toi Degree – New Zealand's first degree level programme in whakairo and raranga. As a past member of the whakaruruhau whakairo (National Educational Development Committee for Maori carving) and honorary holder of the Toi Iho Mark (mark of authenticity and quality for Maori artists) - Jacob is frequently called upon to assist with the development, delivery and review of Maori arts programmes throughout the country.

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Jacob is a renowned Maori artist, carver, designer and educator and was awarded Te Ara Whakarei lifetime membership of Toi Iho by peers for works of quality and authenticity.

**LAURA PEARCE, SECRETARY**

Laura is an established ceramic artist who exhibits nationally. She is a qualified teacher with experience teaching, children, teenagers and adults. Laura has a wealth of technical knowledge across a wide range of art and design processes. Currently, Laura is the Editor of Ceramics New Zealand Magazine where she interacts with the art industry on a local and national level.

**TE RANGI HUATA, BOARD MEMBER**

Te Rangi has 20 years' indigenous arts management experience in Asia, Australia and North America. He is responsible for coordinating events that promote Ngāti Kahungunu Iwi Inc.

Te Rangi started the Hastings Fiesta of Lights in 1998 and manages atmospherics for the Hastings Blossom Parade, Hawke's Bay Hawks NBL team and Iron Maori. He is a committee member on Hastings Creative Communities, Creative Hastings, Kahungunu Runanga Arts & Culture and sits on Hawke's Bay Tourism Events Advisory Group.

**EMMA WARD, EXECUTIVE OFFICER**

Emma comes from an art history and arts administration background and has previously worked in dealer galleries in the North and South Island. She worked in the Creative New Zealand Arts Council of New Zealand Toi Aotearoa Auckland office for seven years in both administrative and advisory positions within the visual, craft/object and media arts sectors. Emma relocated to Hawke's Bay with her family two years ago and has since been familiarising herself with the local arts sector.

Item 4

Application No. 37

**Ngā Toi Hawke's Bay**
**FINAL REPORT 20 March 2019**

**Name of project: Ngā Toi Hawke's Bay work programme 2018**
**Grant received: $6,000 / July 2018**
**Reported on: 20 March 2019**

**Key people**

| Name | Position/role | Email | Phone |
|---|---|---|---|
| Dick Grant | Chair | devinci9@yahoo.com | 021 879 338 |
| Laura Pearce | Secretary | laurapearcenz@gmail.com | 020 4114 0148 |
| Glen Pearce | Treasurer | glen.pickering@gmail.com | 021 112 0207 |
| Jacob Scott | Trustee | jacobscott@xtra.co.nz | 027 221 4385 |
| Te Rangi Huata | Trustee | terangi@kahungunu.iwi.nz | 027 511 8052 |
| Aki Paipper | Trustee | akinator@hotmail.com | 022 307 5258 |
| Ros Stewart | Trustee | ros.stewart@xtra.co.nz | 027 686 7085 |
| Tamara Rickett | Trustee | tamararickettwalker@gmail.com | 022 076 0745 |
| Emma Ward | Executive Officer | emma@fingermarkglobal.com | 021 023 76 417 |

**Note**: Trustee Kate Howard, who had been on the Board for six years, resigned in December 2018 and was replaced by Tamara Rickett in January 2019.

**Project summary**

In July 2018 Ngā Toi Hawke's Bay received funding of $6,000 from Hastings District Council's Contestable Funding Scheme to employ a part-time role administrator (3h/pw) to assist with the following tasks: administrative including support to the Chair and its regular meetings, the development of a sector database, website and branding, social media and communication to stakeholders in the form of a web letter and/or events diary.

**Part – time administrator role**
Emma Ward was employed in July/August as The Trust's Executive Officer for a total of three hours a week @ $30 p/h. Emma comes from an art history and arts administration background and has previously worked in dealer galleries in the North and South Island. She worked in the Creative New Zealand Arts Council of New Zealand Toi Aotearoa Auckland office for seven years in both administrative and advisory positions within the visual, craft/object and media arts sectors. Emma relocated to Hawke's Bay with her family two years ago and has since been familiarising herself with the local arts sector.

The Trust has met six times since July 2018 and is due to meet again on 9 April prior to our next public arts sector hui on 16 April.

**Arts and Culture stakeholder session and public Hui**
The arts and cultural landscape of Hawke's Bay is ever changing, as evidenced by NTHB's history itself. On 10 August 2018, NTHB hosted a stakeholder session run by

Creative New Zealand where information was presented about the arts in Hawke's Bay along with the Arts Council's national arts policies and investment strategies. It was recognised our regional 'status quo' in terms of what cultural wellbeing looks like, and whether the arts and cultural value are well recognised, was not sufficiently credible.

The session was attended by approximately 20 stakeholders and provided the opportunity for open dialogue about the sector's strengths and weaknesses. It was observed that NTHB appeared to be well placed to be part of a new fabric and voice of the region. In addition, it was clear that there is a timely opportunity to more closely align NTHB strategies to the Regional Arts and Culture Strategy currently being developed by Hastings District Council. It was noted that in terms of cultural wellbeing, and specifically whether our regional arts and cultural values were well recognised, there was a general recognition of some credibility issues with the status quo that needed addressing and that there were some regional issues and gaps to could be reasonably easily be tackled. These included:

- capability building e.g. workshops about where and how to apply for funding
- knowledge about funding sources and timing of grant rounds
- access to knowledge e.g. applying for CNZ funding
- challenges for those on the 'outer' to participate in the arts
- opportunities for access to the arts and high quality artists.

This stakeholder session was followed up with a public hui on 19 September, hosted by NTHB and attended by 40 people. The sector was invited to share their aspirations with the feedback used to assist NTHB in planning their 2019 work programme. In particular, how to reflect on and best showcase the creative activity within Hawkes Bay.

As part of the hui, the Board introduced themselves as well as welcoming Briar Monro, from Creative New Zealand (Arts Practice Director, Community and Youth). Dr. Dick Grant (Chair) gave a power point presentation outlining NTHB's mission statement and vision. This was followed by an open discussion clarifying people's aspirations for NTHB's support of the regions arts and culture. Overall it was a positive and useful session both in assisting the planning of the 2019 work programme and also as reinforcement of the consultative nature of our organisation.

Our next public hui is scheduled for Tuesday 16 April 5.30 – 7.30pm at the MTG Education Suites.

**Arts and Culture Database**

NTHB's database project was initiated in July 2018 and currently sits at 220, compiled of arts practitioners and arts organisations artists and arts organisations across art forms working/residing in Hawke's Bay.

The purpose of the database is to promote our activity and to share arts news and events, as well as anticipating that it will in time provide -

- information about cultural and artistic events can be found easily in one place

- information on who is active across the sector will be centralized
- consultation with the sector will be easier for bodies like Hastings District Council and Napier City Council
- people and organisations outside of Hawke's Bay will be able to find a central point of reference in the arts and cultural sector.

As a 'live' project, it continues to grow and requires continuing maintenance in order to keep an accurate and representative of the arts and cultural in the region and develop a broader network of support.

The public can register to join the database online through our website or by emailing hello@ngatoihawkesbay.co.nz.

We would like to aim to reach 300 people by December 2019 as we continue to 'map' the sector.

**Website**

Our high quality website was launched on Friday 8 February 2019. (www.ngatoihawkesbay.co.nz).

We used the local design company Milk and Sticks (http://milkandsticks.com/) to develop our site and accompanying branding.

The site includes the following information: 'About us', 'Meet the team", 'What's on/events, news and blog', 'Our region' a regional arts directory and information about funding providers.

As part of our new branding we have developed a contemporary new logo:

NGĀ TOI THE ARTS HAWKE'S BAY

The website requires ongoing maintenance in order to link the community, widely represent the sector and establish the best information on what is going on in the sector.

In 2019, we would like to endeavour to develop a section of the website focused on the region's Marae history. This will make up a component of our 2019 funding application to Hastings District Council.

Our website is both a source of information as to what is on in the sector, and also identify the participants.

Social media
On 27 August we launched our new Facebook page:
https://www.facebook.com/NgaToiHawkesBay/

We have had a positive response and will continue to develop our social media presence in 2019 to promote Ngā Toi Hawke's Bay activity and grow our presence. Already the page has helped us grow our database and we have used it to share local media stories, profile our Board members and upcoming events.

**HDC grant budget**

| | |
|---|---|
| Website development | 2,328.74 |
| Logo development | 525 |
| Executive Officer | 3289.80 |
| | |
| **Total** | **$6143.54** |
| | |

**Note**: As outline in the application, NTHB is contributing matched funding towards this period of activity which has been allocated towards hui costs (catering, venue hire), Board admin, ongoing monthly website/email costs and ongoing monthly payments towards our Executive Officer.

**Outcomes – promoting participation in recreation, arts and cultural activities**

Overall, the NTHB Board believes to have successfully met the identified outcomes and completed all the tasks outlined in our funding application. We have established our presence and credibility and continue to advocate for those within the local arts and cultural sector and have begun dialogues between local territorial authorities in order to develop a broader network of support.

We have recently been successful in securing a Creative New Zealand Quick Response funding of $7450 to train in and deliver a series of ArtReach Workshops in the region in 2019 which we hope will continue to grow our usefulness for the local sector.

We intend on submitting an Establishment Grant to the HDC in the upcoming April funding round in order to maintain and grow our work to date, undertake new projects and keep our momentum and trajectory going strong!

**ArtReach overview**

- Creative Waikato have completed their two year Creative New Zealand Regional Arts pilot funding for the Artillery (ArtReach) workshops, designed to strengthen the capabilities of artists and arts organisations in areas that are beneficial to their success. Creative New Zealand initiated the pilot as the Arts Council wanted to explore how to improve services to areas outside the main centres. The pilot aimed to help increase access to performances and exhibitions, provide opportunities for people to be directly involved in the arts, and raise awareness of the funding and resources provided by Creative New Zealand. The workshops have been regarded as highly successful and now sought after by other regions.

**CNZ funding**

- NTHB have received $7,450 from CNZ to work collectively with fellow regional arts development agency Creative Waikato to deliver the ArtReach workshops. In order to deliver these workshops, we firstly need to initiate 'train the trainer' sessions with Creative Waikato's help. Creative Waikato have capacity to train us in May and June/July 2019.
- We will then aim to deliver the workshops through mid to late 2019 and early 2020.
- Our CNZ funding allows for training in three workshop modules. We have 12 months to deliver the workshop series.

**Process**

- Creative Waikato are an established regional arts development agency with a large team focused on building connections and working collaboratively for stronger and more expansive outcomes.

- Creative Waikato and other regional arts development agencies who have already trained in these workshops have staffing resources that NTHB, in its fledgling state, currently don't have yet. Until we are in a position to have paid staff who we could potentially train, our approach is an interim measure to train a pool of professional who live and work in Hawke's Bay who can assist us with the delivery of the workshops.

- This would allow a specific group, as identified by NTHB, to develop the skills, framework and resources to subsequently deliver the proposed workshops. We would like to try and get together a trainee pool of around 4 – 6 people.

- The proposed trainee pool currently includes a NTHB Board member and a handful of professionals currently working in the sector. These individuals are committed to the kaupapa of NTHB and also have strong arts and education backgrounds, and have expressed their interest and availability in being involved in the workshops.

- By training a 'pool' of people we believe it will maximise the training opportunity and 'future proof' the knowledge and resources. The workshops will be delivered under 'Ngā Toi Hawke's Bay'.
- Each module averages 1.5 days of training. Module 2 & 3 will be can be combined into one trip in June/July. Two trainers come from Waikato to do the training.
- The 'train the trainer' sessions take approximately 1.5 days per module. Our trainees are each aware of the time commitments for the training, preparation and delivery of the workshops.
- Each trainee is to bring along a 'project' so that they can use this in the session to apply the learnings.
- The timing may potentially may include a week day however the Creative Waikato are happy to compromise and schedule the training over a Sat or Sunday to work in with our trainee's commitments.
- The training is practical and interactive and includes all of the information and resources that the trainees will need to deliver the workshops themselves.
- We have included in our budget a koha towards each trainee, recognising it is a volunteer role and that they are giving up their own time.
- The actual workshops run from 9.30 – 3pm and includes ArtReach resources. Each workshop is co-delivered by two trainers.

Proposed schedule 2019:

Module 1 training – May 2019
Module 1 workshop – July/August 2019
Module 2 and 3 training = June/July 2019
Module 2 workshop – November 2019
Module 3 workshop – Jan/Feb 2020

The ArtReach modules we have identified to train in are:

**1. Project planning for arts activities**
Learn all about project planning, and start putting together a solid plan for your project.

**2. Promoting your creative work**
Learn how to promote effectively to make your project a success. This hands-on, interactive workshop will cover for example: creating a promotional plan; setting goals for your promotion; identify your target market (the people you want to reach), work out your key messages.

**3. Raising funds for the arts**

Gain the skills to get your project funded by writing awesome funding applications, attracting sponsorship and in-kind support, and using online crowd funding. You'll create some practical resources that you can then use in your fundraising.

These workshops are designed to ensure that artists and arts organisers are equipped with the skills and confidence they need to succeed in their chosen field.

The workshops have been created by artists, for artists. The content is based on the experience of Creative Waikato staff who are themselves mainly actual arts practitioners. They have been able to apply the lessons learnt from working with numerous creative people, throughout the Waikato region.

The workshops are affordable, interactive, practical, and relevant. Participants work on their own projects during the workshops, so they can immediately apply learnings in the real world.

We would endeavour to have a wide range of arts practitioners across art forms attending each workshop. We will include a small fee just to cover catering and to encourage accessibility to the widest range of practitioners possible. Experience tells us that being able to provide lunch will encourage participants to continue for the afternoon session.

**Ngā Toi Hawke's Bay – List of trainees for ArtReach workshop series**

**Laura Pearce**
Laura is a NTHB Board member and Secretary and an established ceramic artist who exhibits nationally. She is a qualified teacher with experience teaching, children, teenagers and adults. Laura has a wealth of technical knowledge across a wide range of art and design processes and is also the Editor of Ceramics New Zealand Magazine where she interacts with the art industry on a local and national level.

**Daniel Betty**
Dan has worked extensively in the not-for-profit sector and advised a number of different organisations on best practice models to develop membership, engage communities and create effective resources to stimulate profit margins. He has also worked in the Education sector, which has structured objectives and government priorities that need to be met annually. He has had vast experience in developing frameworks for events and conferences and working with a team and key stakeholders to ensure a successful outcome. This has often led to the creation of a programme or calendar of workshops, master classes and performances annually to sell to members or public. He currently works at the Hawke's Bay Arts Festival and is involved with the Creative Communities Scheme.

**Anna Pierard**
Anna is the Founder and Director at Festival Opera. Anna developed her career as a versatile operatic and concert mezzo soprano, and following a return to New Zealand, she has made the change to soprano. Now based in Hawkes Bay, Anna performs predominantly in New Zealand and appears regularly with the major companies.

**Emily Miller-Matcham**
A colleague of Daniel Betty's, who is based at Hastings Girls High School and is an experienced Drama Educator.

**Amy Edwards**
Amy is Head of the Drama Department at Napier Girls' High School. She has completed a Bachelor of Education majoring in Performing Arts and a Graduate Diploma in Teaching and Learning. She has directed extensively in her time at Napier Girls' High, especially with Theatrefest, Stage Challenge and Sheilah Winn Shakespeare Festival.

**Elham Salari**
Elham leads the Hastings City Art Gallery's public engagement initiatives and is responsible for delivering a range of innovative programmes to maximise the public's relationship with the Gallery. Her portfolio includes educational programmes for schools, specialised interactive activities, lectures, artist workshops, floor talks, school holiday programmes and Art for Tots.

**Champa/ 'Champa' Jandyra Maciel**
Founding member of The Human Project and Pulse Collective and a movement and dance artist. Champa grew up in Australia and graduated her Diploma in 2008, after

three years at New Zealand School of Dance. She is currently co-directing a physical theatre rendition of Romeo and Juliet to be toured to Wellington, Sydney and Brisbane in July 2019.

**Ngā Toi Hawke's Bay 2019 Budget request to HDC**

**Identify the anticipated budget for the year 1 July to 30 June** - where appropriate please include copies of quotes.

**Project/Service Costs** e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

| Item | Amount |
|---|---|
| Executive Officer wages: Wages for the period 1 July 2019 to 30 June 2020. 52 weeks at 3 hours per week @ $30 p/h | $4680 |
| Koha for the ArtReach workshop trainees (training sessions): 3 modules x 6 trainees @ $200 per module totalling $3,600. CNZ funding covers $500 of this cost. NTHB is seeking HDC support towards the remainder of $3100. | $3600 |
| Koha for the ArtReach workshop trainees (delivery): Preparation and delivery of workshop days - 2 trainees per workshop x 3 workshops. NTHB would like to offer $200 for each person delivering a workshop | $1200 |
| Hosting/catering for trainers/trainees 4 training days @ $100 p/d | $400 |
| Venue hire for training days: 3 modules @ 4 days training - $150 each day | $600 |
| Venue hire for ArtReach workshop delivery - 3 days @ $250 per day | $750 |
| Catering for ArtReach workshop delivery @ 3 days (based approx. at 12 attendees, $20 pp – not requested from HDC | $720 |
| Promotion and marketing for ArtReach workshops: 3 x Facebook boost posts @ $60 each | $180 |
| Venue hire for Hui x2 - November 2019 and March/April 2020 @ $250 each | $500 |
| Catering/wine x 2 hui @ $100 per hui -not requested from HDC | $200 |
| Marae documentary project – prep/production and post production for documenting two Marae (quotes available on request). | $12,500 |
| (A) Total Cost | $25,330 |

**Project/Service Income** e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

| Income Source | Amount |
|---|---|
| Hosting/catering for trainers/trainees 4 training days @ $100 p/d. CNZ funding covers $300 of this cost. NTHB will cover the remainder $100 | $400 |
| Catering for workshop delivery @ 3 days (based approx. at 12 attendees, $20 pp covered by workshop fee $20 per person | $720 |
| Catering/wine x 2 hui @ $100 per hui. Covered by NTHB. NTHB intends to seek wine sponsorship for these events. | $200 |

| | |
|---|---|
| **Koha for the ArtReach workshop trainees (training sessions): 3 modules x 6 trainees @ $200 per module totalling $3,600. CNZ funding covers $500 of this cost. NTHB is seeking HDC support towards the remainder of $3100.** | $500 |
| **(B)Total Income** | **$1,820** |

**Please work out below the amount of funding being requested.**
The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| A. Total cost of project / service | $25,330 |
| B. Less total funds available | $1820 |
| Difference | $23510 |
| Amount requested | $23,510 |

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Monday, 29 April 2019 11:34 AM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#250]

| | |
|---|---|
| Name of organisation | Kidz Need Dadz Charitable Trust Hawkes Bay |
| Postal address for organisation | PO Box 7472 Taradale Napier<br>208 Market Street, Hastings 4186<br>New Zealand |
| Daytime Contact Phone Number | 021813877 |
| Email | dads@phq.kiwi.nz |
| Website | www.kidzneeddadz.org.nz |
| Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? | Yes |
| If yes, please attach a copy of the certificate/s | kndcertofincorp.pdf 69.74 KB - PDF |
| Name | Shayne Jeffares |

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| | |
|---|---|
| Position | Trustee |
| Email | dads@phq.kiwi.nz |
| Daytime Contact Phone Number | 021813877 |
| Name | Damian Corbett |
| Position | Trustee |
| Email | damian@corbett.co.nz |
| Name | Sandra Chisnall |
| Position | Trustee |
| Email | sandrachisnall2@gmail.com |
| Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee. | Yes, I/we wish to present to the Community Grants Subcommittee |
| Please indicate if you are applying for *Seed Funding or an **Establishment Grant: | Establishment Grant |
| i. Which of the current and future needs of our community | Assistance and advice for people in need due to older age or adverse circumstances<br>Creating safe and sustainable communities free of waste and crime<br>Promoting participation in recreation, arts and cultural activites |

| | |
|---|---|
| are you addressing? | |
| a. What activity/s are within the scope of your project/service? | It is known that men's partners and families also feel the economic and social impacts of men's ill health .<br>Our work with Fathers, children and their families over the past 3 years has highlighted the absence of a Mens Wellness Hub. We found that the more conversations we had with Men around our services ( navigating the family court , relationships, communication and co parenting ), the more aware we were of a need for a collaboration of services supporting Mens Wellbeing.<br>We made contact with the Canterbury Mens Centre, mid 2018, who had developed a Blokes Book, and proceeded to obtain sponsorship support and funding from local community.<br>A full overview on the Canterbury Blokes Book is attached to this application.<br>We have made some changes to the Hawkes Bay version of the Blokes Book, by attracting page sponsorship from local businesses, keen to also have the publication available for distribution.<br>Designed in a way to start a conversation , the book contains a directory of both local and national support as well as information from health and wellness to recreation for men of all ages,<br>A particular focus on Pacifica , Māori , Disabled and Youth has further added to the reach the Blokes Book will have into the community.<br><br>We have also developed a splash page www.bbhb.nz . As a first for Hawke's Bay, this dynamic website, once completed will continue the work of the Blokes Book, with easy to access and regularly updated information and featuring.<br><br>With no Mens Wellness Hub in our area we see both the book and the website providing a unique online presence for Hawkes Bay Men and importantly their families when seeking information , often in a time of need and stress.<br><br>We have had incredible support from local community and funders, and the project has longevity through secondary print runs, attracting businesses employing Men in regard to Health and safety and Workplace wellbeing, and through the proposed website.<br>To attract community funding we extended our print and launch deadlines to be able to create an application, knowing that the support from HDC had been expressed, through the Safer Hastings portfolio.<br><br>We believe the Blokes Book is a positive step in supporting our families and communities through Mens well being. |
| b. How will your project or | The printed Blokes Book ( 9,500 into Hastings area) will have the website url asking for feedback on line. This will be measured and captured carefully to formulate further updates of the Book and |

| | |
|---|---|
| service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success? | widen our reach into dedicated workplaces and large organisations in the area. We will follow the Canterbury Mens Centres reporting for accountability to funders and to measure the success of the Blokes Book in the community. |

**c. The process – how will you carry out your project or service, and where will it be delivered?** *

The project will see 7,500 copies of the 50 page A5 booklet made available through the Hastings community. Distribution into community spaces, such as Libraries and supporting organisations such as CAB, HB Health Centre, Te Taiwhenua O Heretaunga and supporting organisation such as AMI Insurance and Grow HB Hastings will see the book easily circulated into local Households.

Further scope is also available to distribute to focus groups such as Mens Sheds and via Safer Hastings.as well as raising the awareness of the Publication in club presentations, such as Sport clubs and Rotary etc.

With sufficient funding and support promotion of the website can provide further reach into the community with the opportunity to find the resource online.as well as current information for those accessing and looking for support.

| | |
|---|---|
| d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) * | Malcolm Byford DOVE Hawkes Bay<br>HDC Debbie Northe , Safer Hastings<br>Sally Patrick Hastings Family Harm Team<br>Kurt Fenton Counsellor Hastings<br>Joe Where Whakatu Community<br>Shaun Lines Grow Hawkes Bay<br>AMI Insurance sponsorship and public distribution |
| Is your organisation GST registered? | No |
| Item | Blokes Book Hawkes Bay Printing |

| | |
|---|---|
| Amount | $11,000.00 |
| Item | Blokes Book Website |
| Amount | $2,000.00 |
| Item | Collation and Design , Promotion |
| Amount | $6,150.00 |
| Item | Project Coordinator |
| Amount | $5,000.00 |
| (A) Total cost | $24,150.00 |
| Alternatively, upload a document with this information | blokes_book_hawkes_bay_budget_.pdf 102.65 KB • PDF |
| Item | Sponsorship/ Donations |
| Amount | $10,000.00 |
| Item | Community Funding |
| Amount | $15,000.00 |
| (B1) Total | $25,000.00 |
| Alternatively, upload a document with this information | blokes_book_hawkes_bay_budget_.pdf 102.65 KB • PDF |
| Item | Advertising |
| Amount | $5,000.00 |
| Item | Funding received |
| Amount | $7,000.00 |
| Item | Funding pending confirmation |

| | |
|---|---|
| Amount | $5,000.00 |
| A. Total cost of project / service * | $24,150.00 |
| B. Total funds available * | $17,000.00 |
| C. Difference between total cost and total funds available * | $7,150.00 |
| D. Amount requested annually * | $7,150.00 |
| Date applied | Tuesday 20 March 2018 |
| Source of funding | Higgins Foundation |
| Type of funding, eg a loan, a grant | 5,000 |
| What will it be used for? | Blokes Book Printing |
| Amount requested | 5,000 |
| Is it confirmed? | no |
| If you are still waiting for a response, when will you know the outcome? | Monday 20 May 2019 |
| Date applied | Tuesday 20 November 2018 |

| | |
|---|---|
| Product/service name | O/Ex |
| Amount of funding received? | $2,500.00 |
| Have you completed an annual report and financial accounts for this project or service? | Yes |
| Please include a copy of your latest annual report and financial accounts with your application. | knd_annual_report_2018_1.pdf 1.96 MB • PDF |
| If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts. | profitloss.pdf 19.02 KB • PDF |
| Tick this box to confirm the | I agree |

7

above is true

and correct. *



8

NEW ZEALAND
COMPANIES OFFICE

# CERTIFICATE OF INCORPORATION

## KIDZ NEED DADZ CHARITABLE TRUST HAWKE'S BAY (INCORPORATED)
## 2659591

This is to certify that KIDZ NEED DADZ CHARITABLE TRUST HAWKE'S BAY (INCORPORATED) was incorporated under the Charitable Trusts Act 1957 on the 23rd day of December 2016.

NEW ZEALAND
COMPANIES OFFICE

Mandy McDonald

Registrar of Incorporated Societies
30th day of December 2016

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 30 Dec 2016 19:38:54 NZT

1 OF 1

## HAWKES BAY BLOKES BOOK

## Action & Marketing Plan – November 2018

| ELEMENTS | COMMENT |
|---|---|
| 1) Objectives<br>What are the specific goals? | 1. To provide a Blokes Book for the combined region of Hawke's Bay<br><br>2. To provide a condensed directory for men of health and wellbeing services and organisations in the local region. To also provide a dynamic website and url to be home of the Blokes Book, and provide continued information and access to support. |
| 2) Goods + Service | This booklet "The Blokes Book/Tane Whai Ora" is about making it easy for men to find relevant health and social services in their local regions.<br><br>Our goal is to offer a service that can be used by all "Blokes" in all their varieties as well as their families and the wider community. |
| 3) Clients/stakeholders | Whanau/families, PHO's, DHB's, Children and young persons, Family Court, Lawyers, Correction Department, CAB's, other local organisations with an interest in or who provide services for Blokes. |
| 4) Competitors | NIL. |
| 5) Positioning | Connecting Blokes with the goods and services to help their health and social wellbeing that exist in the combined regions within Hawkes Bay and Central Hawkes Bay. |
| 6) Pricing | Nil as book is Free to all men. |
| 7) Sales & Support | Location of services at KNDHB Office, 208 Market Street Hastings |
| 8) Promotion<br><br>[ = Stage 2 ] | 1. Prepare marketing collateral - brochures, leaflets, letters.<br>2. Distribute to contacts and networks, mail out.<br>3. Prepare press release<br>4. Presentations, meetings at CAB, etc - PowerPoint<br>5. Place on websites of partner organisations<br>6. Email<br>7. Post on Facebook of partner organisations<br>8. Phone networks<br>9. Word-of-mouth |
| 9) Contractor | KND Hawkes Bay in partnership with DOVE Hawkes Bay - and other organisations supporting the project. |

1

THE HAWKES BAY BLOKES BOOK

| | |
|---|---|
| 10) Brief | A) Preparation of applications to funders & presentations to funders<br>B) Quotes for printing, marketing, etc<br>C) Oversee collation of contents, graphic design, publication, distribution and marketing of "Blokes Book" |
| 11) Canterbury Men's Centre | The publishers of the first such "Blokes Book" are willing to support this enterprise. They have given us permission use their template. |
| 12) Professional Development | Regular network communication between stakeholders, meetings, and by email and other communication channels. |
| 13) Actions Required as at July 2018 | A) Quotes for Printing by approx. 12/7//2018<br>B) Send out Funding Applications from. 20/7/2018<br>C) Collation of contents commences July 2018<br>D) drafting, format to print-ready by 30/9/2018<br>E) Publication and Distribution commenced by 20/11/2018<br>F) Start Stage 2 - Promotion (see 8 above) November 2018 |

## BUDGET

**for Hawkes Bay Blokes Book**

Aim: Done on a not-for-loss basis

**EXPENDITURE (all GST ex)**

| ELEMENT | $ COST | NOTES |
|---|---|---|
| Printing 15,000 copies | $ 11,000 | |
| Proposed website and CM | $ 2,000 | |
| Contents Collation | $ 2,000 | by EIT Graphics Student |
| Graphic Design to Print-Ready copy | $ 2,000 | |
| Project Coordinator Wages | $ 5,000 | 200 hrs x $25 p.hr |
| Marketing and Promotion | $ 1,000 | |
| Print Template | FREE | from Canterbury Men's Centre |
| Contingency 5% | $1150 | = 5% |
| **TOTAL COSTS** | $24,150 | |

**REVENUE (all GST ex)**

| ELEMENT | $ COST | NOTES |
|---|---|---|
| Donations from Local Organisations | $ 5,000 | TBC incl. advertising in booklet |
| Grants from Charitable Trusts and Community Grants | $15,000 | TBC Pub Charity, ECCT,First Light, NZCT, NCC, Higgins Foundation, HDC, |
| | | |

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**THE HAWKES BAY BLOKES BOOK**

| | | | |
|---|---|---|---|
| | Sponsorship | $5,000 | |
| | | | |
| | **TOTAL INCOME** | **$** 25,000 | Net Surplus/(Deficit) = (0) |

3

Presbyterian Support

East Coast

Our Services:

enliven

Family Works



**Presbyterian Support**

**East Coast**

Roger Morrison

*Trusts Manager*

87 Te Mata Road
PO Box 8119
Havelock North 4157

**P** 06 877 8193 ext 705
**M** 021 751 360
**F** 06 877 4681
**E** roger.morrison@psec.org.nz

**psec.org.nz**

RECEIVED
29 APR 2019
HASTINGS DISTRICT COUNCIL

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

Hastings District Council

# Annual Contestable Grants - Application Form

## 1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

## 2.0 Open and Closing Dates

**Applications open 1 Marchand close 30 April each year.**

**Grants are available from 1 July each year.**

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

## 3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

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## PART ONE - Eligibility Criteria

### A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

### B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

iii. Must have a current Health & Safety Policy and plan

iv. Must have a current Child Protection Policy where applicable
v.

### C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

# PART TWO – APPLICATION FORM

## Section A - Tell us about your organisation

### i. Organisation details

Organisation Name: Enliven - a service of Presbyterian Support East Coast (PSEC).....

Postal Address: P O Box 8119, Havelock North .....

City and Postcode: Hastings 4157 .....

Phone: 06 877 8193 ext 705..... Mobile Phone: 021 751 360.....

Email: roger.morrison@psec.org.nz ..... Website: www.psec.org.nz .....

### ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ✓Yes** x No

**If yes, please enclose a copy of the certificate/s

### iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

| Name | Position | Email | Phone (day) |
|---|---|---|---|
| Maitland Manning | Board Chair | | c/- 06 877 8193 |
| Peter Barnes | Dep Board Chair | | c/- 06 877 8193 |
| Sanja Majstorovic | PSEC CEO | sanja.majstorovic@psec.org.nz | 06 877 8193 |
| Steven Gulliksen | PSEC Finance Mgr | steven.gulliksen@psec.org.nz | 06 877 8193 |
| Debbie Bakkerus | Enliven RHS Mgr | debbie.bakkerus@psec.org.nz | 06 281 2534 |
| Peter Leach | Marketing Head | peter.leach@psec.org.nz | 06 877 8193 |
| Roger Morrison | Trusts Manager | roger.morrison@psec.org.nz | 06 8778193 x705 |

### iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

**These hearings will be held in May each year**

YES ✓ I /we wish to present to the Community Grants Subcommittee

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

**Section B - Tell us about your project or service for which you are seeking funding:**

i. **Which of the Current and Future Needs of our community are you addressing?**

- ☐ Assisting youth into training, skill development, and jobs
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ✓ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ☐ Creating safe and sustainable communities free of waste and crime
- ☐ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

Enliven Community Services remains focused on providing programmes that foster a friendly and supportive environment for older people. That connection with others is critical to allowing the therapeutic benefits of socialisation to be nurtured. Enliven supports all aspects of participants well-being through social interactions, physical activities to develop and maintain stability and safety while organising information and recreational activities based on group needs. Ultimately it is about giving older people the tools to live stronger for longer in their own homes, on their own terms.

In September 2018, Enliven welcomed the Lusk Centre in Havelock North in to the fold as a venue for its day programmes. The Lusk Centre has been in operation since 1991 as a place for older people to enjoy companionship, recreation and entertainment.

The Lusk Centre has the capacity to increase its' range of activities with a Senior Chef course identified as being perfect for Havelock North residents who sometimes found it difficult to attend the programmes at the Enliven Centre in Pakowhai Road.

The 5 key areas to focus on for the Senior Chef course are as follows:-

1) Participants are motivated to be more self-reliant and inspired to try new flavours,

combinations etc.

2)Participants learn to follow recipes correctly. Doing that means they can prepare anything!!

3) New foods are introduced positively e.g. sushi, soup & salad combinations.

4) The course updates knowledge in relation to nutritional guidelines for older adults.

5) Fostering the social component of the course. The participants develop some real friendships over the course duration. The benefits of general interaction when preparing and sharing meals together is like any family – unspoken but priceless.

b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

Senior Chef is an eight-week course and is a proven, effective and proactive course for older people. Senior Chef is designed to improve cooking skills, confidence and motivation around cooking for just one or two people. As part of the programme, the participants complete pre- and post- course questionnaires. Previous programmes have shown a marked increase in areas such as meal planning and reading of food labels. Self-assessments have also shown an improvement in general cooking skills through to evidence that participants were eating more fruit, vegetables and milk products. The socialisation aspect of the programme has been tremendous and had lasting effects on the participants with 100% stating that they would keep in touch with other people from the Senior Chef classes.

The positive feedback from past courses is reflected below in these quotes:-

"Lovely group of people and we had a lot of laughs as well as eating some tasty new dishes"

"Wonderful learning curve, thanks for the opportunity, it is never too late to learn"

"Would do it again if possible"

.....

c. **The process** – how will you carry out your project or service, and where will it be delivered?

The availability of the Lusk Centre in Havelock North has opened up an opportunity to introduce the Senior Chef programme to the local community, who may have found

the trip to the Enliven Centre in Pakowhai Road a challenge. The Lusk Centre was a residential home so with ample kitchen facilities lends itself well to holding the Senior Chef classes. The participants are referred through the likes of the DHB, community Groups and from other Enliven programmes with each course having 12 attendees...

d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

The Senior Chef Programme support the Hawke's Bay DHB by providing their services to the wider community while taking referrals from Age Concern, self-referrals and Enliven clients. The resident Enliven Centre chef facilitates the courses together with assistance from the Day Programme Coordinator.

Please find included: PSEC latest audited Financial Statements, Enliven Centre Budget for the current 2018-2019 financial year, outcomes for 2017-2018 financial year, the latest PSEC Magazine and the 2017-2018 PSEC Annual Report.

iii. **Identify the anticipated budget for the year 1 July to 30 June** - where appropriate please include copies of quotes.

**Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.**

| Item | Amount |
|---|---|
| Venue Rental | $ 600.00 |
| Management Time | $ 390.00 |
| Food | $ 640.00 |
| Advertising | $ 483.00 |
| Resources – Cookbooks, misc equipment, R&M | $ 200.00 |
| Handouts & Flyers 0 A4 Printing | $ 40.00 |
| Wages – Facilitator & Support Worker | $ 1,416.00 |
| Travel Costs | $ 63.28 |

| | |
|---|---|
| | $ |
| | $ |
| | $ |
| (A) Total Cost | $ 3,832.28 |

**Project/Service Income** e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

| Income Source | Amount |
|---|---|
| Hastings District Council | $10,000.00 |
| PSEC – fundraising – Charity Shops/Appeals/Grants etc | $ 1,496.84 |
| ** Plan is to run x3 Senior Chef Course in period 1 July 2019 | $ |
| to 30 June 2020 financial year at approx.. sots $11,500.00. | $ |
| Enliven Day Programme has an overall budget deficit for the | $ |
| current financial year of $148,354. Senior Chef costs are not | $ |
| included in the budget so the course is unfunded at present. | $ |
| | $ |
| | $ |
| (B)Total Income | $ 11,496.84 |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| A. Total cost of project / service | $ 11,496.84 |
| B. Less total funds available | $ 1,496.84 |
| Difference | $ 10,000.00 |
| Amount requested | $ 10,000.00 |

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: No funds received for current year. $6,000.00 received for previous year towards Senior Chef course at the Enliven Day Centre. .....

Project/Service name/s: Senior Chef Programme .....

.....

Amount/s of funding received? $ 6000.00 .....

v. **Please include a copy of your organisation's latest financial accounts with your application.**

## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation

- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:

    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;

    ii. A procedure for dealing with accidents & incidents;

    iii. A procedure for dealing with potential emergencies;

    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.

- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name Roger Morrison.....Position in organisation: Trusts Manager.....

Signature: ..... Date: 24/4/19

NEW ZEALAND
COMPANIES OFFICE

# CERTIFICATE OF INCORPORATION

## PRESBYTERIAN SUPPORT EAST COAST
## 227084

This is to certify that PRESBYTERIAN SUPPORT SERVICES - EAST COAST was incorporated under the Charitable Trusts Act 1957 on the 16th day of December 1946 and changed its name to PRESBYTERIAN SUPPORT EAST COAST on the 21st day of October 2002.

Registrar of Incorporated Societies
14th day of May 2018

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 14 May 2018 14:13:11 NZT

1 OF 1

charities commission
Komihana Kaupapa Atawhai

# Certificate of Registration

**Presbyterian Support East Coast**

Registration number: CC10279

This is to certify that Presbyterian Support East Coast was registered as a charitable entity under the Charities Act 2005 on 16 May 2007.

Chair
Charities Commission

Chief Executive
Charities Commission

## Enliven Day Programmes Budget

enliven

**Budget 1 July 2018 - 30 June 2019**

| | | |
|---|---|---|
| **EXPENSES** | | |
| Direct Expenses | | |
| Resources | 7,000 | |
| Food - General | 31,717 | |
| Household Expenses | 13,080 | |
| Energy & Power | 12,000 | |
| Telecommunications/IT | 3,642 | |
| Admin - other | 1,000 | |
| Membership | 100 | |
| Print & Stationery | 1,400 | |
| Vehicle Expenses | 53,372 | |
| Equipment Hire | 1,200 | |
| Maintenance Grounds/Repairs & Maintenance | 12,000 | |
| Fire Protection/Security | 1,040 | |
| Wages | 318,644 | |
| Recruitment | 700 | |
| Tai Chi/Social Work | 15,790 | |
| Physiotherapy | 1,162 | |
| Personnel - Training | 3,000 | |
| Personal Supervision | 300 | |
| Personnel - Other | 600 | **477,747** |
| Indirect Expenses | | |
| Administration/Management Levy | 50,443 | |
| Depreciation | 7,127 | |
| ACC Levy | 3,473 | |
| Insurance | 954 | |
| Building Rental | 35,952 | **97,949** |
| | **Total expenses** | **575,696** |
| **INCOME** | | |
| DHB Day Care | 302,842 | |
| Client Charges | 48,000 | |
| Sale of meals/goods | 76,500 | |
| | **Total income** | **427,342** |
| | **Operating deficit** | **-148,354** |

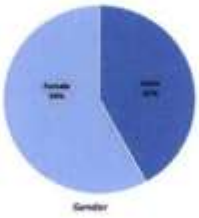
*While the final end of year service shortfall is underwritten by Presbyterian Support from commercial activities and investment returns, each service centre must endeavour to fundraise as much as possible towards their own operating deficit during the year, so that no other Presbyterian Support service or project is compromised or cancelled.*

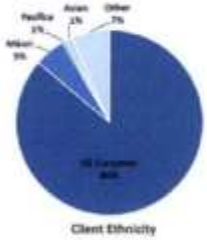
enliven

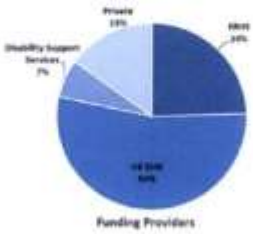
**Enliven Community Services:** Enliven provides Day Respite services for individuals living in Hastings, Napier, Waipawa, Takapau and Porangahau. The day programmes offer participants *'a break from themselves'* and regular respite for their informal carers. These services vary in format but the focus is on supporting all aspects of participants' well-being through social interactions, physical activities to develop and maintain stability and safety, and informative and recreational activities based on group interest. The Enliven Centre offers day respite services for clients living with a Disability, Dementia or Chronic Health Conditions.

**Over the 2017-18 financial year Enliven Community services:**

- Supported **363** older people in the community
- Received **123** new referrals to Day Programmes
  - **99%** of participants agreed that the day programme helps them to stay active
  - **98%** agreed that the day programme helps them maintain their independence
  - **90%** agreed that they enjoyed learning and trying out new things at the day programme
  - **99%** agreed that the day programme provides a respectful and caring environment
  - **91%** agreed that the day programme has made a positive difference in their life
  - **92%** agreed the programme helps them to feel socially connected & part of community
- Provided **2 Senior Chef courses** – an 8-week cooking class for older people who want to improve their cooking skills, confidence, or motivation around cooking for one
- Delivered weekly **Strength and Balance exercise sessions** in all day programmes
- Supported **40** clients living with Dementia through regular attendance at the Enliven Centre






**Feedback included:**

*"I cannot suggest anything better. Days are most enjoyable and I have new found friends and activities with wonderful staff."*

*"The most useful thing I find about the programme is the type of exercises we can do to help ourselves."*

*"I feel more confident as I now live alone. I now go home much happier. Also looking forward to my next meeting."*

*"Excellent interaction by staff. Meal and morning tea also good and welcome after solid workout and exercises."*

**Highlights over this year included** the completion of the new path at the Centre, group outings, entertainers and guest speakers as well as celebrating 'high days and holidays' throughout the year.



Presbyterian Support East Coast Our Services: enliven Family Works

# SENIOR CHEF PROGRAMME
# ENLIVEN - OLDER ADULTS NUTRITION
# REPORT: November 2017

**Prepared By: Rebekah Charlton** - *Community Services Manager*
and **Phillipa Harper** *Centre Manager*

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**Senior Chef Programme Report November 2017**

The Enliven Community Services requires sponsorship and funding to provide Senior Chef Cooking Classes to older adults living independently in Hawkes Bay as the course is additional to current Enliven services. Hastings District Council has supported the provision of Senior Chef in Hawkes Bay for the last three years which Enliven appreciates. This report outlines the demographic of attendees, improvements made by participants and financial summary. The course was delivered from October–December 2017. The pre-and post-course evaluation questions are used to assess participants understanding and application of the new knowledge gained from attending the Senior Chef course. Changes in understanding and knowledge can lead to changes in behaviours which help reduce the risk factors for the general population aged 60+.

**Demographics**

The course had a predominance of women attending, 67% NZ and 33% expats. A high percentage of the participants lived alone, while the men of the group were encouraged by their wives to attend. Most of the women had a good knowledge of cooking but just needed some new ideas and inspiration to cook for one. There ages were evenly spread from 60yrs - 80years.

The whole group noticed a positive effect on their appetites from eating socially once a week, along with refreshing an interest in cooking healthy meals.

**Outcomes**

The table below compares outcomes from pre-and post-course questionnaires from the courses Enliven has delivered.

***Comparison of nutrition related behaviours pre-and post-course***
***Includes averaged percentage data from Course 1, 2 and 3***

| Answered Yes / Nutrition-related behaviour | Pre- Course | Post-Course | P-Value Results |
|---|---|---|---|
| Plan meals | 55% | 100% | 45 + |
| Use a list when shopping | 78% | 100% | 22+ |
| Eat breakfast | 100% | 100% | same |
| Read food labels | 33% | 83% | 50 + |
| Feel motivated to cook | 77% | 100% | 23 + |
| Share a meal with a friend/family | 55% | 60% | 5+ |
| Feel confident going to the supermarket | 78% | 100% | 22+ |

The scores above and below are the collective data from all programme participants self-assessment of their knowledge, skills and behaviours.

**COOKING AND NUTRITION[1] – Self-assessment of knowledge, skills and behaviours**

**Question one.** Participants were asked *"How do you rate your cooking skills?"* (Self-rating cooking skills on a scale of 1 to 5, where 1 is 'not skilled' and 5 is 'excellent skills').

***Self rating of cooking skills***

| Mean score averaged Course 1,2 and 3 | Pre-course Mean Av. | Post course Mean Av. | Improvement |
|---|---|---|---|
| | 3.1 | 4.3 | 1.2 |

**Question two.** Participants were aske *"How do you rate your confidence in cooking for one or two people?"* (Self-rating confidence on a scale of 1 to 5, where 1 is 'no confidence' and 5 is 'very confident').

***Confidence in cooking for one or 2 people***

| Mean score averaged Course 1,2 and 3 | Pre-course Mean Av. | Post course Mean Av. | Improvement |
|---|---|---|---|
| | 2.4 | 4.3 | 1.9 |

**Question Three.** Participants were asked *"How often do you eat a serving of fruit?"* Participants were asked to tick the appropriate box:

- ☐1 I don't eat fruit
- ☐2 Less than 1 serving per day
- ☐3 1 serving per day
- ☐4 2 servings per day
- ☐5 3 servings per day
- ☐6 4 or more servings per day

***Number of servings of fruit eaten***

| Mean score averaged Course 1,2 and 3 | Pre-course Mean Av. | Post course Mean Av. | Improvement |
|---|---|---|---|
| | 2.7 | 3.8 | 1.1 |

**Question four.** Participants were asked *"How often do you usually eat a serving of vegetables?"* Participants were asked to tick the appropriate box:

- ☐1 I don't eat vegetables
- ☐2 Less than 1 serving per day
- ☐3 1 serving per day
- ☐4 2 servings per day
- ☐5 3 servings per day
- ☐6 4 or more servings per day

***Number of servings of vegetables eaten***

| Mean score averaged Course 1,2 and 3 | Pre-course Mean Av. | Post course Mean Av. | Improvement |
|---|---|---|---|
| | 2.7 | 3.8 | 1.1 |

[1] All the scales used in the pre- and post-evaluation forms are being treated as interval rather than ordinal, so results are reported as mean figures rather than as median figures.

**Question five.** Participants were asked *"How often do you usually consume milk and milk products?"* Participants were asked to tick the appropriate box

- ☐1 I don't consume milk and milk products
- ☐2 Less than 1 serving per day
- ☐3 1 serving per day
- ☐4 2 servings per day
- ☐5 3 servings per day
- ☐6 4 or more servings per day

***Number of servings of milk and milk products consumed***

| Mean score averaged Course 1,2 and 3 | Pre-course Mean Av. | Post course Mean Av. | Improvement |
|---|---|---|---|
| | 1.6 | 3.3 | 1.7 |

The improvements show that participants are following the Senior Chef Programme's key messages for Healthy Eating for Older People.
The nutritional risk factors associated with the older person living within Hawkes Bay have been improved in the following areas

- ↑ Low milk product intake
- ↑ Low fruit intake
- ↑ Low vegetable intake
- ↑ Eating alone
- ↑ Poor cooking skills
- ↑ Lack of nutritional knowledge
- ↑ Lack of motivation
- ↑ Lack of confidence

100% of Senior Chef participants stated they will keep in touch with other people from the Senior Chef classes

To conclude, all the feedback received has been very positive and the data collected reflects the benefits participants gained from attending the Senior Chef courses.
The attendees' comments highlight how participants felt about the course and reiterate the benefits that can be gained.

Comments from the Post Course evaluation...

- "A very good course".
- "Excellent Recipes".
- "Valuable information on food".
- "Great tutors".
- "Enjoyed eating together".

Senior Chef is a very practical, informative, beneficial and proactive programme. The confidence and enjoyment participants gain from attending serves to encourage them to continue to improve their cooking skills. Thanks to Hastings District Council, Enliven will be delivering a second course April – June 2018 and if successful in securing funding hopes to deliver additional Senior Chef Courses during the latter part of 2018.

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**Financial summary**

| Senior Chef Budget 2016 | Price per unit | Total cost | Actual |
|---|---|---|---|
| **Venue Rental - Centre** | 8 x $75 | $600 | $600 |
| **Management time** | | $390 | $390 |
| **Food** | Average $80 per 8 weeks = $640 | $640 | $391.03 |
| **Advertising** Hastings & Napier Community Papers | $420 + GST | $483 | $0 |
| **Resources** - Cookbooks - Miscellaneous equipment, handouts, R & M | $10 per cookbook plus $30 freight = $150 $50 | $200 | $130 |
| **Handouts and Flyers** A4 printing | Approx. 800 @ .05c | $40.00 | $30 |
| **Wages** Facilitator and Support Worker | 52hours @ $22 = $1,144 16 hours @ 17 x 8 = $272 | $1,416 | $1,611.50 |
| **Travel Costs** Mileage to grocery shop Plus, client transport | 11.3 km @70c x 8 = $63.28 | $63.28 | $0 |
| | **8x week Course Costs Total** | $3,208.52 | $3,152.53 |

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Presbyterian Support East Coast

# PRESBYTERIAN SUPPORT EAST COAST
# CONSOLIDATED FINANCIAL STATEMENTS
# FOR THE YEAR ENDED 30 JUNE 2018

Presbyterian Support East Coast Our Services: enliven Family Works

87 Te Mata Road, PO Box 8119, Havelock North 4157 | P 06 877 8193 F 06 877 4681 psec.org.nz

# PRESBYTERIAN SUPPORT EAST COAST
## CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018
## GENERAL INFORMATION

| | |
|---|---|
| Registration Number: | 227084 |
| Date of incorporation | 16 December 1946 |
| Nature of business and principal activities | Provision of social services |
| Registered office | 87 Te Mata Road<br>Havelock North<br>Hastings<br>4130 |
| Postal address | P.O. Box 8119<br>Havelock North<br>Hastings<br>4130 |
| Board of governance | Maitland Manning<br>Julie Ball<br>Peter Barnes<br>Ron Hall (resigned 26 Oct 2017)<br>Frane Rosandich<br>Colleen Skuse<br>Stuart Signal<br>David McDonald<br>Alison Prins<br>Tobias Taylor |

PRESBYTERIAN SUPPORT EAST COAST
CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018
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| Audit report | 26 |

PRESBYTERIAN SUPPORT EAST COAST
CONSOLIDATED STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSES
FOR THE YEAR ENDED 30 JUNE 2018

| | Note | Group 2018 $'000 | Group 2017 $'000 |
|---|---|---|---|
| **Revenue** | 5 | **11,901** | **10,903** |
| Other Income | | 2 | 4 |
| **Expenditure** | | | |
| Operating Expenses | 6 | (10,758) | (9,680) |
| Administration Expenses | 6 | (2,277) | (2,279) |
| **Total Expenses** | | **(13,035)** | **(11,959)** |
| **Operating Surplus/(Deficit)** | | **(1,132)** | **(1,052)** |
| Finance Income | | 32 | 70 |
| Net Movement in Investments in Managed Funds | | 1,688 | 1,521 |
| Movement in Fair Value of Biological Assets | | 255 | 448 |
| Movement in Fair Value of Investment Property | | 877 | 527 |
| Donation of Cranford Hospice Net Assets | | (10,080) | - |
| **Surplus/(deficit) for the year from continuing operations** | | (8,360) | 1,514 |
| Surplus/(deficit) for the year from discontinuing operations | 17 | - | 442 |
| **Surplus/(Deficit)** | | **(8,360)** | **1,956** |
| **Other Comprehensive Revenue and Expense** | | - | - |
| **Total Comprehensive Revenue and Expense** | | **(8,360)** | **1,956** |

BDO CENTRAL (NT) Audited for Identification Purposes

3

## PRESBYTERIAN SUPPORT EAST COAST
## CONSOLIDATED STATEMENT OF CHANGES IN NET ASSETS/EQUITY
## FOR THE YEAR ENDED 30 JUNE 2018

| | Revaluation Surplus | Accumulated Revenue and Expense | Total Net Assets/Equity |
|---|---|---|---|
| | $'000 | $'000 | $'000 |
| **Balance as at 1 July 2016** | **8,033** | **45,176** | **53,209** |
| Net Surplus/(Deficit) | - | 1,956 | 1,956 |
| Reclassification of Revaluation Movement on Disposal | (187) | 187 | - |
| Total Comprehensive Revenue and Expense | (187) | 2,143 | 1,956 |
| **Balance at 30 June 2017** | **7,846** | **47,319** | **55,165** |
| **Balance as at 1 July 2017** | **7,846** | **47,319** | **55,165** |
| Net Surplus/(Deficit) | - | (8,360) | (8,360) |
| Reclassification of Revaluation Movement on Disposal | (823) | 823 | - |
| Total Comprehensive Revenue and Expense | (823) | (7,537) | (8,360) |
| **Balance at 30 June 2018** | **7,023** | **39,782** | **46,805** |

The revaluation surplus reserve at 30 June 2017 includes net gains of $823,018 (note 17) in relation to the Assets Held for Sale. This amount was transferred to accumulated revenue and expense in the 2018 year as the property has been sold.

BDO CENTRAL (NZ) Marked for Identification Purposes

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## PRESBYTERIAN SUPPORT EAST COAST
## CONSOLIDATED STATEMENT OF FINANCIAL POSITION
## AS AT 30 JUNE 2018

| | Note | Group 2018 $'000 | Group 2017 $'000 |
|---|---|---|---|
| **ASSETS** | | | |
| **Current Assets** | | | |
| Cash and Cash Equivalents | | 2,150 | 2,634 |
| Term Deposits | | 550 | 550 |
| Receivables (from exchange transactions) | | 798 | 862 |
| Investments in Managed Funds | 7 | 18,582 | 17,615 |
| Assets Held for Sale | 17 | - | 10,428 |
| | | 22,080 | 32,089 |
| **Non-Current Assets** | | | |
| Property, Plant and Equipment | 8 | 17,545 | 17,674 |
| Investment Properties | 9 | 6,914 | 5,939 |
| Biological Assets | 11 | 3,162 | 2,908 |
| | | 27,621 | 26,521 |
| **TOTAL ASSETS** | | 49,701 | 58,610 |
| **LIABILITIES** | | | |
| **Current Liabilities** | | | |
| Payables (from exchange transactions) | | 712 | 735 |
| Revenue Received in Advance | | 375 | 342 |
| Employee Entitlements | | 1,053 | 1,289 |
| Occupation Deposits | 16 | 756 | 731 |
| Liabilities Held for Sale | 17 | - | 348 |
| | | 2,896 | 3,445 |
| **TOTAL LIABILITIES** | | 2,896 | 3,445 |
| **NET ASSETS / EQUITY** | | | |
| Revaluation Surplus | | 7,023 | 7,846 |
| Accumulated Revenue and Expense | | 39,782 | 47,319 |
| **TOTAL NET ASSETS / EQUITY** | | 46,805 | 55,165 |
| **TOTAL NET ASSETS / EQUITY AND LIABILITIES** | | 49,701 | 58,610 |

These Financial Statements have been authorised for issue by the Trustees on 26th September 2018

Trustee

Trustee

BDO CENTRAL (NI)

5

PRESBYTERIAN SUPPORT EAST COAST
CONSOLIDATED CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2018

| | Group 2018 $'000 | Group 2017 $'000 |
|---|---|---|
| **CASH FLOWS FROM OPERATING ACTIVITIES** | | |
| Receipts from Customers | 11,873 | 14,972 |
| Interest Income | 10 | 75 |
| Dividend Income | - | 1 |
| Receipts from Bequests, Donations, Fundraising and Grants | 278 | 1,673 |
| Payments to Cranford Hospice | (7,385) | - |
| Payments to Suppliers | (3,425) | (4,142) |
| Payments to Employees | (9,585) | (13,084) |
| Grants Paid | (60) | (64) |
| **Net Cash Inflow/(Outflow) from Operating Activities** | **(8,294)** | **(569)** |
| **CASH FLOWS FROM INVESTING ACTIVITIES** | | |
| Proceeds from Disposal of Property, Plant and Equipment | 55 | 190 |
| Proceeds from Disposal of Investments in Managed Funds | 32,388 | 8,894 |
| Payments for Purchase of Investments in Managed Funds | (30,029) | (3,290) |
| Payments for Purchase of Term Deposits | - | (450) |
| Payments for Purchase of Property, Plant and Equipment | (259) | (520) |
| Payments for Purchase of Investment Property | (98) | (20) |
| **Net Cash Inflow/(Outflow) from Investing Activities** | **2,057** | **4,804** |
| **Net Increase/(Decrease) in Cash and Cash Equivalents** | **(6,237)** | **4,235** |
| Cash and Cash Equivalents at the Beginning of the Year | 8,387 | 4,152 |
| **Cash and Cash Equivalents at the End of the Year** | **2,150** | **8,387** |

| **Cash and Cash Equivalents Comprise** | Note | Group 2018 $ 000's | Group 2017 $ 000's |
|---|---|---|---|
| Cash on hand | | 5 | 5 |
| Call deposits | | 1,225 | 914 |
| Short term deposits | | 920 | 1,715 |
| **Cash and Cash Equivalents per statement of financial position** | | 2,150 | 2,634 |
| Cash and Cash Equivalents included in assets held for sale | 17 | - | 5,753 |
| **Total as per Statement of Cash Flows** | | 2,150 | 8,387 |



PRESBYTERIAN SUPPORT EAST COAST
NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

## 1 Reporting Entity

Presbyterian Support East Coast (PSEC) is an entity registered under the Charitable Trusts Act 1957 and the Charities Act 2005.

PSEC is domiciled and registered in New Zealand and is primarily involved in the provision of social services in the East Coast region. It also operates a retirement village in Havelock North and rental units in Havelock North and Wairoa. In total it has 7 occupation right units and 34 rental units (2017: 7 occupation right units and 34 rental units), and a farm in Puketitiri. PSEC's offices are situated at 87 Te Mata Road, Havelock North.

These consolidated financial statements for the year ended 30 June 2018 comprise the controlling entity and its controlled entities (together referred to as the 'Group'). The controlled entities are Arohiwi Station Limited (100% owned) and The Scott Fund, which is solely controlled by PSEC. For the purposes of financial reporting, the Group is a public benefit entity.

## 2 Basis of Preparation

### (a) Statement of Compliance

The financial statements have been prepared in accordance with the Charities Act 2005 and generally accepted accounting practice in New Zealand. The Group has elected to report in accordance with Tier 2 Public Benefit Entity Accounting Standards ("PBE Standards") and has applied disclosure concessions. The financial statements comply with Tier 2 PBE Standards. The Group is eligible to report in accordance with Tier 2 PBE Standards because it is not publicly accountable and does not have expenditure in excess of $30 million.

These financial statements were authorised for issue by the Trustees on 26th September 2018.

### (b) Measurement Basis

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets and liabilities as identified in specific accounting policies below.

### (c) Functional and Presentation Currency

The financial statements are presented in New Zealand dollars ($) which is the Group entities functional and the Group's presentation currency, rounded to the nearest thousand.

There has been no change in the functional currency of the Group entities during the year.

## 3 Use of Judgements and Estimates

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from those estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimates are revised and in any future periods affected.

BDO CENTRAL (NI) limited for identification purposes

**(a) Judgements**

Judgements made in applying accounting policies that have had the most significant effects on the amounts recognised in the consolidated financial statements include the following:
Revenue recognition – exchange versus non-exchange revenue.
A judgement was made regarding the classification of government grants. It was determined that the government grants received by the Group represent a commercial transaction and therefore they have been classified as exchange revenue.

**(b) Assumptions and Estimation Uncertainties**

Assumptions and estimation uncertainties that have a significant risk of resulting in a material adjustment in the next financial year include the following, more detail can be found in the relevant note:

| | |
|---|---|
| Revaluation of Property, Plant and Equipment | Note 8 |
| Revaluation of Investment Properties | Note 9 |
| Valuation of Occupation Right Agreements | Note 16 |
| Valuation of Biological Assets | Note 11 |

## 4 Significant Accounting Policies

The accounting policies set out below have been applied consistently to all periods presented in these financial statements and have been applied consistently by the Group. There have been no changes to accounting policies during the year.

The significant accounting policies of the Group are detailed below:

**(a) Basis of Consolidation**

**i. Controlled Entities**

Controlled entities are entities controlled by the Group, being where the Group has power to govern the financial and operating policies of another entity so as to benefit from that entity's activities. The financial statements of the Group's controlled entities are included in the consolidated financial statements from the date that control commences until the date that control ceases.

**ii. Transactions Eliminated on Consolidation**

Intra-group balances and transactions, and any unrealised income and expenses arising from intra-group transactions, are eliminated in preparing the consolidated financial statements.

**(b) Foreign Currency Transactions**

Transactions in foreign currencies are translated into New Zealand dollars (NZD) using the exchange rate at the dates of the transactions. Monetary assets and liabilities denominated in foreign currencies at the reporting date are retranslated to NZD at the exchange rate at that date. The foreign currency gain or loss resulting from the settlement of such transactions and from the translation at year-end exchange rates of monetary assets and liabilities denominated in foreign currency is recognised in surplus or deficit as part of the net movement in investments in managed funds.



**(c) Revenue**

Revenue is recognised when the amount of revenue can be measured reliably and it is probable that economic benefits will flow to the Group. It is measured at the fair value of consideration received or receivable. Revenue is stated net of Goods and Services Tax.

The following specific recognition criteria in relation to the Group's revenue streams must also be met before revenue is recognised.

**i. Revenue From Exchange Transactions**

**Sale of Goods**

Revenue from the sale of goods in the course of ordinary activities is measured at the fair value of the consideration received or receivable and net of returns.

Revenue is recognised when the significant risks and rewards of ownership have been transferred to the customer, recovery of the consideration is probable, the associated costs and possible return of goods can be estimated reliably, there is no continuing management involvement with the goods, and the amount of revenue can be measured reliably.

**Rendering of Services**

Revenue from services rendered is recognised in surplus or deficit in proportion to the stage of completion of the transaction at the reporting date, specifically:
- Cottage service fees are recognised on a monthly basis, being the period over which the service is rendered. Cottage service fees are amounts received from occupants towards the maintenance and shared costs of the property.
- Retentions on Occupation Right Agreements are received from occupants and are recognised over the period of service based on the contractual right to the revenue as stated in the occupation right agreements (generally 10 years). It is determined that this period is close to the estimated average tenure based on historic information. Retentions are deducted as a contribution towards the long term upkeep of the property.
- Revenue from government grants relates to revenue received from government organisations to deliver services on their behalf. The revenue is recognised as the services are delivered to the extent that the requirements of the related contract have been met. To the extent that the requirements have not been met, amounts received are recognised as revenue received in advance in the statement of financial position.

Amounts received in advance for services to be provided in future periods are recognised as a liability until such time as the service is provided.

**Rental Income From Investment Properties**

Rental income from investment properties is recognised in surplus or deficit on a straight line basis over the term of the lease.

**Income From Interest and Dividends**

Interest income is recognised in surplus or deficit using the effective interest method.

Dividend income is recognised in surplus or deficit when the right to receive payment is established.

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**ii. Revenue From Non-Exchange Transactions**

Non-exchange transactions are those where the Group receives an inflow of resources (i.e. cash and other tangible or intangible items) but provides no (or nominal) direct consideration in return.

With the exception of services-in-kind, inflows of resources from non-exchange transactions are only recognised as assets where both:
- It is probable that the associated future economic benefit or service potential will flow to the entity, and
- Fair value is reliably measurable.

Inflows of resources from non-exchange transactions that are recognised as assets are recognised as non-exchange revenue, to the extent that a liability is not recognised in respect to the same inflow.

Liabilities are recognised in relation to inflows of resources from non-exchange transactions when there is a resulting present obligation as a result of the non-exchange transactions, where both:
- It is probable that an outflow of resources embodying future economic benefit or service potential will be required to settle the obligation, and
- The amount of the obligation can be reliably estimated.

The following specific recognition criteria in relation to the Group's non-exchange transaction revenue streams must also be met before revenue is recognised.

**Grants, Donations and Bequests**

The recognition of non-exchange revenue from Grants, Donations and Bequests depends on the nature of any stipulations attached to the inflow of resources received, and whether this creates a liability (i.e. present obligation) rather than the recognition of revenue.

Stipulations that are 'conditions' specifically require the Group to return the inflow of resources received if they are not utilised in the way stipulated, resulting in the recognition of a non-exchange liability that is subsequently recognised as non-exchange revenue as and when the 'conditions' are satisfied.

Stipulations that are 'restrictions' do not specifically require the Group to return the inflow of resources received if they are not utilised in the way stipulated, and therefore do not result in the recognition of a non-exchange liability, which results in the immediate recognition of non-exchange revenue.

**Fundraising**

Fundraising revenue is recognised at the point at which the funds are received.

**(d) Employee Benefits**

**i. Short-Term Employee Benefits**

Short-term employee benefit liabilities are recognised when the Group has a legal or constructive obligation to remunerate employees for services provided within 12 months of reporting date, and is measured on an undiscounted basis and expensed in the period in which employment services are provided.

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Item 4
Application No. 39

**ii. Defined Contribution Plans**

Defined contribution plans such as Kiwisaver are post-employment benefit plans under which an entity pays fixed contributions into a separate entity and will have no legal or constructive obligation to pay further amounts. Obligations for contributions to defined contribution pension plans are recognised as an employee benefit expense in surplus or deficit in the periods during which services are rendered by employees.

**(e) Finance Expenses**

Finance expenses comprise interest expense on borrowings.

**(f) Financial instruments**

The Group initially recognises financial instruments when the Group becomes a party to the contractual provisions of the instrument.

The Group derecognises a financial asset when the contractual rights to the cash flows from the asset expire, or it transfers the rights to receive the contractual cash flows in a transaction in which substantially all the risks and rewards of ownership of the financial asset are transferred. Any interest in transferred financial assets that is created or retained by the Group is recognised as a separate asset or liability.

The Group derecognises a financial liability when its contractual obligations are discharged, cancelled, or expire.

The Group also derecognises financial assets and financial liabilities when there has been significant changes to the terms and/or the amount of contractual payments to be received/paid.

Financial assets and liabilities are offset and the net amount presented in the statement of financial position when, and only when, the Group has a legal right to offset the amounts and intends either to settle on a net basis or to realise the asset and settle the liability simultaneously.

The Group classifies financial assets into the following categories: *investments in managed funds, term deposits, cash and cash equivalents and receivables*.

The Group classifies financial liabilities into the following categories: *occupation deposits* and *payables*.

Financial instruments are initially measured at fair value, plus, for those financial instruments not subsequently measured at fair value through surplus or deficit, directly attributable transaction costs.

Subsequent measurement is dependent on the classification of the financial instrument, and is specifically detailed in the accounting policies below.

**i. Financial Assets**

*Investments in Managed Funds*
Investments in managed funds are designated as financial assets at fair value through surplus or deficit.

They are initially recognised at fair value. Subsequent to initial recognition they are measured at fair value through surplus or deficit. The fair value of units in the managed funds is determined by the fund managers and reflects the market value of the fund.

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Investments in managed funds have been classified in this category because they are both managed and evaluated on a fair value basis in accordance with a documented investment strategy.

The net movement in investments in managed funds is recognised in surplus or deficit.

*Term Deposits*
Term deposits comprise short term deposits which have original maturities greater than three months from acquisition. Term deposits are classified as loans and receivables and are subsequently measured at amortised cost, less allowance for impairment.

*Cash and Cash Equivalents*
Cash and cash equivalents comprise cash balances, call deposits and short term deposits with original maturities of three months or less, and bank overdrafts. Cash and cash equivalents are classified as loans and receivables and are subsequently measured at amortised cost, less allowance for impairment.

*Receivables*
Receivables are classified as loans and receivables and are subsequently measured at amortised cost, less allowance for impairment.

**II. Financial Liabilities**

*Occupation Deposits*
Occupation deposits are classified as financial liabilities held at amortised cost and are subsequently measured at amortised cost using the effective interest method. An occupation deposit confers a right of occupancy to a residential unit. Monies received as deposits under an occupational right agreement are classified as unsecured liabilities. The Group has differing terms under occupation deposit agreements. Where there are retentions, the liability is split between the retention and occupation deposit liability. Where the occupation deposit agreement allows for the repayment of a portion of the capital gain (if any), this is included in the occupation deposit liability based on the latest valuation. Therefore, the liability in some cases includes a portion of unrealised capital gain. As occupation deposits are repaid no new agreements are being issued. The vacated units are then being rented.

*Payables*
Payables are classified as financial liabilities held at amortised cost and are subsequently measured at amortised cost using the effective interest method. Payables represent liabilities for goods and services provided to the Group prior to the end of the financial year which are unpaid. The amounts are unsecured and usually payable within 30 days of recognition.



**(g) Impairment of Non-Derivative Financial Assets**

A financial asset not subsequently measured at fair value through surplus or deficit is assessed at each reporting date to determine whether there is objective evidence that it is impaired. A financial asset is impaired if there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset, and that the loss event(s) had an impact on the estimated future cash flows of that asset that can be estimated reliably.

Objective evidence that financial assets are impaired includes default or delinquency by a counterparty, restructuring of an amount due to the Group on terms that the Group would not consider otherwise, indications that a counterparty will enter bankruptcy, economic conditions that correlate with defaults or the disappearance of an active market for a security.

**i. Financial Assets Classified as Loans and Receivables**

The Group considers evidence of impairment for financial assets measured at amortised cost (*term deposits, cash and cash equivalents and receivables*) at both a specific asset and collective level.

All individually significant assets are assessed for specific impairment. Those found not to be specifically impaired are then collectively assessed for any impairment that has been incurred but not yet identified.

Assets that are not individually significant are collectively assessed for impairment by grouping together assets with similar risk characteristics.

In assessing collective impairment the Group uses historical trends of the probability of default, the timing of recoveries and the amount of loss incurred, adjusted for management's judgement as to whether current economic and credit conditions are such that the actual losses are likely to be greater or less than suggested by historical trends.

An impairment loss in respect of a financial asset measured at amortised cost is calculated as the difference between its carrying amount and the present value of the estimated future cash flows discounted at the asset's original effective interest rate. Losses are recognised in surplus or deficit and reflected in an allowance account against *loans and receivables*. Interest on the impaired asset continues to be recognised.

When an event occurring after the impairment was recognised causes the amount of impairment loss to decrease, the decrease in impairment loss is reversed through surplus or deficit.

**(h) Property, Plant and Equipment**

**i. Recognition and Measurement**

Items of property, plant and equipment are initially measured at cost, except those acquired through non-exchange transactions which are instead measured at fair value at initial recognition.

Items of property, plant and equipment are subsequently measured either under the:

- *Cost model*: Cost (or fair value for items acquired through non-exchange transactions) less accumulated depreciation and impairment.
- *Revaluation model*: fair value, less accumulated depreciation and accumulated impairment losses recognised after the date of the most recent revaluation.



Valuations are performed with sufficient frequency to ensure that the fair value of a revalued asset does not differ materially from its carrying amount.

Gains and losses on revaluation are recognised in other comprehensive revenue and expense and presented in the *revaluation surplus* reserve within net assets/equity. Gains or losses relating to individual items are offset against those from other items in the same class of property, plant and equipment, however gains or losses between classes of property, plant and equipment are not offset.

Any revaluation losses in excess of the credit balance of the *revaluation surplus* for that class of property, plant and equipment are recognised in surplus or deficit as an impairment.

All of the Group's items of property, plant and equipment are subsequently measured in accordance with the *cost model*, except for land and buildings which are subsequently measured in accordance with the *revaluation model*.

Cost includes expenditure that is directly attributable to the acquisition of the asset. The cost of self-constructed assets includes the following:

- The cost of materials and direct labour
- Costs directly attributable to bringing the assets to a working condition for their intended use
- When the Group has an obligation to remove the asset or restore the site, an estimate of the costs of dismantling and removing the items and restoring the site on which they are located, and
- Capitalised borrowing costs if a qualifying asset.

Purchased software that is integral to the functionality of the related equipment is capitalised as part of that equipment.

When parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

Any gain or loss on disposal of an item of property, plant and equipment (calculated as the difference between the net proceeds from disposal and the carrying amount of the item) is recognised in surplus or deficit.

Upon disposal of revalued items of property, plant and equipment, any associated gain or loss on revaluation to that item are transferred from the *revaluation surplus* to *accumulated revenue and expense*.

**ii. Subsequent Expenditure**

Subsequent expenditure is capitalised only when it is probable that the future economic benefits associated with the expenditure will flow to the Group. Ongoing repairs and maintenance is expensed as incurred.

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**iii. Depreciation**

For plant and equipment, depreciation is based on the cost of an asset less its residual value, and for buildings is based on the revalued amount less its residual value. Significant components of individual assets that have a useful life that is different from the remainder of those assets, are depreciated separately.

Depreciation is recognised in surplus or deficit over the estimated useful lives of each component of an item of property, plant and equipment. Land is not depreciated. Assets under construction are not subject to depreciation.

The major depreciation rates are as follows:

- Buildings: 2 - 3% straight line and 3 - 4.5% diminishing value
- Plant, Equipment and Furnishings: 8 - 80% diminishing value and 25% straight line
- Motor Vehicles: 15 - 36% diminishing value

Depreciation methods, useful lives, and residual values are reviewed at reporting date and adjusted if appropriate.

**(i) Investment Properties**

Investment properties held to earn rental income and for capital appreciation comprise land and buildings intended to be held long term relating to independent living units and common facilities in retirement villages and rental properties.

**i. Recognition and Measurement**

Investment properties are initially measured at cost, except those acquired through non-exchange transactions which are instead measured at fair value at initial recognition.

Investment properties are subsequently measured at fair value, with any change therein recognised in surplus or deficit.

Any gain or loss on disposal of investment properties (calculated as the difference between the net proceeds from disposal and the carrying amount of the item) is recognised in surplus or deficit.

**(j) Biological Assets**

Biological assets are, on initial recognition and at each reporting date, measured at fair value less costs to sell, with any change therein recognised in surplus or deficit. Costs to sell include all costs that would be necessary to sell the assets, including transportation costs.

**(k) Non-current assets held for sale or distribution**

Non-current assets, or disposal groups comprising assets and liabilities, that are expected to be recovered primarily through sale or distribution rather than through continuing use, are classified as held for sale or distribution. Immediately before classification as held for sale or distribution, the assets, or components of a disposal group, are remeasured in accordance with the Group's accounting policies. Thereafter, the assets, or disposal group, are measured at the lower of their carrying amount and fair value less costs to sell. Impairment losses on initial classification as held for sale or distribution and subsequent gains or losses on remeasurement are recognised in surplus or deficit. Gains are not recognised in excess of any cumulative impairment loss. Once classified as held for sale or distribution, property, plant and equipment is no longer depreciated.



**(l) Impairment of Non-Financial Assets**

The carrying amounts of the Group's non-financial assets, other than biological assets and investment properties, are reviewed at each reporting date to determine whether there is any indication of impairment. If any indication of impairment exists:

- if the asset is a cash generating asset (i.e. an asset held with the primary objective of generating a commercial return), an estimate of it's recoverable amount is calculated.
- if the asset is a non-cash generating asset, an estimate of its recoverable service amount is calculated.

An impairment loss is recognised where the carrying amount of an asset exceeds its recoverable amount/recoverable service amount. Impairment losses directly reduce the carrying amount of assets and are recognised in surplus or deficit.

The recoverable amount/recoverable service amount of an asset is the greater of its value in use and fair value less costs to sell. In assessing value in use for a cash generating asset, the estimated future cash flows are discounted to their present value using a pre tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. Value in use for a non-cash generating asset is its depreciated replacement cost.

**(m) Operating Leases**

Operating leases are not recognised in the Group's statement of financial position. Payments made under operating leases are recognised in surplus or deficit on a straight-line basis over the term of the lease. Lease incentives received are recognised as an integral part of the total lease expense, over the term of the lease.

**(n) Goods and Services Tax (GST)**

Rent from all cottages, occupation deposit units and opportunity shop trading are exempt from GST and no GST can be claimed on expenses relating to these activities. The transactions relating to these activities are therefore GST inclusive. Residential board fees are liable to GST on a prescribed portion. GST can be claimed on purchases and expenses relating to the residential home. All other amounts are shown exclusive of GST, except for receivables and payables that are stated inclusive of GST.

BDO CENTRAL (NZ) limited for identification purposes

PRESBYTERIAN SUPPORT EAST COAST
NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

| 5 Revenue | Group 2018 $'000 | Group 2017 $'000 |
|---|---|---|
| **Revenue From Exchange Transactions:** | | |
| Government Grants | 9,000 | 8,392 |
| Sale of Goods | 2,000 | 1,490 |
| Rendering of Services | 588 | 586 |
| Other Exchange Revenue | 35 | 25 |
| **Revenue From Non-Exchange Transactions:** | | |
| Other Grants | 171 | 221 |
| Donations | 92 | 143 |
| Bequests | 9 | 46 |
| Fundraising | 6 | - |
| **Total Revenue** | **11,901** | **10,903** |
| **Revenue From Operations Comprises:** | | |
| Services for Older People | 4,798 | 4,392 |
| Family Works | 2,362 | 2,348 |
| Enliven Disability | 2,097 | 1,890 |
| **Total Revenue From Services** | **9,257** | **8,630** |
| Donated Income | 278 | 364 |
| The Scott Fund | - | 46 |
| Commercial Activities | 947 | 819 |
| Arohiwi Station (Farming Operations) | 1,419 | 1,044 |
| **Total Revenue From Operations** | **11,901** | **10,903** |
| **Donated income includes grants from the following organisations :** | | |
| Todd Foundation | 101 | 100 |
| Eastern & Central Community Trust | 4 | 3 |
| Frimley Foundation | 10 | 10 |
| JN Williams Memorial Trust HB Williams Turanga Trust | - | 20 |
| NZ Lottery Grants Board Gisborne | 25 | 25 |
| NZ Lottery Grants Board Hawke's Bay | 10 | - |
| Pub Charity | 2 | 8 |
| The Lion Foundation | 8 | 8 |
| Trust House Foundation | 30 | 29 |

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PRESBYTERIAN SUPPORT EAST COAST
NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

## 6 Expenses

| | Group 2018 $'000 | Group 2017 $'000 |
|---|---|---|
| **Total Operating and Administration Expenses Relate to the Following Activities:** | | |
| Services For Older People | 5,179 | 4,547 |
| Family Works | 3,027 | 3,131 |
| Enliven Disability | 2,188 | 1,997 |
| The Scott Fund | 60 | 64 |
| Commercial Activities and Administration | 1,825 | 1,469 |
| Arohiwi Station (Farming Operation) | 756 | 751 |
| **Total Expenses** | **13,035** | **11,959** |
| **Total expenses include:** | | |
| Depreciation | 376 | 359 |
| Personnel costs | 9,121 | 8,245 |
| Defined contribution plan expenditure | 227 | 216 |

## 7 Investments in Managed Funds

The Following Investments are Included in this Category:

| | | |
|---|---|---|
| Mercer Socially Responsible Balanced Portfolio | 18,539 | - |
| Nikko Asset Management NZ Limited Wholesale SRI Equity Fund | - | 2,642 |
| Nikko Asset Management NZ Limited F&C International Equity Fund | - | 3,381 |
| Nikko Asset Management NZ Limited NZ Cash Fund | - | 31 |
| Mercer (Global Bonds) | - | 2,105 |
| ANZ Fixed Interest Investments NZ | - | 1,903 |
| Mercer Fund of Hedge Fund | - | 1,303 |
| Mercer Global Low Volatility Equities | - | 1,678 |
| Mercer Overseas Fixed Interest | - | 4,533 |
| Other Investments | 43 | 39 |
| | **18,582** | **17,615** |

Movements during the year:

| | | |
|---|---|---|
| Opening Balance | 17,615 | 22,678 |
| Purchases during the period | 30,033 | 3,293 |
| Sales during the period | (30,756) | (8,890) |
| Change in fair value | 1,690 | 2,166 |
| Transferred to assets held for sale | - | (1,632) |
| Closing Balance | **18,582** | **17,615** |

The Group manages its investments in managed funds in accordance with a statement of investment policies and objectives (SIPO).The SIPO requires that:

- global equity invested are 50% hedged
- investments are spread across asset classes, countries, industries and companies



PRESBYTERIAN SUPPORT EAST COAST
NOTES TO AND FORMING PART OF THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

The Group's SIPO also requires that investments in shares must be in publicly listed, widely-held securities trading in recognised markets, with limits on the percentage of shares to be held in any one company. The overall credit rating of the bond portfolio should be at least a Standard & Poors BBB credit rating. There are also limits on the percentage of bonds to be held in any one company. Short term deposits are invested for periods up to 365 days taking into account current interest rates and should be invested with entities with Moody's P1 rating or better.
The SIPO states that the Board has determined a strategic asset allocation that, in its view, best meets its objectives.

In September 2017 the PSEC Board changed the SIPO to the following investment class ranges.

| Asset Class | Required Weight (%) | Required Range (%) | 2018 Actual (%) |
|---|---|---|---|
| Trans - Tasman Shares | 10 | 0 - 20 | 8.0 |
| Global Shares | 28.5 | 18.5 - 38.5 | 32.3 |
| Real Assets Investments | 13.5 | 3.5 - 23.5 | 12.7 |
| Alternative Investments | 3 | 0 - 10 | 2.9 |
| Fixed Interest | 35 | 20 - 50 | 27.2 |
| Cash | 10 | 0 - 25 | 16.9 |
| Growth Assets | 55 | 40 - 70 | 55.9 |
| Defensive Assets | 45 | 30 - 60 | 44.1 |

As at June 2017 the SIPO Investment class ranges were as follows :

| Asset Class | Required Weight (%) | Required Range (%) | 2017 Actual (%) |
|---|---|---|---|
| New Zealand Equities | 12 | 10 - 24 | 12.1 |
| Global Equities | 24 | 20 - 28 | 22.9 |
| Global Equities - Low Volatility | 8 | 0 - 12 | 7.7 |
| Alternative Assets | 6 | 0 - 10 | 6.0 |
| New Zealand Fixed Interest | 11 | 9 - 13 | 10.8 |
| Global Fixed Interest (100% hedged) | 28 | 25 - 31 | 22.8 |
| Cash | 11 | 9 - 13 | 17.8 |
| Foreign Currency (as a percentage of the global equity exposure) | 50 | 45 - 55 | 48.9 |

The PSEC Boards objective for Strategic Allocation of assets had not been met in the 2016-2017 year. due to cash reserves required for the Cranford Hospice Transition. (refer note 17 )

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## 8 Property, Plant & Equipment

| Group | Land | Buildings | Plant, Equipment and Furnishings | Motor Vehicles | Total |
|---|---|---|---|---|---|
| Cost or Valuation | $'000 | $'000 | $'000 | $'000 | $'000 |
| Balance as at 1 July 2017 | 10,590 | 6,478 | 1,339 | 978 | 19,385 |
| Additions (exchange) | - | 37 | 146 | 75 | 258 |
| Disposals | - | - | - | (55) | (55) |
| Balance as at 30 June 2018 | 10,590 | 6,515 | 1,485 | 998 | 19,588 |
| Accumulated Depreciation and Impairment | | | | | |
| Balance as at 1 July 2017 | - | 205 | 887 | 619 | 1,711 |
| Depreciation | - | 152 | 135 | 88 | 375 |
| Disposals | - | - | - | (43) | (43) |
| Balance as at 30 June 2018 | - | 357 | 1,022 | 664 | 2,043 |
| Net book value | | | | | |
| As at 1 July 2016 | 11,310 | 8,361 | 612 | 372 | 20,655 |
| As at 30 June 2017 | 10,590 | 6,273 | 452 | 359 | 17,674 |
| As at 30 June 2018 | 10,590 | 6,158 | 463 | 334 | 17,545 |

**Revalued land and buildings**

The Group measures land and buildings at revalued amounts with changes in fair value being recognised in other comprehensive revenue and expense. The Group engaged an independent valuation specialist to assess fair value as at 30 June 2016 for land and buildings. Land and buildings were valued by reference to market-based evidence, using comparable prices adjusted for specific market factors such as nature, location and condition of the property. The properties were valued on the basis of market rentals and yields, with a standard 6 year tenancy , with 2 yearly rent reviews and yields of between 6.5% and 8.5%.

Freehold land and buildings are valued when there is evidence of market change or at least every 5 years to fair value. The last valuation of PSEC land and buildings was undertaken by an independent registered valuer, WJ Glassey, FNZIV, AREINZ, SPINZ, MNZIM of Colliers International as at 30 June 2016. The last valuation of Arohiwi Station Limited (subsidiary) land and buildings was undertaken by an independent registered valuer, GC MacMillan, B.Com Ag (Rural Valuation), NZIV, PINZ, of Morice Limited as at 30 June 2016. The Group considers that fair value at 30 June 2018 would be materially similar to the fair value assessed at June 2016.

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FOR THE YEAR ENDED 30 JUNE 2018

## 9 Investment Properties

| | 2018 $'000 | 2017 $'000 |
|---|---|---|
| **Balance at 1 July** | **5,939** | 5,392 |
| Additions | 98 | 20 |
| Fair Value Gains/(Losses) on Valuation | 877 | 527 |
| **Balance at 30 June** | **6,914** | **5,939** |

The valuation of investment properties, as determined by the registered independent valuer, is adjusted for cash flows relating to refundable occupation deposits, unamortised amenities contributions, and occupation deposit receivables which are already recognised separately in the statement of financial position and also reflected in the cash flow model prepared by the valuer. A reconciliation between the valuation amount and the amount recognised in the statement of financial position as investment properties is as follows:

| | | |
|---|---|---|
| Investment Properties at Valuation | **6,158** | **5,208** |
| Plus: Refundable Occupation Deposits | **756** | **731** |
| Plus: Unamortised Amenities Contribution Liability | - | - |
| **Total Investment Properties** | **6,914** | **5,939** |

The fair value of investment properties were determined at reporting date by external, independent, qualified property valuers with recent experience in the location and category of the investment properties being valued.

The Group measures investment properties at revalued amounts with changes in fair value being recognised in surplus or deficit. The carrying amount of investment properties is the fair value of the properties as determined by an independent valuation specialist as at 30 June 2018, having appropriate recognised professional qualifications and recent experience in the location and category of the property being valued. (refer note 8)

The methodology adopted by the valuer for the JH Mason property is the discounted cash flow (DCF) basis. The DCF method is the accepted basis for valuing retirement villages in New Zealand. A DCF model involves forecasting future cash flows for the property and discounting the cash flows at a discount rate appropriate for the entity. The DCF for the JH Mason property was over a period of 25 years and allowed for the following assumptions:
- discount rate of 16% (2017:17%)
- rollovers at 9 year intervals (2017: 9 years)
- proprietors refurbishment at each rollover equivalent to 4% of the value (2017:4%)
- market and legal expenses at 2.5% of market value (2017: 2.5%)
- capital expenditure at 1% of the value (2017: 1%)
- that village outgoings will be fully expended on village operations

The methodology adopted by the valuer for the Shellton property is the investment approach as all units in this village are individually rented. The investment approach has regard to the likely rental income achievable and makes due allowance for vacancies, rates, insurance, repairs, maintenance, and miscellaneous expenses. The valuation for the Shellton property allowed for the following assumptions:
- market rental for one bedroom units of $155 per week (2017:$150 per week)
- market rental for two bedroom units of $185 per week (2017: $180 per week)
- market rental for garages of $10 per week (2017: $10 per week)
- vacancies allowance of one week (2017: one weeks)
- market rental capitalised at 7.94% (2017: 8.03%)

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## 10 Property Held for Sale

| | 2018 $'000 | 2017 $'000 |
|---|---|---|
| **Balance as at 1 July** | - | 380 |
| Sale | - | (380) |
| **Total Balance at 30 June** | - | - |

The property held for sale was a block of land situated at 700 Nelson Street North, Hastings.The property was sold on the 22nd October 2016 for an amount approximately equal to book value.

## 11 Biological Assets

| | Livestock $'000 | Forestry $'000 | Total $'000 |
|---|---|---|---|
| **Balance as at 1 July 2016** | **1,631** | **874** | **2,505** |
| Purchases | 85 | - | 85 |
| Net increase/decrease due to births/deaths | 401 | - | 401 |
| Sales | (456) | - | (456) |
| Changes in fair value less costs to sell | 198 | 250 | 448 |
| Transfer to assets held for sale | (75) | - | (75) |
| **Balance as at 30 June 2017** | **1,784** | **1,124** | **2,908** |
| **Balance as at 1 July 2017** | **1,784** | **1,124** | **2,908** |
| Purchases | 47 | - | 47 |
| Net increase/decrease due to births/deaths | 514 | - | 514 |
| Sales | (427) | - | (427) |
| Changes in fair value less costs to sell | 50 | 70 | 120 |
| **Balance as at 30 June 2018** | **1,968** | **1,194** | **3,162** |

At June 2018 the Group had 615 cattle (2017: 670) and 6,806 sheep (2017: 6,898) on hand.

At 30 June 2018 the Group had 45.6ha of forests (2017: 45.6ha) varying in age from 4 years to 31 years. During the year no timber was harvested generating income of $nil (2017: $nil).

The Group measures the fair value of livestock in accordance with market based evidence, e.g. recent sales of similar livestock. Livestock market values are analysed for specific age, breed and genetic merit. Changes in fair value are recognised in surplus or deficit.

The fair value of forestry is determined using the 'expectation value approach'. This requires determining the estimated recoverable volume by grade at a clear-fell age of between 28 and 32 years utilising the inventory data and growth models. Log grades are multiplied by the previous six quarters average of log prices applicable to the district. Harvest and cartage costs are then deducted to result in net revenue (stumpage) at harvest. Stumpage value is then discounted to the date of valuation by adopting a discount rate of 9.62% applied to pre-tax cash flows. The cash flows also have regard to the future costs associated with growing the tree crop.



**12 Operating Lease Commitments**

| | 2018 $'000 | 2017 $'000 |
|---|---|---|
| Non-cancellable operating leases are payable as follows: | | |
| Less Than One Year | 362 | 379 |
| Between One and Five Years | 423 | 225 |
| **Total** | **785** | **604** |

The Group has entered into a number of material operating leases for buildings. The leases expire between August 2018 and July 2021. The Group has right of renewal options included in the leases payable. During the year ended 30 June 2018 $318,933 was recognised as an expense in surplus or deficit in respect of operating leases (2017: $429,517).

**13 Related Party Transactions**

**(i) Controlling Entity and Ultimate Controlling Entity**

Presbyterian Support East Coast is the controlling entity and ultimate controlling entity of the Group.

**(ii) Controlled Entities**

The financial statements include the following subsidiaries:
Arohiwi Station Limited
The Scott Fund

Presbyterian Support East Coast has a 100% controlling interest in each of its subsidiaries. All controlled entities have the same reporting date as the controlling entity except The Scott Fund which has a 31 March balance date. Movements in the three months are not material. There are no significant restrictions regarding the transfer of dividends, loan repayments, and other funds from controlled entities.

Arohiwi Station Limited paid dividends in 2018 of $380,000 (2017 : $380,000) to PSEC. There is a loan from PSEC to Arohiwi Station Limited of $8,385,000 (2017: $8,385,000) which is interest free. There is a loan from The Scott Fund to PSEC of $1,000,000 (2017 : $1,000,000). Interest of $48,975 (2017 : $58,000) was paid by PSEC to The Scott Fund. All transactions and balances have been eliminated on consolidation.

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**(iii) Key Management Personnel Remuneration**

Key management personnel are members of the governing body which comprise members of the board and executive employees. The aggregate remuneration of key management personnel and the number of individuals (determined on a full time equivalent basis) receiving remuneration is as follows:

| | 2018 No. of Individuals FTE | 2018 $'000 | 2017 No. of Individual FTE | 2017 $'000 |
|---|---|---|---|---|
| Boards' Remuneration | 1 | 108 | 1 | 106 |
| Executive Employees | 5 | 666 | 7 | 867 |
| | 6 | 774 | 8 | 973 |

There are no other related party transactions with key management personnel or family members of key management personnel (2017: nil).

**14 Commitments and Contingencies**

There were no capital commitments as at 30 June 2018 (2017: nil).

**15 Events After Balance Date**

For the 2018 year there were no significant events after balance date requiring disclosure in the financial statements.

2017 events after balance date.
On 1 July 2017 the following assets were beneficially donated to The Cranford Hospice Foundation by way of a sale and purchase agreement for nominal consideration.

| | $'000 |
|---|---|
| Cash and Cash Equivalents | 6,132 |
| Land and buildings | 2,641 |
| | 8,773 |

On 1 July 2017 the following assets were beneficially donated to The Cranford Hospice Trust by way of a sale and purchase agreement for nominal consideration.

| | |
|---|---|
| Cash and Cash Equivalents | 1,253 |
| Plant and equipment | 327 |
| Biological assets | 75 |
| | 1,655 |

Any outstanding liability to staff working at Cranford Hospice as at 1 July 2017 including holiday pay and sick pay was transferred to The Cranford Hospice Trust as at that date. The Cash and Cash equivalents balance transferred included an amount equivalent to the value of these liabilities.

Any outstanding liability on contracts relating to Cranford Hospice as at 1 July 2017 were transferred to The Cranford Hospice Trust as at that date.

Refer to note 17 for further details.

**16 Occupation Deposits**

Occupational right agreements are unsecured and no interest is payable. Occupational right agreement obligations to residents include the following:

| | 2018 $'000 | 2017 $'000 |
|---|---|---|
| Occupational right agreements | 756 | 731 |
| Unamortised retentions (will be income in the future) | - | - |
| | **756** | **731** |

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The Group measures the liability for occupation deposits in accordance with the terms of each agreement. Some agreements allow for a portion of capital movement and therefore are affected by the revaluation of investment properties. Changes in fair value are recognised in surplus or deficit. The liability is based on the valuation in note 10 and the specific terms of each agreement, eg the percentage of capital gain due to the holder of the occupation right on exit.

## 17 Disposal Group held for sale

During the year ended 30 June 2017 management committed to a plan to sell Cranford Hospice to realise identified benefits of the operation being run by a separate entity. A twin trust structure was established to respectively hold the core assets and run the operations of Cranford Hospice. Cranford Hospice was subsequently sold to the entities on 1 July 2017 (refer note 15).

As at June 2017 Management considered the carrying amount of Cranford Hospice to be equal to or less than its fair value less costs to sell.

As at 30 June 2017, the carrying amount of Cranford Hospice assets and liabilities comprised of the following :

| | Note | 2018 | 2017 $'000 |
|---|---|---|---|
| **Assets held for sale** | | | |
| Property , plant and equipment | 8 | - | 2,968 |
| Investments in Managed Funds | 7 | - | 1,632 |
| Biological Assets | 11 | - | 75 |
| Cash and cash equivalents | | - | 5,753 |
| **Balance at 30 June** | | - | **10,428** |
| **Liabilities held for sale** | | | |
| Employee Entitlements | | - | 348 |
| **Balance at 30 June** | | - | **348** |

| **Cash flows from / (used in) discontinuing operations** | 2018 $'000 | 2017 $'000 |
|---|---|---|
| Net cash flows from / (used in ) operating activities | - | (213) |
| Net cash flows from / (used in ) investing activities | - | 655 |
| Net cash flow for the year | - | **442** |

The revaluation surplus on page 4 as at 30 June 2017 contains an amount of $823,018 attributable to Cranford Hospice. This amount was reclassified to accumulated revenue and expense on the sale of Cranford Hospice in the 2018 financial year.

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# INDEPENDENT AUDITOR'S REPORT
## To the Members of Presbyterian Support East Coast

### Opinion

We have audited the consolidated financial statements of Presbyterian Support East Coast ("the entity) and its subsidiaries (together, "the Group"), which comprise the consolidated statement of financial position as at 30 June 2018, the consolidated statement of comprehensive revenue and expense, consolidated statement of changes in net assets/equity and consolidated cash flow statement for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Group as at 30 June 2018, and its consolidated financial performance and its consolidated cash flows for the year then ended in accordance with Public Benefit Entity Standards Reduced Disclosure Regime ("PBE Standards RDR") issued by the New Zealand Accounting Standards Board.

### 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 Consolidated Financial Statements* section of our report. We are independent of the Group 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, the entity or any of its subsidiaries.

### Board of Governance Responsibilities for the Consolidated Financial Statements

The Board is responsible on behalf of the Group for the preparation and fair presentation of the consolidated financial statements in accordance with PBE Standards RDR, and for such internal control as the Board determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, the Board is responsible on behalf of the Group for assessing the Group'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 Board either intends to liquidate the Group or to cease operations, or has no realistic alternative but to do so.

PARTNERS: David Pearson Ross Hadwin Glenn Fan-Robertson Heather Hallam Lisa Townshend Matt Coulter
ASSOCIATES: Cary Davis David Hopping Sheena Mason Billie Stanley Suzie Clifford
CONSULTANTS: Ron Eglinton

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**Auditor's Responsibilities for the Audit of the Consolidated Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are 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 these consolidated financial statements.

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 consolidated financial statements, 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 Group'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 Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Group'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 consolidated financial statements 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 Group to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with the Board 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.

Who we Report to

This report is made solely to the entity's members, as a body. Our audit work has been undertaken so that we might state those matters which 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 entity and the entity's members, as a body, for our audit work, for this report or for the opinions we have formed.

BDO Central (NI)

BDO Central (NI)
Napier
New Zealand
26 September 2018

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Monday, 29 April 2019 12:52 PM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#254]

| | |
|---|---|
| **Name of organisation** | The Raukatauri Music Therapy Trust |
| **Postal address for organisation** | 15 Surrey Crescent<br>Grey Lynn, Auckland 1021<br>New Zealand |
| **Daytime Contact Phone Number** | 093600889 |
| **Email** | info@rmtc.org.nz |
| **Website** | www.rmtc.org.nz |
| **Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?** | Yes |
| **If yes, please attach a copy of the certificate/s** | rmtt_certificates_of_registration.pdf 562.43 KB - PDF |
| **Name** | Rachel Farrell |
| **Position** | Finance and Administration Manager |
| **Email** | rachelfarrell@rmtc.org.nz |
| **Daytime Contact Phone Number** | 093600889 |
| **Name** | Jen Ryckaert |
| **Position** | Clinical and Centre Director |

1

| | |
|---|---|
| **Email** | jenryckaert@rmtc.org.nz |
| **Daytime Contact Phone Number** | 093600889 |
| **Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.** | No, I/we do not wish to present to the Community Grants Subcommittee |
| **Please indicate if you are applying for *Seed Funding or an **Establishment Grant:** | Seed Funding |
| **i. Which of the current and future needs of our community are you addressing?** | Assistance and advice for people in need due to older age or adverse circumstances<br>Promoting participation in recreation, arts and cultural activites |

**a. What activity/s are within the scope of your project/service?**

The Raukatauri Music Therapy Trust provides music therapy services to individuals in need. Music therapy is the planned use of music to assist with the healing and personal growth of people with identified emotional, intellectual, physical or social challenges. Raukatauri's Registered Music Therapists root their clinical practice in the humanistic model of music therapy, which recognizes each individual's uniqueness and worth. Our mission is to offer a quality, accessible music therapy service to all people, whatever their needs. Our vision to enrich and develop lives through music.

An inborn responsiveness to music exists regardless of disability, injury, illness or environment and is not dependent on musical training or background. In their music therapy sessions, each person actively engages with a Registered Music Therapist through music improvised uniquely with them, as well as through favourite songs and musical activities. Clients interact and communicate musically, expressing themselves in whatever way they can - using their body, voice or musical instruments – to work towards goals that have been defined in collaboration with their family and other professionals, such as improved motor skills and speech, self-confidence, strengthened social skills, or improved memory. Most of these sessions are individual, whereby a client works in a weekly, one on one session with a qualified music therapist, but we also offer pair and, increasingly, group sessions.

Music therapy does not require special skills or talent, and our team doesn't expect clients to play, sing or behave in any certain way. Instead our service focuses on our client's strengths, creating an engaging and motivating environment in which children and adults can learn and grow. Our strengths-based approach also makes music therapy a positive experience for parents and caregivers, as it allows them to celebrate what their family member is capable of, rather than being reminded of his or her challenges. Through the delivery of music therapy services we assist the growth, development and well-being of individuals with a range of special needs and abilities. Furthermore, the

benefits of the work we do impacts our clients' whanau and the wider communities in which they live.

Music therapy is beneficial across the lifespan and we therefore work with children and adults with a range of special needs. These include cerebral palsy, autism spectrum and other developmental disorders, genetic disorders such as Down syndrome, traumatic brain injuries, mental health disorders, bereavement, dementia, exposure to family violence and neglect, trauma and poor community engagement due to socioeconomic challenges. Due to their physical, cognitive and behavioural challenges, the vast majority of our clients cannot participate in community activities such as sport, music lessons, drama and art. Music therapy provides them with the chance to express themselves, develop independence, engage with their community, and develop meaningful relationships. Thus by the very nature of our service we are promoting participation in the arts, alongside assisting people in need due to adverse circumstances.

**b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?**

The primary measure of success is the progress that clients make towards the goals and objectives that have been developed by the music therapist in collaboration with each family. As clinicians working within an allied health profession, our qualified music therapists document their sessions through both data collection and narrative documentation, which are recorded electronically and regularly reviewed. These written measures are supported by the weekly video recording of our sessions. Formal reports and reviews are held with families at 3 or 6 month intervals, sharing the progress and developments made in music therapy, along with providing families the opportunity to review some of the audio visual footage.

In addition we regularly ask for feedback from the families and organisations with whom we work. Recent evaluations received about our services in Hawke's Bay included the following comments:

"[He] loves going [to music] .... skips down the hall to the music room".

"Will has established over time a bond and [name] just loves to attend".

"This service has been a wonderful asset to Hawkes Bay and Will has been excellent to work with".

This first Hawke's Bay Regional Centre has seen such terrific success that it was replicated in March this year with the launch of a new Centre in Whangarei.

**c. The process – how will you carry out your project or service, and where will it be delivered?** *

Whilst the Raukatauri Music Therapy Trust has been operating in Auckland since 2004, we ventured outside the region for the first time in 2018 when we established our first Regional Centre in Hawke's Bay. Music Therapist Will Darbyshire was hired in April 2018 and spent two months at our Auckland hub for his induction before settling in Napier. The Regional Centre opened its doors on 6th June 2018 and provides music therapy in two locations – from Wednesday to Friday working out of a room at Tamatea High School and on Saturdays based at the Havelock North Function Centre. Having built up the client base over the last 11 months Will is now working with 20 clients – 18 children and two adults - delivering 17 sessions to children and adults with a variety of need including Down Syndrome, autism, cerebral palsy, and Rett syndrome amongst others. This is almost full capacity for Will when working four days per week, to allow time for clinical notes and to review client progress, an essential part of a music therapist's day. It is our aim to further develop the service and offer five days of music therapy per week by July this year.

This funding request is towards the salary costs for Will on Saturdays, when he is based in Havelock. Saturdays ' tend to be our busiest day, and indeed Will has a full schedule delivering music therapy to eight clients. Despite this fact, the fee revenue we receive does not cover our costs. To achieve our mission of providing a quality, accessible music therapy service to all people, whatever their needs, we heavily subsidise the cost of our sessions. We estimate it costs approximately $140 per session, but clients are asked to pay a minimum fee, based on a recommended scale, of $55 each week. To prevent financial barriers to our services, those that show evidence of financial hardship can apply for our subsidy scheme (restricted to 20 places across all our locations) whereby clients pay upwards of $6 each session. We therefore

work tirelessly to make up the shortfall, through grant applications and fundraising, which enable us to continue to subsidise our services and reach further into the community to change lives through music. This request is therefore to support the salary costs for Will when he is working in Havelock.

A budget has been attached with our application. By way of an explanation, our weekly sessions run during the school term and therefore this full year of services is calculated as 41 weeks per year. That said, many of our clients come for extra sessions during the holidays. The fee revenue is based on the actual amount the eight clients currently pay, which varies as each family offers the amount they will pay from $55 incl gst per session upwards, or they may be on the subsidy scheme. The fee revenue also takes into account a 15% cancellation, which is the average cancellations we see over the year due to the nature of our client base.

**d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** *

The primary person involved in our Hawke's Bay Regional Centre is Registered Music Therapist Will Darbyshire, for whom we are seeking the funding. Like all of our therapists, Will is registered with Music Therapy New Zealand, the country's professional body responsible for maintaining standards, and has completed a two year Master's Degree in music therapy. Will not only leads our Regional Centre in Hawke's Bay, but also delivers our services there and is thus an essential resource to this programme. In addition Will is also responsible for programme development and has therefore been working with local disability organisations such as CCS Disability Action, Idea Services, and Dementia Hawke's Bay. Through such collaborations we have run a pilot programme for a group with dementia as well as a group music therapy programme for adults in a day centre. Other programmes in discussion for the future include work in Hawke's Bay Regional Prison and a potential satellite location in Waipukarau, creating greater accessibility for those in Central Hawke's Bay, both of which would see the Regional Centre expanding to five days per week.

Our Regional Centre also has large scale support from the Trust itself, none more so than Centre Founder and continuing Trustee Hinewehi Mohi, who relocated to the Region in 2016 and immediately identified a need for music therapy in the Region. Additionally Will receives support from our base Centre in Auckland, which includes weekly meetings with our Clinical and Centre Director, fortnightly clinical supervision with our Clinical Team Leader, and administrative services.

| | |
|---|---|
| **Is your organisation GST registered?** | Yes |
| **If yes, what is your GST number** | 86-047-112 |
| **Alternatively, upload a document with this information** | rmtt_budget_for_havelock_north_programme.pdf 238.81 KB · PDF |
| **A. Total cost of project / service** * | $20,545.35 |
| **B. Total funds available** * | $14,909.74 |
| **C. Difference between total cost and total funds available** * | $5,635.61 |

| | |
|---|---|
| **D. Amount requested annually** * | $5,635.61 |
| **Date applied** | Thursday 18 April 2019 |
| **Source of funding** | First Light Community Foundation |
| **Type of funding, eg a loan, a grant** | Grant |
| **What will it be used for?** | Room rental for Havelock North Function Centre - application made three times per year. |
| **Amount requested** | 2295 |
| **Is it confirmed?** | No |
| **If you are still waiting for a response, when will you know the outcome?** | Saturday 1 June 2019 |
| **Have you completed an annual report and financial accounts for this project or service?** | No |
| **If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts.** |  rmtt_final_annual_accounts_2018.pdf 1.63 MB · PDF |
| **Tick this box to confirm the above is true and correct.** * | I agree |

charities commission
Komihana Kaupapa Atawhai

# Certificate of Registration

**The Raukatauri Music Therapy Trust**

Registration number: CC24774

This is to certify that The Raukatauri Music Therapy Trust was registered as a charitable entity under the Charities Act 2005 on 23 May 2008.

Chair
Charities Commission

Chief Executive
Charities Commission





Application No. 40

Ministry of Economic Development
Manatū Ōhanga
Companies Office

# CERTIFICATE OF INCORPORATION

## THE RAUKATAURI MUSIC THERAPY TRUST
## 1874755

THE RAUKATAURI MUSIC THERAPY TRUST is incorporated under the Charitable Trusts Act 1957 this 10th day of October 2006.

Neville Harris

Neville Harris
Registrar of Incorporated Societies

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

Raukatauri
Music Therapy Centre

BUDGET FOR HAWKE'S BAY REGIONAL CENTRE: Programme at Havelock North Function Centre
1st July 2019 - 30th June 2020

For the provision of music therapy at Havelock North Function Centre on Saturdays for a full year (41 weeks)

| Income | Unit price | Quantity | Total |
|---|---|---|---|
| Client Weekly Fee revenue: Based on actual fee contributions from eight clients. This includes a 15% cancellation coverage. | $210.65 | 41 | $8,636.74 |
| Potential Grant revenue: To cover rental costs at Havelock North Function Centre | $6,273.00 | 1 | $6,273.00 |
| **Total Revenue** | | | **$14,909.74** |

| Outgoings | Unit price | Quantity | Total |
|---|---|---|---|
| Music therapist salary on Saturdays | $317.07 | 41 | $13,000.00 |
| Rental for Havelock North Function Centre: $18+gst per hour for 8.5 hours one day per week | $153.00 | 41 | $6,273.00 |
| Travel costs | $17.10 | 41 | $701.10 |
| IT costs and general expenses | $8.45 | 41 | $346.25 |
| Musical instruments - purchase, repairs and maintainence | $5.49 | 41 | $225.00 |
| **Total Expenses** | | | **$20,545.35** |

| | |
|---|---|
| **Surplus / Deficit** | **-$5,635.61** |

Raukatauri Music Therapy Centre
15 Surrey Crescent | Grey Lynn | Auckland 1021
Phone 09 360 0889 | Fax 09 360 0887
Email info@rmtc.org.nz | www.rmtc.org.nz

# Raukatauri Music Therapy Trust (Group)

Performance Report For The Year Ended 31 March 2018

# Raukatauri Music Therapy Trust (Group)

## Performance Report Contents

For The Year Ended 31 March 2018


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# Raukatauri Music Therapy Trust (Group)

## Entity Information

As At 31 March 2018

**Legal Name of Entity** Raukatauri Music Therapy Trust

**Type of Entity and Legal Basis** Charitable Trust and Registered Charity

**Entity's Purpose or Mission**

The Raukatauri Music Therapy Trust was established in March 2004 to provide music therapy services to individuals with special needs. Music therapy is the planned use of music to assist with the healing and personal growth of people with identified emotional, intellectual, physical or social challenges. Our services are delivered via a clinical practice rooted in the humanistic model of music therapy which recognizes each individual client's uniqueness and worth. Our mission is to offer a quality, accessible music therapy service to all people, whatever their needs. Our vision is to enrich and develop lives through music.

Services are managed and delivered through a music therapy centre in Grey Lynn, Auckland - the Raukatauri Music Therapy Centre. As demand for music therapy services has grown over the years, the Centre has, to date, opened five satellite centres throughout Auckland and operates 14 outreach partnerships with schools and other not-for-profits. Through the delivery of music therapy services we assist the growth, development and well-being of children and adults with a range of special needs and abilities. We change lives through music.

**Entity's Structure**

The Trust is governed by a Board of seven volunteer trustees from a range of business and professional backgrounds. Mr Sean Coleman is our current Chairperson, with Ms Paula Polkinghorne our Secretary and Mr Glenn Nightingale our Treasurer. The Trust's founder, Hinewehi Mohi, remains an active Trustee.

The Raukatauri Music Therapy Centre is managed by a Clinical and Centre Director who is also a practising music therapist, delivering weekly music therapy sessions. This role is supported by a Finance and Administration Manager, a Clinical Team Leader and a part time Receptionist. Services are delivered by a team of nine NZ Registered Music Therapists in a mix of full time and part time salaried and contract roles. Additionally the Centre serves as a clinical training site for student music therapists from New Zealand and the United States, with placements undertaken by two students over the past year.

**Main Sources of the Entity's Cash and Resources**

The Raukatauri Music Therapy Trust receives income and support from client financial contributions to music therapy sessions, business and individual donations of goods and services, funding from grants and trusts, and through the support of volunteers, including our trustees who do not accept any remuneration for their services.

**Main Methods Used by the Entity to Raise Funds**

Client financial contributions to music therapy sessions, business and individual donations of cash, funding from grants and trusts, funding from events and activities and sponsorships.

**Entity's Reliance on Volunteers and Donated Goods or Services**

The Trust is reliant on the continued support of our trustees, who are all volunteers. All other volunteers provide additional support and resource, but are not critical to the organisation's sustainability. This is also the case with donated goods and services we currently receive.

**Additional Information**

The Trust is also committed to the development of the music therapy profession in New Zealand and as such has provided a student placement opportunity at the Centre for the past twelve years, with several of these students becoming employees and part time contract staff at the Centre, upon completion of their course.

# Raukatauri Music Therapy Trust (Group)

## Entity Information

As At 31 March 2018

### Contact Details

| | |
|---|---|
| **Physical Address** | 15 Surrey Crescent<br>Grey Lynn<br>AUCKLAND 1021 |
| **Postal Address** | 15 Surrey Crescent<br>Grey Lynn<br>AUCKLAND 1021 |
| **Phone** | 09 360 0889 |
| **Website** | www.rmtc.org.nz |
| **Facebook** | www.facebook.com/raukataurimusictherapycentre |
| **Accountants** | Crowe Horwath (NZ) Limited<br>188 Quay Street<br>Auckland 1010 |
| **Bankers** | ASB Bank<br>Bank of New Zealand |
| **Date of Establishment** | 16 September 2003 |
| **Settlor** | Campbell Smith |
| **Beneficiary** | Discretionary |
| **Trustees** | Sean Coleman<br>Hinewehi Mohi<br>George Bradfield<br>Deborah Pead<br>Paula Polkinghorne<br>Glenn Nightingale<br>Paul McNamara |

Crowe Horwath

**Crowe Horwath**
**New Zealand Audit Partnership**
Member Crowe Horwath International

Audit and Assurance Services

Level 29, 188 Quay Street
Auckland 1010
PO Box 158
Auckland 1140
New Zealand

Tel +64 9 303 4586
Fax +64 9 309 1198

www.crowehorwath.co.nz

## INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

**To the Trustees of Raukatauri Music Therapy Trust**

**Report on the Financial Statements**

We have reviewed the accompanying consolidated financial statements of Raukatauri Music Therapy Trust and its controlled entity (the Group) on pages 1 to 2 and 5 to 16, which comprise the entity information, statement of service performance, the statement of financial performance and the statement of cash flows for the year ended 31 March 2018, and the statement of financial position as at 31 March 2018, and the statement of significant accounting policies and other explanatory information.

***Trustees' Responsibility for the Financial Statements***

The Trustees are responsible for the preparation and fair presentation of the performance report of the Group in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit), and for such internal control as they determine is necessary to enable the preparation and fair presentation of the accompanying Group performance report that is free from material misstatement, whether due to fraud or error.

***Assurance Practitioner's Responsibility***

Our responsibility is to express a conclusion on the accompanying Group financial statements. We conducted our review in accordance with International Standards on Review Engagements (New Zealand) (ISRE (NZ) 2400, *Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity*. ISRE (NZ) 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the financial statements, taken as a whole, are not prepared in all material respects in accordance with the applicable financial reporting framework. This standard also requires that we comply with relevant ethical requirements.

A review of financial statements in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on these financial statements.

Other than in our capacity as assurance practitioner we provided accounting services to the Trust and its controlled entity. We have no other relationship with, or interests in, Raukatauri Music Therapy Trust or its controlled entity.

*Crowe Horwath New Zealand Audit Partnership is a member of Crowe Horwath International, a Swiss verein. Each member of Crowe Horwath is a separate and independent legal entity.*

Crowe Horwath

***Conclusion***

Based on our review, nothing has come to our attention that causes us to believe:

a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are not suitable;
b) that the performance report on pages 1 to 2 and 5 to 16 does not present fairly, in all material respects;

- the entity information for the year then ended;
- the service performance for the year then ended; and
- the financial position of the Group as at 31 March 2018 and its financial performance, and cash flows for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

Crowe Horwath

Crowe Horwath New Zealand Audit Partnership
CHARTERED ACCOUNTANTS
30 June 2018

# Raukatauri Music Therapy Trust (Group)

## Statement of Service Performance

For The Year Ended 31 March 2018

**Description of the Entity's Outcome:**

The Raukatauri Music Therapy Trust was established in 2004 to provide music therapy services to children and adolescents with special needs, in order to improve and stimulate their growth and development, to provide them with opportunities for independence and autonomy and to enable interpersonal interaction and community participation. The Trust has since expanded its delivery model to provide music therapy to adults with special needs, with the primary goal being an improved quality of life through greater independence and self-esteem, reduced isolation and an improvement in overall well-being, both physically and mentally.

Since its founding the Raukatauri Music Therapy Centre has changed thousands of lives through music. It has expanded over the years to meet demand, and in the past financial year reached a record number of clients, delivering music therapy to 240 clients per week. This was enabled in part due to the establishment of a new satellite in Pukekohe. The Centre is committed to expanding its service both in terms of delivery area and clinical populations.

The Trust is also committed to the development of the music therapy profession in New Zealand and as such has provided student placement and long-term volunteer opportunities at the Centre for the past twelve years, with several of these volunteers and students becoming employees and part time contract staff at the Centre, upon completion of their studies. This commitment to the growth of the field is also reflected by the fact that the Trust employs almost 20% of the Country's music therapists.

**Description and Quantification of the Entity's Outputs:**

| | 2018 | 2017 |
|---|---|---|
| Average number of children and adults who received music therapy sessions each week | 191 | 156 |
| Average number of adult clients | 25 | 23 |
| Average number of child clients | 165 | 133 |
| Number of new clients | 142 | 27 |
| Number of outreach programmes over the year | 16 | 14 |
| Number of Satellite services | 5 | 4 |
| Number of therapists employed | 9 | 8 |
| Student music therapy placements provided | 2 | 2 |
| Total number of sessions delivered | 4,091 | 3,814 |
| Ongoing Volunteer placements provided | 6 | 6 |

In addition to tracking client and staffing figures, the Trust places a strong emphasis on accurately documenting its clinical services. The Trust's music therapists work with clients' families in order to establish measurable goals that are assessed weekly by the therapists through data collection and narrative documentation. A new video recording system, installed at the start of 2017, allows for the recording of all sessions taking place at the Centre, which can then be analysed by the therapists and shared with families to demonstrate progress. Service evaluation forms are provided to caregivers and outreach programme staff at six month intervals in order to track stakeholder perceptions of service quality.

# Raukatauri Music Therapy Trust (Group)

## Statement of Financial Performance

For The Year Ended 31 March 2018

| | Notes | 2018 $ | 2017 $ |
|---|---|---|---|
| **Revenue** | | | |
| Donations, Fundraising and Other Similar Revenue | 1 | **87,511** | 48,897 |
| Fees, Subscriptions and Other Revenue From Members | 1 | **245,792** | 229,409 |
| Grants | 1 | **305,332** | 228,376 |
| Interest, Dividends and Other Investment Revenue | 1 | **4,749** | 16,664 |
| Other Income | 1 | **18,312** | 18,000 |
| **Total Revenue** | | **661,697** | 541,346 |
| **Expenses** | | | |
| Expenses Related to Public Fundraising | 2 | **2,010** | 6,077 |
| Volunteer and Employee Related Costs | 2 | **423,322** | 429,831 |
| Costs Related to Providing Goods or Services | 2 | **37,696** | 36,305 |
| Other Expenses | 2 | **141,505** | 123,208 |
| **Expenses** | | **604,533** | 595,422 |
| **Net Surplus/( Deficit)** | | **57,163** | (54,076) |

These financial statements should be read in conjunction with the accompanying notes and review report.

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# Raukatauri Music Therapy Trust (Group)

## Statement of Movements in Equity

For The Year Ended 31 March 2018

| | Notes | 2018 $ | 2017 $ |
|---|---|---|---|
| **Opening Accumulated Funds** | | **606,749** | 660,825 |
| Net Surplus/(Deficit) | | **57,163** | (54,076) |
| **Total Recognised Revenues & Expenses** | | **57,163** | (54,076) |
| **Closing Accumluated Funds** | | **663,912** | 606,749 |

These financial statements should be read in conjunction with the accompanying notes and review report.

# Raukatauri Music Therapy Trust (Group)

## Statement of Financial Position

As At 31 March 2018

| | Notes | 2018 $ | 2017 $ |
|---|---|---|---|
| **Current Assets** | | | |
| Cash on Hand | | 88 | 204 |
| ASB Cheque Account | | 103,607 | 17,405 |
| ASB Business Saver Account | | 60,429 | 60,371 |
| Accounts Receivable | | 33,483 | 32,522 |
| Prepayments | | 3,126 | 6,808 |
| Investments | 3 | 489,460 | 485,730 |
| **Total Current Assets** | | 690,193 | 603,040 |
| **Non Current Assets** | | | |
| Property, Plant and Equipment | 4 | 73,547 | 68,689 |
| **Total Non Current Assets** | | 73,547 | 68,689 |
| **Total Assets** | | 763,740 | 671,729 |
| **Current Liabilities** | | | |
| Accounts Payable | | 39,967 | 51,421 |
| Accruals | | 16,045 | 7,500 |
| GST Payable | | 9,446 | 6,059 |
| Unused Donations and Grants with Conditions | | 34,370 | - |
| **Total Current Liabilities** | | 99,828 | 64,981 |
| **Net Assets** | | 663,912 | 606,749 |
| **Accumulated Funds** | | | |
| Trust Capital | | 10 | 10 |
| Retained Surplus | | 663,902 | 606,739 |
| **Total Accumulated Funds** | 5 | 663,912 | 606,749 |

Paula Polkinghorne

26/07/18
Date

Sean Coleman

These financial statements should be read in conjunction with the accompanying notes and review report.

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# Raukatauri Music Therapy Trust (Group)

## Statement of Cash Flows

For The Year Ended 31 March 2018

| | Notes | 2018 $ | 2017 $ |
|---|---|---|---|
| **Cash Flows From Operating Activities** | | | |
| **Cash Was Received From:** | | | |
| Donations, Fundraising and Other Similar Revenue | | **84,472** | 48,897 |
| Fees, Subscriptions and Other Revenue From Members | | **244,831** | 234,237 |
| Grants | | **339,702** | 228,376 |
| Interest, Dividends and Other Investment Revenue | | **4,749** | 16,664 |
| Revenue From Activities | | **-** | 18,000 |
| Net Movement in GST | | **3,387** | (1,801) |
| **Cash Was Applied To:** | | | |
| Payments to Suppliers and Employees | | **(562,379)** | (576,232) |
| **Net Cash Flows From Operating Activities** | | **114,763** | (31,859) |
| **Cash Flows From Investing and Financing Activities** | | | |
| **Cash was Applied to:** | | | |
| Payments to Acquire Property, Plant and Equipment | | **(24,889)** | (30,812) |
| Movement in Investment | | **(3,730)** | - |
| **Total Cash Flows From Investing and Financing Activities** | | **(28,619)** | (30,812) |
| Net Increase/(Decrease) in Cash | | **86,144** | **(62,671)** |
| Opening Cash Balance | | **77,980** | **140,651** |
| **Closing Cash Balance** | | **164,124** | 77,980 |
| **Represented by:** | | | |
| Cash on Hand | | **88** | 204 |
| ASB Cheque Account | | **103,607** | 17,405 |
| ASB Business Saver Account | | **60,429** | 60,371 |
| **Net Cash Balance** | | **164,124** | 77,980 |

The attached Notes and Accountant's Report form an integral part of these financial statements. 9

# Raukatauri Music Therapy Trust (Group)

## Statement of Accounting Policies

For The Year Ended 31 March 2018

**Basis of Preparation**

Raukatauri Music Therapy Trust (Group) 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.

**Revenue**

Revenue received from fees is recognised when it is invoiced.

Revenue received from fundraising and donations are recognised when it is received.

Grants received during the year are recognised as revenue, unless there are conditions attached which are unfulfilled. Grants with conditions attached are recognised as revenue once the specific conditions are satisfied.

The Trust receives the market value of pro bono services at no cost. The value of the pro bono services are recognised as income and an expense in the period in which the services are received.

**Property, Plant and Equipment**

Property, plant and equipment are recorded at cost, less any accumulated depreciation.

**Depreciation**

Depreciation is charged to the Statement of Financial Performance at rates shown below over the estimated useful lives of each part of an item of property, plant and equipment.

The method and rates applied are as follows:

| Asset Class | Method | Rate |
|---|---|---|
| AV System | Diminishing Value | 40.0% |
| Property Improvements | Diminishing Value | 0.0 - 48.0% |
| Plant & Equipment | Diminishing Value | 9.6 - 40.0% |
| Office Furniture & Equipment | Diminishing Value | 12.0 - 67.0% |
| Computer Software & Equipment | Diminishing Value | 50.0% |

**Income Tax**

The Trust is registered under the Charities Act 2005 and is currently exempt from Income Tax under section 41 of the Income Tax Act 2007.

**Trade and Other Receivables**

Accounts Receivable are recognised initially at fair value, less an allowance for any uncollectable amounts. Individual debts that are known to be uncollectable are written off in the period that they are identified.

**Goods and Services Tax (GST)**

All revenue and expense transactions are recorded net of GST. Where applicable, all assets and liabilities have been stated net of GST with the exception of receivables and payables which are stated inclusive of GST.

**Basis of consolidation**

The Group financial statements consolidate the financial statements of the Parent and all entities over which the Parent is deemed to have controlling relationship (defined as "subsidiaries"). An entity is defined as a subsidiary when the Group is exposed, or has rights, to variable returns from its relationship with the entity and has the ability to affect those returns through its power over the entity.

When the Group has less than a majority of the voting power or similar rights of another entity, the Group considers all relevant facts and circumstances in assessing whether it has power over the other entity.

The Group re-assesses whether or not it controls another entity if facts and circumstances indicate that there are changes in one or more of the three elements of control. The financial statements of subsidiaries are included in the consolidated financial statements from the date that control commences until the date that control ceases. All subsidiaries have a 31 March balance date and consistent accounting policies are applied.

# Raukatauri Music Therapy Trust (Group)

## Statement of Accounting Policies

For The Year Ended 31 March 2018

The consolidation of the Parent and subsidiary entities involves adding together like terms of assets, liabilities, income and expenses on a line-by-line basis. All significant intra-group balances are eliminated on consolidation of Group financial position, performance and cash flows.

A change in the ownership interest of a subsidiary that does not result in a loss of control, is accounted for as an equity transaction - that is, as transactions with owners in their capacity as owners, recorded in the statement of movements in equity.

If the Group loses control over a subsidiary, it:

- derecognises the assets (including goodwill) and liabilities of the subsidiary;
- derecognises the carrying amount of any non-controlling interest;
- derecognises the cumulative carrying amount of foreign currency translation; differences recorded in reserves;
- recognises the fair value of the consideration received;
- recognises the fair value of any investment retained;
- recognises any surplus or deficit in profit or loss; and
- reclassifies the parent's share of components previously recognised in other comprehensive income to profit or loss, or retained earnings as appropriate.

**Changes in Accounting Policies**

All accounting policies were applied on a consistent basis during the year.

# Raukatauri Music Therapy Trust (Group)

## Notes to the Performance Report

For The Year Ended 31 March 2018

| | 2018 $ | 2017 $ |
|---|---|---|
| **1 Analysis of Revenue** | | |
| **Donations, Fundraising and Other Similar Activities** | | |
| Donations - Business Industry | **50,803** | 43,157 |
| Fundraising Income - Other | **36,708** | 5,740 |
| **Total** | **87,511** | 48,897 |
| **Fees, Subscriptions and Other Revenue From Members** | | |
| Fees Received | **245,544** | 229,035 |
| Other Revenue | **248** | 374 |
| **Total** | **245,792** | 229,409 |
| **Grants** | | |
| ANZ Staff Foundation | **2,250** | - |
| Blue Sky Community Trust | **3,000** | - |
| Blue Waters Community Trust | **5,000** | 1,700 |
| COGS Auckland City (Department of Internal Affairs) | **2,850** | 2,000 |
| COGS Manukau (Department of Internal Affairs) | **1,000** | - |
| COGS Rodney/Northshore (Department of Internal Affairs) | **1,500** | - |
| COGS Waitakere City (Department of Internal Affairs) | **2,520** | - |
| Foundation North | **95,000** | 75,000 |
| Four Winds Foundation | **5,000** | 5,000 |
| IHC Foundation | **-** | 6,500 |
| Infinity Foundation | **2,000** | 2,000 |
| Joyce Fisher Charitable Trust | **12,830** | 35,000 |
| Lottery Grants Board | **65,000** | 20,000 |
| New Zealand Community Trust | **2,900** | - |
| North Shore Presbyterian Hospital Trust | **-** | 2,000 |
| Potter Masonic Trust | **-** | 24,000 |
| Pub Charity Limited | **15,910** | 1,732 |
| The Lion Foundation | **32,000** | 32,000 |
| The New Zealand Music Foundation | **-** | 3,826 |
| The Southern Trust | **-** | 10,000 |
| The Trusts Million Dollar Mission | **50,575** | - |
| Trillian Trust | **-** | 1,768 |
| Waitemata Local Board | **5,997** | 5,850 |
| **Total** | **305,332** | 228,376 |
| **Interest, Dividends and Other Investment Revenue** | | |
| **Interest** | | |
| Interest Received | **4,749** | 16,664 |
| **Total** | **4,749** | 16,664 |
| **Other Revenue** | | |
| Pro-Bono Services | **18,312** | 18,000 |
| **Total** | **18,312** | 18,000 |
| **Total Revenue** | **661,697** | **541,346** |

# Raukatauri Music Therapy Trust (Group)

## Notes to the Performance Report

For The Year Ended 31 March 2018

| | 2018 $ | 2017 $ |
|---|---|---|
| **2 Analysis of Expenses** | | |
| **Expenses Related to Public Fundraising** | | |
| Fundraising - Other | 1,844 | 1,593 |
| Fundraising - Merchant Service Fees | 167 | 162 |
| Fundraising - Salaries | - | 4,323 |
| **Total** | 2,010 | 6,077 |
| **Volunteer and Employee Related Costs** | | |
| Contractors | 70,466 | 140,508 |
| Wages | 347,943 | 286,574 |
| Staff Training and Welfare | 2,889 | 1,151 |
| Volunteers | 109 | - |
| Staff Recruitment | 1,184 | 546 |
| ACC Levy | 732 | 1,052 |
| **Total** | 423,322 | 429,831 |
| **Costs Related to Providing Goods or Services** | | |
| Public Relations and Newsletters | 20,140 | 18,021 |
| Print Management - Pro-Bono | 312 | - |
| Clinical Resources | 4,179 | 4,226 |
| Outreach Expenses | 13,065 | 14,058 |
| **Total** | 37,696 | 36,305 |
| **Other Expenses** | | |
| Accountancy Fees | 6,200 | 3,015 |
| Bank Charges | 638 | 396 |
| Bad Debts Written off | 126 | 441 |
| Cleaning | 3,916 | 3,099 |
| Computer Expenses | 5,892 | 7,272 |
| Depreciation | 23,069 | 12,423 |
| Equipment Hire | 2,100 | 2,289 |
| General Expenses | 160 | 20 |
| Insurance | 4,335 | 3,393 |
| Power | 3,347 | 3,127 |
| Office Expenses | 5,096 | 4,802 |
| Operating Lease Payments | 59,670 | 59,183 |
| Printing / Mailouts | 19 | - |
| Rates | 12,051 | 12,487 |
| Repairs and Maintenance | 2,526 | 1,207 |
| RMTT Expense | 114 | 640 |
| Security Expenses | 753 | 360 |
| Subscriptions | 1,210 | 685 |
| Telephone | 2,957 | 3,979 |
| Travelling Expenses | 6,835 | 4,145 |
| Travelling Expenses - Overseas | 491 | 246 |
| **Total** | 141,505 | 123,208 |
| **Total Expenses** | 604,533 | 595,422 |

# Raukatauri Music Therapy Trust (Group)

## Notes to the Performance Report

For The Year Ended 31 March 2018

| | 2018 $ | 2017 $ |
|---|---|---|
| **3 Investments** | | |
| ASB Term Deposit | **32,063** | 32,063 |
| BNZ Term Deposit | **457,397** | 453,667 |
| **Total Investments** | **489,460** | **485,730** |

The ASB Term Deposit is secured by a bond in favour of Sandspit Bay Holdings Limited, the lessor of the premises at 15 Surrey Crescent, Grey Lynn.

**4 Property, Plant and Equipment**

| This Year | Opening Carrying Amount | Purchases | Sales/ Disposals | Current Year Depreciation | Closing Carrying Amount |
|---|---|---|---|---|---|
| AV System | 20,547 | 576 | - | 8,257 | **12,865** |
| Property Improvements | 24,937 | - | - | 2,051 | **22,886** |
| Plant & Equipment | 14,681 | 4,718 | - | 4,082 | **15,317** |
| Office Furniture & Equipment | 5,159 | 17,296 | - | 5,174 | **17,281** |
| Computer Software & Equipment | 3,366 | 5,337 | - | 3,505 | **5,198** |
| | **68,689** | **27,927** | **-** | **23,069** | **73,547** |

| Last Year | Opening Carrying Amount | Purchases | Sales/ Disposals | Current Year Depreciation | Closing Carrying Amount |
|---|---|---|---|---|---|
| AV System | - | 21,255 | - | 709 | **20,547** |
| Property Improvements | 27,281 | - | - | 2,344 | **24,937** |
| Plant & Equipment | 13,184 | 5,021 | - | 3,524 | **14,681** |
| Office Furniture & Equipment | 7,854 | - | - | 2,695 | **5,159** |
| Computer Software & Equipment | 1,981 | 4,537 | - | 3,152 | **3,366** |
| | **50,299** | **30,813** | **-** | **12,423** | **68,689** |

# Raukatauri Music Therapy Trust (Group)

## Notes to the Performance Report

For The Year Ended 31 March 2018

| | 2018 $ | 2017 $ |
|---|---|---|

### 5 Accumulated Funds

**This Year**

| | Capital Contributed by Members | Accumulated Surpluses or Deficits | Reserves | Total |
|---|---|---|---|---|
| **Opening Balance** | - | 606,749 | - | **606,749** |
| Net Surplus | - | 57,163 | - | **57,163** |
| **Closing Balance** | - | 663,912 | - | **663,912** |

**Last Year**

| | Capital Contributed by Members | Accumulated Surpluses or Deficits | Reserves | Total |
|---|---|---|---|---|
| **Opening Balance** | - | 660,825 | - | **660,825** |
| Net Deficit | - | (54,076) | - | **(54,076)** |
| **Closing Balance** | - | 606,749 | - | **606,749** |

### 6 Capital Commitments

No capital commitments have been contracted for or provided for at balance date (2017:Nil).

### 7 Contingent Liabilities and Guarantees

A bank guarantee is required by the landlord for lease of 15 Surrey Crescent as security against loss or damage from any default by the tenant. This is six months rental plus GST of $32,063 (2017: $32,063).

### 8 Operating Leases

| | | |
|---|---|---|
| Non-Cancellable Operating Leases: | | |
| Current | **59,670** | 59,670 |
| Non Current | **54,698** | 174,037 |
| Total Operating Lease Commitments | **114,368** | 233,707 |

### 9 Events After Balance Date

There were no events that have occurred after balance date that would have a material impact on the Performance Report (2017:Nil).

### 10 Goods or Services Provided to the Entity in Kind

The Raukatauri Music Therapy Trust received services in Kind for Public Relations work to the value of $18,000 (2017: $18,000) and Print Management to the value of $312 (2017: Nil) during the year.

# Raukatauri Music Therapy Trust (Group)

## Notes to the Performance Report

For The Year Ended 31 March 2018

| | 2018 $ | 2017 $ |
|---|---|---|

### 11 Group Information

The consolidated financial statements of the Group include:

| Name | Group % equity interest 2018 | 2017 |
|---|---|---|
| **Parent** | | |
| Raukatauri Music Therapy Trust | **100%** | 100% |
| **Subsidiary** | | |
| Raukatauri Music Therapy Building Trust | **100%** | 100% |

The Raukatauri Music Therapy Building Trust has been established to raise funds to purchase a building for the Raukatauri Music Therapy Centre.

The Raukatauri Music Therapy Building Trust is controlled by the Raukatauri Music Therapy Trust and is therefore an insubstance subsidiary of the Raukatauri Music Therapy Trust.

The Raukatauri Music Therapy Trust has been consolidated with the Raukatauri Music Therapy Building Trust.

### 12 Related Party

**This Year**

| Description of Related Party Transactions | Description of the Transaction | Value of Transactions | Amount Outstanding |
|---|---|---|---|
| The Trust has a related party relationship with Pead PR on account of Deborah Pead being a Trustee of the Trust and Director/Shareholder of the Company | Provide Pro-Bono PR services to the Trust | **18,000** | - |

**Last Year**

| Description of Related Party Transactions | Description of the Transaction | Value of Transactions | Amount Outstanding |
|---|---|---|---|
| The Trust has a related party relationship with Pead PR on account of Deborah Pead being a Trustee of the Trust and Director/Shareholder of the Company | Provide Pro-Bono PR services to the Trust | **18,000** | - |

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Monday, 29 April 2019 2:13 PM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#258]

| | |
|---|---|
| **Name of organisation** | Arthritis New Zealand kaponapona Aotearoa |
| **Postal address for organisation** | PO Box 10020, The Terrace, Wellington 6143<br>120 Featherston Street Wellington 6011 |
| **Daytime Contact Phone Number** | 04 4725642 |
| **Email** | maurice.roberts@arthritis.org.nz |
| **Website** | www.arthritis.org.nz |
| **Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?** | Yes |
| **If yes, please attach a copy of the certificate/s** | charities_regn_proof.pdf 63.70 KB - PDF |
| **Name** | Philip Kearney |
| **Position** | Chief Executive |
| **Email** | philip.kearney@arthritis.org.nz |
| **Daytime Contact Phone Number** | 04 4726541 |
| **Name** | Dianne Armstrong |
| **Position** | Philanthropy Manager |
| **Email** | dianne.armstrong@arthritis.org.nz |

1

| | |
|---|---|
| **Daytime Contact Phone Number** | 04 4721450 |
| **Name** | Rob Mitchell |
| **Position** | Corporate Services Manager |
| **Email** | rob.mitchell@arthritis.org.nz |
| **Daytime Contact Phone Number** | 027 2247345 |
| **Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.** | No, I/we do not wish to present to the Community Grants Subcommittee |
| **Please indicate if you are applying for *Seed Funding or an **Establishment Grant:** | Seed Funding |
| **i. Which of the current and future needs of our community are you addressing?** | Assistance and advice for people in need due to older age or adverse circumstances |

**a. What activity/s are within the scope of your project/service?**

While arthritis affects people of all ages, it is most prevalent in those aged over 65, where almost every second person will be affected. So, for the Hastings District where 15.5% of the total population are over 65, and the prevalence rate from figures supplied by the Hawkes Bay DHB is 49.2%, this means around 5,600 elderly people in Hastings District are affected. This will only continue to grow as we face a rapidly ageing population in the next couple of decades. Responses and feedback to Arthritis New Zealand from the community is that they often feel a sense of isolation and are unsure of where to go to gain advice and support. Isolation caused by anxiety and fear brought on by the inability to manage pain is one of the biggest issues our elderly citizens face today.

**b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?**

Arthritis is a painful and debilitating condition for which there is no cure. Pain and fatigue are constant companions for those affected. But with quality, evidence-based information and education our clients are helped to self-manage their condition leading to a more active and involved life. Just having another person to talk to is a powerful way to ensure a sense of "it's okay" and provide support to community members developing skills to manage their pain, exercise, and again become participants in their family and wider community.

This will be done via local workshops and clinics, 0800 calls placed from people in the area, and access to online resources like live Facebook discussions and accessing our web-based resources.

We will also look to set-up a new Support Group in the Hastings area from this funding, as these are an excellent vehicle for on-going support for those diagnosed with the condition.

Finally, we expect to build on our connections with other health professionals and agencies in the area to work alongside us in the delivery of information and education to those affected.

From this level of funding we would expect to work with 250-300 people with arthritis in the Hastings area.

**c. The process – how will you carry out your project or service, and where will it be delivered?** *

Community ownership is the only viable way to tackle a condition that is so prevalent and growing. This funding will go towards:

Our National Coordinator of Volunteer Engagement whose primary role is to build and support a network of local arthritis volunteers. These volunteers will provide the local face of arthritis, and as appropriate provide peer support to those in the community with a diagnosis of arthritis, support our events, and remind the community of how they can access information and support. The funding will enable our Coordinator to visit and help establish a support group in the area – these are groups that meet on a regular basis to offer mutual support and encouragement to each other as they deal with their condition - there is not one currently in Hastings.

Our arthritis educators will provide advice and support for people with arthritis in the Hastings District by way of; workshops held at easily accessible community venues; individual consultations with people via our 0800 phone help-line where they get to develop a self – management plan; contribute to our weekly Facebook live discussions where anybody can join in; access to resources via our website which can be translated into 5 different languages with a push of a button; advocacy and on-going education work with health professionals and agencies in the area who share our vision "Improving the life of every person affected by arthritis."

**d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** *

Our arthritis educator will visit the area to provide information and education and will link other health professionals and agencies in the area who share our vision.
Our National Coordinator of Volunteer Engagement will visit the area to continue to build volunteer networks, with a special priority on establishing support groups in the local area. And in fact on the 1st of April we held a workshop at the Flaxmere Community Centre where 6 persons attended, and they are very keen to see a local support group established - we are working on this to see it happens (the local Pharmacy helped spread the word about the workshop).

| | |
|---|---|
| **Is your organisation GST registered?** | Yes |
| **If yes, what is your GST number** | 126-067-321 |
| **Item** | Arthritis educator salary |
| **Amount** | $3,328.00 |
| **Item** | National Coordinator of Volunteer Engagement salary |
| **Amount** | $1,440.00 |

| | |
|---|---|
| **Item** | Support staff |
| **Amount** | $600.00 |
| **Item** | Travel expenses |
| **Amount** | $3,100.00 |
| **Item** | Workshop costs |
| **Amount** | $1,200.00 |
| **(A) Total cost** | $9,668.00 |
| **Alternatively, upload a document with this information** | hdc_budget.xlsx 10.78 KB - XLSX |
| **Item** | Contribution from Arthritis NZ |
| **Amount** | $4,668.00 |
| **(B1) Total** | $4,668.00 |
| **Total funds available (B1 + B2) = (B)** | $4,668.00 |
| **A. Total cost of project / service** * | $9,668.00 |
| **B. Total funds available** * | $4,668.00 |
| **C. Difference between total cost and total funds available** * | $5,000.00 |
| **D. Amount requested annually** * | $5,000.00 |
| **Date applied** | Wednesday 17 April 2019 |
| **Source of funding** | The Kingdom Foundation |
| **Type of funding, eg a loan, a grant** | Grant |
| **What will it be used for?** | Arthritis educator services in Hawkes Bay |

| | |
|---|---|
| **Amount requested** | 2,000.00 |
| **Is it confirmed?** | pending |
| **If you are still waiting for a response, when will you know the outcome?** | Wednesday 31 July 2019 |
| **Please include a copy of your latest annual report and financial accounts with your application.** | accounts_ye_2018.pdf 1.13 MB · PDF |
| **Tick this box to confirm the above is true and correct.** * | I agree |





Item 4
Application No. 41

| Hastings District Council Budget - 1/07/2019- 30/06/2020 | | |
|---|---|---|
| **Item** | **Activity** | **Amount** |
| **Expenses:** | | |
| Arthritis educator salary | Covers workshops, 0800 calls, Facebook roster - both preparation & delivery | 3328 |
| National Coordinator of Volunteer Engagement salary | To build volunteer capacity in region | 1440 |
| Support staff | Provide assistance before & after visits to region | 600 |
| Travelling expenses | Travel & accommodation costs | 3100 |
| Workshop costs | Venue hire, advertising in local papers, resources | 1200 |
| **TOTAL** | | **9668** |
| | | |
| **Income:** | | |
| Hastings District Council | Pending | 5000 |
| Contribution from Arthritis New Zealand | From our fundraising programmes - donations, appeals, events, other funds etc | 4668 |
| **TOTAL** | | **9668** |

CHARITIES SERVICES (https://www.charities.govt.nz/)
Ngā Rātonga Kaupapa Atawhai

Supporting charities in New Zealand for stronger communities



*Use this to find information about a particular charity.*

## Charity search results

Click on any charity name below to view more details. Single entity results will be in bold.

Note: the results below include Charities/Groups which have a previous name matching your criteria.

1 results

| Charity Name | Registration Number | Registration Status | Registered Date |
|---|---|---|---|
| Arthritis New Zealand (Kaiponapona Aotearoa) (/CharitiesRegister/ViewCharity?accountId=afdf8908-951d-e811-adc0-00155d6b7730&searchId=a6e22072-eeda-4869-b9c5-6c829e44c2da) | CC55548 | Registered | 1/07/2018 |

< Previous | Page 1 of 1 | Next >

New Search Refine Search

### The Charities Register

Search the Register

Advanced Search (/AdvancedSearch) >

About the Charities Register (https://www.charities.govt.nz/charities-in-new-zealand/the-charities-register/about-the-charities-register/) >

Charities' data 'how-to' guide (https://www.charities.govt.nz/charities-in-new-zealand/the-charities-register/charities-data-how-to-guide/) >

Open data (https://www.charities.govt.nz/charities-in-new-zealand/the-charities-register/open-data/) >

**Search the Register (/CharitiesRegister/Search)**

**Log in (/Account/LogOn)** >

**Resources (https://www.charities.govt.nz/resourc**

**Glossary (https://www.charities.govt.nz/charities**

ARTHRITIS NEW ZEALAND

KAIPONAPONA AOTEAROA

*Our Vision: Improving the life of every person affected by arthritis*

*Ko tō mātou aronga: Kia whakapiki i te oranga o te hunga kua pāngia e te mate kaiponapona*

# Annual Financial Statements

Arthritis New Zealand
For the year ended 30 June 2018

Prepared by Grant Thornton New Zealand Limited

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7 Statement of Financial Position

8 Statement of Cashflows

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# Independent Auditor's Report

To the members of Arthritis Foundation of New Zealand Inc

**Report on the financial statements**

## Opinion

In our opinion, the accompanying financial statements of Arthritis Foundation of New Zealand Inc (the incorporated society) on pages 6 to 19:

i. present fairly in all material respects the incorporated society's financial position as at 30 June 2018 and its financial performance and cash flows for the year ended on that date; and

ii. comply with Public Benefit Entity Standards Reduced Disclosure Regime (Not For Profit).

We have audited the accompanying financial statements which comprise:

- the statement of financial position as at 30 June 2018;
- the statements of comprehensive income, changes in equity and cash flows for the year then ended; and
- notes, including a summary of significant accounting policies and other explanatory information.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) ('ISAs (NZ)'). We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

We are independent of the incorporated society 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 the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants (IESBA Code), and we have fulfilled our other ethical responsibilities in accordance with these requirements and the IESBA Code.

Our responsibilities under ISAs (NZ) are further described in the auditor's responsibilities for the audit of the financial statements section of our report.

Our firm has also provided other services to the incorporated society in relation to advisory services. Subject to certain restrictions, partners and employees of our firm may also deal with the incorporated society on normal terms within the ordinary course of trading activities of the business of the incorporated society. These matters have not impaired our independence as auditor of the incorporated society. The firm has no other relationship with, or interest in, the incorporated society.

## Emphasis of matter

We draw attention to Note 2 to the financial statements which describes that the going concern basis of preparing the financial statements has not been used because the incorporated society passed a resolution to establish a Charitable Trust and transfer all its assets and operations to the new Trust with effect from 1 July 2018. Our opinion is not modified in respect of this matter.

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## Use of this independent auditor's report

This independent auditor's report is made solely to the members as a body. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in the independent 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 members as a body for our audit work, this independent auditor's report, or any of the opinions we have formed.

## Responsibilities of the Governing Body for the financial statements

The Governing Body, on behalf of the incorporated society, are responsible for:

- the preparation and fair presentation of the financial statements in accordance with generally accepted accounting practice in New Zealand (being Public Benefit Entity Standards Reduced Disclosure Regime (Not For Profit));
- implementing necessary internal control to enable the preparation of a set of financial statements that is fairly presented and free from material misstatement, whether due to fraud or error; and
- assessing the ability to continue as a going concern. This includes disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless they either intend to liquidate or to cease operations, or have no realistic alternative but to do so.

## Auditor's responsibilities for the audit of the financial statements

Our objective is:

- to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; and
- to issue an independent 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. They are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of these financial statements is located at the External Reporting Board (XRB) website at:

http://www.xrb.govt.nz/standards-for-assurance-practitioners/auditors-responsibilities/audit-report-8/

This description forms part of our independent auditor's report.

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Wellington

18 September 2018

# Statement of Comprehensive Revenue and Expense

## Arthritis New Zealand
## For the year ended 30 June 2018

| | NOTES | 2018 | 2017 |
|---|---|---|---|
| **Revenue** | | | |
| Contributions from the Community | 13 | 2,234,288 | 1,897,705 |
| Income from Services and Programmes | 14 | 708,289 | 792,372 |
| Member subscriptions | | 51,706 | 66,912 |
| Depreciation Recovered | 5 | 1,739 | - |
| **Total operating income** | | **2,996,022** | **2,756,989** |
| **Expenditure** | | | |
| Fundraising Costs | 13 | 542,171 | 649,527 |
| Expenditure on Services and Programmes | 14 | 1,588,647 | 1,630,225 |
| Administration Expenses | 15 | 1,125,715 | 1,275,680 |
| Governance costs | | 65,858 | 69,497 |
| Research grants awarded | | 249,779 | 148,590 |
| Depreciation and amortisation expenses | 5 | 60,925 | 84,529 |
| Loss/(Profit) on disposal of fixed assets | | - | 1,682 |
| **Total operating expenses** | | **3,633,091** | **3,859,730** |
| **Finance Income** | | | |
| Net finance income | 16 | 319,545 | 461,851 |
| **Operating (deficit)/surplus after finance income** | | **(317,524)** | **(640,890)** |
| **Impairment** | | | |
| Impairment of investments | 17 | 15,008 | 10,251 |
| **(Deficit)/Surplus for the year** | | **(332,532)** | **(651,141)** |
| **Other Comprehensive Revenue and Expenses** | | | |
| Net change in fair value of investments | | 342,736 | 74,222 |
| **Total Other Comprehensive Revenue and Expenses** | | **342,736** | **74,222** |
| **Total Comprehensive Revenue and Expense for the year** | | **10,204** | **(576,919)** |

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# Statement of Changes in Equity

## Arthritis New Zealand

## For the year ended 30 June 2018

| | Research Funds | General Fund | Special Purpose Funds | Endowment Fund | Investment Revaluation Reserve | Total |
|---|---|---|---|---|---|---|
| Balance at 30 June 2016 | 2,545,388 | 907,871 | 1,684,726 | 1,240,351 | 1,764,432 | 8,142,767 |
| Surplus/(Deficit) for the period | 93,306 | (844,361) | 57,546 | 42,368 | | (651,141) |
| Unrealised gain on revaluation of investments | | | | | 250,037 | 250,037 |
| Cumulative gain on investments sold transferred to Statement of Comprehensive Revenue and Expense | | | | | (175,815) | (175,815) |
| Transfers between funds | | 52,968 | (52,968) | | | - |
| **Balance at 30 June 2017** | **2,638,694** | **116,478** | **1,689,303** | **1,282,719** | **1,838,654** | **7,565,848** |
| Balance at 30 June 2017 | **2,638,694** | **116,478** | **1,689,303** | **1,282,719** | **1,838,654** | **7,565,848** |
| Surplus/(Deficit) for the period | 34,318 | (469,779) | 58,505 | 44,424 | | (332,532) |
| Unrealised gain on revaluation of investments | | | | | 398,901 | 398,901 |
| Cumulative gain on investments sold transferred to Statement of Comprehensive Revenue and Expense | | | | | (56,165) | (56,165) |
| Transfers between funds | | 414,400 | (53,400) | (361,000) | | - |
| **Balance at 30 June 2018** | **2,673,012** | **61,099** | **1,694,408** | **966,143** | **2,181,390** | **7,576,052** |

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# Statement of Financial Position

## Arthritis New Zealand
## As at 30 June 2018

| | NOTES | 30 JUN 2018 | 30 JUN 2017 |
|---|---|---|---|
| **Assets** | | | |
| Property, Plant and Equipment | 5 | 545,372 | 596,383 |
| Investments | 6 | 7,116,101 | 7,026,632 |
| Trade and Other Receivables | 7 | 163,154 | 98,787 |
| Cash and Cash Equivalents | 8 | 314,059 | 331,085 |
| **Total Assets** | | **8,138,686** | **8,052,887** |
| **Equity** | | | |
| General Funds | 9 | 61,099 | 116,478 |
| Research Funds | 9 | 2,673,012 | 2,638,694 |
| Other Special Purpose Funds | 9 | 1,694,408 | 1,689,303 |
| Endowment Fund | 9 | 966,143 | 1,282,719 |
| Investment Fair Value Reserve | | 2,181,390 | 1,838,654 |
| **Total Equity** | | **7,576,052** | **7,565,848** |
| **Liabilities** | | | |
| Employee Benefits | 10 | 106,742 | 104,780 |
| Trade and Other Payables | 11 | 313,998 | 209,043 |
| Revenue in Advance | 12 | 141,894 | 173,216 |
| **Total Liabilities** | | **562,634** | **487,039** |
| **Total Equity and Liabilities** | | **8,138,686** | **8,052,887** |

Signed By:

Philip Kearney
Chief Executive
Date:

Peter Larmer
President
Date:

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# Statement of Cashflows

## Arthritis New Zealand
## For the year ended 30 June 2018

| | 2018 | 2017 |
|---|---|---|
| **Cashflow** | | |
| **Cash flows from Operating Activities** | | |
| **Cash was provided from:** | | |
| Contributions from the community | 2,157,576 | 1,820,331 |
| Income from services and programmes | 708,289 | 795,957 |
| Member subscriptions | 32,728 | 82,478 |
| **Total Cash was provided from:** | **2,898,593** | **2,698,766** |
| **Cash was applied to:** | | |
| Payments to suppliers | (1,089,209) | (1,460,424) |
| Payments to employees and volunteers | (2,126,264) | (2,173,042) |
| Research grants paid | (249,775) | (148,590) |
| **Total Cash was applied to:** | **(3,465,248)** | **(3,782,056)** |
| **Net cash inflow/(outflow) from operating activities** | **(566,655)** | **(1,083,290)** |
| **Cash flows from Investing Activities** | | |
| **Cash was Provided from:** | | |
| Sale of property, furniture and equipment | 1,739 | - |
| Interest and dividends received | 255,807 | 257,089 |
| Sale of investments | 585,043 | 715,861 |
| **Total Cash was Provided from:** | **842,589** | **972,950** |
| **Cash was applied to:** | | |
| Purchase of property, plant & equipment | (9,914) | - |
| Purchase of investments | (283,046) | - |
| **Total Cash was applied to:** | **(292,960)** | - |
| **Net cash inflow/(outflow) from investing activities** | **549,629** | 972,950 |
| Net increase/(decrease in cash and cash equivalents | (17,026) | (110,340) |
| **Cash and cash equivalents at 1 July** | | |
| Cash and cash equivalents at 1 July | 331,085 | 441,425 |
| **Total Cash and cash equivalents at 1 July** | **331,085** | **441,425** |
| Cash and cash equivalents at 30 June | 314,059 | 331,085 |



# Notes to the Financial Statements

## Arthritis New Zealand
## For the year ended 30 June 2018

### 1. Reporting Entity

The Arthritis Foundation of New Zealand Inc (the Foundation) is an incorporated society registered under the Incorporated Society Act 1908 and the Charities Act 2005 and is domiciled in New Zealand. It operates under the name Arthritis New Zealand.

The principal activity of the Foundation is to raise awareness and provide advocacy, information, education and support services for people affected by arthritis.

The financial statements of the Foundation are for the year ended 30 June 2018. The financial statements were authorised for issue by the Governing Body on 18 September 2018.

### 2. Basis of Preparation

**Statement of compliance and basis of preparation.**

The financial statements have been prepared in accordance with New Zealand Generally Accepted Accounting Practice ("NZ GAAP"). They comply with Public Benefit Entity International Public Sector Accounting Standards (PBE Standards), as appropriate for Tier 2 not-for-profit public benefit entities. The Foundation is a public benefit not-for-profit entity and is eligible to apply Tier 2 Not-For-Profit PBE IPSAS on the basis that it does not have public accountability and is not defined as large.

The going concern basis of preparing the financial statements has not been used. During the year, the Foundation passed a resolution to establish a charitable trust and transfer all its assets and operations to the new trust with effect from 1 July 2018. The new trust will have the same or nearly the same objectives as the Foundation and will trade under the same name, Arthritis New Zealand. In due course, the Foundation will be dissolved in accordance with section 28 of the Incorporated Societies Act 1908. In preparing the financial statements on a non-going concern basis, the Foundation has continued to apply the measurement, recognition and disclosure requirements of the PBE Standards.

**Basis of measurement**

The financial statements are prepared on the historical cost basis except for financial instruments that are classified as available-for-sale which are stated at their fair value.

**Presentation currency**

These financial statements are presented in New Zealand dollars ($).

### 3. Significant Accounting Policies

The accounting policies set out below have been applied consistently to all periods presented in these financial statements. Certain comparative amounts have been reclassified to conform with the current year's presentation.

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## Revenue from non-exchange transactions

*Grant funding*

Grant revenue includes grants given by other charitable organisations, philanthropic organisations and businesses. Grant revenue is recognised when the conditions attached to the grant have been complied with. Where there are unfulfilled conditions attaching to the grant, the amount relating to the unfulfilled condition is recognised as a liability and released to revenue as the conditions are fulfilled.

*Bequests*

Revenue from bequests is recognised when the bequest funds are received unless there is an attached condition. Where a bequest is given with specified restrictions, the funds received are placed in an appropriate reserve fund and applied to expenditure that meets the specified restriction.

*Cash contributions from the community*

Cash contributions from the community in the form of general donations and appeals are recognised in the Statement of Comprehensive Revenue and Expense at the point at which they are receipted into the Foundation's bank account.

## Revenue from exchange transactions

*Services provided*

Revenue from services rendered is recognised in the Statement of Comprehensive Revenue and Expense as services are provided.

*Member subscriptions*

Member subscriptions are recognised in the membership period to which they relate.

*Finance income*

Finance income compromises dividend and interest income. Interest income is recognised as it accrues, using the effective interest method.

## Expenses

*Operating lease payments*

Payments made under operating leases are recognised in the Statement of Comprehensive Revenue and Expense on a straight-line basis over the term of the lease. Lease incentives received are recognised in the Statement of Comprehensive Revenue and Expense over the lease term as an integral part of the total lease expense.

*Income tax*

The Foundation is registered as a Charitable Foundation and is exempt from Income Tax. The Foundation is not exempt from indirect tax legislation such Goods and Services Tax, Fringe Benefit Tax, PAYE or ACC and accordingly it is required to comply with these regulations.

*Goods and Services Tax*

All amounts are shown exclusive of Goods and Services Tax (GST), except for receivables and payables that are stated inclusive of GST.

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## Investments

*Shares and managed bond funds*

The Foundation's investments in shares and managed bond funds are classified as available-for-sale financial assets. Subsequent to initial recognition, they are measured at fair value which is based on the listed market information. The fair value of these investments is their quoted bid price at the end of the reporting period.

Changes in fair value, other than impairment losses, are recognised within reserves in equity. An equity investment is considered impaired when its fair value has decreased by more than 20% of its cost or its fair value has been below its cost for a prolonged period exceeding 9 months. Such loss is recorded in the Statement of Comprehensive Revenue and Expense. When an investment is sold, the cumulative gain or loss previously recognised in equity is transferred to The Statement of Comprehensive Revenue and Expense.

*Term deposits*

The Foundation's investments in term deposits are classified as held-to-maturity investments. They are measured at amortised cost and it is the Foundation's policy to hold these investments until maturity date.

*Property, furniture and equipment*

Items of property, furniture and equipment are stated at cost, less accumulated depreciation and impairment losses. Depreciation is charged to the Statement of Comprehensive Revenue and Expense using the straight line method. Depreciation is set at rates that will write off the cost or fair value of the assets, less their estimated residual values, over their useful lives. The residual value of assets is reassessed annually.

*Cash and cash equivalents*

Cash and cash equivalents compromise cash balances, foreign exchange call accounts and short-term deposits with a maturity of 3 months or less from acquisition date.

*Impairment*

The carrying amounts of the Foundation's assets are reviewed at the end of each reporting period to determine whether there is any indication of impairment. If any such indication exists, the assets recoverable amount is estimated.

An impairment loss is recognised whenever the carrying amount of an asset exceeds its recoverable amount. Impairment losses directly reduce the carrying amount of assets and are recognised in the Statement of Comprehensive Revenue and Expense.

Estimated recoverable amount of other assets, e.g. property, furniture and equipment, is the greater of their fair value less costs to sell and value in use. Value in use is determined by estimating future cash flows from the use and ultimate disposal of the asset and discounting these to their present value using a pre-tax discount rate that reflects current market rates and risks specific to the asset. The assets of the Foundation are used in providing the Foundation services and are therefore considered for impairment on the overall performance of the Foundation.

*Provisions*

A provision is recognised when the Foundation has a present legal or constructive obligation as a result of a past event, and it is probable that an outflow of economic benefits will be required to settle the obligation. If the effect is material, provisions are determined by discounting the expected cash flows at a pre-tax discount rate that reflects current market rates and, where appropriate, the risks specific to the liability.

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## 4. Financial Risk Management

The Foundation is subject to market risk (including currency and price risk), credit risk, cash flow interest rate risk and liquidity risk. The Foundation does not have any derivatives.

*Market risk*

The Foundation invests cash in bank accounts, fixed interest investments and equities. Investments are constantly monitored by the Foundation. There has been no change to the Foundation's exposure to market risks or the manner in which it manages and measures the risk.

*Foreign currency risk*

The Foundation is exposed to currency risk on its Australian investments. The Governing Body does not consider this to be a significant financial risk for the Foundation and accordingly, no sensitivity analysis is provided. The Foundation has no other exposure to foreign currency risk.

*Price risk*

The Foundation has moderate exposure to price risk through its investments in New Zealand and Australian equities. The risk is managed by holding a diversified portfolio across a broad range of companies. The Foundation has no other exposure to price risk. A 10% change in price will increase/decrease the value of investments held at reporting date by $345,522 (2017: $364,090) with corresponding increase/decrease in the reserves.

*Interest rate risk*

The Foundation has minimal exposure to interest rate risk on financial liabilities as it does not have borrowings which are subject to interest charge. The sensitivity below has been determined based on the exposure to interest rates on the book value of interest-bearing financial instruments at the reporting date and the stipulated change taking place at the beginning of the financial year and held constant throughout the reporting period. A 50 basis point increase or decrease in interest rate is used. At reporting date, if the interest rate had been 50 basis points higher or lower and all other variables held constant, the surplus would increase/decrease by $17,355 (2017: $18,553).

*Credit risk*

Credit risk is the risk that the counter party to a transaction with the Foundation will fail to discharge its obligations, causing the Foundation to incur a financial loss.

Financial instruments, which potentially subject the Foundation to credit risk, consist principally of bank balances, trade and other receivables, and managed bond funds. The carrying amounts of these terms reflected in the Statement of Financial Position represent the Foundation's maximum exposure to credit risk for such loans and receivables. The Foundation does not have any guarantees. The Foundation continuously monitors its exposure to credit risk.

*Liquidity risk*

Liquidity risk is the risk that the Foundation will have insufficient funds on hand to meet its commitments. The Foundation actively monitors is liquid position to ensure that sufficient funds are available to meet its liabilities as they arise.

The Foundation deems that exposure to liquidity risk is minimal due to minimal long term liabilities. Short term liquidity risk is managed through maintaining adequate reserves and cash to match financial liabilities. The Foundation continuously monitors forecast and actual cash flows and matches the maturity profiles of financial assets and obligations.

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| | 2018 | 2017 |
|---|---|---|
| **5. Property, furniture and equipment** | | |
| **Land & Buildings** | | |
| Cost | 650,000 | 650,000 |
| Less: Accumulated Depreciation | (219,375) | (199,875) |
| **Total Land & Buildings** | **430,625** | **450,125** |
| **Improvements to Leasehold Premises** | | |
| Cost | 111,680 | 111,680 |
| Less: Accumulated Depreciation | (38,785) | (20,168) |
| **Total Improvements to Leasehold Premises** | **72,895** | **91,512** |
| **Furniture & Equipment** | | |
| Cost | 540,514 | 546,780 |
| Less: Accumulated Depreciation | (498,662) | (492,034) |
| **Total Furniture & Equipment** | **41,852** | **54,746** |
| **Total Property, furniture and equipment** | **545,372** | **596,383** |

| | 2018 | 2017 |
|---|---|---|
| **Property, furniture & equipment reconciliation** | | |
| **Land & Buildings** | | |
| Opening balance | 450,125 | 469,625 |
| Depreciation | (19,500) | (19,500) |
| **Total Land & Buildings** | **430,625** | **450,125** |
| **Improvements to Leasehold Premises** | | |
| Opening balance | 91,512 | 110,129 |
| Depreciation | (18,617) | (18,617) |
| **Total Improvements to Leasehold Premises** | **72,895** | **91,512** |
| **Furniture & Equipment** | | |
| Opening balance | 54,746 | 102,840 |
| Additions | 9,914 | - |
| Disposals | (1,739) | (1,682) |
| Depreciation | (22,809) | (46,412) |
| Depreciation Recovered | 1,739 | - |
| **Total Furniture & Equipment** | **41,852** | **54,746** |

The estimated useful lives of major classes of assets and resulting rates of depreciation are as follows:

- Office Furniture & Equipment: 10 - 30% SL
- Improvements to Leasehold Premises: 17% SL
- Buildings: 3% SL

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| | 2018 | 2017 |
|---|---|---|
| **6. Investments** | | |
| **General and special purpose funds** | | |
| Shares | 1,631,209 | 1,573,742 |
| Units in managed bond funds | 1,515,457 | 1,798,869 |
| **Total General and special purpose funds** | **3,146,666** | **3,372,611** |
| **Research funds** | | |
| Shares | 2,317,018 | 2,067,162 |
| Units in managed bond funds | 1,652,417 | 1,586,859 |
| **Total Research funds** | **3,969,435** | **3,654,021** |
| **Total Investments - non current** | **7,116,101** | **7,026,632** |

The Foundation holds investments in listed New Zealand and Australian companies and managed bond funds. These investments are held as available-for-sale investments which mean that they are recorded at fair value which is the market price at balance date. These investments are considered to be Level 1 in the fair value hierarchy, whereby market prices are readily available.

| | 2018 | 2017 |
|---|---|---|
| **7. Trade and Other Receivables** | | |
| Trade receivables | 88,033 | 67,367 |
| Prepayments | 53,320 | 12,761 |
| Sundry receivables | - | 2,100 |
| GST receivable | 21,801 | 16,559 |
| **Total Trade and Other Receivables** | **163,154** | **98,787** |

| | 2018 | 2017 |
|---|---|---|
| **8. Cash and cash equivalents** | | |
| **General and special purpose funds** | | |
| Bank balances | 215,566 | 274,505 |
| **Total General and special purpose funds** | **215,566** | **274,505** |
| **Research funds** | | |
| Bank balances | 98,492 | 56,580 |
| **Total Research funds** | **98,492** | **56,580** |
| **Total Cash and cash equivalents** | **314,059** | **331,085** |

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## 9. Equity

**Research Fund**

This fund comprises the National and Auckland General Research Funds and the Wellington osteoporosis Research Fund and is maintained to ensure a continuing source of financial contribution toward the cost of grants provided by the Foundation for quantitative and qualitative research studies in the field of arthritis. The fund receives contributions from specified bequests, donations and income earned on the capital sum invested. Grants from the fund are considered by the Governing Body each year following an advertising, review and recommendation process completed by the Research Grants Committee.

**General Fund**

This fund comprises the accumulated net surpluses of the Foundation that have not been restricted by donors or designated by the Governing Body for specified purposes. It provides:

- Working capital for the Foundation's operations
- A source of income to contribute to financing the work of the Foundation
- Assurance of the financial stability to complete major projects

**Special Purpose Fund**

- *Irwin Isdale Memorial Fund* - this fund commemorates the work of the late Dr Irwin Isdale in the field of rheumatology by providing support for rheumatology trainees to help them attend rheumatology conferences and meetings in Australia and New Zealand.
- *Whitwell Bequest Fund* - this fund originated in 1983 from a bequest from the estate of Mrs Whitwell and is held to support the Foundation's services in the Canterbury/Westland region.
- *Pierce Bequest Fund* - this fund was established from a bequest from the estate of Mr. A.G.Pierce and is held to support the Foundation's services in the Putaruru region.
- *Ham Bequest Fund* - this fund has been established from the estate of Ms H.B. Ham and is held to support the Foundation's services in the Northland region.
- *Taranaki Youth Scholarship Fund* - this fund was established by the previous Taranaki Division to assist young arthritis sufferers from the Taranaki region with their education.
- *Wellington Education Fund* - this fund was established by the previous Wellington Division to assist young arthritis sufferers from the Wellington region with their education.

**Endowment Fund**

This fund has been established by the Governing Body to provide a long-term facility to accumulate reserves and ensure financial stability for the Foundation.

| | 2018 | 2017 |
|---|---|---|
| **Appropriations (to)/from General Fund** | | |
| **Appropriations to/(from) Special Purpose Funds:** | | |
| Share of investment returns for the year | 58,505 | 57,546 |
| Appropriation from Ham Bequest Fund | (44,119) | (43,514) |
| Appropriations from other funds | (9,281) | (9,454) |
| **Net Appropriations to/(from) Special Purpose Funds** | **5,105** | **4,578** |
| **Appropriations to/(from) Endowment Funds:** | | |
| Appropriations to other funds | (361,000) | - |
| Share of investment returns for the year | 44,424 | 42,368 |
| **Net Appropriations to/(from) Endowment Funds** | **(316,576)** | **42,368** |
| **Total Appropriations (to)/from General Fund** | **(311,471)** | **46,946** |

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| | 2018 | 2017 |
|---|---|---|
| **10. Employee Benefits** | | |
| **Current** | | |
| Payroll accruals | 28,612 | 36,555 |
| Liability for holiday pay | 73,014 | 63,433 |
| **Total Current** | **101,626** | **99,988** |
| **Non-current** | | |
| Liability for long-service leave | 5,116 | 4,792 |
| **Total Non-current** | **5,116** | **4,792** |
| **Total Employee Benefits** | **106,742** | **104,780** |

| | 2018 | 2017 |
|---|---|---|
| **11. Trade and Other Payables** | | |
| Trade payables | 260,758 | 129,778 |
| Non-trade payables and accrued expenses | 53,240 | 79,265 |
| **Total Trade and Other Payables** | **313,998** | **209,043** |

| | 2018 | 2017 |
|---|---|---|
| **12. Revenue in Advance** | | |
| Grants from the community | 37,800 | 24,231 |
| Grants from New Zealand Lottery Grants Board | 81,450 | 124,704 |
| Grants from other government agencies | 22,644 | 5,147 |
| Membership subscriptions | - | 19,134 |
| **Total Revenue in Advance** | **141,894** | **173,216** |

Revenue in advance includes grants awarded for specific purposes. Due to conditions of these grants being unfulfilled at 30 June 2018, in that the expenditure to which they relate is yet to be incurred, the amount is recorded as revenue in advance at 30 June 2018.

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## 13. Contributions from the Community

| | 2018 | 2017 |
|---|---|---|
| **Revenue** | | |
| Donations, appeals and fundraising | 626,027 | 721,916 |
| General purpose bequests | 833,490 | 380,054 |
| Special purpose bequests | 248,027 | 45,104 |
| Grants from community trusts | 179,566 | 300,666 |
| Grants from NZ Lottery Grants Board | 243,254 | 307,746 |
| Grants from Community Organisation Grants Schemes | 36,600 | 63,712 |
| Grants from other government agencies | 7,991 | 19,624 |
| Sponsorship Income | 59,332 | 58,883 |
| **Total contributions from the community** | **2,234,288** | **1,897,705** |
| **Expenses** | | |
| Employee benefits | 311,253 | 311,287 |
| Advertising and direct marketing | 216,874 | 323,291 |
| Other fundraising costs | 14,044 | 14,949 |
| **Total fundraising costs** | **542,171** | **649,527** |
| Net contributions from the community | 1,692,116 | 1,248,178 |

Contributions from the community to support the Foundation in pursuit of its mission are gratefully acknowledged. Gifts of money and property are included in the financial statements. Support is also given through the provision of services at special or discounted rates.

The Foundation gratefully acknowledges a general purpose bequest of $302,582 from the Estate of the late G.S. Wilkinson and special purpose bequests of $136,955 from the Estate of the late J.C. Wilson and $100,000 from the Estate of the late T.E. Graham.

The Foundation also relies on gifts of volunteer time and expertise to complete work in many essential roles such as national governance (Board and committees), regional liaison groups, promotion, fundraising, investments, administration, accounting, awards and grants. No attempt has been made to record the value of these contributions.

Sponsorship income is received as part of co-operative projects completed with other organisations.

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| | 2018 | 2017 |
|---|---|---|
| **14. Services and Programmes** | | |
| **Revenue** | | |
| National health contract income | 379,665 | 376,839 |
| Other contract income | 247,220 | 301,073 |
| Client Service charges | 34,858 | 63,840 |
| Other income | 46,506 | 50,620 |
| **Total income from services and programmes** | **708,289** | **792,372** |
| **Expenses** | | |
| Employee benefits | 1,139,456 | 1,021,864 |
| Arthritis Information Resources | 15,774 | 41,885 |
| Volunteer coordination and development | 48,849 | 31,687 |
| Public awareness campaigns | 28,932 | 32,816 |
| General awareness and newsletters | 112,602 | 68,633 |
| Service delivery direct costs | 165,449 | 268,009 |
| Service delivery support | 77,585 | 165,331 |
| **Total cost of services and programmes** | **1,588,647** | **1,630,225** |
| Net cost of arthritis services and programmes | (880,358) | (837,853) |

The Foundation is contracted nationally to the Ministry of Health through the Capital & Coast DHB to provide arthritis information services.

| | 2018 | 2017 |
|---|---|---|
| **15. Administration Expenses** | | |
| Audit fees | 23,875 | 23,625 |
| Advisory fees | 13,855 | 32,624 |
| Employee benefits | 675,555 | 859,385 |
| Legal expenses | 1,173 | 6,558 |
| Property and office expenses | 288,282 | 238,840 |
| Communications expenses | 37,277 | 32,501 |
| Travelling expenses | 22,134 | 37,594 |
| General administration expenses | 63,564 | 48,553 |
| **Total Administration Expenses** | **1,125,715** | **1,275,680** |

| | 2018 | 2017 |
|---|---|---|
| **16. Net Finance Income** | | |
| **General funds** | | |
| Dividends | 76,001 | 72,449 |
| Interest | 41,499 | 62,106 |
| Profit on disposal of investments | 61,553 | 91,375 |
| **Total finance income from general funds** | **179,053** | **225,930** |
| **Research funds** | | |
| Dividends | 89,899 | 83,134 |
| Interest income | 48,408 | 46,632 |
| Profit on disposal of investments | 2,185 | 106,155 |
| **Total finance income from research funds** | **140,492** | **235,921** |
| **Net finance income** | **319,545** | **461,851** |



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| | 2018 | 2017 |
|---|---|---|
| **17. Impairment of Investments** | | |
| General Fund | 11,415 | 9,125 |
| Research Fund | 3,593 | 1,126 |
| **Total Impairment of Investments** | **15,008** | **10,251** |

| | 2018 | 2017 |
|---|---|---|
| **18. Reconciliation of Surplus/(Deficit) to Net Cash Flows from Operating Activities** | | |
| Surplus/(Deficit) for the year | (332,532) | (651,141) |
| **Adjustments** | | |
| Depreciation and amortisation expenses | 60,925 | 64,529 |
| Depreciation Recovery | (1,739) | - |
| Impairment of investments | 15,008 | 10,251 |
| Net finance income | (319,545) | (461,851) |
| Loss/(Profit) on disposal of fixed assets | - | 1,682 |
| **Total Adjustments** | **(245,351)** | **(385,389)** |
| **Movements in working capital and liabilities** | | |
| (Increase)/Decrease in trade and other receivables | (64,367) | 3,585 |
| Increase/(Decrease) in liabilites | 75,595 | (70,344) |
| **Total Movements in working capital and liabilities** | **11,228** | **(66,760)** |
| **Net cash inflow/(outflow) from operating activities** | **(566,655)** | **(1,083,290)** |

| | 2018 | 2017 |
|---|---|---|
| **19. Operating Leases** | | |
| **Non-cancellable property lease rentals are payable as follows:** | | |
| Later than one year | 24,531 | 77,276 |
| Later than one year and no later than five years | 238,025 | 319,525 |
| Later than five years | 75,025 | 75,025 |

## 20. Contingencies

There are no material contingent liabilities at the end of the reporting period.

## 21. Subsequent Events

On 1st July 2018, the Foundation, trading as Arthritis New Zealand, transferred its operations to a charitable trust trading under the same name.

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Item 4
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**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Monday, 29 April 2019 2:36 PM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#259]

| | |
|---|---|
| **Name of organisation** | BUDGET FIRST INCORPORATED |
| **Postal address for organisation** | PO Box 1445<br>Hastings 4156<br>New Zealand |
| **Daytime Contact Phone Number** | 021566701 |
| **Email** | kristal@foss.co.nz |
| **Website** | www.budgetfirst.co.nz |
| **Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?** | Yes |
| **If yes, please attach a copy of the certificate/s** | certificate_of_incorporation.pdf 24.19 KB - PDF |
| **Name** | Kristal Foss |
| **Position** | Manager |
| **Email** | kristal@budgetfirst.co.nz |
| **Daytime Contact Phone Number** | 068780530 |
| **Name** | Michael Barham |
| **Position** | Chairman |

1

| | |
|---|---|
| **Email** | mdee barham@xtra.co.nz |
| **Daytime Contact Phone Number** | (027) 582 8443 |
| **Name** | John Stinson |
| **Position** | Treasurer |
| **Email** | jstinsongm@gmail.com |
| **Daytime Contact Phone Number** | 021 254 4575 |
| **Name** | Shelley Hanna |
| **Position** | Secretary |
| **Email** | peakpmgmt@gmail.com |
| **Daytime Contact Phone Number** | (021) 406643 |
| **Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.** | Yes, I/we wish to present to the Community Grants Subcommittee |
| **Please indicate if you are applying for *Seed Funding or an **Establishment Grant:** | Establishment Grant |
| **i. Which of the current and future needs of our community are you addressing?** | Assistance and advice for people in need due to older age or adverse circumstances |

**a. What activity/s are within the scope of your project/service?**

We are the leading provider of building financial capability in Hastings and work alongside and support whanau who are facing financial hardship. A new product we offer is group workshops focused on developing financial capability skills that result in improved financial decision making. We have partnered with community providers to deliver workshops to people with adverse needs.

Through our collaboration with Te Taiwhenua o Heretaunga, Salvation Army & Hawkes Bay Womens Refuge we provide financial literacy workshops to transitional housing clients facing hardship and deprivation in Hastings. The project is now in its second year and is funded by the Loteries Commission. We require additional funding to meet the demand for our workshops. Hawkes Bay currently has 800 families living in transitional housing and over 450 children are included in this number. Our workshops focus on upskilling whanau who are living in transitional housing and assisting them to address the financial barriers to accessing safe, affordable housing in Hastings. Whanau tell us they want to know more about budgeting, taxes and managing debt, and what pathways are available for home ownership. Our workshops address the criteria landlords look for in clients, and we discuss pathways to home ownership such as KiwiSaver first home withdrawals and Papakainga housing.

**b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?**

The expected benefits/outcomes are improved financial capability for individuals and their families and a reduction in homelessness in Hastings. Improving financial capability means that people have the knowledge and ability to make better choices around managing money, borrowing and savings.

Short term outcomes will see clients supported to look at ways of managing their money to meet their families' basic needs and setting realistic financial goals. Performance measures are;

(1) the number of clients who show increased confidence and financial capability

(2) the number of clients who are better able to provide for their whanau basic needs

(3) the number of clients who reduce debt

(4) the number of clients who find a home, either private rental, or Housing New Zealand.

We measure client progress via a questionnaire used pre and post the workshops. Whanau score themselves on a scale of 1 –10 for the above questions. An expected increase in financial capability is measured by an increase in a client's score from the pre-questionnaire to the post-questionnaire.

We also measure our effectiveness with the following questions;

(1) I felt listened to, understood and respected

(2) the group session met my needs and expectations

(3) I feel better able to deal with the issue we wanted help with

**c. The process – how will you carry out your project or service, and where will it be delivered?** *

We will continue to collaborate with our partners, Te Taiwhenua o Heretaunga, Salvation Army and Hawke Bay Womens Refuge and provide workshops for whanau living in transitional housing. The workshops are run every week at the providers venue and the social workers/ navigators play an important role in encouraging clients to attend and providing transport to and from the venue.

Each workshop is designed to cover four main area of financial capability; goal setting, budgeting, managing debt and saving. We have good experience running the programme over the last 12 months. What our experience has taught us. What works well, a strengths based and client centered programme, with flexibility to discuss different topics in one session. Acknowledging client's successes and strengths. Navigator/Social worker encouragement. When we condensed the sessions offered from 6 sessions down to four sessions we had a higher

attendance rate, up from 60% up to 80%.

Whanau engage when they trust the others in the group and perceive a benefit from participating. A benefit may be as simple a certificate of attainment or helping identify barriers to housing such as poor credit history and lack of references. At the completion of the workshops whanau are given a certificate of financial capability. We refer clients to our free one-to-one financial mentoring and refer them onto the Ready2Rent programme. This is a tenancy accreditation scheme focused on assisting client into housing.

**d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** *

We have established relationships with the navigators from Te Taiwhenua o Heretaunga, Emerge Aotearoa, Salvation Army and Hawke's Bay Womens Refuge. Each of the providers navigators/social workers refer clients to our workshops.

Our workshops are run by Yvonne Dickey who is an experienced and trained facilitator, having run workshops since 2017. She has received training for Commission for Financial Capability to facilitate the Sorted Kainga Ora programme. This programme is aimed at building the financial capability of whanau wanting to buy their own home. Yvonne is proudly Ngati Kahungunu iwi and has four children. She relates well to our whanau who complete the workshops. Comments include " lovely clear presentation, practical discussions, time for participants input' " in-depth knowledge of advice shared' " very informative and welcoming'

| | |
|---|---|
| **Is your organisation GST registered?** | Yes |
| **If yes, what is your GST number** | 55-035-997 |
| **Amount** | $0.00 |
| **Amount** | $0.00 |
| **Amount** | $0.00 |
| **Amount** | $0.00 |
| **Amount** | $0.00 |
| **Alternatively, upload a document with this information** | budgetfirst_budget_moneymates_workshops_2020_ye.pdf 91.69 KB · PDF |
| **Alternatively, upload a document with this information** | budgetfirst_budget_moneymates_workshops_2020_ye.pdf 91.69 KB · PDF |
| **A. Total cost of project / service** * | $41,450.00 |
| **B. Total funds available** * | $3,145,000.00 |

| | |
|---|---|
| **C. Difference between total cost and total funds available** * | $10,000.00 |
| **D. Amount requested annually** * | $10,000.00 |
| **Date applied** | Wednesday 4 July 2018 |
| **Source of funding** | Lotteries Grant |
| **Type of funding, eg a loan, a grant** | Grant |
| **What will it be used for?** | MoneyMates workshops |
| **Amount requested** | $42,000 |
| **Is it confirmed?** | Yes |
| **If yes, how much will/did you receive?** | $31,450.00 |
| **Date applied** | Friday 1 July 2016 |
| **Product/service name** | budget advice |
| **Amount of funding received?** | $15,000.00 |
| **Have you completed an annual report and financial accounts for this project or service?** | Yes |
| **Please include a copy of your latest annual report and financial accounts with** | audited_statement_of_performance_2018.pdf 3.32 MB · PDF |

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| | |
|---|---|
| your application. | |
| Tick this box to confirm the above is true and correct. * | I agree |

Item 4

Application No. 42

NEW ZEALAND
COMPANIES OFFICE

# CERTIFICATE OF INCORPORATION

## BUDGET FIRST INCORPORATED
## 261668

This is to certify that HASTINGS BUDGET ADVISORY SERVICE (INCORPORATED) was incorporated under the Incorporated Societies Act 1908 on the 27th day of March 1985 and changed its name to BUDGET FIRST INCORPORATED on the 27th day of October 2017.

Registrar of Incorporated Societies
27th day of October 2017

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 27 Oct 2017 15:45:41 NZT

1 OF 1

| Financial Capability Workshops for Hawkes Bay | | |
|---|---|---|
| Income & Expenses 1 July 2019 - 30 June 2020 | | |
| | | |
| | | |
| **Income** | **Budget** | **Actual** |
| Hastings District Council - contestable funding | $ 10,000.00 | |
| Lotteries Funding | $ 31,450.00 | |
| Total Funding | $ 41,450.00 | |
| | | |
| **Expenses** | | |
| **Administration** | | |
| Hire of meeting room | $ - | |
| Programme materials | $ 1,200.00 | |
| Kai for workshops | $ 500.00 | |
| Marketing, brochures, advertising | $ 800.00 | |
| IT/Phone/overheads @ 5% of total project | $ 2,072.50 | |
| **Total Administration** | $ 4,572.50 | |
| **Personnel** | | |
| Salary includes preparation, facilitation & travel time | $ 32,500.00 | |
| Kiwisaver | $ 1,560.00 | |
| ACC | $ 650.00 | |
| Staff Training - facilitator training | $ 800.00 | |
| **Total Personnel** | $ 35,510.00 | |
| **Vehicle** | | |
| Fuel - mileage reimbursement | $ 1,400.00 | |
| | $ - | |
| **Total Vehicle** | $ 1,400.00 | |
| | | |
| **Total Operating Expenses** | $ 41,482.50 | $ - |
| | | |
| **Total income minus expenditure** | -$ 32.50 | $ - |
| | | |
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Item 4

Application No. 42

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| |
| Actual |
| |
| |
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| |
| |
| *provider covers room hire* |
| *photocopier charges @ $100 per month for resources -* |
| *tea, coffee, biscuits.* |
| *promotional materials* |
| *5% of total project overheads* |
| |
| |
| *25 hours per week @ $25/hour* |
| 3% on total hours |
| 1.25% on total hours |
| professional development costs |
| |
| |
| reimbursed @ IRD rate of 0.77c per kilometer |
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# BUDGET FIRST INCORPORATED

## Performance Report

## For the year ended 30 June 2018

**Contents**


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| **Independent Auditors Report** | |

# Budget First Incorporated
## Entity Information
## As at 30 June 2018

**Legal Name of Entity:** Budget First Incorporated

**Type of Entity and Legal Basis:** Incorporated Society and Registered Charity

**Registration Number:** CC10419

**Entity's Purpose or Mission:**
To grow whanau budgeting skills through a supportive and confidential service.

**Entity Structure:**
Budget First is managed by a Management Committee comprised of a Chairman, a Secretary, and Treasurer as Office holders and up to a maximum of seven Committee members. Currently there are three elected Officers and four elected Committee Members. All Officers and Committee Members are elected annually at an AGM.

**Main Sources of the Entity's Cash and Resources:**
We receive 69% of our funding from Ministry of Social Development for the provision of financial mentoring and education for whanau in need of support.

Alternative sources account for 18% of total funding and include a Contract for Service with Hastings District Council for $15,000 per annum and grants from Lotteries Commission, Community Organisation Grants Scheme, HB Foundation and Trust House.

**Main Method used by the Entity to raise funds:**
Government contracts

Grants from Local Government and philanthropic trusts

Sublease of office space

**Entity's Reliance on Volunteers and Donated Goods or Services:**
We employ 3.5 FTTE staff and depend on volunteers to help manage the workload of client cases. We rely on approximately 0.6 FTTE volunteer hours per week.

CONTACT DETAILS

| | |
|---|---|
| **Physical Address:** | 111 Warren Street, Hastings 4156 |
| **Postal Address:** | PO Box 1445, Hastings 4156 |
| **Phone/Fax:** | 06 878 0530 |
| **Email/Website:** | budgetfirst@xtra.co.nz |
| **HBAS Officers:** | Chairman – Heugh Chappell |
| | Treasurer – John Stinson |
| | Secretary – Shelley Hanna |
| **Committee Members:** | Elisabeth Mohi |
| | James Hubble |
| | Heugh Chappell |
| | Michael Barham |
| | Ex officio – Coordinator |
| | Kristal Leach |

The Performance report has been audited

## Budget First Incorporated
### Statement of Service Performance
### As at 30 June 2018

**Description of the Entity's Outcomes:**
That all people in Hawke's Bay can manage their finances competently. Our mission is to grow whanau budgeting skills through a supportive and confidential service.

| Description and Quantification (to the extent practicable) of the Entity's Outputs: | Actual This Year | Actual Last Year |
|---|---|---|
| Free, face to face financial mentoring - total clients | 932 | 1,003 |
| Free, face to face financial mentoring - single appointment | 638 | 516 |
| Free, face to face financial mentoring - ongoing | 304 | 477 |
| Free group seminars at W&I community link centres in Hastings and Flaxmere | 0 | 20 |
| "MoneyMates " Budgeting and Managing Debt group sessions | 93 | 46 |
| Percentage of clients who expressed they were satisfied or very satisfied with the service/content and delivery of the programme | 93% | 90% |
| Percentage of clients who reported being better able to deal with the issues they wanted help with | 93% | 75% |

**Additional Output Measures:**
We collected statistics on the outcomes achieved for all clients. Aggregate debt resolved, and arrears resolved provide a measurable outcome of achievement towards reducing debt. Both provide a snapshot of debt and arrears resolved whilst working with a financial mentor.

| Annual Period | To 30 June 2018 | To 30 June 2017 |
|---|---|---|
| Total Debt | $16,964,450 | $11,081,971 |
| Avg. debt/client | $18,124 | $10,866 |
| Total Debt resolved | $1,591,479 | $1,023,178 |
| Total Debt written off | $840,608 | $918,727 |
| Total Arrears | $1,279,074 | $730,137 |
| Total Arrears resolved | $235,856<br>18% of total arrears | $117,491<br>16% of total arrears |
| Total Arrears written off | $146,290<br>11% of total arrears | $282,292<br>39% of total arrears |

**Client Situation:**
We prepare a pre- and post- skills evaluation aiming at tracking an increase in capability; achievement is an increase from pre- to post.

The Performance report has been audited

## Budget First Incorporated
### Statement of Service Performance
### As at 30 June 2018

1. Of the clients that closed the number who reported being able to meet their basic needs and obligations. (46% said they had enough to meet their basic needs)
2. Of the clients that presented with debt, the number who reduced their debt. (45% reduced their debt) 638 of the 953 clients had only a single session, as such it is not always possible to measure a reduction in debt in that one session.
3. The number who reported having greater confidence and capability. (51% increased their confidence and capability)
4. The number with most of their goals achieved. (56% reported they were on track to achieve their goals)

**Client Satisfaction**

We surveyed our clients both pre- and post- their financial mentoring sessions and asked them:

1. Did you feel listened to, understood and respected?
2. Did the service met your needs and expectations?
3. Are you better able to deal with the issues we wanted help with?
4. What we could improve on?

Of total clients surveyed 93% felt listened to, understood and respected, and 93% said the service met their needs and expectations. When asked what we did well anecdotal comments includes; "taking the time to explain things to me", "working with creditors to get me time", "listen well without judgement, helpful, supportive, encouraging, gives me hope when things look tough".
When we asked what we could improve on comments included, "having more time to talk about our options", "3 monthly check-ups".

The Performance report has been audited

## Budget First Incorporated

### Statement of Financial Performance

"How was it funded?" And "What did it cost?"

For the year ended
30 June 2018

| | Note | Actual This Year $ | Actual Last Year $ |
|---|---|---|---|
| **Revenue** | | | |
| Donations, fundraising and other similar revenue | 1 | 20,925 | 35,500 |
| Revenue from providing goods or services | 1 | 227,889 | 195,577 |
| Interest, dividends and other investment revenue | 1 | 11,860 | 11,585 |
| **Total Revenue** | | 260,674 | 242,662 |
| | | | |
| **Expenses** | | | |
| Volunteer and employee related costs | 2 | 177,513 | 149,436 |
| Costs related to providing goods or services | 2 | 68,332 | 60,046 |
| Other expenses | 2 | 3,725 | 2,847 |
| **Total Expenses** | | 249,570 | 212,329 |
| | | | |
| **Surplus for the Year** | | 11,104 | 30,333 |

The Performance Report has been audited

## Budget First Incorporated

### Statement of Financial Position

"What the entity owns?" And "What the entity owes?"

As at 30 June 2018

| | Note | This Year $ | Last Year $ |
|---|---|---|---|
| **Assets** | | | |
| **Current Assets** | | | |
| Bank accounts | 3 | 381,842 | 361,702 |
| Debtors and prepayments | 3 | 1,383 | 1,745 |
| Other current assets | 3 | 3,090 | 2,242 |
| **Total Current Assets** | | 386,315 | 365,689 |
| **Non-Current Assets** | | | |
| Plant and equipment | 4 | 7,504 | 7,619 |
| **Total Assets** | | 393,819 | 373,308 |
| **Liabilities** | | | |
| **Current Liabilities** | | | |
| Creditors and accrued expenses | 3 | 16,433 | 6,503 |
| Employee costs payable | 3 | 16,886 | 17,409 |
| **Total Current Liabilities** | | 33,319 | 23,912 |
| **Total Liabilities** | | 33,319 | 23,912 |
| **Total Assets less Total Liabilities (Net Assets)** | | 360,500 | 349,396 |
| **Accumulated Funds** | | | |
| Accumulated surpluses or (deficits) | 5 | 360,500 | 349,396 |
| **Total Accumulated Funds** | | 360,500 | 349,396 |

The Performance Report has been audited

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## Budget First Incorporated

### Statement of Cash Flows

For the year ended
30 June 2018

| | Actual This Year $ | Actual Last Year $ |
|---|---|---|
| **Cash Flows from Operating Activities** | | |
| **Cash was received from:** | | |
| Donations, fundraising and other similar receipts | 30,925 | 35,500 |
| Receipts from providing goods or services | 229,714 | 197,402 |
| Interest, dividends and other investment receipts | 11,012 | 13,841 |
| Net GST | (312) | (465) |
| **Cash was applied to:** | | |
| Payments to suppliers and employees | (249,371) | (208,625) |
| **Net Cash Flows from Operating Activities** | 21,968 | 37,653 |
| **Cash flows from Investing and Financing Activities** | | |
| **Cash was applied to:** | | |
| Payments to acquire plant and equipment | (1,828) | (6,091) |
| **Net Cash Flows from Investing and Financing Activities** | (1,828) | (6,091) |
| **Net Increase / (Decrease) in Cash** | 20,140 | 31,561 |
| **Opening Cash** | 361,702 | 330,141 |
| **Closing Cash** | 381,842 | 361,702 |
| **This is represented by:** | | |
| Bank Accounts | 381,842 | 361,702 |

The Performance Report has been audited

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## Budget First Incorporated

### Statement of Accounting Policies

"How did we do our accounting?"

For the year ended
30 June 2018

**Basis of Preparation**
Budget First Incorporated 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.

**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**
Budget First Incorporated 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 365 days or less.

**Fixed Assets and Depreciation**
All fixed assets are recorded at cost less accumulated depreciation. Depreciation is calculated on a straight line basis over 5 years

**Changes in Accounting Policies**
There have been no changes in accounting policies during the financial year (last year - nil)

The Performance Report has been audited

## Budget First Incorporated

### Notes to the Performance Report

For the year ended
30 June 2018

**Note 1 : Analysis of Revenue**

| | | This Year | Last Year |
|---|---|---|---|
| **Revenue Item** | **Analysis** | $ | $ |
| Fundraising revenue | COGS | - | 5,500 |
| | Donations received | 925 | |
| | Lotteries Commission | 10,000 | 20,000 |
| | Opera Properties | - | 10,000 |
| | Vavasour Charitable Trust | 10,000 | |
| | **Total** | 20,925 | 35,500 |
| Revenue from providing goods or services | Ministry for Vulnerable Children | 187,470 | 157,580 |
| | Hastings District Council | 15,000 | 15,000 |
| | Rent | 13,919 | 11,801 |
| | Foodbank admin | 11,500 | 11,196 |
| | **Total** | 227,889 | 195,577 |
| Interest, dividends and other investment revenue | Interest | | |
| | BNZ | 4,678 | 2,755 |
| | Heretaunga Building Society | 1,914 | 4,060 |
| | Westpac | 5,068 | 4,619 |
| | Dividend -HB Power Consumers Trust | 200 | 150 |
| | **Total** | 11,860 | 11,585 |

The Performance Report has been audited

## Budget First Incorpora

### Notes to the Performance Report

For the year ended
30 June 2018

Note 2 : Analysis of Expenses

| Expense Item | Analysis | This Year $ | Last Year $ |
|---|---|---|---|
| Volunteer and employee related costs | ACC | 264 | 302 |
| | Staff training | 228 | 287 |
| | Volunteer reimbursements | 3,772 | 6,286 |
| | Salaries | 173,249 | 142,561 |
| | **Total** | 177,513 | 149,436 |

| Expense Item | Analysis | This Year $ | Last Year $ |
|---|---|---|---|
| Costs related to providing goods or services | Advertising | 2,608 | 2,695 |
| | Audit Fees | 3,850 | 3,850 |
| | Bank charges | 90 | 50 |
| | Cleaning | 2,691 | 3,035 |
| | Computer | 1,788 | 606 |
| | Conference | 278 | 538 |
| | Consultancy | 1,200 | - |
| | Electricity | 3,558 | 3,221 |
| | General | 866 | 1,006 |
| | Insurance | 804 | 566 |
| | Photocopier running | 948 | 1,584 |
| | Rent | 34,995 | 34,548 |
| | Repairs | 2,220 | 2,215 |
| | Stationery | 2,551 | 2,197 |
| | Security | 471 | 772 |
| | Subscriptions | 1,147 | - |
| | Telephone | 3,206 | 2,922 |
| | Travel | 1,831 | 240 |
| | Website | 3,230 | - |
| | **Total** | 68,332 | 60,046 |

| Expense Item | Analysis | This Year $ | Last Year $ |
|---|---|---|---|
| Other expenses | | | - |
| | AGM | 266 | 159 |
| | Depreciation | 1,943 | 1,641 |
| | Social functions | 1,516 | 1,047 |
| | **Total** | 3,725 | 2,847 |

The Performance Report has been audited

## Budget First Incorporated

### Notes to the Performance Report

For the year ended
30 June 2018

### Note 3 : Analysis of Assets and Liabilities

| Asset Item | Analysis | This Year $ | Last Year $ |
|---|---|---|---|
| Bank accounts and cash | Westpac | | |
| | Cheque account | 9,166 | 6,268 |
| | due 22 August 2018 | 41,077 | |
| | due 25 October 2018 | 30,000 | |
| | due 11 December 2018 | 74,409 | |
| | due 11 December 2017 | - | 72,000 |
| | due 23 December 2017 | - | 40,000 |
| | BNZ | | |
| | Call account | 43 | - |
| | due 30 July 2018 | 46,209 | |
| | due 17 September 2018 | 66,300 | |
| | due 18 December 2018 | 35,848 | |
| | due 19 August 2017 | - | 106,122 |
| | due 27 October 2017 | - | 40,575 |
| | Heretaunga Building Society | | |
| | Call account | 53,790 | 46,737 |
| | due 1 October 2018 | 25,000 | - |
| | due 29 September 2017 | - | 50,000 |
| | Total | 381,842 | 361,702 |

| Asset Item | Analysis | This Year $ | Last Year $ |
|---|---|---|---|
| Debtors and prepayments | GST | 1,383 | 1,692 |
| | Accounts receivable | - | 53 |
| | Total | 1,383 | 1,745 |

| Asset Item | Analysis | $ | $ |
|---|---|---|---|
| Other current assets | Interest accrued | 3,090 | 2,242 |

| Liability Item | Analysis | $ | $ |
|---|---|---|---|
| Creditors and accrued expenses | Creditors | 4,608 | 6,503 |
| Income received in Advance | Creditors | 11,825 | - |
| | | 16,433 | 6,503 |

| Liability Item | Analysis | This Year $ | Last Year $ |
|---|---|---|---|
| Employee costs payable | PAYE | 3,479 | 2,710 |
| | Accrued Wages | 5,601 | 3,226 |
| | Accrued holiday pay | 7,806 | 11,473 |
| | Total | 16,886 | 17,409 |

The Performance Report has been audited

## Budget First Incorporated

## Notes to the Performance Report

## For the year ended 30 June 2018

### Note 4 : Property, Plant and Equipment

| This Year<br>Asset Class | Opening Carrying Amount | Purchases | Current Year Depreciation | Closing Carrying Amount |
|---|---|---|---|---|
| Furniture and fixtures | 1,146 | 1,828 | 325 | 2,649 |
| Computers (including software) | 6,473 | - | 1,618 | 4,855 |
| Total | 7,619 | 1,828 | 1,943 | 7,504 |

| Last Year<br>Asset Class | Opening Carrying Amount | Purchases | Current Year Depreciation | Closing Carrying Amount* |
|---|---|---|---|---|
| Furniture and fixtures | 299 | 1,092 | 245 | 1,146 |
| Computers (including software) | 2,870 | 4,999 | 1,396 | 6,473 |
| Total | 3,169 | 6,091 | 1,641 | 7,619 |

### Note 5: Accumulated Funds

| | This Year | Last Year |
|---|---|---|
| Description | Accumulated Surpluses or Deficits | Accumulated Surpluses or Deficits |
| Opening Balance | 349,396 | 319,063 |
| Surplus/(Deficit) | 11,104 | 30,333 |
| Closing Balance | 360,500 | 349,396 |

### Note 6 : Commitments and Contingencies

| | | This Year | Last Year |
|---|---|---|---|
| Commitment | Explanation and Timing | $ | $ |
| | Current year portion | 30,000 | 20,000 |
| Commitments to lease or rent assets | Not later than One Year | 30,000 | 30,000 |
| | Later than one year and not later than two years | 30,000 | 30,000 |
| | Later than two years | 70,000 | 100,000 |
| | | 130,000 | 180,000 |

The Performance Report has been audited

**Budget First Incorporated**

**Notes to the Performance Report**

**For the year ended**
**30 June 2018**

**Contingent Liabilities and Guarantees**
There are no contingent liabilities or guarantees as at balance date (Last Year - Nil )

**Note 7: Related**

**Party Transactions**
**Related Party Disclosures:**
There were no transactions involving related parties during the financial year. (Last Year - Nil)

**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. (Last Year - Nil)

The Performance Report has been audited

Item 4

Application No. 42

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Monday, 29 April 2019 2:45 PM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#257]

| | |
|---|---|
| **Name of organisation** | Leg-Up Trust |
| **Postal address for organisation** | PO Box 8869 Havelock North<br>Hastings, Hawke's Bay 4175<br>New Zealand |
| **Daytime Contact Phone Number** | 068796332 |
| **Email** | leguptrust@yahoo.co.nz |
| **Website** | www.legup.co.nz |
| **Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?** | Yes |
| **If yes, please attach a copy of the certificate/s** | charities_commission_cer_001.tif 1.54 MB - TIF |
| **Name** | Sandy Dooney |
| **Position** | Administrator/treasurer |
| **Email** | leguptrust@yahoo.co.nz |
| **Daytime Contact Phone Number** | 068796332 |
| **Name** | Ros Rowe |
| **Position** | Founder/co-ordinator Trustee |

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| | |
|---|---|
| **Email** | rosrowe@xtra.co.nz |
| **Daytime Contact Phone Number** | 021807294 |
| **Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.** | Yes, I/we wish to present to the Community Grants Subcommittee |
| **Please indicate if you are applying for *Seed Funding or an **Establishment Grant:** | Establishment Grant |
| **i. Which of the current and future needs of our community are you addressing?** | Assisting youth into training, skill development, and jobs<br>Creating safe and sustainable communities free of waste and crime |

**a. What activity/s are within the scope of your project/service?**

Working with horses to develop skills in our young people including anger management, patience, perseverance, empathy and confidence in themselves. We take young people who are often ostracised from the community and stood down from mainstream education and teach them skills so they can be reintegrated into the community. We also take students with mental health issues such as anxiety and depression and give them the time out needed to build confidence, feel wanted and develop more positive outlooks. We are part of the Rangatahi ma youth scheme to teach work ethics and skills in a family orientated setting and also have "Gateway" students from local high schools who come to learn about horses gaining credits for NCEA.

| | |
|---|---|
| **b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?** | Our biggest measure is feedback from the caregivers, principals, agencies we work with such as Child Adolescent and Family Services, Oranga tamariki, parents and social workers.<br>We also have a system of reports that schools and parents are asked to complete so we can gauge whether our service is working or whether we need to amend or alter how we do things to succeed for individual students. |

**c. The process – how will you carry out your project or service, and where will it be delivered? ***

We work from our base at 89 Ngatarawa Road, Bridge Pa. We use our valued therapy horses to get young people to build relationships - a new concept for many of the youth we work with. Horses mirror the person they are working with and show the students how their attitude to others affects how others respond to them. By working with horses the youth develop confidence, empathy, patience and perseverance. They develop anger management strategies and learn to ask for rather than demand a response. Many develop leadership and mentoring skills developing confidence and better communication.
Client fees only cover 25% of the actual cost of a programme as if we charged the full amount the schools etc would be unable to attend due to budget constraints.

**d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** *

We work with Children Adolescent and Family Services, Oranga tamariki, individual schools such as Taikura Rudolf Steiner and St Matthews, Social Workers in Schools through Family Works, Hastings District Council with 2 schools funded and also we are part of the Rangatahi ma scheme for youth employment and developing their skills. We also have presently two girls who are completing their gateway progeamme at high school where they gain work experience with horses and gain credits towards their NCEA qualification. Other agencies include Directions, Youth Horizons and Family Centre. Once a week we have a girl from Fairhaven come to look after one of our horses so she can develop emotionally and some basic horse skills.

| | |
|---|---|
| **Is your organisation GST registered?** | Yes |
| **If yes, what is your GST number** | 085661035 |
| **Item** | Funding towards running our programmes |
| **Amount** | $10,000.00 |
| **Item** | Wages (per 30 weeks for 11 classes) |
| **Amount** | $110,000.00 |
| **Item** | Overheads (per 30 weeks for 11 classes) |
| **Amount** | $34,000.00 |
| **Item** | Other expenses |
| **Amount** | $8,500.00 |
| **(A) Total cost** | $152,500.00 |
| **Item** | Client fees |
| **Amount** | $38,000.00 |
| **Item** | Grants per year |
| **Amount** | $41,000.00 |
| **Item** | Donations per year |
| **Amount** | $15,000.00 |

| | |
|---|---|
| **Item** | Wage reimbursement |
| **Amount** | $15,000.00 |
| **(B1) Total** | $109,000.00 |
| **A. Total cost of project / service** * | $152,500.00 |
| **B. Total funds available** * | $109,000.00 |
| **C. Difference between total cost and total funds available** * | $43,500.00 |
| **D. Amount requested annually** * | $10,000.00 |
| **Date applied** | Sunday 1 July 2018 |
| **Source of funding** | Hastings DC Contract for service |
| **Type of funding, eg a loan, a grant** | grant |
| **What will it be used for?** | 2 schools to attend Leg-Up until June 2019 |
| **Amount requested** | 15000 |
| **Is it confirmed?** | Yes |
| **If yes, how much will/did you receive?** | $15,000.00 |
| **Date applied** | Wednesday 4 April 2018 |
| **Product/service name** | Programme costs |
| **Amount of funding received?** | $7,000.00 |
| **Have you completed an annual report** | Yes |

| | |
|---|---|
| and financial accounts for this project or service? | |
| Please include a copy of your latest annual report and financial accounts with your application. | 2019_non_finalised_accounts_004.jpg 364.46 KB · JPG |
| If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts. | performance_report_2018.docx 5.48 MB · DOCX |
| Tick this box to confirm the above is true and correct. * | I agree |

5

Profit & Loss

| | 31 Mar 19 |
|---|---|
| Office Expenses | 553 |
| Printing & Stationery | 139 |
| Protective Clothing | 116 |
| Rates | 3,140 |
| Repairs and Maintenance | 1,803 |
| Student Expenses | 131 |
| Telephone & Internet | 935 |
| Volunteer Expenses | 107 |
| **Wages** | |
| KiwiSaver Employer Contributions | 4,561 |
| Wages | 152,045 |
| **Total Wages** | **156,606** |
| **Total Operating Expenses** | **203,463** |
| **Operating Profit** | **6,784** |
| **Non-operating Expenses** | |
| Depreciation | 9,193 |
| **Total Non-operating Expenses** | **9,193** |
| **Net Profit** | **(2,409)** |

Item 4

Application No. 43

charities commission
Komihana Kaupapa Atawhai

# Certificate of Registration

## Leg-Up Trust

This is to certify that Leg-Up Trust was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.

Registration number: CC32010

Sid Ashton
Chair

Trevor Garrett
Chief Executive

# Performance Report

Leg-Up Trust
For the year ended 31 March 2018

# Contents


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5 Statement of Financial Performance

6 Statement of Financial Position

7 Statement of Cash Flows

8 Statement of Accounting Policies

10 Notes to the Performance Report

15 Auditor's Report

Item 4

Application No. 43

# Entity Information

## Leg-Up Trust
## For the year ended 31 March 2018

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

**Legal Name of Entity**

Leg-Up Trust

**Entity Type and Legal Basis**

Leg-Up Trust is a charitable trust incorporated under the Charitable Trust Act 1957. The trust is also registered as a charity under the Charities Act 2005. The trust has an "Approved Donee Status" as per IRD under Income Tax Act 2007.

**Registration Number**

CC32010

**Entity's Purpose or Mission**

To establish connections between horses and emotionally, behaviourally, socially or otherwise disadvantaged people, with the aim of building confidence, trust, self-esteem and personal growth.

**Entity Structure**

Leg-Up trust is an independent charitable trust. It has no relationship with or interest in any other entity.

**Main Sources of Entity's Cash and Resources**

Donations and specific funding applications. Fees are also charged for services rendered.

**Main Methods Used by Entity to Raise Funds**

Apply for funding from various appropriate entities. Various other ad-hoc donations are received during the year from the general public as well as funding organisations, which all assist in covering operating expenses.

**Entity's Reliance on Volunteers and Donated Goods or Services**

Leg-up trust relies on the input and support from it's main co-ordinator (Rosamond Rowe) who donates her time and skills to the organisation at no charge.

**Physical Address**

89 Ngatarawa Road RD5, Bridge Pa, Hawkes Bay, New Zealand, 4175

**Postal Address**

PO Box 8869, Havelock North, Hawkes Bay, New Zealand, 4157

Examined for Audit
Oldershaw & Co.
4

# Statement of Service Performance

## Leg-Up Trust
## For the year ended 31 March 2018

**'What did we do?', 'When did we do it?'**

**Description of Entity's Outcomes**

Our success is measured by the feedback from teachers, principals, parents, caregivers, social workers and the children themselves. We use horses as catalysts to change negative behaviours in at risk youth by them developing relationships with carefully selected horses. Horses are mirrors of the handlers' attitude and teaches the person working with them what new behaviours work. Horses can also give them companionship if the person suffers emotional disadvantages.

| | 2018 | 2017 |
|---|---|---|
| **Description and Quantification of the Entity's Outputs** | | |
| Number of participants in program | 175 | 142 |

**Additional Outcome Measures**

The results of the programmes offered are primarily based on improved behaviour and attitude of the 'at risk' youth who attend our courses. Regular feedback is received from social workers and participating schools, who continue to support our work by enrolling children on a regular and repeating basis.

Examined for Audit
Oldershaw & Co.
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THIS STATEMENT HAS BEEN PREPARED WITH CONDUCTING AN AUDIT, AND SHOULD BE READ IN CONJUNCTION WITH THE ATTACHED AUDITORS REPORT.

# Statement of Financial Performance

## Leg-Up Trust
## For the year ended 31 March 2018

**'How was it funded?' and 'What did it cost?'**

| | NOTES | 2018 | 2017 |
|---|---|---|---|
| **Revenue** | | | |
| Donations, fundraising and other similar revenue | 1 | 138,941 | 156,960 |
| Revenue from providing goods or services | 1 | 47,153 | 39,822 |
| Interest, dividends and other investment revenue | 1 | 2,681 | 1,011 |
| Other revenue | 1 | 711 | 135 |
| **Total Revenue** | | **189,486** | **197,937** |
| **Expenses** | | | |
| Volunteer and employee related costs | 2 | 120,387 | 99,789 |
| Costs related to providing goods or service | 2 | 49,419 | 56,477 |
| Other expenses | 2 | 11,113 | 12,051 |
| **Total Expenses** | | **180,919** | **168,317** |
| **Surplus/(Deficit) for the Year** | | **8,567** | **29,619** |

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Oldershaw & Co.
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THIS STATEMENT HAS BEEN PREPARED WITH CONDUCTING AN AUDIT, AND SHOULD BE READ IN CONJUNCTION WITH THE ATTACHED AUDITORS REPORT.

# Statement of Financial Position

## Leg-Up Trust
## As at 31 March 2018

'What the entity owns?' and 'What the entity owes?'

| | NOTES | 31 MAR 2018 | 31 MAR 2017 |
|---|---|---|---|
| **Assets** | | | |
| **Current Assets** | | | |
| Bank accounts and cash | 3 | 122,576 | 91,830 |
| Debtors and prepayments | 3 | 230 | 446 |
| **Total Current Assets** | | 122,806 | 92,276 |
| **Non-Current Assets** | | | |
| Property, Plant and Equipment | 5 | 100,892 | 110,446 |
| Investments | 3 | 1,110 | 1,110 |
| **Total Non-Current Assets** | | 102,002 | 111,556 |
| **Total Assets** | | 224,808 | 203,834 |
| **Liabilities** | | | |
| **Current Liabilities** | | | |
| Creditors and accrued expenses | 4 | 926 | 3,317 |
| Other current liabilities | 4 | 21,772 | 8,973 |
| **Total Current Liabilities** | | 24,698 | 12,291 |
| **Total Liabilities** | | 24,698 | 12,291 |
| **Total Assets less Total Liabilities (Net Assets)** | | 200,119 | 191,543 |
| **Accumulated Funds** | | | |
| Capital contributed by owners or members | 6 | 100 | 100 |
| Accumulated surpluses or (deficits) | 6 | 200,019 | 191,443 |
| **Total Accumulated Funds** | | 200,119 | 191,543 |

Signed [signature]

Name CHARLES EDWARD JONES

Trustee DEPUTY CHAIR

Date: 20 08 2018

[signature]

Name William Lawrence Jenkin

Trustee Chairman

Date: 20 - 8 - 18

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THIS STATEMENT HAS BEEN PREPARED WITH CONDUCTING AN AUDIT, AND SHOULD BE READ IN CONJUNCTION WITH THE ATTACHED AUDITOR'S REPORT.

Performance Report Leg-Up Trust Page 6 of 19

# Statement of Cash Flows

## Leg-Up Trust
## For the year ended 31 March 2018

**'How the entity has received and used cash'**

| | 2018 | 2017 |
|---|---|---|
| **Cash Flows from Operating Activities** | | |
| Donations, fundraising and other similar receipts | 158,941 | 157,536 |
| Interest, dividends and other investment receipts | 2,681 | 1,811 |
| Cash receipts from other operating activities | 48,655 | 41,629 |
| GST | 808 | (3,618) |
| Payments to suppliers and employees | (169,187) | (156,939) |
| **Total Cash Flows from Operating Activities** | **21,297** | **30,821** |
| **Cash Flows from Investing and Financing Activities** | | |
| Payments to acquire property, plant and equipment | (1,560) | (16,519) |
| Payments to purchase investments | - | (121) |
| Cash Flows from Other Investing and Financing Activities | 11,009 | 11,390 |
| **Total Cash Flows from Investing and Financing Activities** | **9,449** | **(5,249)** |
| **Net Increase/ (Decrease) in Cash** | **30,746** | **31,540** |
| **Cash Balances** | | |
| Cash and cash equivalents at beginning of period | 91,830 | 60,289 |
| Cash and cash equivalents at end of period | 122,576 | 91,830 |
| Net change in cash for period | 30,746 | 31,540 |

Examined for Audit
Otterson & Co.

THIS STATEMENT HAS BEEN PREPARED WITH CONDUCTING AN AUDIT, AND SHOULD BE READ IN CONJUNCTION WITH THE ATTACHED AUDITORS REPORT.

# Statement of Accounting Policies

## Leg-Up Trust
## For the year ended 31 March 2018

**'How did we do our accounting?'**

### Basis of Preparation

The entity 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.

### 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

Leg-Up Trust 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 90 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.

### Measurement Base

The financial statements of Leg-Up Trust have been prepared on an historical cost basis, except as noted otherwise below. The information is presented in New Zealand dollars and has been rounded to whole dollars, unless otherwise stated.

### Specific Accounting Policies

In the preparation of these financial statements, the specific accounting policies are as follows:

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Oldershaw & Co.
4

Statement of Accounting Policies

**(a) Property, Plant & Equipment**

The entity has the following classes of Property, Plant & Equipment;

Buildings

Leasehold

Motor Vehicles

Office Equipment

Plant & Equipment

All Property, Plant & Equipment except for buildings is stated at cost less accumulated depreciation.

Depreciation has been calculated in accordance with rates permitted under the Income Tax Act 2007.

**(b) Investments**

Other investments are stated at cost less any amortisation. Amortisation is recognised in the Statement of Financial Performance.

**(c) Revenue**

Sale of goods and/ or services are recognised when they have been delivered and accepted by the customer.

Interest income is recognised using the effective interest method.

Dividend revenue is recognised when the shareholder's right to receive the payment is established.

**(d) Government Grants**

Government grants are reported at their fair value where there is reasonable certainty that the grant will be received and all attaching conditions will be met.

**(e) Receivables**

Receivables are stated at their estimated realisable value.

Bad Debts are written off in the year in which they are identified.

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THIS STATEMENT HAS BEEN PREPARED WITHOUT CONDUCTING AN AUDIT, AND SHOULD BE READ IN CONJUNCTION WITH THE ATTACHED AUDITORS REPORT.

Performance Report Leg-Up Trust Page 9 of 16

# Notes to the Performance Report

## Leg-Up Trust
## For the year ended 31 March 2018

| | 2018 | 2017 |
|---|---|---|
| **1. Analysis of Revenue** | | |
| **Donations, fundraising and other similar revenue** | | |
| Donations | 57,837 | 60,412 |
| Fundraising | 405 | 2,357 |
| Grants Received (No GST) | 36,211 | 46,044 |
| Grants Received | 36,487 | 48,360 |
| **Total Donations, fundraising and other similar revenue** | **130,941** | **156,968** |
| **Revenue from providing goods or services** | | |
| Client Fees | 34,653 | 21,822 |
| HDC Contract For Service | 12,500 | 10,000 |
| **Total Revenue from providing goods or services** | **47,153** | **31,822** |
| **Interest, dividends and other investment revenue** | | |
| Dividends Received | 200 | 150 |
| Interest Income | 2,481 | 861 |
| **Total interest, dividends and other investment revenue** | **2,681** | **1,011** |
| **Other revenue** | | |
| Other Revenue | 692 | - |
| Rebates | 19 | 135 |
| **Total Other revenue** | **711** | **135** |

| | 2018 | 2017 |
|---|---|---|
| **2. Analysis of Expenses** | | |
| **Volunteer and employee related costs** | | |
| KiwiSaver Employer Contributions | 2,329 | 1,821 |
| Travel - National | 783 | 200 |
| Wages | 116,346 | 97,780 |
| **Total Volunteer and employee related costs** | **120,367** | **99,789** |
| **Costs related to providing goods or services** | | |
| Accident Compensation Levies | 263 | 176 |
| Advertising | - | 80 |
| Animal Health | 6,247 | 6,532 |
| Bank Fees | 74 | 70 |
| Computer Processing | 1,269 | 1,026 |
| Consulting - Accounting & Advisory | 3,271 | 4,427 |
| Education | - | 625 |
| Feed Purchases | 18,400 | 15,271 |
| Freight & Courier | 62 | 203 |
| Fundraising Expenses | 85 | 1,324 |
| General Expenses | 854 | 1,945 |

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THIS STATEMENT HAS BEEN PREPARED WITH CONDUCTING AN AUDIT, AND SHOULD BE READ IN CONJUNCTION WITH THE ATTACHED AUDITORS REPORT.

Notes to the Performance Report

| | | |
|---|---|---|
| Gifts | 168 | 58 |
| Horse expenses | 3,975 | 4,569 |
| Insurance | 4,258 | 4,211 |
| Light, Power, Heating | 155 | 1,720 |
| Motor Vehicle Expenses | 3,759 | 4,170 |
| Office Expenses | 1,193 | 588 |
| Printing & Stationery | 284 | 110 |
| Protective Clothing | 29 | - |
| Rates | 3,002 | 2,512 |
| Repairs and Maintenance | 1,577 | 4,354 |
| Student Expenses | 17 | 195 |
| Subscriptions | 86 | 223 |
| Telephone & Internet | 615 | 1,922 |
| Volunteer Expenses | 97 | 87 |
| **Total Costs related to providing goods or services** | **69,419** | **58,477** |
| **Other expenses** | | |
| Depreciation | 11,113 | 12,051 |
| **Total Other expenses** | **11,113** | **12,051** |
| | 3818 | 3867 |

## 3. Analysis of Assets

| | | |
|---|---|---|
| **Bank accounts and cash** | | |
| Petty Cash | 28 | 169 |
| ANZ Bank Current Account | 643 | 1,438 |
| SBS Bank Current Account | 8,274 | 5,996 |
| SBS Bank Savings Account | 26,444 | 10,950 |
| Co-Operative Bank Current | 10 | - |
| Co-Op Bank Investment Account | 18,897 | 18,276 |
| Term Deposit ANZ | - | 15,000 |
| Co-op Bank Term Deposit 2 | - | 25,000 |
| SBS Term Deposit 1 | - | 15,000 |
| SBS Term Deposit 2 | 16,277 | - |
| SBS Term Deposit 4 | 12,000 | - |
| SBS Term Deposit 6 | 20,000 | - |
| SBS Term Deposit 7 | 5,000 | - |
| SBS Term Deposit 8 | 10,000 | - |
| SBS Term Deposit 9 | 5,000 | - |
| **Total Bank accounts and cash** | **122,576** | **93,830** |
| **Debtors and prepayments** | | |
| Accounts Receivable | 230 | 449 |
| **Total Debtors and prepayments** | **230** | **449** |
| **Investments** | | |
| Shares Farmlands Trading Society | 1,110 | 1,110 |
| **Total Investments** | **1,110** | **1,110** |

Examined for Audit
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THIS STATEMENT HAS BEEN PREPARED WITH CONDUCTING AN AUDIT, AND SHOULD BE READ IN CONJUNCTION WITH THE ATTACHED AUDITORS REPORT.

Notes to the Performance Report

| | 2018 | 2017 |
|---|---|---|
| **4. Analysis of Liabilities** | | |
| **Creditors and accrued expenses** | | |
| Accounts Payable | 712 | - |
| Creditors | - | 3,790 |
| GST | 214 | (472) |
| **Total Creditors and accrued expenses** | **926** | **3,317** |
| **Other current liabilities** | | |
| Annual Leave Liability | 12,944 | 6,466 |
| Income received in advance | 9,034 | - |
| PAYE Payable | 1,805 | 2,507 |
| Wages Payable - Payroll | (11) | - |
| **Total Other current liabilities** | **23,772** | **8,973** |

| | 2018 | 2017 |
|---|---|---|
| **5. Property, Plant and Equipment** | | |
| **Buildings** | | |
| Buildings at cost | 105,968 | 105,968 |
| Accumulated depreciation - buildings | (32,480) | (29,971) |
| **Total Buildings** | **73,508** | **76,017** |
| **Motor Vehicles** | | |
| Vehicles owned | 93,458 | 93,458 |
| Accumulated depreciation - vehicles owned | (74,181) | (68,225) |
| **Total Motor Vehicles** | **19,278** | **25,233** |
| **Furniture and Fittings** | | |
| Furniture and fittings owned | 6,909 | 5,144 |
| Accumulated depreciation - furniture and fittings owned | (3,967) | (2,293) |
| **Total Furniture and Fittings** | **2,937** | **3,851** |
| **Other Fixed Assets** | | |
| Owned fixed assets | 20,248 | 20,248 |
| Accumulated depreciation - fixed assets owned | (15,178) | (14,104) |
| **Total Other Fixed Assets** | **5,170** | **6,144** |
| **Total Property, Plant and Equipment** | **100,892** | **110,446** |

| | 2018 | 2017 |
|---|---|---|
| **6. Accumulated Funds** | | |
| **Equity/Members funds** | | |
| Opening Balance | 100 | 100 |
| **Total Equity/Members funds** | **100** | **100** |
| **Accumulated Funds** | | |
| Opening Balance | 191,443 | 181,824 |

Examined for Audit
Oldershaw & Co.
4

THIS STATEMENT HAS BEEN PREPARED WITH CONDUCTING AN AUDIT, AND SHOULD BE READ IN CONJUNCTION WITH THE ATTACHED AUDITORS REPORT.

Notes to the Performance Report

| | 2018 | 2017 |
|---|---|---|
| Accumulated surpluses or (deficits) | 8,987 | 20,103 |
| **Total Accumulated Funds** | **200,993** | **191,443** |
| **Total Accumulated Funds** | **200,130** | **191,543** |

### 7. Commitments

There are no commitments as at 31 March 2018 (Last year - nil).

### 8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 March 2018 (Last year - nil).

### 9. Related Parties

Reimbursement of expenses are made to Trustees and Staff at cost. Allan Rowe, Husband of Founder and Trustee (Rosamund Rowe) is paid wages based on hours worked. (Last year - nil).

### 10. 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 (Last year - nil).

### 11. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

Examined for Audit
Oldershaw & Co.
4

THIS STATEMENT HAS BEEN PREPARED WITH CONDUCTING AN AUDIT, AND SHOULD BE [illegible] IN CONJUNCTION WITH THE ATTACHED AUDITORS REPORT.

Performance Report Leg Up Trust Page 11 of 11

Notes to the Performance Report

## 12. Grants Received

| Grant Received from: | 2018 | Unspent 2018 | 2017 |
|---|---|---|---|
| Infinity Foundation | 751 | - | (249) |
| Jean Fernie Charitable Trust | 5,000 | - | 5,000 |
| Community Organisation Grant Received COGS | 7,000 | - | 7,000 |
| Tasman Smith Charitable Trust | - | - | 3,000 |
| Rotary Club of Greenmeadows | - | - | 15,000 |
| Hastings Masonic Trust | - | - | 3,360 |
| Lotteries Commission | - | - | 20,000 |
| First Light Community Foundation | 3,000 | - | 2,800 |
| North & South Trust | - | - | 3,700 |
| Trust House Foundation | 20,000 | - | 20,000 |
| Eastern & Central Community Trust | 4,000 | - | 4,000 |
| ANZ Staff Foundation | - | - | 3,748 |
| Infinity Foundation | - | - | 828 |
| First Light Community Foundation | - | - | 1,217 |
| Tasman Smith Charitable Foundation | - | - | 5,000 |
| Sanderson Trust | 1,850 | - | - |
| Hill Foundation | 6,000 | - | - |
| Frimley Foundation | 4,000 | - | - |
| NZCT | 1,979 | 3,021 | - |
| Hastings District Masonic | 3,630 | - | - |
| Lotteries Grant Board | 23,487 | 1,513 | - |
| **TOTAL** | **80,198** | **4,534** | **94,404** |

Examined for Audit
Oldershaw & Co.
4

THIS STATEMENT HAS BEEN PREPARED WITH CONDUCTING AN AUDIT, AND SHOULD BE READ IN CONJUNCTION WITH THE ATTACHED AUDITORS REPORT.

Performance Report Leg Up Trust Page 14 of 16

Oldershaw & Co.
CHARTERED ACCOUNTANTS

Marewa House, PO Box 4151
Marewa, Napier 4143, New Zealand

Telephone (06) 843-3038
Fax (06) 843-3316
www.oldershaw.co.nz
Email mailbox@oldershaw.co.nz

**INDEPENDENT AUDITORS REPORT**

To the Trustees of Leg-Up Trust

**Opinion**

We have audited the accompanying performance report of Leg-Up Trust on pages 3 to 14, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 March 2018, the statement of financial position as at 31 March 2018, the statement of accounting policies and other explanatory information.

**Qualified Opinion on cash donations received**

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report:

a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
b) the performance report on pages 3 to 14 presents fairly in all material respects:
- the entity information for the year ended 31 March 2018
- the service performance for the year then ended; and
- the financial position of Leg-Up Trust as at 31 March 2018, and its financial performance, and cash flows for the year then ended in accordance with Public Benefit Entity Simple Format Reporting Accrual (Not-For-Profit), issued in New Zealand by the New Zealand Accounting Standards Board.

**Basis for Qualified Opinion**

As with other organisations of a similar nature, control over income from certain fund-raising activities prior to them being receded is limited, and no practical audit procedures exist to determine the effect of this limited control. In this respect alone we have not obtained all the information that we have required.

We conducted our audit of 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 International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the Auditors Responsibilities for the Audit of the Performance Report section of our report. We are independent of Leg-Up Trust 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, Leg-Up Trust.

**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.

**Auditors 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 auditors 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) and ISAE (NZ) 3000 (Revised) 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 entitys 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 entitys ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors 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 auditors report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

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.

Oldershaw & Co
Napier
21 August 2018

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Monday, 29 April 2019 7:27 PM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#264]

| | |
|---|---|
| **Name of organisation** | Roberts Education And Training Limited |
| **Postal address for organisation** | 69 Sunderland Drive<br>Hastings, Hawkes Bay 4120<br>New Zealand |
| **Daytime Contact Phone Number** | 0274508439 |
| **Email** | a2inspire@outlook.com |
| **Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?** | Yes |
| **If yes, please attach a copy of the certificate/s** | company_extract.pdf 401.10 KB - PDF |
| **Name** | Michelle Roberts |
| **Position** | Manager |
| **Email** | a2inspire@outlook.com |
| **Daytime Contact Phone Number** | 0274508439 |
| **Please indicate if you would like to present a brief summary of your** | No, I/we do not wish to present to the Community Grants Subcommittee |

1

| | |
|---|---|
| **application to the Community Grants Subcommittee.** | |
| **Please indicate if you are applying for *Seed Funding or an **Establishment Grant:** | Establishment Grant |
| **i. Which of the current and future needs of our community are you addressing?** | Assisting youth into training, skill development, and jobs<br>Creating safe and sustainable communities free of waste and crime<br>Promoting participation in recreation, arts and cultural activities |

**a. What activity/s are within the scope of your project/service?**

Roberts Education and Training Limited is a new company seeking contracts to source and fund the Ka Hikitia Female Youth Program 2019. The company was created to unleash the potential of female offenders in the Hawkes Bay region to make positive change happen by providing mentoring programs for the female youth offenders in deprived communities with the help they need to build a better future. The program will form partnerships with Government agencies, Service Sectors.

Participants are cared for by staff that are trained and experienced to focus on positive reinforcement, trust-building, and the achievement of goals, by engaging youth in small group cultural outings, and adventures in the community.

Ongoing training will continue with mentors on individual case management throughout the year.

Roberts Education & Training Limited will focus on presenting programmes in the future in unique ways.

Those participants on the Ka Hikitia Program will participate in developmentally-appropriate activities throughout meeting times, such as;

Based around the Te Whare Tapa Wha Model incorporates - Taha Hinengaro / Taha Whanau/ Taha Tinana/ Taha Wairua, which wraps around the learning modules.

Sport/ Physical Fitness

Studies/ Literacy and Numeracy/ Te Reo Maori

First Aid/ Health and Wellbeing Workshops and Presentations

Computer Literacy

Music (Waiata) and Dance (Performing Arts)Life and Foundation Skills

These activities will help in the following areas:

Self-Esteem and self-confidence building.

Stimulation of the sense of belonging. Tikanga and Te Reo Maori

Healthier lifestyles

Increase of team work skills and positive relationships with the communities.

Serves as a platform to educate our participants on how to build a better future for themselves and their whanau

| | |
|---|---|
| **b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?** | *Cultural Identity - Participants awareness of cultural identity the knowledge of the marae/ tangata whenua (the base of Ka Hikitia), local iwi and knowledge of and ability to do a pepeha, waiata and to participate in a powhiri<br>*Identity Development - Participants will gain a clear understanding of self-thoughts and behaviors relating to personal appearance, and gang identity. Increase in self-esteem.<br>*Mental Health/ safety and physical health issues - Participants will understand the extent of self-worth. Mental health/ safety concerns/ issues addressed; Physical health/ safety concerns/ issues addressed<br>*Development of life skills Improved attention to personal hygiene, increased skills or participation in domestic chores, increased skills or participation in food preparation, increase in self confidence.<br>Ka Hikitia Program will provide opportunities to develop confident, non offending, law biding young ladies with a focus on developing their self worth in the community.<br>With this, participants along with Kaiako will be completing weekly feedback and along with Monthly ILP completed by the Manager. |
| **c. The process – how will you carry out your project or service, and where will it be delivered?** * | All services are based at the marae (Mihiroa Marae, Pakipaki) as per attachment A page 3 (Venue and Facilities)<br>All participants will be collected from their homes each week and returned at the end of the day. This ensures maximum participation. |
| **d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** * | The Ka Hikitia Program will be managed by Michelle Roberts a longtime Educator. Michelle has close relationships with NZ Police, MSD, HDC, TTOH, and other Government Agencies along with Service Sectors including Directions Youth Health Services. |
| **Is your organisation GST registered?** | No |
| **If yes, what is your GST number** | As I am a new business I have not registered GST. Will be done once business is confirmed and have contracts in place. |
| **Item** | Advertising Business Cards |
| **Amount** | $250.00 |
| **Item** | KH Program Costs (Daily running costs for Participants, includes activities and food etc) |
| **Amount** | $60,000.00 |

| | |
|---|---|
| **Item** | KH Vehicle Maintenance Gas and Insurance |
| **Amount** | $15,000.00 |
| **Item** | KH Vehicle (Van 10 seater) |
| **Amount** | $15,000.00 |
| **Item** | KH PHone Costs |
| **Amount** | $2,000.00 |
| **Item** | Leased Printer |
| **Amount** | $1,500.00 |
| **Alternatively, upload a document with this information** | budget_ka_lukitia.xlsx 12.76 KB · XLSX |
| **Alternatively, please upload a document with this information** | ka_lukitia_proposal_overview.pptx 5.62 MB · PPTX |
| **A. Total cost of project / service** * | $370,000.00 |
| **B. Total funds available** * | $0.00 |
| **C. Difference between total cost and total funds available** * | $370,000.00 |
| **D. Amount requested annually** * | $370,000.00 |
| **Date applied** | Friday 22 February 2019 |
| **Source of funding** | MYD |
| **Type of funding, eg a loan, a grant** | Funding - Youth Development |
| **What will it be used for?** | Delivery of the KH Program |

| | |
|---|---|
| **Amount requested** | 370000 |
| **Is it confirmed?** | No |
| **If you are still waiting for a response, when will you know the outcome?** | Tuesday 30 April 2019 |
| **Have you completed an annual report and financial accounts for this project or service?** | No |
| **Tick this box to confirm the above is true and correct.** * | I agree |

NEW ZEALAND COMPANIES OFFICE COMPANIES REGISTER

# Company Extract

## ROBERTS EDUCATION & TRAINING LIMITED

## 7288039

## NZBN: 9429047290587

| | |
|---|---|
| **Entity Type:** | NZ Limited Company |
| **Incorporated:** | 21 Feb 2019 |
| **Current Status:** | Registered |
| **Constitution Filed:** | No |
| **Annual Return Filing Month:** | February |
| **Ultimate holding company:** | No |

**Company Addresses**

**Registered Office**
Michelle Roberts, 69 Sunderland Drive, Flaxmere, Hastings, 4120, NZ

**Address for Service**
Michelle Roberts, 69 Sunderland Drive, Flaxmere, Hastings, 4120, NZ

**Directors**

ROBERTS, Michelle Tearoha
69 Sunderland Drive, Hastings, 4120, NZ

**Shareholdings**

| | |
|---|---|
| **Total Number of Shares:** | 100 |
| **Extensive Shareholdings:** | No |

| | |
|---|---|
| 100 | ROBERTS, Michelle Tearoha<br>69 Sunderland Drive, Hastings, 4120, NZ |

For further details relating to this company, check http://app.companiesoffice.govt.nz/co/7288039
Extract generated 21 February 2019 04:05 PM NZDT

Roberts Education & Training Limited

# Ka Hikitia Program

**Budget Proposal 2019-2020**

| | |
|---|---|
| KH Advertising (Business Cards) | $250.00 |
| KH Staff Training (Work related - Workshops) | $1,500.00 |
| KH Program Costs (Daily running costs for youth, incl activities, food etc) | $60,000.00 |
| KH Vehicle Maintenance/ Gas and Insurance | $15,000.00 |
| KH Vehicle | $15,000.00 |
| KH Phone Costs | $2,000.00 |
| KH Lease Printer | $1,500.00 |
| KH Resources (Participants stationary, dictionairies, pens etc) | $3,000.00 |
| KH Technology (Student laptops x 10) | $15,000.00 |
| KH Wages (2 Full time, 1 part-time and Tutors) | $200,000.00 |
| KH Direct Overheads (Rent, power, Internet) | $17,160.00 |
| Administration | $40,000.00 |
| **Total Activity Expense** | **$370,410.00** |

**Project Goals**

1. Encourage participants to turn their lives around and reduce re-offending
2. Building Harmonious relationships with whanau and communities
3. Providing appropriate services and necessary resources to reduce youth crime,
4. Promote positive youth development, participants become productive members of society
5. Providing relevant re-entry services for female youth offenders ages 13-18 in HB, to reintegrate into their community

**Features:**

Ka Hikitia Program is a 12 month cultural therapeutic programme for young females (and their whanau) Ages 13- 18 years who have appeared before the courts and who live within the Hawkes Bay region. Through the 2 phased treatment programme, it is intended that the participants will graduate from the program well resourced to make prosocial choices and reduce frequency and severity of future offending, and having their whanau upskilled in supporting their whanau member sustain a

prosocial lifestyle.

The programme is designed to be bicultural. That is, it is designed to be community-based and delivered in a context of care aroha, manaakitanga, wairuatanga and whanaungatanga.
Vital that KH is based on the marae to absorb the cultural experience and knowledge.
Tikanga, Te Reo Classes, waiata, himene, whakapapa, community services, group fitness and activities along with Education Learning all of which are focused on helping, supporting, guiding and ideally building confident participants.

The admission criteria reflect the focus of the programme on the participants who are at risk of offending into their adulthood. The participant are eligible if they are:
Females aged 13-18 years
Appeared before the Youth Court and assessed to be at high risk for recidivism (referrals would come from OT, Judges and FGC's)
Whanau live within 60 minutes of the program base, with designated whanau member committed to support the participant fpr the duration of the programme.
Participant (and family) sufficiently motivated to participate in the programme

What makes KH unique? No other program like KH is being provided within the HB area or nationally, that is focused on Females
The closest is Youth 2 Men (Premier Youth Training) a Provider who are contracted and funded under "supervision with Activity"

There is a GAP that we have recognised and is the reason why I am determined to fill that void.
The GAP is, there isnt a program for Female Youth that focuses on the participant and their whanau.
Look at the program as a intervention rather than a preventative.
Cohesion creates connectivity, and that is what we are offering with KH.




Item 4

Application No. 44


Mission Statement
Our Mission
To provide youth with an effective and comprehensive cultural based solution to life-controlling addictions in order to become productive members of their community.
Our Vision
To value the diversity of our youth and help them to achieve positive outcomes
It takes a whole village to raise a child

# Overview

Roberts Education & Training Limited is a company built on 15 years of experience RETL specialises in programmes that unleash the true potential of youth in Hawke's Bay. Our current project is to make a positive change happen, by providing a cultural and mentoring program for female youth offenders from our local communities, and offer guidance and help that they need to build themselves a better future.

Our target audience for this project are Maori females 13 – 18 years old and those that are before the courts. Participants are cared for by staff that are trained and experienced to focus on positive reinforcement, trust-building and the achievement of goals and engaging youth.

Ka Hikitia participants will be given opportunities in appropriate activities throughout the duration of the course. Course is run daily from 8.30am – 3pm, weekdays. First intake 5th August 2019.

The Ka Hikitia Program is a Cultural Therapeutic Program that incorporates cultural experiences. The program runs over 12 months, first six months (Phase 1) tauira are engaging in activities which include:

Tikanga Wananga/ Te Reo Classes/ Community Services/ Group Fitness and activities and Education Learning, all of which are focused on helping our rangatahi, and ideally building confident young ladies, along with their whanau.

Ka Hikitia supports our tauira with their transition back into the community/ whanau and provides mentoring (Phase two) for another six months after the tauira graduates from phase one.

For this program to be a success it is vital that this program is based on the Marae, to build on the culture of our rangatahi, about reconnecting with their cultural identity, to reinforce respect, self-empowerment, values and beliefs.

Having those ongoing relationships with NZ Police, Ministry of Social Development, Ministry of Education, Ministry Of Youth Development, Hastings District Council, Directions Youth Health Centre, and other NZ Agencies.



# Venue and Facilities

Ka Hikitia being a Cultural Therapeutic Program. Program supported by Hapu Ngati Kahungunu.

Location: Mihiroa Marae

**Address:** Old Main Road, Pakipaki



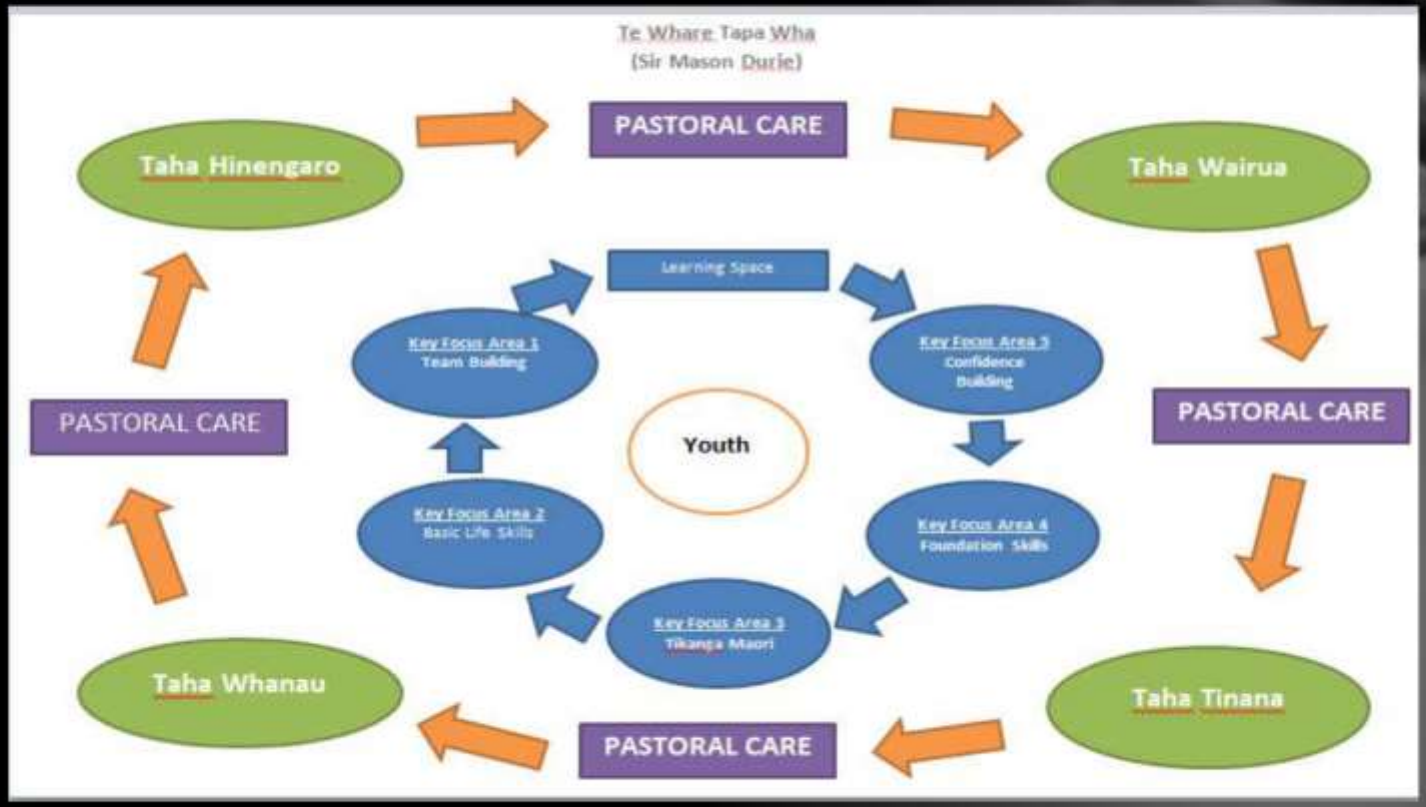


*Ko Takitimu te waka*
*Ko Tamatea Arikinui te tangata*
*Ko Ngati Mihiroa te hapu*
*Kahuranaki te Maunga*
*Ko Ngaruroro rava ko Tukituki nga awa*
*Ko Mihiroa te whare*
*Ko Pukepuke Tangiora te wharekai*

We believe in the best interest of our tauira. It is vital for our tauira whilst participating on the Ka Hikitia Program that each one feels safe and a sense of belonging, that base is on the marae. It will compliment the program. The rational for this is the entire program is about installing and identifying their (tauira) cultural identity.
The delivery of the cultural dimensions of the programme includes the following:

- Acknowledging the cultural needs of each rangatahi, through a structured cultural assessment process that focuses on turangawaewae, whanau oranga, mana reo and wairuatanga. It focuses on the participants: - Personal cultural affiliation (ie – self-described ethnicity) Identification of cultural knowledge and participation, including
  - Knowledge of te reo
  - Knowledge and identification of whakapapa and iwi/ hapu and iwi/ hapu affiliations
  - Knowledge of tikanaga and kawa
  - Knowledge of, and contact with, whenua and marae
  - Engagement in cultural activities
- Creating a culturally safe and respectful experience for the participant and their whanau while they partake in the programme
- Identifying and targeting potential barriers to successful treatment, including cultural values and practices.
- Embedding cultural values in the programme
- Strengthening the participants cultural identity and whanau links through a focus on the cultural backgrounds of each of the participants, skills enhancement through the connections, experiences and workshops.

# Ka Hikitia Program Model



# Outcomes for Ka Hikitia Program



## Cultural Identity:

Increased awareness of own identity, knowledge of kaupapa of Ka Hikitia, knowledge of kawa o te whare (kawa, Tikanga) knowledge of local iwi, knowledge of/ ability to do pepeha, knowledge of/ ability to participate in a powhiri



## Identity Development:

Increased thoughts/ behaviors relating to personal appearance, Reduction in gang identity (increased prosocial identity)

## Mental Health/ Safety and Physical Health Issues:

Mental Health/safety concerns/ issues addressed, Physical health/ safety concerns/ issues addressed



## Development of Life Skills:

Improved attention to personal hygiene, skills of participation in domestic chores, skills or participation in food preparation, other outcomes



## Respect, Values, Beliefs and Resilience:

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Application No. 44

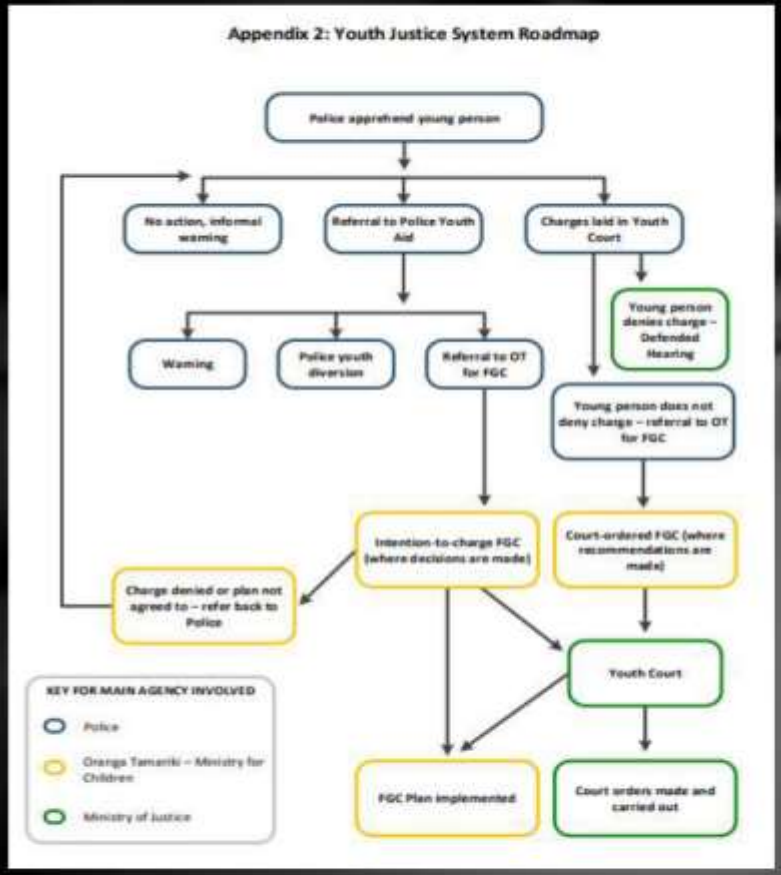
# The Ministry of Justice System Framework

The Youth Justice System "Government Agencies" work with Tamariki from 10 – 17 (Change in 2019 to 18 Years)

10-13 Year old Offenders with minor criminal acts are dealt with by Police and sent home to their parents and OT to support them.

14-17 Year old Offenders are arrested and put in cells, offered bail and they must adhere to the conditions. With One of those conditions that may come with the offenders bail is that she must partake in the Ka Hikitia Program.

FGC – (Family, Group Conference)
Where all those involved Victims, offenders, whanau and Service sectors meet to work on the best plan moving forward for the offender.




Information gathered from "Youth Justice Indicators Summary Report 2018"

Item 4

Application No. 44

# Cultural Learning and Activities

Along with being marae-based, it is intended that staff build on the competencies and strengths in a culturally responsive way with rangatahi through:

- Tikanga
- Te Reo Maori
- Waiata
- Cooking/ Baking
- Educational needs (Literacy and Numeracy)
- Will be participating in Marae events (firsthand)



- OTHER ACTIVITIES INCLUDE:
- Social excursions, workshops and presentations, Social Work Visits, Health and Fitness Seminars, Gym and swimming activities
- Building positive relationships with rangatahi
- Implementing motivational interventions with them and their family/ whanau
- Modeling pro-social behaviours, values and attitudes
- Implementing structured, well-designed behaviour management systems (Kete of Knowledge)

Item 4
Application No. 44

# The NEED for the Ka Hikitia Program

The increasing numbers of young females involved in the justice system and the paucity of programs and services that are geared toward their needs.
There is far less information on female offenders in community settings. The neglect of women in the justice system account for only a small fraction of arrests and commit fewer crimes than males.
This justification ignores the fact that, women who do enter the justice system, and are committing violent acts, often become extensive users of the system. In focusing on the overwhelming number of males in the criminal and youth justice systems, programs, policies and services often fail to develop a diversity of options for dealing with the gender and culturally-specific problems of female offenders enmeshed in the system. Additionally, there are no community-based programs available to deal with the problems of female delinquents.

In general, female offenders can be said to differ from their male counterparts in several significant ways: Nonviolent Property Offenses, Substance Abuse Problems, Psychiatric Disorders, Poverty, Lack of Skills, and Ethnicity, Single Motherhood, Physical and Sexual Abuse,

Is there a NEED for Ka Hikitia, the answer is YES!

We need to support our young, be positive and influential role models for them.
This program is like no other, we offer the entire Cultural Therapeutic Support that a lot of young ladies are exempt from. All female only program with smaller groups, with a huge support of whanau and hapu. Providing tailored, specialist support to young people and their families so they can make positive choices rather then continue on current (offending) pathway towards prison.



HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

## Hastings District Council

## Annual Contestable Grants - Application Form

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### 1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

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### 2.0 Open and Closing Dates

**Applications open 1 Marchand close 30 April each year.**

**Grants are available from 1 July each year.**

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

## 3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

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## PART ONE - Eligibility Criteria

### A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

### B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

iii. Must have a current Health & Safety Policy and plan

iv. Must have a current Child Protection Policy where applicable
v.

### C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

# PART TWO – APPLICATION FORM

**Section A - Tell us about your organisation**

**i. Organisation details**

**Organisation Name**: Saint Andrew's Presbyterian Church Hastings

**Postal Address**: PO Box 494 Hastings 4156

**Phone:** 06 8788247 Mobile Phone: 027

**Email**: info@standrewshastings.org.nz Website: www.standrewshastings.org.nz

**ii. Organisation legal status**

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☒ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s

The intention is to establish PttP as a separate registered charitable trust. BellGully lawyers are engaged to in preparing the formation documents.

**iii. Key people in your organisation are:**

List your organisation's key contact people (governance group):

| Name | Position | Email | Phone (day) |
|---|---|---|---|
| Jill McDonald | Minister | jill@standrewshastings.org.nz | 06 878 8247 |
| Jim Spall | Parish Clerk | jimspall15@outlook.com | 06 876 0924 |
| Chris Lambourne | Project Manager | Whana.hiko@gmail.com | 027 58 22 134 |

**iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.**

**These hearings will be held in May each year**

YES ✓ I /we wish to present to the Community Grants Subcommittee

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

**Section B - Tell us about your project or service for which you are seeking funding:**

i. **Which of the Current and Future Needs of our community are you addressing?**

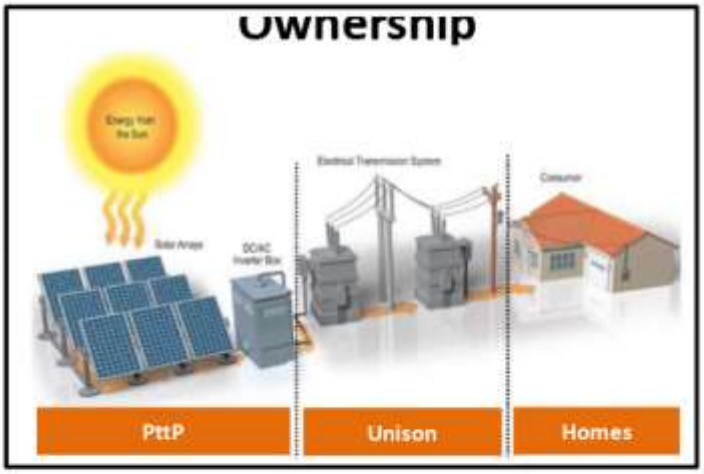
- ☐ Assisting youth into training, skill development, and jobs
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☒ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ☒ Creating safe and sustainable communities free of waste and crime
- ☐ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

Power To The People (PttP) is a social enterprise aimed at delivering low cost electricity to 400 low income households (about 1,500 people) in Flaxmere. To achieve this PttP will stand in the market as an electricity retailer as well as operating a 1MW$_{DC}$ photovoltaic (PV) solar electricity farm.
The goal of PttP is to both ensure that electricity is affordable, but also that electricity can be used to heat houses. The linkage between warm houses and health outcomes is well established, but it is worth noting that good health also promotes better education and employment outcomes as well.

PttP's purpose is deliver lower cost electricity over a 30 year period to low income households in Flaxmere.




The potential customer base is being limited to 400 homes where people are receiving social benefit payments (including superannuation) in the Flaxmere area. In Flaxmere there are approximately 10,000 people living in 3,000 houses.

Over 50% of the homes in Flaxmere are rented. Rental properties are not eligible for many of the Healthy Home programmes run by the Energy Efficiency and Conservation Authority or by the Hawkes Bay Regional Council. Further, putting PV's on roofs ties the cost/benefits to an individual house and not to the people in need.

This is a pilot programme that could be extended to offer the same sort of service into other Hawkes Bay areas such as Camberly, Maraenui, Marewa, Waipukurau and Wairoa, or even further afield.

PttP is a social enterprise aimed at improving the affordability of electricity, but also that electricity can be used to heat houses. The linkage between warm houses and health outcomes is well established, but it is worth noting that good health also promotes better education and employment outcomes as well.[i]

Unison has defined standards and contracts in place for permitting generators to connect to its network, and is required by regulation to treat all generators equally. As such network interconnect does not impose high barriers to entry to physically inserting supply into the grid.

Access to the wholesale electricity and operating as a electricity retailer are defined by the Electricity Authorities Code of Participation. Currently there are 55 electricity retailers. Accordingly the barriers of entry to becoming a purchaser and seller on the NZ Electricity Wholesale Market are understood and able to be navigated.

Unison has supplied extensive residential load data from a subset of its distribution transformers in Flaxmere. This data lists the cumulative load for 205 homes in discrete 30 minute blocks over a year. Unison's data shows that the average Flaxmere household uses slightly less than 20kWh per day, or 7,300kWh per annum. It is believed that electricity demand is suppressed amongst Flaxmere consumers due to price. Reducing the price of electricity could see demand as lower prices could be used to purchase extra electricity. Reducing annual prices by 25% could see an increase in winter demand by 80% (effectively running a 1.5kW heat pump 24 hours a day throughout winter), and consumers would end up paying the same as they currently do.

b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

This is a pilot programme aiming to deliver better health outcomes for approximately 1,500 low people in Flaxmere. The linkage between Healthy Homes and reduced presentation for medical treatment, hospital presentations, school performance and employment have been documented in numerous studies.

This project is developing metrics and success measures in the areas of:

a. The use of power and temperature of homes
b. Changes in medical and hospital presentations
c. The change in load caused through reducing the price of electricity.
d. The relationship between the total load of homes versus the generating capacity of the PV solar farm.

The development of the monitoring scheme is on-going and we have recently engaged with academics skilled in this area to advise PttP on how and what to monitor.

c. **The process** – how will you carry out your project or service, and where will it be delivered?

PttP's business model is to access low cost equity to build a PV solar farm. It will use the electricity from the solar farm to produce electricity at a very low incremental cost: this will mean that the unit cost of electricity will be close to zero. Due to PttP's small size third parties will be engaged to supply billing and energy purchasing services.

From engagement with groups in Flaxmere and Hastings It is anticipated that the demand for PttP's services will greatly exceed our capacity to supply services. PttP's method of engaging with its customers is to:

1. Define the group whom PttP will engage with. This is people living in Flaxmere and currently receiving social benefits (including superannuation.)
2. Use current social service providers to identify, process and propose customers
3. PttP to confirm successful applications
4. Customers will be reviewed on an annual basis
5. Customers who shift from the geographical area of Flaxmere will drop from the customer base.

PttP customers will need to also be engaged with other entities to roll out energy efficiency programme as part of the process. Ensuring that energy efficiency techniques are employed maximises the benefit of being able to subsidise electricity customers use.

d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

**Core**

- **Chris Lambourne – Project Lead,** Director/Consultant working in the broadcasting, telecommunications and utilities sectors. Skilled in Strategy Development and Implementation. Also brings skills in the areas of Project Management, Development of Analytical Measures, Organizational Design, Management, and Contract Negotiation.
- **Mark Ashby – Resource Planning**, Manager of 4Sight Ltd with thirty years' experience in providing expert planning advice. In addition to over twenty years consulting experience he has worked in local, regional and central government. Mark's skills include RMA site/scheme options assessments, district and regional planning, impact assessment, preparation or analysis of submissions, policy development, general research and analysis, and preparation and presentation of expert evidence. He is also an accredited RMA hearings commissioner (including acting as a sole commissioner.)
- **Rob Orange – Electrical Engineering Consultant**, Principal Electrical Engineering Consultant at Mitton Electronet Ltd.

**Advisors**

- **Tony Gray** - Special Projects Manager at Hastings District Council. Currently a director of Ngati Apa Developments Ltd. Director of Eastland Group Ltd. Director of Civic Assurance. Previously Tony has been CFO at Hastings, TVNZ and Mighty River Power, as well as being General Manager Secretariat and Group Monitoring for Te Rūnanga o Ngāi Tahu.
- **Dr Christine Woods** – Associate Professor in Entrepreneurship and Innovation in the Faculty of Business & Economics at the University of Auckland passion for entrepreneurship and the small to medium business sector (SMEs). Chris is also part of the direction team for The ICEHOUSE

Business Growth Programmes and facilitate on the Owner Manager Programme and the Agribusiness programme.

- **Jon Nichols** - recently retired director Napier Port, currently director and chair of audit and risk at Palmerston North Airport, chairman of Centralines, a director of Nichols Consulting and act as independent chair of the Hastings District Council audit and risk committee. Recently appointed independent chair on the Maungaharuru Tangitu Trust Group audit and risk Kommittee.
- **Campbell Pentney – Legal advice**. Tax lawyer at Bell Gully. Campbell specialises in indirect taxes such as GST and custom duties as well as emerging technologies including blockchain and cryptocurrency.
- **Rev Jill McDonal**d – Presbyterian minister at St Andrew's Church Hastings.

**iii. Identify the anticipated budget for the year 1 July to 30 June -** where appropriate please include copies of quotes.

**Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.**

The PttP project has an establishment budget of approximately $2.1m. This is the anticipate cost of building a 1MW solar farm. This budget was developed from 2018 standard cost models used in the USA for small solar farms, updated with quoted PV module costs from Chinese manufacturers.

Most of the costs are associated with actual construction of the solar farm and will not be accruing before the project is fully funded and the project being formally commenced.

However, there are numerous activities that need to start, or be completed, prior to the project being initiated and the bulk of funding able to be accessed. The line item PttP Costs, does contain a number of items and activities that will be initiated in advance of achieving full funding. This is the area for which PttP is seeking funding and is detailed in table 2.

**Table 1: Capital Budget**

| PV Solar Farm Establishment Budget* | | | | | |
|---|---|---|---|---|---|
| Item | Origin | 1,000,000 | | / $W_{DC}$ | |
| | | USD/W | NZD/W | % | Total NZD |
| PttP costs | nz | | $0.15 | 7.40% | $150,000 |
| EPC** Overhead | nz | | $0.12 | 5.90% | $120,000 |
| EPC Profit | nz | | $0.21 | 10.30% | $210,000 |
| Unison Interconnection fee | nz | | $0.25 | 12.30% | $250,000 |
| Permitting Fee | nz | | $0.01 | 0.50% | $10,000 |
| Land acquisition/lease | nz | | $0.05 | 2.50% | $50,000 |
| Install labour and equipment | nz | $0.16 | $0.24 | 11.90% | $242,424 |
| Invertor | cn | $0.06 | $0.09 | 4.50% | $90,909 |
| Module | cn | $0.23 | $0.35 | 17.10% | $346,970 |
| Structural BOS*** | nz:cn | $0.18 | $0.27 | 13.50% | $274,364 |
| Electrical BOS | nz:cn | $0.19 | $0.29 | 14.30% | $289,939 |
| **Sub Total** | | **$0.82** | **$2.04** | | **$2,034,606** |
| Contingency (3%) | | | $0.06 | | $61,038 |
| Customs (0%) | | | $ - | | $ - |
| **Total** | | **$0.82** | **$2.10** | | **$2,095,644** |

* This budget was developed from 2018 standard cost models used in the USA for small solar farms, updated with quoted PV module costs from Chinese manufacturers. PttP has issued a request for Expressions of Interest from suitably qualified PV solar farm developers. From this a shortlist will be

created to get quotations. A standard form contracting contract will be entered into with the successful tenderer.

** EPC means the Engineering, Procurement and Construction elements associated with the project. In this case the EPC is a "suitably qualified PV solar farm developer."

*** A Solar PV Balance-of-System or BOS refers to the components and equipment that move DC energy produced by solar panels through the conversion system which in turn produces AC electricity. Most often, BOS refers to all components of a PV system other than the modules.

PttP has already undertaken a body of work around the Feasibility Study, Venture Plan, engagement with potential suppliers. We have successfully engaged with various professional bodies

**Table 2: PttP Costs**

| PttP Costs | | | | |
|---|---|---|---|---|
| **Item** | **Supplier** | **Total** | **%** | **Status** |
| **Feasibility Study** | Whana Hiko Ltd | $30,000 | 20% | Completed |
| **Legal Fees - Governance** | Bell Gully | Pro Bono | 0% | Underway |
| **Legal Fees - Contacts** | Bell Gully | $6,000 | 4% | Yet to be started |
| **Market Research** | Tu Mai Awa - Hastings<br>Otago University - Housing and Health Research Programme | $14,000 | 9% | Yet To Be Started |
| **Social Media** | tbd | $2,000 | 3% | Yet To Be Started |
| **Marketing Material** | tbd | $5,000 | 3% | Yet To Be Started |
| **Website Development** | tbd | $2,000 | 1% | Yet To Be Started |
| **Communications Plan** | PCANZ | $2,000 | 1% | Completed |
| **Project Management** | Whana Hiko Ltd | $63,000 | 40% | Yet To Be Started |
| **Geo Tech analysis** | tbd | $15,000 | 10% | Yet To Be Started |
| **Electrical Engineering - Compliance** | Mittons Electronet Ltd | Pro Bono | 0% | Yet To Be Started |
| **Resource Planning** | 4 Sight Ltd | Pro Bono | 0% | Yet To Be Started |
| **Office Accommodation** | St Andrews | $0 | 0% | Underway |
| **Office Support** | St Andrews | $6,000 | 4% | Yet To Be Started |
| **Travel and Accommodation** | various | $5,000 | 3% | Underway |
| **Establishment Total** | | **$150,000** | **100%** | |

Funds secured from the HDC's Contestable Grant Fund will be targeted to cover

- Website development
- Marketing Research

## Project/Service Income

PttP is seeking to raise $2.7m for the project. This includes capital and operating cost. The $2.7m capital raising is aimed at having no more than $500,000 in debt and the balance sourced from grants. If there is the opportunity to replace debt by grants, then this will be adopted as and when it occurs. Ideally PttP will have no debt, so there will be a long term focus on raising grants and other funds to retire the debt as soon as possible.

**Table 3: PttP Fundraising**

| PttP Fundraising Budget | | | | | | |
|---|---|---|---|---|---|---|
| **Grants** | **Year 0** | **Year 1** | **Year 2** | **Total** | **%** | **Status** |
| Presbyterian Church | $ 250,000 | | | $ 250,000 | 13% | Underway |
| PressGo | $ 1,600 | | | $ 1,600 | 0% | Completed |
| St Columba Havelock North | $ 1,500 | | | $ 1,500 | 0% | Underway |
| St Pauls Napier | $ 2,500 | | | $ 2,500 | 0% | Completed |
| Papatoetoe East Presbyterian Church | $ 2,500 | | | $ 2,500 | 0% | Underway |
| Hastings District Council | $ 100,000 | $ 100,000 | $ 100,000 | $ 300,000 | 15% | Underway |
| Flaxmere Trust | $ 250,000 | $ 100,000 | | $ 350,000 | 18% | Yet To Be Started |
| Energy Efficiency and Conservation Authority | $ 250,000 | | | $250,000 | 13% | Underway |
| Hawkes Bay Energy Consumers Trust | $ 100,000 | $ 100,000 | $ 100,000 | $ 300,000 | 15% | Underway |
| Hastings District Council - Contestable Grants | $ 10,000 | $ 20,000 | $ 20,000 | $ 50,000 | 2% | Underway |
| McKenzie Trust | $ 100,000 | | | $ 100,000 | 5% | Yet To Be Started |
| Akina Foundation | $ 50,000 | | | $ 50,000 | 3% | Yet To Be Started |
| Lotteries Board | $ 350,000 | | | $ 350,000 | 18% | Yet To Be Started |
| **Grants Total** | **$ 1,468,100** | **$ 315,000** | **$ 215,000** | **$ 2,098,100** | | |

| **Loans** | **Year 0** | **Year 1** | **Year 2** | **Total** | **%** | **Status** |
|---|---|---|---|---|---|---|
| eastern & Central Community Trust | $ 1,000,000 | 0 | 0 | $1,000,000 | 67% | Underway |
| Hawkes Bay Regional Council | $ 500,000 | | | $500,000 | 33% | Underway |
| **Loans Total** | **$ 1,500,000** | **$ -** | **$ -** | $1,500,000 | | |
| **Grants** | **$ 1,468,100** | **$ 320,000** | **$ 220,000** | **$ 2,098,100** | **57%** | |
| **Loans** | **$ 1,500,000** | **$ -** | **$ -** | **$ 1,500,000** | **43%** | |
| **Total** | **$ 2,968,100** | **$ 315,000** | **$ 215,000** | **$3,508,100** | | |

In addition to the funds raised through debt and grants, PttP will be operating as a generator and retailer of energy. Through its operating budget it will have revenue of approximately $700,000 per annum. These are described in table 4.

**Table 4: Projected Financial Results**

**Summary of Projected Financial Results Year 0 to Year 10**

($1,000's)

| | Year 0 | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Income/Expenditure** | | | | | | | | | | | |
| **Income** | 1,900 | 761 | 767 | 774 | 681 | 688 | 695 | 702 | 709 | 717 | 724 |
| **Expenditure** | 50 | 620 | 571 | 574 | 577 | 580 | 583 | 586 | 590 | 593 | 596 |
| **EBITDA** | 1,850 | 141 | 196 | 200 | 104 | 108 | 112 | 116 | 120 | 124 | 128 |
| **EBIT** | 1,850 | 67 | 115 | 112 | 22 | 22 | 22 | 22 | 23 | 22 | 22 |
| **Operating Cashflow** | 1,850 | 128 | 184 | 190 | 95 | 101 | 106 | 111 | 117 | 122 | 128 |
| **Capital Expenditure** | | | | | | | | | | | |
| **Net Capex** | 2,096 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Net Capital Outflow** | 1,596 | 53 | 53 | 53 | 53 | 53 | 53 | 53 | 53 | 53 | 53 |
| **Net Cashflow** | 254 | 74 | 131 | 136 | 42 | 47 | 53 | 58 | 63 | 69 | 74 |
| **Balance Sheet** | | | | | | | | | | | |
| **Assets** | 2,096 | 2,030 | 1,963 | 1,896 | 1,829 | 1,762 | 1,694 | 1,626 | 1,558 | 1,490 | 1,422 |
| **Debt** | 500 | 450 | 400 | 350 | 300 | 250 | 200 | 150 | 100 | 50 | - |
| **Net Assets** | 1,596 | 1,580 | 1,563 | 1,546 | 1,529 | 1,512 | 1,494 | 1,476 | 1,458 | 1,440 | 1,422 |
| **Closing Equity** | 1,596 | 1,663 | 1,778 | 1,890 | 1,912 | 1,934 | 1,956 | 1,978 | 2,001 | 2,023 | 2,046 |

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund. Funds secured from the HDC's Contestable Grant Fund will be targeted to cover

PttP needs to increase the certainty that the product/services that offers to the 400 low-income homes in Flaxmere will deliver better health outcomes for approximately 1,500 low people in Flaxmere. Market research needs to occur with the Flaxmere community on what service is delivered and the best manner to engage with that community.

We are seeking the maximum sum of $10,000 that is described as being permissible in the HDC's Contestable Grant Scheme.

**iv. Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

**Date/s**: 2018

**Project/Service name/s**: Cook Island Garden at St Andrews Church 300 Market Garden

**Amount/s of funding received**: $ 15,000

**v. Please include a copy of your organisation's latest financial accounts with your application.**

## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation
- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
    ii. A procedure for dealing with accidents & incidents;
    iii. A procedure for dealing with potential emergencies;

iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.

- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

**Name:** Chris Lambourne

**Position in organisation:** Project Manager

Signature:.....Date: .....

[1] Howden-Chapman P, Beirre S. Reducing health inequalities by improving housing. In: Dew K, Matheson A, editors. Understanding Health Inequalities in Aotearoa New Zealand Dunedin: Otago University Press, 2008:161-71 and Free S, Howden-Chapman P, Pierce N, Viggers H, and the Housing Heating and Health Study Team. More Effective Home Heating Reduces School Absences for Children with Asthma. Journal of Epidemiology and Community Health 2010;64:379-69.

Audit Hawke's Bay
Assurance Specialists

# Independent Assurance Practitioner's Review Report

**To the Members of St Andrew's Presbyterian Church**

We have reviewed the accompanying Performance Report of St Andrew's Presbyterian Church (the Church) on pages 2 to 13, which comprises of the Entity Information, Statement of Service Performance, and the Statement of Financial Position as at 30 June 2018 and the Statement of Financial Performance and Statement of Cash Flows for the year ended, and the Statement of Accounting Policies and Notes to the Performance Report.

**The Responsibility of the Board of Managers for the Performance Report**
The Board of Managers are responsible on behalf of the Church for the preparation and fair presentation of this Performance Report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit), and for such internal control as the Board of Managers determine is necessary to enable the preparation of a Performance Report that is free from material misstatement, whether due to fraud or error.

**Assurance Practitioner's Responsibility**
Our responsibility is to express a conclusion on the accompanying Performance Report. We conducted our review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, "Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity". ISRE (NZ) 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the Performance Report, taken as a whole, is not prepared in all material respects in accordance with the applicable financial reporting framework. This Standards also require that we comply with ethical requirements.

A review of the Performance Report in accordance with ISRE (NZ) 2400 is a Limited Assurance Engagement. The Statement of Service Performance was reviewed in accordance with ISAE (NZ) 3000 (Revised). The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the Church, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on the Performance Report.

Other than in our capacity as assurance practitioner we have no relationship with, or interests in, Church.

**Conclusion**
Based on our review, nothing has come to our attention that causes us to believe that this Performance Report does not present fairly, in all material respects, that the Entity Information and the Financial Position as at 30 June 2018 and the Service Performance, Financial Performance and Cash Flows for the year then ended in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

Audit Hawke's Bay.

**Audit Hawke's Bay Limited** | Qualified Auditors, Hastings, New Zealand
14 September 2018

[redacted]

# 2018 Performance Report

## ST ANDREW'S PRESBYTERIAN CHURCH

## CONTENTS OF PERFORMANCE REPORT

**For the Year Ended 30 June 2018**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## ENTITY INFORMATION

**ST ANDREW'S PRESBYTERIAN CHURCH**
**HASTINGS**

**Entity Information**

**As at 30 June 2018**

ST ANDREW'S PRESBYTERIAN CHURCH is a Church registered under the Charities Act 2005.

| | |
|---|---|
| **Entity's Purpose or Mission** | The purpose, or mission, of the Church is to participate in a society which will accept all people and strive for greater compassion. While seeking to live out Christ's selfless love, until God's justice is realised. |
| **Nature of Business** | Religious Organisation |
| **Entity Structure** | The Church governance is controlled by the Parish Council and the Board of Managers. |
| **Main Sources of Cash and Resources** | The main sources of income for the Church are derived from parishioner donations, Hall and Car Park Hire, and Interest on invested funds. |
| **Main Methods Used to Raise Funds** | The main methods utilised by the Church to raise funds, is by Freewill Offerings and Donations from parishioners, Wedding and Funeral Donations, general fundraising and community use of Church rooms and property. |
| **Entity's Reliance on Volunteers and Donated Goods or Services** | The Church relies on volunteers to run the governing committees and to provide donated goods for general fundraising. |
| **Accountants** | Moore Stephens Markhams Hawkes Bay Limited<br>Accountants & Advisors<br>Hawkes Bay |
| **Auditor** | Audit Hawke's Bay Limited |
| **IRD Number** | 11-018-912 |
| **Registered Charity Number** | CC51884 |

# STATEMENT OF SERVICE PERFORMANCE FOR YEAR ENDED 30 JUNE 2018

## ST ANDREW'S PRESBYTERIAN CHURCH
## HASTINGS

### Statement of Service Performance

### For the Year Ended 30 June 2018

#### Description of the Churches' Outcomes

**Religious Organisation**

The outcomes of the Church are to minister to the Parishioners of St. Andrews Parish Hastings, by offering religious services and spiritual support to church members and the community, accepting all people and striving for compassion.

## STATEMENT OF FINANCIAL PERFORMANCE FOR YEAR ENDED 30 JUNE 2018

**ST ANDREW'S PRESBYTERIAN CHURCH**
**HASTINGS**

**Statement of Financial Performance**

**For the Year Ended 30 June 2018**

| | Note | 2018 $ | 2017 $ |
|---|---|---|---|
| **Revenue** | | | |
| Donations, fundraising and other similar revenue | 1 | 75,537 | 83,241 |
| Revenue from providing goods or services | 2 | 48,946 | 53,629 |
| Interest, dividends and other investment revenue | 3 | 26,387 | 24,972 |
| **Total Revenue** | | **150,870** | **161,842** |
| **Less Expenses** | | | |
| Volunteer and employee related costs | 4 | 128,883 | 84,687 |
| Costs related to providing goods or services | 5 | 78,403 | 72,881 |
| Grants and donations | 6 | 1,603 | 675 |
| Other expenses | 7 | 3,046 | 3,279 |
| **Total Expenses** | | **211,936** | **161,521** |
| **(Deficit)/Surplus before Exceptional Items** | | **(61,066)** | **321** |
| Exceptional items | 8 | - | (11,000) |
| **(Deficit)** | | **(61,066)** | **(10,679)** |

## STATEMENT OF FINANCIAL POSITION
## AS AT 30 JUNE 2018

**ST ANDREW'S PRESBYTERIAN CHURCH**
**HASTINGS**

**Statement of Financial Position**

**As at 30 June 2018**

| | Note | 2018 $ | 2017 $ |
|---|---|---|---|
| **Current Assets** | | | |
| Cash & Bank Balances | 9 | 23,685 | 788,263 |
| Accounts Receivable | 10 | 2,506 | 3,561 |
| Other Receivables | 10 | 1,502 | 837 |
| **Total Current Assets** | | 27,693 | 792,660 |
| **Non Current Assets** | | | |
| Property, Plant & Equipment | 11 | 2,099 | 6,091 |
| Term Investments | 12 | 731,940 | - |
| **Total Non Current Assets** | | 734,038 | 6,091 |
| **Total Assets** | | 761,731 | 798,752 |
| **Current Liabilities** | | | |
| Creditors and Accrued Expenses | 13 | 13,035 | 6,934 |
| Employee Costs Payable | 13 | 7,945 | - |
| Unspent Grants | 14 | 10,000 | - |
| **Total Liabilities** | | 30,980 | 6,934 |
| **Net Assets** | | 730,751 | 791,818 |
| **Accumulated Funds** | | | |
| Accumulated Funds | 15 | 730,751 | 791,818 |
| **Total Accumulated Funds** | | 730,751 | 791,818 |

Approved on behalf of the Board of Managers

LT Hodgson

Date 14th September 2018.

L G Truscott

Date 14th September 2018

## STATEMENT OF CASH FLOWS
## FOR THE YEAR ENDED 30 JUNE 2018

**ST ANDREW'S PRESBYTERIAN CHURCH**
**HASTINGS**

**Statement of Cash Flows**

**For the Year Ended 30 June 2018**

| | Note | 2018 $ | 2017 $ |
|---|---|---|---|
| **Cash Flows from Operating Activities** | | | |
| **Cash was received from:** | | | |
| Donations, fundraising and other similar revenue | | 84,886 | 83,241 |
| Revenue from providing goods or services | | 50,608 | 50,711 |
| Interest, dividends and other investment revenue | | 20 | 39 |
| | | 135,514 | 133,991 |
| Net GST | | 488 | (1,005) |
| **Cash was applied to:** | | | |
| Payments to suppliers & employees | | 195,519 | 169,931 |
| Grants and Donations | | 1,305 | 675 |
| | | 196,824 | 170,606 |
| **Net Cash Flows from Operating Activities** | | (60,822) | (37,620) |
| **Cash Flows from Investing Activities** | | | |
| **Cash was received from:** | | | |
| Interest revenue | | - | 24,933 |
| Receipts from sale of property, plant and equipment | | 4,348 | - |
| Receipts from sale of investments | | 60,000 | - |
| | | 64,348 | 24,933 |
| **Cash was applied to:** | | | |
| Payments to acquire property, plant and equipment | | 1,890 | 7,582 |
| | | 1,890 | 7,582 |
| **Net Cash Flows from Investing Activities** | | 62,458 | 17,351 |
| Net Decrease in Cash Held | | 1,636 | (20,269) |
| Cash at the Beginning of the Year | | 22,049 | 808,532 |
| **Cash at the End of the Year** | | 23,685 | 788,263 |
| **This is represented by:** | | | |
| Cash & Bank Balances | 9 | 23,685 | 788,263 |

STATEMENT OF ACCOUNTING POLICIES
FOR THE YEAR ENDED 30 JUNE 2018

**ST ANDREW'S PRESBYTERIAN CHURCH**
**HASTINGS**
**Statement of Accounting Policies**
**For the Year Ended 30 June 2018**

**Reporting Entity**

ST ANDREW'S PRESBYTERIAN CHURCH is a Church registered under the Charities Act 2005.

The performance report of ST ANDREW'S PRESBYTERIAN CHURCH has been prepared according to generally accepted accounting practice in New Zealand as determined by the External Reporting Board.

**Statement of Compliance and Basis of Preparation**

ST ANDREW'S PRESBYTERIAN CHURCH is eligible to apply Tier 3 PBE Accounting Standards : 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. The church has elected to report in accordance with PBE SFR-A (NFP). All transactions in the Performance Report are reported using the accrual basis of accounting.

The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Financial Performance and Statement of Financial Position on a historical cost basis are followed by the church, unless otherwise stated in the Specific Accounting Policies.

**Going Concern**

The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

**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 measured at the fair value of the consideration received or receivable for the sale of goods and services, to the extent it is probable that the economic benefits will flow to the church and revenue can be reliably measured.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Property, Plant & Equipment

All property improvements are expensed at the time of purchase because the Church does not own the land and buildings. Office equipment and vehicles are capitalised.

Income Tax

The church is exempt from taxation because it has Charitable Status.

ACCOUNTING POLICIES NOTES
FOR THE YEAR ENDED 30 JUNE 2018

**ST ANDREW'S PRESBYTERIAN CHURCH**
**HASTINGS**
**Statement of Accounting Policies (continued)**
**For the Year Ended 30 June 2018**

Investments

Investments are stated at cost.

Goods and Services Taxation (GST)

Revenues and expenses have been recognised in the performance report exclusive of GST. All items in the Statement of Financial Position are stated exclusive of GST except for receivables and payables which are stated inclusive of GST. The church is registered for GST.

Bank Accounts & 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 90 days or less.

Changes in Accounting Policies

The only change in accounting policies is that of Bank Accounts & Cash which have resulted in the funds held with the Presbyterian Church being moved from Bank account balances to Investments as shown in notes 9 and 12. All other accounting policies have been applied on a consistent basis with those from previous years.

**ST ANDREW'S PRESBYTERIAN CHURCH**

**HASTINGS**

**Notes to and forming part of the Performance Report**

**For the Year Ended 30 June 2018**

## 1 Donations, fundraising and other similar revenue

| | 2018 | 2017 |
|---|---|---|
| | $ | $ |
| Offerings - Plate | 9,029 | 7,162 |
| Offerings - Envelopes | 50,346 | 52,482 |
| Donations - Church | 1,378 | 3,450 |
| Donations - Hall | 470 | 403 |
| Fundraising - Minister's Relocation | 4,296 | 6,830 |
| Parish Fair | 126 | - |
| Donations - Foodbank | 158 | - |
| NCC Christmas Appeal | 660 | - |
| PSS Offering | 658 | - |
| Hall Fundraising | 8,416 | 2,915 |
| Legacies Received | - | 10,000 |
| **Total Donations, fundraising and other similar revenue** | **75,537** | **83,241** |

## 2 Revenue from providing goods or services

| | 2018 | 2017 |
|---|---|---|
| | $ | $ |
| Church - Weddings & Funerals | 609 | 2,870 |
| Car Park Rental | 19,001 | 18,925 |
| Hall Hireage | 19,062 | 23,731 |
| Church Room Hireage | 10,275 | 8,103 |
| **Total Revenue from providing goods or services** | **48,946** | **53,629** |

## 3 Interest, dividends and other investment revenue

| | 2018 | 2017 |
|---|---|---|
| | $ | $ |
| Interest & Dividends Received | 26,346 | 24,972 |
| Profit on Sale of Fixed Assets - Depreciation | 40 | - |
| **Total Interest, dividends and other investment revenue** | **26,387** | **24,972** |

## 4 Volunteer and employee related costs

| | 2018 | 2017 |
|---|---|---|
| | $ | $ |
| Clerical Staff | 29,384 | 22,406 |
| Clerical Temporary Staff | 2,560 | - |
| Ministers (including Rental obligations) | 75,655 | 53,507 |
| Ministers Farewell Expenses | - | 889 |
| Ministers Relocation Expenses | 7,769 | - |
| Ministers Beneficiary Fund | 4,811 | - |
| ACC Levies | 143 | 334 |
| Cleaning Wages | 7,669 | 7,551 |
| Musical Support Wages | 611 | - |
| Travelling Expenses | 281 | - |
| **Total Volunteer and employee related costs** | **128,883** | **84,687** |

The Performance Report has not been audited, but, a limited review has been performed.

ST ANDREW'S PRESBYTERIAN CHURCH

HASTINGS

Notes to and forming part of the Performance Report (continued)

For the Year Ended 30 June 2018

## 5 Costs related to providing goods or services

| | 2018 $ | 2017 $ |
|---|---|---|
| Insurance | 19,340 | 17,979 |
| Rates | 6,549 | 7,128 |
| Repairs & Maintenance - Church | 6,962 | 1,929 |
| Repairs & Maintenance - Hall | 1,561 | 1,000 |
| Accountancy Fees | 5,296 | 4,600 |
| Advertising | 1,479 | 1,944 |
| Assembly Assessments | 10,581 | 14,295 |
| Auditor / Reviewers Fees | 2,900 | 3,500 |
| Building WOF Levy | 2,222 | 2,208 |
| Bank Charges | 65 | 55 |
| Cleaning Supplies | 1,483 | 780 |
| Cleaning Services | 3,060 | 3,420 |
| Computer Expenses | 234 | - |
| Educational Expenses | 851 | 19 |
| Fixed Assets Under $500 | 331 | - |
| General Expenses | 4,275 | 4,225 |
| Heat, Light & Power | 5,655 | 5,765 |
| Internet | 112 | 319 |
| Postages | 155 | 152 |
| Printing & Stationery | 1,759 | 1,237 |
| Seminars & Conference Expenses | 1,088 | 518 |
| Telephones,Tolls, Faxes | 2,445 | 1,808 |
| **Total Costs related to providing goods or services** | **78,403** | **72,881** |

## 6 Grants and donations

| | 2018 $ | 2017 $ |
|---|---|---|
| Donations | 315 | 675 |
| NCC Christmas Appeal | 660 | - |
| PSS Offering | 628 | - |
| **Total Grants and donations** | **1,603** | **675** |

## 7 Other expenses

| | 2018 $ | 2017 $ |
|---|---|---|
| Depreciation | 1,575 | 1,492 |
| Presbytery Levy | 1,471 | 1,787 |
| **Total Other expenses** | **3,046** | **3,279** |

ST ANDREW'S PRESBYTERIAN CHURCH
HASTINGS
Notes to and forming part of the Performance Report (continued)
For the Year Ended 30 June 2018

## 8 Extraordinary Items

| | 2018 $ | 2017 $ |
|---|---|---|
| Extraordinary Items - Expenses re Assets Held on Behalf | | |
| Driveway Costs | - | 11,000 |
| **Total Extraordinary Items** | - | - |

## 9 Cash & Bank Balances

| | 2018 $ | 2017 $ |
|---|---|---|
| **Bank Account Balances** | | |
| Westpac Banking Corporation - Cheque Account | 18,354 | 16,723 |
| Westpac Banking Corporation - Simple Saver Account | 5,331 | 5,325 |
| Parish Development Deposits | - | 337,533 |
| Building Reserve Deposits | - | 352,753 |
| Presbyterian Investment Fund | - | 75,928 |
| **Total Cash & Bank Balances** | **23,685** | **788,263** |

## 10 Current Receivables

| | 2018 $ | 2017 $ |
|---|---|---|
| **Accounts Receivable** | | |
| Accounts Receivable | 2,506 | 3,561 |
| **Other Receivables** | | |
| GST Receivable | 1,502 | 837 |
| **Total Current Receivables** | **4,008** | **4,398** |

## 11 Property, Plant & Equipment

| Property, Plant & Equipment 2018 | Opening Carrying Amount $ | Purchases / (Sales or Disposals) $ | Depreciation & Impairment $ | Closing Carrying Amount $ |
|---|---|---|---|---|
| **Motor Vehicles** | | | | |
| 2005 Hyundai Elantra 1.8 GL - Regn DSY301 | 4,308 | (4,308) | - | - |
| | **4,308** | **(4,308)** | **-** | **-** |

The Performance Report has not been audited, but, a limited review has been performed.

**ST ANDREW'S PRESBYTERIAN CHURCH**

**HASTINGS**

**Notes to and forming part of the Performance Report (continued)**

**For the Year Ended 30 June 2018**

| | | | | |
|---|---|---|---|---|
| **Office Equipment** | | | | |
| Computer - HP 23-R105A | 434 | - | 217 | 217 |
| Photocopier - Gemini Plus (refurb) | 1,350 | - | 540 | 810 |
| Hewlett Packard 15 Laptop - Volunteers | - | 609 | 177 | 432 |
| HP Laptop, LED Monitor, Software & Accessories | - | 1,281 | 641 | 640 |
| | **1,784** | **1,890** | **1,575** | **2,099** |
| **Total Property, Plant & Equipment** | **6,091** | **(2,418)** | **1,575** | **2,099** |

| **Property, Plant & Equipment 2017** | **Opening Carrying Amount** $ | **Purchases / (Sales or Disposals)** $ | **Depreciation & Impairment** $ | **Closing Carrying Amount** $ |
|---|---|---|---|---|
| **Motor Vehicles** | | | | |
| 2005 Hyundai Elantra 1.8 GL - Regn DSY301 | - | 5,217 | 909 | 4,308 |
| | **-** | **5,217** | **909** | **4,308** |
| **Office Equipment** | | | | |
| Computer - HP 23-R105A | - | 867 | 433 | 434 |
| Photocopier - Gemini Plus (refurb) | - | 1,500 | 150 | 1,350 |
| | **-** | **2,367** | **583** | **1,784** |
| **Total Property, Plant & Equipment** | **745,517** | **(737,934)** | **1,492** | **6,091** |

## 12 Term Investments

| | **2018** $ | **2017** $ |
|---|---|---|
| Parish Development Deposits | 288,431 | - |
| Presbyterian Investment Fund | 90,756 | - |
| Building Reserve Deposits | 352,753 | - |
| **Total Term Investments** | **731,940** | **-** |

## 13 Payables & Accruals

| | **2018** $ | **2017** $ |
|---|---|---|
| **Accounts Payable** | | |
| Creditors and Accrued Expenses | 13,035 | 6,934 |
| **Other Payables & Accruals** | | |
| Employee Costs Payable | 7,945 | - |
| **Total Payables & Accruals** | **20,980** | **6,934** |

**ST ANDREW'S PRESBYTERIAN CHURCH**
**HASTINGS**
**Notes to and forming part of the Performance Report (continued)**
**For the Year Ended 30 June 2018**

## 14 Unspent Grants

| | 2018 $ | 2017 $ |
|---|---|---|
| **Unspent Grants** | | |
| Opening Balance | - | - |
| Movement for period | 10,000 | - |
| **Closing Balance** | 10,000 | - |
| **Total Unspent Grants** | 10,000 | - |

## 15 Accumulated Funds

| | 2018 $ | 2017 $ |
|---|---|---|
| **Opening Balance** | 791,818 | 1,548,014 |
| **Plus:** | | |
| Surplus/(Deficit) for the Year | (61,066) | (10,679) |
| **Less:** | | |
| Prior Year Adjustment - Property, Plant and Equipment (2016) | - | 745,517 |
| **Total Accumulated Funds** | 730,751 | 791,818 |

## 16 Related Parties

There were no significant transactions or transactions that were on terms and conditions that are likely to be different from the terms and conditions of transactions in similar circumstances, involving related parties during the financial year. (Last year - Nil)

## 17 Commitments

The church has no commitments as at 30 June 2018, (2017 Nil).

## 18 Contingent Liabilities and Guarantees

The church has no contingent liabilities as at 30 June 2018. (2017 Nil)

## 19 Assets Held on Behalf of Others - Administered Real Estate

**Land and buildings owned by the Presbyterian Church Property Trustees, but controlled by St Andrews Presbyterian Church Hastings, are recorded here at Quotable Value or insurance valuation.**

| | | | |
|---|---|---|---|
| Church - 302 Market Street Sth, Hastings | QV (1 August 2016) | Land $730,000 | Buildings $680,000 |
| Hall - 206 Market Street Sth, Hastings | QV (1 August 2016) | Land $335,000 | Buildings $305,000 |
| Car Park - 208 Market Street Sth, Hastings | QV (1 August 2016) | Land $245,000 | Improvements $15,000 |
| Maraekakaho Church | Insurance Reinstatement Estimate (29 June 2016) | $249,000 | |

## 20 Events Occurring After Balance Date

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report. (Last Year - Nil).

## BUDGET 2018-2019

| | | | Excl. GST | | Excl. GST |
|---|---|---|---|---|---|
| | 2016/17 | | 2017/18 | | 2018/19 |
| | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET |
| **INCOME** | | | | | |
| Internet Banking | | | | 12400 | **12400** |
| Envelopes | **55000** | 52482 | **55000** | 37946 | **38600** |
| Plates | **7500** | 7162 | **7500** | 9029 | **8000** |
| Donations Church | **2500** | 3450 | **2500** | 1378 | **1500** |
| Donations Hall | **500** | 403 | **250** | 470 | **400** |
| Weddings & Funerals | **3000** | 2870 | **3000** | 609 | **2000** |
| Church room hire | **9000** | 8119 | **9000** | 9775 | **10000** |
| Fundraising Hall | **8000** | 2915 | **4000** | 7880 | **8000** |
| Car Park rental | **19000** | 18925 | **19000** | 19001 | **20000** |
| Hall hireage | **25000** | 21248 | **25000** | 20623 | **21500** |
| Market Day | **2500** | 0 | **2500** | 126 | |
| PSS Guardian Angel Donations | | | | 658 | **360** |
| Interest Received | **600** | 479 | | 615 | **615** |
| June Offering | | 6830 | **6000** | 4546 | **5000** |
| Landscaping, HDC Grant | | | | | **15000** |
| Presbyterian Foundation Grant | | | | 10000 | |
| R. Hancock Bequest | | | | | **4000** |
| **TOTAL OPERATING INCOME** | **132000** | 118053 | **127750** | 135056 | **147375** |
| **EXPENSES** | | | | | |
| Stipends, Allowances | **75000** | 55162 | **72000** | 73493 | **75500** |
| Clerical Wages | **19550** | 22423 | **22800** | 32027 | **26000** |
| Accounting Fee | **2600** | 4600 | **3000** | 5296 | **6250** |
| Audit Fee | **2200** | 3300 | **3000** | 2900 | **3000** |
| Insurance & ACC | **16000** | 18313 | **18000** | 19483 | **20000** |
| Rates | **9100** | 7128 | **7250** | 6549 | **7541** |
| Repairs & Maintenance | **2500** | 2919 | **3000** | 4031 | **4000** |
| Bank Charges | **75** | 55 | **100** | 65 | **75** |
| Advertising | **2000** | 1949 | **2000** | 1584 | **1800** |
| Christian Education | **500** | 19 | **1000** | 851 | **2000** |
| Cleaning Supplies | **1300** | 780 | **1300** | 1483 | **1500** |
| Cleaner, Church,Hall,Grounds | **11500** | 10969 | **11500** | 10726 | **11500** |
| Confrence Expenses | **1200** | 550 | **500** | 379 | **1500** |
| General Expenses | **2500** | 4137 | **7500** | 2217 | **3000** |
| IT Expenses | **100** | 319 | **500** | 112 | **500** |
| Minister's Beneficiary Fund | | | | | **1922** |
| PSS Guardian Angel Payments | | | | 360 | **360** |
| Postage | **100** | 152 | **100** | 155 | **150** |
| Heating & Lighting | **6500** | 5757 | **6250** | 5821 | **6250** |
| Printing & Stationery | **1750** | 1144 | **1500** | 1730 | **2000** |
| Telephone | **3000** | 1808 | **2500** | 1526 | **2000** |
| Assembly Budget Levy | **15608** | 14174 | **12168** | 10581 | **10180** |
| Central Presbytery Levy | **3129** | 126 | **2500** | 1830 | **1400** |
| Buildings WOF | **2536** | 2208 | **2350** | 2222 | **2300** |
| Capital Expenses | **1000** | 18583 | **2000** | | **2000** |
| Youth Worker | | | | | **3016** |
| Donations | **1000** | 675 | **1000** | 315 | **4000** |
| **Total Operating Expenses** | **180748** | 177250 | **183818** | 185736 | **199744** |

ST ANDREW'S ANNUAL REPORT 2018
~ PAGE 36 ~

## WEEKLY, MONTHLY & ANNUAL ACTIVITIES AS AT 01/09/2018

| | | | |
|---|---|---|---|
| **MONDAY:** | | | |
| English for Employees (term time only) | Weekly<br>Tutor:<br>Enquiries: | 6.00pm to 8.30pm<br>Mrs Jan Gay<br>Mrs Heather Brown, EIT | Yellow Room<br>a/h: 835 1726 or 021 254 9667<br>974 8000 ext 6034 |
| Tap Dancing Classes | Weekly<br>Contact: | 4.30pm to 6.30pm<br>Michelle Thornton | Main Hall<br>027 857 1543 |
| Home Study Group | Monthly<br>Contact: | Last Monday of the month, 7.30pm<br>Ken Hutchison | Private Home<br>871 0213 |
| **TUESDAY:** | | | |
| Badminton & Table Tennis Group | Weekly<br>Contact: | 9.30am to 11.30am (Feb to Dec)<br>Mr John Heesterman | Main Hall<br>877 7775 |
| Tap Dancing Classes | Weekly<br>Contact: | 5.00pm to 6.30pm<br>Michelle Thornton | Main Hall<br>027 857 1543 |
| Weight Watchers | Weekly<br>Contact: | 5.00pm to 7.00pm<br>Janine Coley | Activity Space |
| English for Employees (term time only) | Weekly<br>Tutor:<br>Enquiries: | 6.00pm to 8.30pm<br>Mrs Jan Gay<br>Mrs Heather Brown, EIT | Yellow Room<br>a/h: 835 1726 or 021 254 9667<br>974 8000 ext 6034 |
| Alcoholics Anonymous | Weekly<br>Contact: | 8.00pm to 10.00pm<br>Mr Weston Hazelwood<br>Mr Malcolm Hazelwood 878 5406 or 021 96 3231 | Lounge<br>876 7288 |
| Parish Council | Monthly | First Tuesday of month, 7.00pm | Blue Room |
| Board of Managers | Monthly | Third Tuesday of month, 4.00pm | Blue Room |
| **WEDNESDAY:** | | | |
| Tai Chi | Weekly<br>Contact: | 1.30pm to 2.15pm<br>Eana Young, Sport HB | Lounge<br>845 9336 ext 708 |
| Growing Through Grief (term time only) | Weekly<br>Contact: | 3.00pm to 6.00pm<br>Sandie Speeden<br>c/- Anglican Care Waiapu | Red/Yellow/Blue Rooms<br>873 4962 or 027 555 6707 |

## WEEKLY, MONTHLY & ANNUAL ACTIVITIES AS AT 01/09/2018

| | | | |
|---|---|---|---|
| **THURSDAY:** | | | |
| Study Group | Weekly<br>Contact: | 10.00am to 11.30am<br>Ken Hutchison | Lounge<br>871 0213 |
| Weight Watchers | Weekly<br>Contact: | 12.30pm to 2.30pm<br>Janine Coley | Activity Space |
| Prima Volta Trust<br>(term time only)<br>PVCT | Weekly<br>Contact:<br>Trust: | 6.00pm to 9.00pm<br>Anna Pierard<br>Alison Randall | Main Hall |
| Meditation | Weekly<br>Contact: | 7.30pm<br>Mr Noel Bryant | Blue Room<br>876 7948 |
| **FRIDAY:** | | | |
| Cook Islands' Culture Group (term time only) | Weekly<br>Contact: | 7.00pm<br>Mr Paiti and Mrs Te'ea Araia | Main Hall<br>879 8248 |
| **SATURDAY:** | | | |
| Hastings & District Scots Society | Monthly<br>Contact: | Third Saturday of month, 7.30pm<br>Pam Lumsden | Main Hall<br>878 9849 |
| **SUNDAY:** | | | |
| Cook Islands' Vaine Tini | Monthly<br>Secretary: | Third Sunday in month after Church<br>Mrs Oki George | Lounge<br>876 9443 |
| Samoan Unity Christian Church | Weekly | <br>Mele | Campbell Room<br>021 0252 9363 |
| **ANNUAL:** | | | |
| NZ Blood Service | January/May/October | | Main Hall/Campbell Room |
| Lions Young Achievers | October | | Main Hall/Campbell Room |
| Scottish Country Dance | June | | Main Hall/Campbell Room |
| Brain Injury Assn HB | Various<br>Contact: | 10.30am to 1.30pm<br>Dairne Withers | Campbell Room<br>878 6875 |
| Hastings Police | Various | | Main Hall/Campbell Room/Lounge |
| Autism NZ | Various | | Lounge |
| Public Service Assn | Various | | Campbell Room/Lounge |

# PART TWO – APPLICATION FORM

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**Section A - Tell us about your organisation**

**i. Organisation details**

Organisation Name: HAVELOCK NORTH BUSINESS ASSOCIATION

Postal Address: P.O. Box 8458

City and Postcode: HAVELOCK NORTH 4157

Phone: 021 168 8670 Mobile Phone: 021 168 8670

Email: info@havelocknorthnz.com Website: www.havelocknorthnz.com

**ii. Organisation legal status**

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☑ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s Previously Sent.

**iii. Key people in your organisation are:**

List your organisation's key contact people (governance group):

| Name | Position | Email | Phone (day) | |
|---|---|---|---|---|
| Jane Mathers | President | | 021 168 8670 | info@havelocknorthnz.com |
| Dale Cooley | Treasurer/accounts | | 021 993 576 | accounts@havelocknorthnz.com |
| Rachel Sackett | secretary | | 021 713 213 | info@havelocknorthnz.com |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.**

**These hearings will be held in May each year**

YES — I/we wish to present to the Community Grants Subcommittee

NO — I/we do not wish to present to the Community Grants Subcommittee

HNBA

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

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HNBA





**Section B - Tell us about your project or service for which you are seeking funding:**

i. **Which of the Current and Future Needs of our community are you addressing?**

- ☐ Assisting youth into training, skill development, and jobs
- ☒ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☒ Creating an appealing district identity and visitor/student/business destination
- ☒ Creating safe and sustainable communities free of waste and crime
- ☐ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What activity/s are within the scope of your project/service?

(1) An events programme in Havelock North that promotes community involvement & the promotion of Business & Community Groups. Primarily "Village Street Carnival" (see attached documents re last years events budget, evaluation etc) An opportunity for businesses based outside CBD of Village to bring their business into the centre. Same for schools, community groups Rotary etc.

2. Providing live entertainment and/or Promotional support to events hosted in Havelock North or by other Havelock North based Business, Arts, community & sporting groups including F.A.W.C AB ARTS Festival, EDIBLE FASHION, TARGA, TRIPLE PEAKS, 100 x Fire Brigade Summer Music in the Village. & To support Retail activities, those in Village.

3. Provision of a series of winter workshops for Businessess in Havelock North that include CRIME PREVENTION & Reducing environment WASTE in the community & networking opportunities for members via meet & greet or Similar

Page 8 of 11

H.N.B.A.

b. How will your project or service be measured to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

① Village Street Carnival is evaluated with a survey sent to participants & members. They can compare sales to previous years.
~ The event writer also has to provide an evaluation with numbers attending & stats from social advertising as well as social comments.
~ anecdotal evidence is also taken into account ie weather, other events. Financial Reports after event.
list of events supported & Participation of Retailers, groups in community

② If in a support role for an event we usually attend the post event evaluation meeting or send in our own evaluation & experience for them to use. Public/Retailers response to e.g. spending statistics.

③ Workshops are evaluated by numbers attending, Presenters evaluation responses to event then social & progresses set up or initiatives set up as a result of the workshop.

c. The process – how will you carry out your project or service, and where will it be delivered?

We survey members for topic suggestions each year.

Any significant or major event planning such as "Village Street Carnival" is coordinated with the HDC Event development Manager.

An events manager will be hired for VSC as in previous years to support HNBA delivering a great event.

Events are well planned & delivered.

All will be delivered in Havelock North or on occasion at Business premises of Business members ie meet n greets may be at Clearview Winery as a member business)

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H. NBA

Item 4

Application No. 46

d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

HNBA co-ordinates with the Council Events Development Manager via Tanya Jackson

Both Tanya & Council Rep Damon Harvey are invited to our monthly Executive Meetings & sent monthly updates via the Presidents Report & the Monthly Marketing Report from HNBA.

HNBA also co-ordinates with the events organiser of the event when in a support role ie HOLLY HOSPICE. 125 y Woodford House.

HNBA with workshops invites appropriate speakers/presenters. ie Police, CCTV camera operators

Community Patrol Rep.

- Meet & Greet or Similar we liase with the Host BUSINESS

iii. **Identify the anticipated budget for the year 1 July to 30 June** - where appropriate please include copies of quotes.

**Project/Service Costs** e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

| Item | Amount |
|---|---|
| Village Street Carnival | $ 15,000 |
| (see attached budget) | $ |
| | $ |
| live entertainment ie music for | $ 4,500 |
| summer in the village | $ |
| includes purchase of speaker & | $ 569 |
| microphone | $ |
| | $ |
| Workshops / meet & greets | $ |
| inc venue / food / drink / presenters | $ 5,000 |
| 10 @ $500 each approx | $ |
| **(A) Total Cost** | $ 25,069 |

Page 5 of 11

N.NBA

**Project/Service Income e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.**

| Income Source | Amount |
|---|---|
| | $ |
| VSC see attached notes + budget | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| (B)Total Income | $ |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| A. Total cost of project / service | $ 25,064 |
| B. Less total funds available | $ |
| Difference | $ |
| Amount requested | $ 25,064 |

3 year contract (year 2+3 less $569 cost of speaker).

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: July 2015 (3 year Period)

Project/Service name/s: Contestable Grant

Amount/s of funding received? $ 15,000 per year

v. **Please include a copy of your organisation's latest financial accounts with your application.**

(attached)

H.N.B.A.





## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation

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- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
    ii. A procedure for dealing with accidents & incidents;
    iii. A procedure for dealing with potential emergencies;
    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.
- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name: Jane Mahoney Position in organisation: President

J M Mahoney

Page 10 of 11

HNBA

Signature: ..... Date: 29/04/2019.

## 2019 Contestable Grant VILLAGE STREET CARNIVAL (VSC) additional info

**Below is an excerpt from a follow up newsletter to our 228 financial members where we also including a link to a survey re the event. VSC has now run for 5 years and we wish to continue this community event in 2019 and beyond. It is valuable in that it is:**

- **an opportunity to celebrate and showcase the village e.g see improvements such as Public Art, Gardens, new commercial developments**
- **a chance for businesses located outside the Village CBD to advertise their business & raise their profile (see below e.g. Smilehaus , Flock events)**
- **An opportunity for voluntary and charitable organisations to participate, spread a message & raise their profile e.g. Fire Brigade, Rotary, church groups, Te Mata Park Trust, Age Concern, Womens refuge**
- **A chance for new businesses in the Village to be profiled**
- **An incentive for others in greater Hawkes Bay & from other Hastings suburbs to visit Havelock North & reacquaint themselves with what we offer in a fun, family friendly environment (stats show Facebook audience was 16% Havelock North, 22% Napier, 31% Hastings)**
- **VSC visitors hopefully go away as ambassadors for the Village**
- **We are a suburb of Hastings taking initiative (via the HNBA) for organising some community events & acting in a supporting role for other events run by others**

**Funding family friendly activities and providing atmosphere is part of the VSC brief. Bouncy castles, face painters, entertainers, musicians, rides add atmosphere…but they do cost.**

**We had no paid advertising for radio this year as our budget was tight. We had incidental TV coverage and community event radio advertising only.**

**We also did not pay for an official professional photographer this year.**

**We would like to invest in an outdoor sound system & microphone to use for this event and others such as our annual business awards, our Business workshops and have available for other groups to use. We were disappointed in the quality of the system we hired last year. Events such as Targa, Triple Peaks, ANZAC could also use.**

**The area we cover of 6 closed streets would equate to 6 blocks of Hastings CBD closed and providing entertainment and atmosphere. It is an imposing task on a shoestring budget.**

**Hence we require this funding grant from The HDC to continue to grow this event and would like it in place for the** next 3 years

NEWSLETTER EXTRACT

*IT'S A WRAP! **Village Street Carnival 2018** was a challenge in several ways. Unsettled weather, Big Box Black Friday Sales going Ballistic, Women's Expo in Taradale and Bayview Gala*

*Weather does impact on outdoor events. I am sure higher numbers would have come out of the sky was bluer and the sun out but at least we didn't have to cancel!*

*By Way of advertising we got cover on Breakfast on TV 1 , Radio on Thursday morning, Village Press, Facebook 20 day lead in posts, Posters in shops, Bunting in the roundabout to alert to event and core flute signage day before & day of at key roundabouts and entry roads, Flyers on cars, lampposts*

*night before and at all restaurants/bars to alert customers VSC event was on next day and to remove cars by morning*

*We were blown away by some creativity.* ***Smilehaus*** *were exceptional! Here is a business that is outside the CBD but really took full advantage of the event to let the public know about their business, They had tooth fairies dressed in white walking around handing out free apples, their cool car parked up to advertise and a Dunk the Dentist Stall! WELL DONE Guys. More of this attitude is what is needed to grow this event. Our budget is limited and a lot goes out on compliance & infrastructure e.g. $1500 road closure, $1500 Maori wardens, $1500 generator for Eat street, Event management fee $3000 ($4600 in 2016) etc before we get to spend on musicians, bouncy castles & entertainment. We cannot put entertainment and activity outside each and every business which is why we try to encourage you to get together with your neighbours and staff and get creative, use your connections to create activity. And use the SPACE. Well done* ***Bonjour*** *who used the space outside for a garage sale,* ***Resort*** *store sorted a DJ with their connections,* ***Porters Hotel*** *ran a series of dance classes for children in the courtyard* ***Papillion and Milton Andrews*** *set up a Men's chill Zone in conjunction with* ***Flock Events furniture Hire ,*** *to name a few that thought outside the square*

*Check out Facebook for the photos. Credit to Sergei Peshek for the bulk of the photos.*

*This event is organised by the HNBA for the benefit of members and we DO expect a partnership in this and support. We are the facilitators but your input and creativity is also required. This includes sharing the event with your customers via Posters, emails and sharing Facebook posts.*
*It's Very disappointing to note that on the 7 days lead up the Countdown Post was shared a total of only 4 times.*

*In 2015 & 2016 Te Aute Rd was closed as Porters Hotel and Village Exchange were nearing completion so only 5 roads were open to the public. In 2017 Te Aute Rd was open for VSC and we had a classic car display there. Not a lot of activity in this area nor in the pedestrian area/green space/ fountain area opposite. We listened to Napier Road members who said they would prefer not to have EAT street there this year, so we relocated it to this area near toilets, tables and space at the southern end. This meant 6 streets were closed and available to the public this year.*

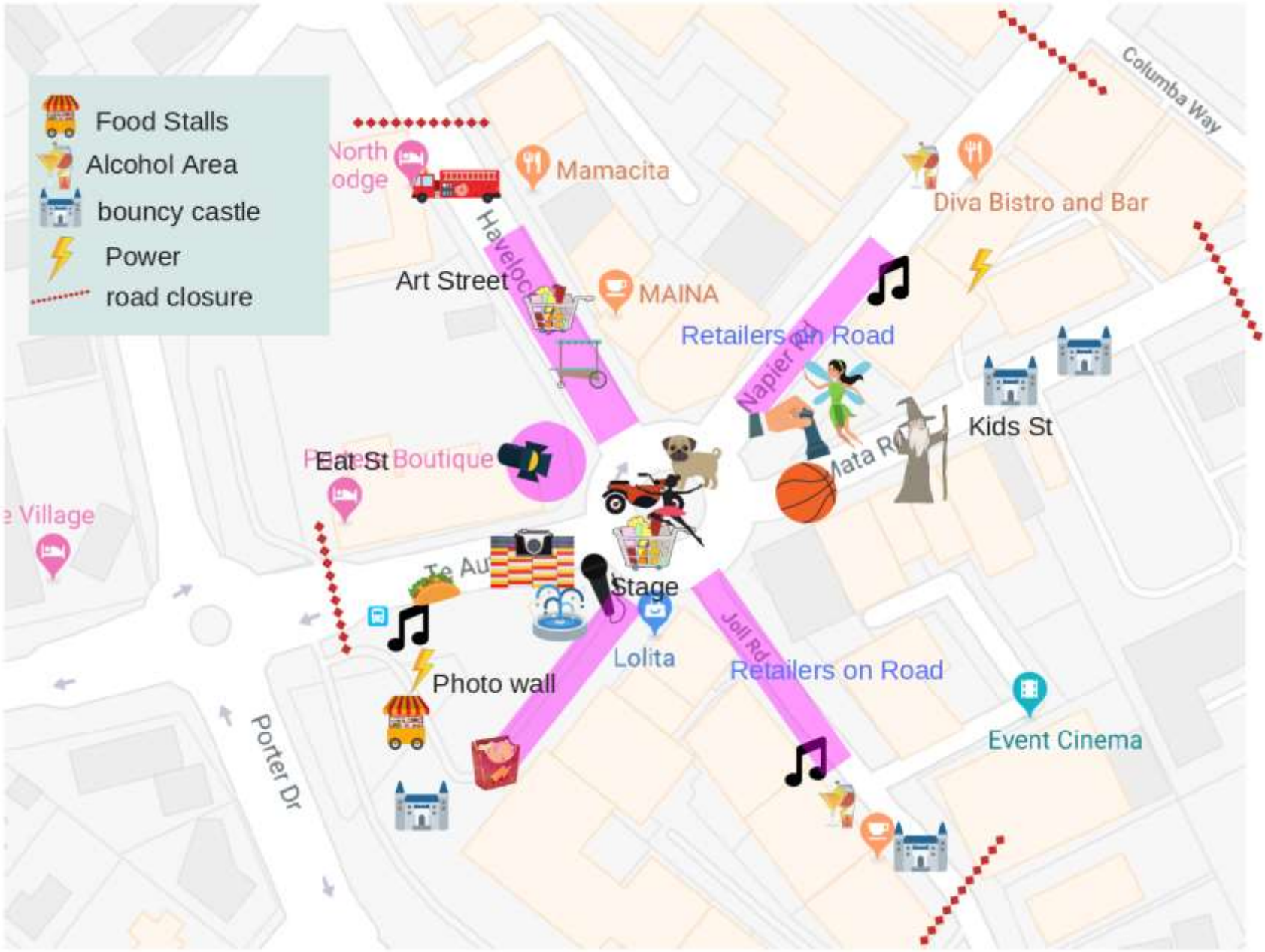
*Below is the* ***survey link*** *to tell us*

*1 what your business did for this event*

*2 what you felt worked well*

*3 constructive criticism on future improvements*

*Please fill in by Friday 30th December*

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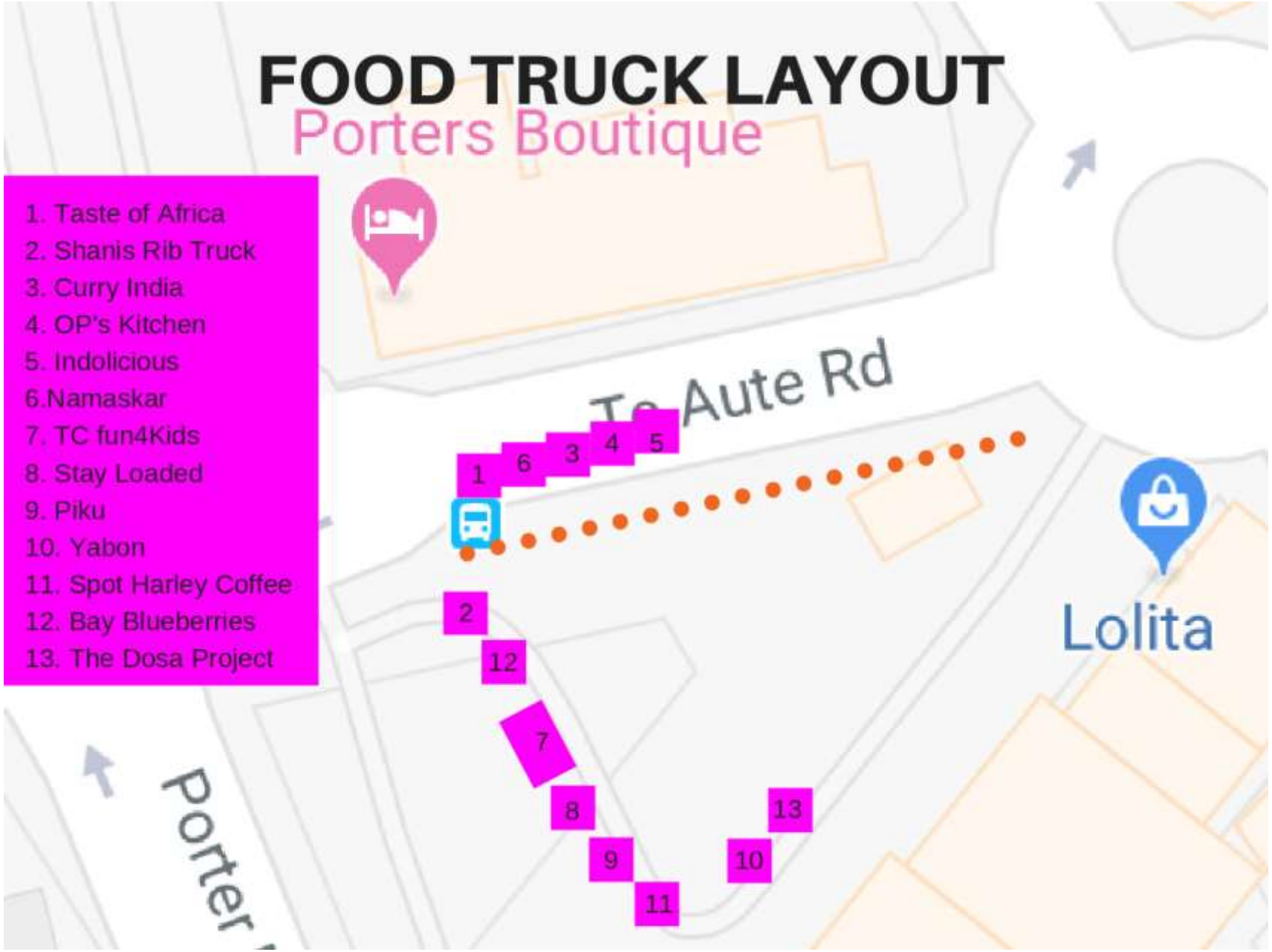
FOOD TRUCK LAYOUT
Porters Boutique
1. Taste of Africa
2. Shanis Rib Truck
3. Curry India
4. OP's Kitchen
5. Indolicious
6.Namaskar
7. TC fun4Kids
8. Stay Loaded
9. Piku
10. Yabon
11. Spot Harley Coffee
12. Bay Blueberries
13. The Dosa Project
Aute Rd
Lolita
Porter
1
6
3
4
5
2
12
7
8
9
11
10
13




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# Account Transactions

## Havelock North Business Association Inc.

## For the period 1 July 2018 to 30 April 2019

| DATE | SOURCE | DESCRIPTION | REFERENCE | DEBIT | CREDIT | RUNNING BALANCE | GROSS | GST |
|---|---|---|---|---|---|---|---|---|
| **Event - Village Carnival Expenses** | | | | | | | | |
| 17 Oct 2018 | Payable Invoice | Kin Marketing Ltd - VSC LIQUOR LICENCE | VSC | 505.00 | - | 505.00 | 580.75 | 75.75 |
| 8 Nov 2018 | Payable Invoice | Kin Marketing Ltd - vsc event management | 0291 | 3,000.00 | - | 3,505.00 | 3,450.00 | 450.00 |
| 8 Nov 2018 | Payable Invoice | Kin Marketing Ltd - social media boosting | 0291 | 200.00 | - | 3,705.00 | 200.00 | - |
| 8 Nov 2018 | Payable Invoice | Kin Marketing Ltd - cable ties | 0291 | 17.00 | - | 3,722.00 | 19.55 | 2.55 |
| 24 Nov 2018 | Payable Invoice | Men In Black/Peter Mooney - Music for VSC | 241118 | 540.00 | - | 4,262.00 | 540.00 | - |
| 24 Nov 2018 | Payable Invoice | Sean Kaata Dwen Basketball Jones Show - VSC entertainment | | 500.00 | - | 4,762.00 | 500.00 | - |
| 25 Nov 2018 | Payable Invoice | Tamsyn Miller - Music VSC 2018 | invoice 25th | 300.00 | - | 5,062.00 | 300.00 | - |
| 25 Nov 2018 | Payable Invoice | Event & Sport Traffic Management - VSC 2018 traffic management | | 1,250.00 | - | 6,312.00 | 1,437.50 | 187.50 |
| 25 Nov 2018 | Payable Invoice | Sight & Sound Services Ltd - Sound system VSC | 2348 | 1,414.00 | - | 7,726.00 | 1,626.10 | 212.10 |
| 26 Nov 2018 | Payable Invoice | ATTN! Communications Ltd / Marketing PR / The Profit - Artwork re-design and advertising for VSC 2018 | 1816 | 1,205.00 | - | 8,931.00 | 1,385.75 | 180.75 |
| 26 Nov 2018 | Payable Invoice | The Madd Fun Company - VSC entertainment | 02931 | 1,721.74 | - | 10,652.74 | 1,980.00 | 258.26 |
| 28 Nov 2018 | Payable Invoice | Gabbie Milne Rodrigues t/a Fairy Rosebud - VSC entertainment | | 395.00 | - | 11,047.74 | 395.00 | - |
| 28 Nov 2018 | Payable Invoice | Bay Batucada - VSC entertainment | BAT030 | 400.00 | - | 11,447.74 | 400.00 | - |
| 30 Nov 2018 | Payable Invoice | The Print House - VSC posters | 101009 | 111.30 | - | 11,559.04 | 128.00 | 16.70 |
| 2 Dec 2018 | Payable Invoice | Heretaunga Maori Wardens - Maori wardens for VSC | | 1,100.00 | - | 12,659.04 | 1,100.00 | - |
| 21 Dec 2018 | Spend Money | ASB - VSC meeting | | 50.43 | - | 12,709.47 | 58.00 | 7.57 |
| 21 Dec 2018 | Spend Money | ASB - VSC signs | | 17.00 | - | 12,726.47 | 19.55 | 2.55 |
| 13 Feb 2019 | Payable Invoice | Hastings District Council - vsc road closure advertising | | 483.84 | - | 13,210.31 | 556.42 | 72.58 |
| **Total Event - Village Carnival Expenses** | | | | **13,210.31** | - | **13,210.31** | **14,676.62** | **1,466.31** |



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Account Transactions

| DATE | SOURCE | DESCRIPTION | REFERENCE | DEBIT | CREDIT | RUNNING BALANCE | GROSS | GST |
|---|---|---|---|---|---|---|---|---|
| **Event - Village Street Carnival** | | | | | | | | |
| 1 Jul 2018 | Receivable Invoice | Hastings District Council - Events Support VSC | Contract for Service | - | 10,000.00 | 10,000.00 | 11,500.00 | 1,500.00 |
| 11 Oct 2018 | Receivable Invoice | Piku Limited - VSC Power | VSC | - | 50.00 | 10,050.00 | 57.50 | 7.50 |
| 11 Oct 2018 | Receivable Invoice | Curry India - VSC Power | VSC | - | 50.00 | 10,100.00 | 57.50 | 7.50 |
| 11 Oct 2018 | Receivable Invoice | Red Cross Hastings - VSC Power | vsc | - | 50.00 | 10,150.00 | 57.50 | 7.50 |
| 11 Oct 2018 | Receivable Invoice | Shirly Galbraith - VSC Stall | vsc | - | 150.00 | 10,300.00 | 172.50 | 22.50 |
| 11 Oct 2018 | Receivable Invoice | Shirly Galbraith - VSC Power | vsc | - | 50.00 | 10,350.00 | 57.50 | 7.50 |
| 11 Oct 2018 | Receivable Invoice | TC's Fun 4 Kids Ltd - VSC Stall #1 (includes HNBA membership from 1st Oct 2018 - 30th June 2019) | vsc | - | 150.00 | 10,500.00 | 172.50 | 22.50 |
| 11 Oct 2018 | Receivable Invoice | TC's Fun 4 Kids Ltd - VSC Stall #2 | vsc | - | 99.00 | 10,599.00 | 113.85 | 14.85 |
| 11 Oct 2018 | Receivable Invoice | Onaroon Fletcher - VSC Stall | VSC | - | 150.00 | 10,749.00 | 172.50 | 22.50 |
| 18 Oct 2018 | Receivable Invoice | Namaskar India Restaurant - VSC Power | VSC | - | 50.00 | 10,799.00 | 57.50 | 7.50 |
| 18 Oct 2018 | Receivable Invoice | Flex Fitness Havelock North - VSC Power | VSC | - | 50.00 | 10,849.00 | 57.50 | 7.50 |
| 18 Oct 2018 | Receivable Invoice | Stay Loaded - VSC Stall #1 (includes HNBA membership from 1st Oct 2018 - 30th June 2019) | VSC | - | 150.00 | 10,999.00 | 172.50 | 22.50 |
| 18 Oct 2018 | Receivable Invoice | Stay Loaded - VSC Power | VSC | - | 50.00 | 11,049.00 | 57.50 | 7.50 |
| 9 Nov 2018 | Receivable Invoice | The Dosa Project - VSC Stall #1 (includes HNBA membership from 1st Nov 2018 - 30th June 2019) | vsc | - | 150.00 | 11,199.00 | 172.50 | 22.50 |
| 9 Nov 2018 | Receivable Invoice | Ya Bon - VSC Stall #1 (includes HNBA membership from 1st Oct 2018 - 30th June 2019) | vsc | - | 150.00 | 11,349.00 | 172.50 | 22.50 |
| 13 Nov 2018 | Receivable Invoice | Spot Harley - VSC Stall #1 (includes HNBA membership from 1st Oct 2018 - 30th June 2019) | vsc | - | 150.00 | 11,499.00 | 172.50 | 22.50 |
| 14 Nov 2018 | Receivable Invoice | Bay Blue Marketing Ltd t/a Bay Blueberries - VSC Power | INV-04423 | - | 50.00 | 11,549.00 | 57.50 | 7.50 |
| 16 Nov 2018 | Receivable Invoice | taste of africa - VSC Stall #1 (includes HNBA membership from 1st Oct 2018 - 30th June 2019) | vsc | - | 150.00 | 11,699.00 | 172.50 | 22.50 |
| 16 Nov 2018 | Receivable Invoice | taste of africa - VSC Power | vsc | - | 50.00 | 11,749.00 | 57.50 | 7.50 |
| 19 Nov 2018 | Receivable Invoice | Shanis Rib Truck - VSC Stall #1 (includes HNBA membership from 1st Oct 2018 - 30th June 2019) | vsc | - | 150.00 | 11,899.00 | 172.50 | 22.50 |

Account Transactions | Havelock North Business Association Inc.

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Account Transactions

| DATE | SOURCE | DESCRIPTION | REFERENCE | DEBIT | CREDIT | RUNNING BALANCE | GROSS | GST |
|---|---|---|---|---|---|---|---|---|
| 20 Nov 2018 | Receivable Invoice | Lanes Displays - VSC Stall #1 (includes HNBA membership from 1st Oct 2018 - 30th June 2019) | VSC | - | 150.00 | 12,049.00 | 172.50 | 22.50 |
| 22 Nov 2018 | Receivable Invoice | Gifts By Grace - VSC Stall | INV-04427 | - | 150.00 | 12,199.00 | 172.50 | 22.50 |
| 22 Nov 2018 | Receivable Invoice | Gifts By Grace - Discount | INV-04427 | 106.52 | - | 12,092.48 | (122.50) | (15.98) |
| 27 Nov 2018 | Receive Money | Cash Deposit - bouncy castle income | | - | 454.87 | 12,547.35 | 523.10 | 68.23 |
| 27 Nov 2018 | Spend Money | Cash Deposit - bouncy income | | 1.13 | - | 12,546.22 | (1.30) | (0.17) |
| 3 Dec 2018 | Receive Money | Bay Blue Marketing Ltd t/a Bay Blueberries - VSC stall | | - | 106.52 | 12,652.74 | 122.50 | 15.98 |
| 1 Feb 2019 | Receivable Invoice | Hastings District Council - Events Support VSC | Contract for Service | - | 1,000.00 | 13,652.74 | 1,150.00 | 150.00 |
| 1 Feb 2019 | Receivable Invoice | Hastings District Council - Local Knowledge & Experience | Contract for Service | - | 500.00 | 14,152.74 | 575.00 | 75.00 |
| 1 Feb 2019 | Receivable Invoice | Hastings District Council - Music & Entertainment | Contract for Service | - | 500.00 | 14,652.74 | 575.00 | 75.00 |
| **Total Event - Village Street Carnival** | | | | **107.65** | **14,760.39** | **14,652.74** | **16,850.65** | **2,197.91** |
| **Total** | | | | **13,317.96** | **14,760.39** | **(1,442.43)** | **31,527.27** | **3,664.22** |

Account Transactions | Havelock North Business Association Inc.

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# Annual Accounts

Havelock North Business Association Inc.
For the year ended 30 June 2018

Prepared by BM Accounting Limited

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9 Statement of Changes in Accumulated Funds

10 Balance Sheet

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13 Notes to the Financial Statements

# Compilation Report

## Havelock North Business Association Inc.
## For the year ended 30 June 2018

Compilation Report to the Members of Havelock North Business Association Inc..

### Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Havelock North Business Association Inc. for the year ended 30 June 2018.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

### Responsibilities

The Executive are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

### Independence

We have no involvement with Havelock North Business Association Inc. other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

BM Accounting Limited

BM Accounting Limited
HAVELOCK NORTH & WAIPAWA

Dated: 14 September 2018

HAVELOCK NORTH BUSINESS ASSOCIATION INC.

REVIEW FOR THE YEAR ENDED

30TH JUNE 2018

REPORT TO MEMBERS

We report that we have reviewed the financial reports of the Havelock North Business Association Inc. for the year ended 30th June 2018 in accordance with the Statement of Review Engagement Standard issued by The New Zealand Institute of Chartered Accountants.

A review is limited primarily to enquiries of personnel and analytical review procedures applied to financial data and thus provides less assurance than an audit. I have not performed an audit and, accordingly, I do not express and audit opinion.

Based on our review, nothing has come to our attention which would cause us to believe that the assertions contained in the financial information do not present a true and fair view in accordance with the disclosed basis of accounting, other than the limited control over the recording of cash income prior to it being banked. There are no practical methods available to retrospectively determine the extent of any misstatement.

**BM ACCOUNTING LIMITED**
Chartered Accountants

BM Accounting Limited

Dated: 13 September 2018

# Directory

## Havelock North Business Association Inc.
## For the year ended 30 June 2018

**Nature of Business**

Business Association

**IRD Number**

54-993-978

**Executive Committee**

Jane Mackersey (President)

William Atkin (Vice President)

Rachel Sedger (Secretary)

Dale Cooley

Dale Rimene

**Chartered Accountant**

BM Accounting Limited
HAVELOCK NORTH & WAIPAWA

**Bankers**

ASB
HAVELOCK NORTH

**Date of Formation**

22 November 2000

# Approval of Financial Report

## Havelock North Business Association Inc.
## For the year ended 30 June 2018

The Executive are pleased to present the approved financial report including the historical financial statements of Havelock North Business Association Inc. for year ended 30 June 2018.

APPROVED

For and on behalf of the Executive Committee.

Jane Mackersey (President)

Date 24/9/18

William Atkin (Vice President)

Date 21/09/18

# Statement of Profit or Loss

## Havelock North Business Association Inc.

## For the year ended 30 June 2018

| | NOTES | 2018 | 2017 |
|---|---|---|---|
| **Trading Income** | | | |
| Membership Subscriptions | | 19,100 | 13,318 |
| Website Income | | 31,303 | 15,512 |
| Donations Received | | - | 10,010 |
| HDC - Marketing Water | | - | 10,000 |
| HDC Levy Funding | | 50,940 | 49,940 |
| HDC Training Grant | | 3,000 | 3,000 |
| Event - HN Business Awards | | 6,400 | 4,155 |
| Event - Summer Cocktail Party | | 35 | - |
| Event - Village Carnival Income | | 16,066 | 18,275 |
| Event - Village Music | | 3,500 | - |
| Events Income | | - | (113) |
| Lowmac Donation | | 5,950 | - |
| Other Income | | 304 | 150 |
| Merchandise sales | | 1,057 | - |
| Targa Donations Received | | 940 | - |
| **Total Trading Income** | | **138,595** | **124,245** |
| **Gross Profit** | | **138,595** | **124,245** |
| **Other Income** | | | |
| Interest Received | | 1,889 | 1,068 |
| **Total Other Income** | | **1,889** | **1,068** |
| **Expenses** | | | |
| **Events** | | | |
| Event - Business Awards | | 5,552 | 5,963 |
| Event - Christmas Activities | | - | 1,324 |
| Event - FAWC Expenses | | - | 425 |
| Event - Last Of the Summer Wines | | - | 437 |
| Event - Taste HN / Food Alley | | 5,702 | 2,500 |
| Event - Village Carnival Expenses | | 18,627 | 14,529 |
| Event - Village Music Expenses | | 1,000 | 5,234 |
| Events - Targa expenses | | 352 | - |
| Events & Promotions | | 1,840 | 5,252 |
| **Total Events** | | **33,072** | **35,664** |
| Accounting Admin Services | | 6,765 | 5,633 |
| Advertising | | 2,804 | 27,101 |
| Audit/Review Engagement Fee | | 1,000 | 1,750 |
| Bank Charges | | 58 | 28 |
| Contractors | | 20,000 | 26,700 |
| Creative Design | | 1,375 | 9,743 |

Statement of Profit or Loss

| | NOTES | 2018 | 2017 |
|---|---|---|---|
| Depreciation | | 4,325 | 1,387 |
| Donations | | 1,850 | - |
| Electricity - Street Infrastructure | | 2,378 | 3,151 |
| Entertainment | | - | 1,801 |
| Fundraising Expenses | | - | 587 |
| HDC - Water Marketing Exp | | - | 500 |
| HDC - Water Contamination Recovery | | 11,667 | - |
| Insurance - Public Liability | | 1,464 | 420 |
| Interest Expense | | - | 29 |
| Inventory Adjustment | | (5,424) | 1,426 |
| Meeting Expenses | | 2,025 | 2,852 |
| Members Expenses - Gifts | | 641 | 747 |
| Motor Vehicle Expenses - Beetle | | 619 | - |
| P O Box | | 152 | - |
| Printing, Postage & Stationery | | 1,130 | 1,099 |
| Promotional Items Expenses | | 945 | 335 |
| Rates Levy Rebate | | 7,007 | 7,639 |
| Social Media Expenses | | 11,389 | 10,742 |
| Sponsorship | | - | 1,000 |
| Storage | | 1,126 | - |
| Subscriptions (Xero, HB Tourism) | | 179 | 684 |
| Website Expenses | | 1,109 | 4,858 |
| **Total Expenses** | | **107,657** | **145,875** |
| **Net Profit (Loss) Before Taxation** | | **32,827** | **(20,561)** |
| **Net Profit (Loss) for the Year** | | **32,827** | **(20,561)** |



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# Statement of Changes in Accumulated Funds

## Havelock North Business Association Inc.

## For the year ended 30 June 2018

| | 2018 | 2017 |
|---|---|---|
| **Accumulated Funds** | | |
| Opening Balance | 71,764 | 92,325 |
| **Increases** | | |
| Net Surplus/(Deficit) | 32,827 | (20,561) |
| **Total Increases** | **32,827** | **(20,561)** |
| **Total Accumulated Funds** | **104,591** | **71,764** |



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# Balance Sheet

## Havelock North Business Association Inc.

## As at 30 June 2018

| | 30 JUN 2018 | 30 JUN 2017 |
|---|---|---|
| **Assets** | | |
| **Current Assets** | | |
| **Bank** | | |
| Ultimate week 2018 | 59,824 | - |
| ASB Sculpture account | 5,990 | - |
| ASB Term deposit 2 | 20,000 | - |
| ASB Term deposit 1 | 10,000 | - |
| ASB Working Account | 56,518 | - |
| SBS Bank Star 00 Account | - | 33,383 |
| SBS Bank Star Call Account | - | 52 |
| SBS Bank Term Investment 6 | - | 23,389 |
| SBS Bank Term Investment 9 | - | 20,000 |
| SBS Fundraiser Account | - | 16,652 |
| SBS H2O Account | - | 39,080 |
| SBS Social Media Account | - | 324 |
| **Total Bank** | 152,332 | 132,880 |
| Accounts Receivable | 15,225 | 54 |
| Cash On Hand | 538 | 20 |
| Stock on Hand | 7,438 | 2,014 |
| **Total Current Assets** | 175,533 | 134,968 |
| **Non-Current Assets** | | |
| Property, Plant and Equipment | 18,634 | 11,621 |
| **Total Non-Current Assets** | 18,634 | 11,621 |
| **Total Assets** | 194,167 | 146,589 |
| **Liabilities** | | |
| **Current Liabilities** | | |
| GST Payable | 2,244 | 2,834 |
| Accounts Payable | 9,107 | 14,549 |
| **Total Current Liabilities** | 11,351 | 17,383 |
| **Non-Current Liabilities** | | |
| **Liabilities** | | |
| Cash Donations Received on Behalf | - | 16,592 |
| Income Received in Advance | - | 2,300 |
| **Total Liabilities** | - | 18,892 |
| **Total Non-Current Liabilities** | - | 18,892 |
| **Total Liabilities** | 11,351 | 36,275 |
| **Net Assets** | 182,815 | 110,314 |

Balance Sheet

| | 30 JUN 2018 | 30 JUN 2017 |
|---|---|---|
| **Accumulated Funds** | | |
| Accumulated Funds | 104,591 | 71,764 |
| **Reserves** | | |
| Water Contamination Funds Received | 78,224 | 38,550 |
| **Total Reserves** | **78,224** | **38,550** |
| **Total Accumulated Funds** | **182,815** | **110,314** |



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# Depreciation Schedule

## Havelock North Business Association Inc.

## For the year ended 30 June 2018

| NAME | COST | OPENING VALUE | PURCHASES | SALE PRICE | RATE | METHOD | DEPRECIATION | CLOSING ACCUM DEP | CLOSING VALUE | PRIVATE USE AMOUNT |
|---|---|---|---|---|---|---|---|---|---|---|
| **Equipment** | | | | | | | | | | |
| Fairy Lights | 1,109 | - | 1,109 | - | 16.00% | DV | 103 | 103 | 1,005 | - |
| Flag Pole | 2,362 | 1,298 | - | - | 8.00% | DV | 104 | 1,168 | 1,194 | - |
| **Total Equipment** | **3,471** | **1,298** | **1,109** | - | | | **207** | **1,271** | **2,199** | - |
| **Equipment with logo** | | | | | | | | | | |
| Car Plates | 121 | 120 | - | - | 8.00% | DV | 10 | 11 | 110 | - |
| Double sided flags | 900 | 888 | - | - | 8.00% | DV | 71 | 83 | 817 | - |
| Flags | 899 | - | 899 | - | | Full | 899 | 899 | - | - |
| Magnetics set | 283 | 280 | - | - | 8.00% | DV | 22 | 26 | 257 | - |
| Pull-up Banner | 139 | 116 | - | - | 100.00% | DV | 116 | 139 | - | - |
| **Total Equipment with logo** | **2,342** | **1,403** | **899** | - | | | **1,117** | **1,158** | **1,184** | - |
| **Motor Vehicles** | | | | | | | | | | |
| Volkswagen Beetle | 9,500 | - | 9,500 | - | 30.00% | DV | 2,375 | 2,375 | 7,125 | - |
| **Total Motor Vehicles** | **9,500** | - | **9,500** | - | | | **2,375** | **2,375** | **7,125** | - |
| **Website** | | | | | | | | | | |
| 30% deposit to commence Website project | 7,500 | 7,500 | - | - | | None | - | - | 7,500 | - |
| Website | 9,538 | 1,192 | - | - | 50.00% | DV | 596 | 8,941 | 596 | - |
| Website Photograpy | 100 | 58 | - | - | 50.00% | DV | 29 | 71 | 29 | - |
| **Total Website** | **17,138** | **8,751** | - | - | | | **625** | **9,012** | **8,125** | - |
| **Total** | **32,450** | **11,452** | **11,507** | - | | | **4,325** | **13,816** | **18,634** | - |

# Notes to the Financial Statements

## Havelock North Business Association Inc.
## For the year ended 30 June 2018

### 1. Reporting Entity

Havelock North Business Association Inc. is an incorporated society incorporated under the Incorporated Societies Act 1908 and is engaged in the business of Business Association.

### 2. Statement of Accounting Policies

#### Statement of Compliance and Basis of Preparation

These financial statements have been prepared in accordance with the Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by Chartered Accountants Australia and New Zealand.

The financial statements have been prepared in accordance with taxation principles contained in the Income Tax Act 2007 and disclosure requirements contained in the Tax Administration Act (Financial Statements) Order 2014.

The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Profit or Loss and Balance Sheet on a tax value basis are followed by the company, unless stated in the Specific Accounting Policies.

#### Historical Cost

These financial statements have been prepared on a historical cost basis, [except for certain assets which have been revalued as identified in specific accounting policies below]. The financial statements are presented in New Zealand dollars (NZ$) and all values are rounded to the nearest NZ$, except when otherwise indicated.

#### 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.

#### Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of the Statement of Profit or Loss and Balance Sheet have been applied.

#### Inventories

Inventories are stated at the lower of cost, determined on a first-in-first-out basis, and net realisable value.

The cost of work in progress and finished goods includes the cost of direct materials, direct labour and a proportion of the manufacturing overhead, based on the normal capacity of the facilities, expended in putting the inventories in their present location and condition.

#### Property, Plant and Equipment

Property, plant and equipment are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.







### Income Tax

No provision for taxation is necessary as the Association is a non-profit body and entitled to an income tax exemption under Section DJ 17 of the Income Tax Act 1994.

### Goods and Services Tax

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


Village Street Carnival 2018

The Havelock North Business Association Inc.
Report
Contestable Grant Application 2018/2019

Dear Sir,

In December, a Contract for Service between the Hastings District Council and Havelock North Business Association incorporated was signed between both parties for delivery of Specified services from 1st July 2018 to 30th June 2019.

This report details the outcomes achieved under this Contract for Service:

1. $11,000.00 plus GST for supporting events in Havelock North including the Village Festival Programme

**Summary**

- Money allocated was spent on our major event for the year entitled The Village Street Carnival
- Our key objective was to build on the 4 previous years events and create an even more vibrant family day with multiple activities to attract as many people to the village as possible
- The date selected for the event was Saturday 24th November, four weeks out from Christmas and was once again a full day of activity in the village.
- As a key driver to make it a truly family orientated day, the streets in the village were again closed off to all traffic.
- To attract as many families to the village a decision was made to provide all children's entertainment and activity free of charge or a gold coin donation an option on some activities
- This strategy allowed parents to spend their disposable incomes with the Village retailers (and on themselves) rather than the children.
- The HNBA involved as many community groups as possible in the event. This included: Maori Wardens, The Volunteer Fire Brigade, and Red Cross to name a few.
- Support collaterals were produced and our huge street-wide banners were hung at all entry points.
- The event was promoted mainly through HNBA Facebook with a 20-day countdown and retailers asked to share through their own social mediums ( disappointing that many retailers actually did not assist by sharing)
- Additional supporting promotion included: Shop posters, community paper advertising, Billboards on entry roads, community radio, TV One news item, dressing the roundabout in Flags, HNBA website (www.havelocknorthnz.com)
- The 'food alley" was relocated this year to Te Aute Road and bordering the event triangle behind the i-site where the toilets, tables & grassed area are located. This was in response to a request by Napier Rd retailers that they did

not wish EAT street to be located in Napier Road. This worked well with over 13 stall holders selling all manner of food and artisan products once again.

- Each Road had a dedicated theme – map attached.
- All members were encouraged to be involved and be part of the festivities and a few out-of-town stallholders all applied to be involved as well.
- The numbers did seem down on the estimated 15,000 from last year. The events Manager suggests 10,000. However last year we had 400 Red Hatter women in town for a conference who were involved in VSC & in fact the date was set in 2017 around their conference. The weather this year was unsettled with sporadic showers but what was not factored in was the growth in popularity of the BIG BOX BLACK FRIDAY weekend sale. With VISA data saying this exceeded boxing Day sales this had to have been a factor on lower numbers. The Women's Expo was also on at the PGA, However, retailers say overall a different crowd that spent more. So lower numbers but many reported same spend. Black Friday weekend will have to be avoided in future.
- Anecdotal evidence from attendees was that the day had a lovely friendly, relaxed atmosphere.
- Our local / regional police reported no crime or unsocial behavior on the day In fact I saw no police presence on the day. The Maori wardens let a car through as the event was closing that they should not have and I personally stopped the driver as he was driving fast and erratically on the way to Waiapu house as a relative had died.
- We sent out a survey to members immediately after the event and received 62 responses. The majority were positive. Again, we can never please everyone so you get calls for more outside street stalls vs no street stalls to promote retailers only, loved the food stalls vs why bring in outside food stalls, Loved the closed roads vs leave the roads open, loved the family entertainment v stop focusing on families and more on Adults spending in shops. Love VSC vs lets go back to Boulevard Day.
- There were some constructive suggestions included such as: Maori wardens handing out flyer with timetable of events for day, toilets cleaned more frequently.
- We consulted with our members via email, newsletter, facebook members page and Street ambassadors personally went around to CBD businesses with a flyer inviting them to the Meet & Greet 3 weeks prior to the event where an Overview of the planned event was presented and questions answered by our contracted events manager & HNBA.

2. $3500 plus GST supporting live weekend entertainment programme, including music and children's entertainers

**Summary**

- Entertainment was a very big part of the Village Street Carnival
- This entertainment included musicians, face painters, bouncy castles, Dancers, and so forth
- Entertainment was provided free to children for the day – a big draw card
- As above, the results for this investment were outstanding and a strategy that we wish to adhere to in the future

3. Financial Summary

| | |
|---|---|
| VSC / Music Contestable Grants | $13 000.00 |
| Stall holders / other income | $ 2 697.32 |
| Total | $15 697.32 |
| Less: | |
| Expenditure – General | $10 540.74 |
| Expenditure – Music | $ 2 135.00 |
| Total | $12 675.74 |
| Difference | $3 021.58 |

This year $1 500.00 of the Music / Entertainment grant has been reserved for music in the village over the summer months. It is the first year in the 5 year history that VSC has made a profit.

In support of this report and for your reference we have attached:

- VSC digital analysis including website reach statistics
- Street map 2018
- Event spend summary

Yours sincerely,

Jane Mackersey
President

## Village Street Carnival 2018

| | |
|---|---|
| Print Coverage | Hawkes Bay Today - (48,000 to 50,000 readers)<br>Havelock North Village Press<br>My Hastings Publications |
| Online Coverage | Eventfinda<br>havelocknorthnz.com<br>Hawkes Bay Today currently<br>My Hastings Publications<br>Havelock North Village Press |
| Email Marketing | Havelock North Business Association Newsletter |
| Additional Coverage | Signage (Billboards, posters) |

| Facebook Event Insights | |
|---|---|
| VSC Doggy Parade<br>• Reach | <br>4.4k |
| New World Trolley Comp<br>• Reach | <br>7.7k |
| Official Facebook Event<br>• Reach<br>• Page Views<br>• Event Responses<br>• Audience | <br>45k<br>3.1k<br>2.3k<br>30.9% Woman 25-34<br>25.8% Woman 35-44<br>31.2% Based in Hastings<br>22,7% Based in Napier<br>16% Based in Havelock North |

| Social Media Event Shares | |
|---|---|
| **Social Pages/Groups** | **Fan Base** |
| Trade Aid(Havelock North) | 104 |
| Love Havelock North | 12k |
| WeAreKin | 1187 |
| Ribbonwood Cottages | 577 |
| Op's Kitchen | 162 |
| Malo Restuarant | 2.3k |
| The Dosa Project | 400 |
| Hastings District Council | 14709 |
| Hastings and Havelock North i-SITE Visitor Information Centres | 2674 |

| Love Havelock North Facebook Insights<br>(For the period 8 Nov – 5 December 2018)<br>Total Facebook Followers @ 6 Dec 2018 - **12583** | |
|---|---|
| Page Views | 1124 |
| Page Likes | 83 |
| Post Reach | 20812 |
| Post Engagements | 11359 |
| Page Followers | 87 |

| Love Havelock North Instagram Insights<br>(For the period 23 Nov – 29 Nov 2018)<br>Total Instagram Followers @ 6 Dec 2018 - **2394** | |
|---|---|
| Profile Visits | 46 |
| Reach | 1046 |
| Impressions | 2311 |

| Other | |
|---|---|
| Bringitonben Youtube | 55 Views |

Facebook **Event** Estimated Total Reach: 57.1k

Love Havelock North Facebook reach: 20812
**(duration of event advertising)**

Love Havelock North Facebook engagement: 11359
**(duration of event advertising)**

Love Havelock North Instagram reach : 1046
**(duration of event)**

Love Havelock North Instagram impressions : 2311
**(duration of event)**

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

## Hastings District Council

## Annual Contestable Grants - Application Form

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### 1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

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### 2.0 Open and Closing Dates

**Applications open 1 February and close 31 March each year.**

**Grants are available from 1 July each year.**

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to: Kev Carter
Community Grants & Projects Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

Or email: kevc@hdc.govt.nz

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## 3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact Vicki Berkahn, Community Grants & Projects Advisor, at Hastings District Council (871-5048, vickib@hdc.govt.nz).
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

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## PART ONE - Eligibility Criteria

### A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

### B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

### C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

*Information on other sources of funding for your project can be obtained from the Funding Information Service website: www.fundview.org.nz*

# PART TWO – APPLICATION FORM

## Section A - Tell us about your organisation

### i. Organisation details

Organisation Name: Hikoi Koutou Charitable Trust.....

Postal Address: 3 Ayr Street Flaxmere .....

City and Postcode: Hastings 4201 .....

Phone: 068787825 ..... Mobile Phone: 021 249 0991.....

Email: leshokianga49@gmail.com..... Website: .....

### ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☒ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s

### iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

| Name | Position | Email | Phone (day) |
|---|---|---|---|
| Neila Thompson | Chairperson | neilathompson@xtra.co.nz | 0275005878 |
| | | | |
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### iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

**These hearings will be held in March each year**

NO ___ I /we do not wish to present to the Community Grants Subcommittee, as I have presented the last 2 years and turned down with no explanation although I have a current contract HPR collaborating with this council so if it's about we have enough funding. I find that hard to take in. The panel knows what we have been doing for years unfunded locally.

Beca

**Section B - Tell us about your project or service for which you are seeking funding:**

i. **Which of the Current and Future Needs of our community are you addressing?**

- ✓ Assisting youth into training, skill development, and jobs
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ✓ ☐Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ✓ ☐..... Creating safe and sustainable communities free of waste and crime
- ☐ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

.....

Facilitate wellness programs and events to improve our community's wellbeing and resilience. Especially the over 60 yrs cohort. We are always using innovative approaches to actively collaborate with others to provide effective and efficient services for example signing a MOU with Sir Graeme Avery's new Health initiative as the community connection. The Programme will be supported by wrap around support in collaboration with our partners from Taiwhenua and Choices. Whānau Hauora Plans will be developed with whānau by Hikoi Koutou as a whole unit that set out pathways of wellness. This process may be facilitated by the Provider as necessary.....

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b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

We will have a daily register of attendance followed by evidence of activities, feedback sheets, measurements and video footage of the activities that they participate in.....

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c. **The process** – how will you carry out your project or service, and where will it be delivered?

.....

There will be programs run daily from 204 Southampton Street East and it will be organised and facilitated by qualified instructors.....

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d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

Les Hokianga Bachelors in Sport Science & Recreation, Post grad Te Ao Maori,

Jacki Fraser Diploma Rec & Sport , Qualified Drug and Alcohol councillor.

Jo Maxwell female Diploma Rec & Sport, .....

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iii. **Identify the anticipated budget for the year 1 July to 30 June -** where appropriate please include copies of quotes.

**Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.**

| Item | Amount |
|---|---|
| **Venue Hire 3 classes @ 30 wks at $40** | $3600.00 |
| **qualified trainer 90 classes @ $25** | $2250.00 |
| | $ |
| | $ |
| | $ |

| | |
|---|---|
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| **(A) Total Cost** | $5850.00 |

**Project/Service Income** **e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.**

| Income Source | Amount |
|---|---|
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| **(B)Total Income** | $00.00 |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| **A. Total cost of project / service** | $5850.00 |
| **B. Less total funds available** | $00 |
| **Difference** | $5850.00 |
| **Amount requested** | $5850.00 |

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s:.....

Project/Service name/s:.....

.....

Amount/s of funding received? $.....

v. **Please include a copy of your organisation's latest financial accounts with your application.**

## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
    ii. A procedure for dealing with accidents & incidents;
    iii. A procedure for dealing with potential emergencies;
    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.
- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name...Les Hokianga.....Position in organisation: CEO

Signature: *Les Hokianga* Date: 29/04/2019

- **Section B: Tell us about your project or service for which you are seeking funding:**
- i. Which of the current and future needs of our community are you addressing? *

☐ Assisting youth into training, skill development, and jobs

☐ Supporting and attracting businesses to provide jobs and revenue into the local economy

☑ Assistance and advice for people in need due to older age or adverse circumstances ☐ Creating an appealing district identity and visitor/student/business destinaton ☐ Creating safe and sustainable communities free of waste and crime ☑ Promoting participation in recreation, arts and cultural activities.

- **ii. Describe how your project/service will contribute to meeting the needs identified in i. above**
- a. What activitiy/s are within the scope of your project/service? *

Facilitate wellness programs and events to improve our communities wellbeing and resilience. Especially the over 60 yrs cohort
We are always using innovative approaches to actively collaborate with others to provide effective and efficient services for example signing a MOU with Sir Graeme Avery's new Health initiative as the community connection. The Programme will be supported by wrap around support in collaboration with our partners from Taiwhenua and Choices. Whānau Hauora Plans will be developed with whānau by Hikoi Koutou as a whole unit that set out pathways of wellness. This process may be facilitated by the Provider as necessary.

- b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success? *

We will have a daily register of attendance followed by evidence of activities, feedback sheets, measurements and video footage of the activities that they participate in

- c. The process – how will you carry out your project or service, and where will it be delivered? *

There will be programs run daily from 204 Southampton Street East and it will be organised and facilitated by qualified instructors.

- d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *

Les Hokianga Bachelors in Sport Science & Recreation, Post grad Te Ao Maori,
Jacki Fraser Diploma Rec & Sport , Qualified Drug and Alcohol councillor.
Jo Maxwell female Diploma Rec & Sport,

- **iii. The budget**
- Is your organisation GST registered? *
  ☑ Yes ☐ No
- If yes, what is your GST number
  10609575

  10609575

- Project/service costs
  e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc
- Item *
  Venue Hire 3 classes @ 30 wks at $40
- Amount *$ 3,600.00 Dollars. Cents
- Item
  qualified trainer 90 classes @ $25
- Amount$ 2,250.00 Dollars. Cents
- Item
- Amount$ Dollars. Cents
- Item
- Amount$ Dollars. Cents
- Item
- Amount$ Dollars. Cents
- Item
- Amount$ Dollars. Cents
- (A) Total cost$ 5,850.00 Dollars. Cents
- Alternatively, upload a document with this information

- **Project/service income**
  e.g. ticket sales, fees, etc.
- Item *

- Amount *$ Dollars. Cents
- Item
- Amount$ Dollars. Cents
- Item
- Amount$ Dollars. Cents
- Item
- Amount$ Dollars. Cents
- (B1) Total$ 00 Dollars. Cents
- Alternatively, upload a document with this information

- **Other sources of income**

  Other grants, donations, discounts on services, own contribution, existing funds, expected fundraising etc

- Item *

  kaumatua Donation
- Amount *$ $1000.00 Dollars. Cents
- Item
- Amount$ Dollars. Cents
- Item
- Amount$ Dollars. Cents
- Item
- Amount$ Dollars. Cents
- (B2) Total$ 1000.00 Dollars. Cents
- Total funds available (B1 + B2) = (B)$ Dollars. Cents
- Alternatively, please upload a document with this information

- Please work out below the amount of funding requested

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the amount requested from the Hastings District Council Contestable Fund.

- A. Total cost of project / service$ 5,850.00 Dollars. Cents
- B. Total funds available$ Dollars. Cents
- C. Difference between total cost and total funds available$ Dollars. Cents
- D. Amount requested annually$ 5,8500.00 Dollars. Cents

- **iv. Financial background**

Tell us about any other funding you have applied for or received for this project or service.

- Date applied * DD/ MM/ YYYY
- Source of funding *

Not applied anywhere else. Type of funding, eg a loan, a grant *

- What will it be used for? *
- Amount requested *
- Is it confirmed? *
- If yes, how much will/did you receive?$ Dollars. Cents
- If you are still waiting for a response, when will you know the outcome? DD/ MM/ YYYY

- **Tell us about any other grants you have previously received through the Hastings District Council:**

- Date applied DD/ MM/ YYYY
- Product/service name No other grants
- Amount of funding received?$ Dollars. Cents
- Have you completed an annual report and financial accounts for this project or service?

☐ Yes ☑ No At the end of March but have 2016/17

- Please include a copy of your latest annual report and financial accounts with your application.

- If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts.
- They are currently getting finalised, Halls Accounting, Maureen Hall 0272098318

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Tuesday, 30 April 2019 9:31 AM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#263]

| | |
|---|---|
| **Name of organisation** | No 11 Squadron District of Hastings Air Training Corps |
| **Postal address for organisation** | 1591 Maraekakaho Rd<br>Hastings 4153<br>New Zealand |
| **Daytime Contact Phone Number** | 021 936 810 |
| **Email** | james.mist@cadetforces.org.nz |
| **Website** | www.cadetforces.org.nz |
| **Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?** | No |
| **Name** | James Mist |
| **Position** | Unit Commander |
| **Email** | james.mist@cadetforces.org.nz |
| **Daytime Contact Phone Number** | 021 936 810 |
| **Name** | John McNeil |
| **Position** | Deputy Chairman |
| **Email** | johnomc24@gmail.com |

| | |
|---|---|
| **Daytime Contact Phone Number** | 021 027 48529 |
| **Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.** | Yes, I/we wish to present to the Community Grants Subcommittee |
| **Please indicate if you are applying for *Seed Funding or an **Establishment Grant:** | Establishment Grant |
| **i. Which of the current and future needs of our community are you addressing?** | Assisting youth into training, skill development, and jobs |

**a. What activity/s are within the scope of your project/service?**

The New Zealand Cadet Forces (NZCF) is a disciplined, uniformed organisation which provides military-based leadership, personal development and operational training to persons aged between 13 and 18 years old. Through its three branches, the Cadet Forces provides personnel with a three-year training curriculum, while a number of unit, area and national courses provide further experience and qualifications in specific training areas. It is jointly funded by the Chief of Defence Force and four natsonal recognised Civilian Support Organisations. The NZCF is a non-profit organisation for the youth of New Zealand and their youth leaders, and adheres to a strict Code of Conduct.

The aim of the training of cadets at 11 Squadron particularly, is to develop and enable self-disciplined, confident and responsible young New Zealanders, who are ready to lead in their communities as they grow older. We do this, by teaching cadets a number of skills over weekly parade activities and weekend activities. Our organisation has a military flavour and one of our key development areas is leadership.

| | |
|---|---|
| **b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?** | We measure success by our ability to do the following.<br>1 - To have cadets participate in civic duties and responsibilities.<br>2 - By being able to send cadets on national courses for promotions and for new and challenging experiences.<br>3 - Our three year training programme is linked to a number of terminals and we know we have achieved success when cadets are able to pass these terminals.<br>4 - Our name will be known around the community as reliable and helpful individuals who go out to make a difference to the lives of themselves and those around them. |

**c. The process – how will you carry out your project or service, and where will it be delivered?** *

The Air Training Corps, No 11 Squadron has a headquarters at Bridge Pa Aerodrome. Our training programme is delivered through weeknight parades (Wednesdays) and selected weekend activities throughout the year. Additionally, cadets and officers who are selected will also attend national courses which vary in length from 4 days to 2 weeks. These courses are held at Military camps across New Zealand.

When cadets join, they take part in a 3 year cycled training programme, which scaffolds achievements from year to year. This is under the direction of a training officer, who is competent in all areas of instructional technique.

Theory skills are then applied in field situations, which like the theory training scaffolds from activity to activity and the skills required become more challenging as the training carries on.

**d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** *

The Unit Commander (Commanding Officer), is Flight Lieutenant (FLTLT) James Mist. FLTLT Mist has significant experience in the Cadet Forces, having previously commanded units in Wellington and has significant experience in running national development courses for youth. FLTLT Mist is a private contractor outside of cadets and holds a Masters degree in Applied Management.

The Executive Officer (second in command) is FLTLT Kevin Corbett, who holds significant experience in business in Hawkes Bay. FLTLT Corbett has responsibility for the administrative side of the unit. FLTLT Corbett has been involved with the unit as an officer and on the unit support committee.

Lieutenant (LT) Frances Mist is the training officer for No 11 Squadron. LT Mist holds significant experience in training and development both within the cadet forces and in her professional life, where she is a teacher. LT Mist holds a Masters degree in education.

Mr John McNeil is the Deputy Chairperson of the Unit Support Committee (USC). The USC is responsible for funding the unit. Mr McNeil first became involved when his son was a cadet, and although his son has now left, he and his wife continue to support the activities of the unit.

All officers are volunteers, who give up their time for the development of the youth of Hastings.

| | |
|---|---|
| **Is your organisation GST registered?** | No |
| **Item** | Flying Camp 2019 |
| **Amount** | $5,390.00 |
| **Item** | Bushcraft Camp 2019 |
| **Amount** | $575.00 |
| **Item** | Aviation Skills Competition, RNZAF Ohakea |
| **Amount** | $667.00 |
| **Item** | Unit Shooting course 2019 |
| **Amount** | $750.00 |
| **Item** | Rent |

| | |
|---|---|
| **Amount** | $8,904.00 |
| **(A) Total cost** | $16,286.00 |
| **Alternatively, upload a document with this information** | 2019_annual_plan_11_sqn.docx 206.46 KB DOCX |
| **Item** | Cadet Fees |
| **Amount** | $5,000.00 |
| **Item** | Sausage sizzles |
| **Amount** | $1,800.00 |
| **(B1) Total** | $6,800.00 |
| **Total funds available (B1 + B2) = (B)** | $6,800.00 |
| **A. Total cost of project / service *** | $16,286.00 |
| **B. Total funds available *** | $6,800.00 |
| **C. Difference between total cost and total funds available *** | $9,486.00 |
| **D. Amount requested annually *** | $9,486.00 |
| **Date applied** | Monday 30 April 2018 |
| **Product/service name** | No 11 Squadron Air Training Corps |
| **Amount of funding received?** | $3,000.00 |
| **Have you completed an annual report and financial accounts for this project or service?** | No |

| | |
|---|---|
| If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts. | financials_set_2.pdf 1.56 MB - PDF |
| Tick this box to confirm the above is true and correct. * | I agree |

2019

# Annual Plan

# 11 Squadron, District of Hastings Air Training Corps

Prepared by
FLTLT JM Mist, NZCF
CUCDR

Contents


1.0 Forward

2.0 Staffing, Command, Control and Communications

3.0 Recruitment and retention

4.0 Camps and Activities

5.0 Support required

## 1.0 Forward

The New Zealand Cadet Forces is often called the best kept secret in youth training in New Zealand. It is made up of youth aged 13 – 18 and adult instructors, in the form of Officers and Supplementary instructors.

It is supported by a variety of support organisations ranging from Unit Support committees, local RSA's and National bodies such as ATCANZ, SCANZ and CCANZ among others.

Our goal is to produce confident, proud and capable young people through an effective national training programme, that reflects an awareness of service and the role of the armed forces in our society. Our training is of a military nature and our organisation is a hierarchical one by definition.

I have the benefit of having been involved in the New Zealand Cadet Forces since 1997, as a cadet, a supplementary staff member, an officer and a Unit Commander and have held every position there is in a unit. I have also spent 3 years as a territorial 7 Battalion and have worked as a civilian employee of the New Zealand Defence Force.

A unit I command is one where every member has a clear understanding of their role, is pushed to achieve all that they can achieve, is supported to do that.

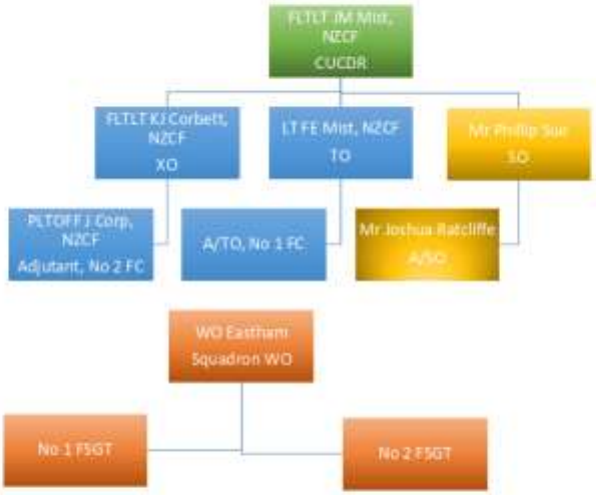
I aim to build our relationships within the community, particularly the RNZRSA and will be entering the unit this year in the RNZRSA community service trophy. Likewise, even though our numbers are small, I intend to enter the unit in every competition we can.

I believe in this organisation and I want it to be the best it can be. I am looking forward to working with a number of people to make that happen.

Flight Lieutenant James Mist
New Zealand Cadet Forces
Unit Commander
11 Squadron, District of Hastings
AIR TRAINING CORPS

## 2.0 Staffing, Command, Control and Communications

The staff of the unit are made up as follows.




**Commissioned Officers**

CUCDR – the ultimate authority in the unit, responsible for the T and D of all officers, the efficient conduct of the NCO's and setting the direction of the unit. Undertakes training. Commands cadets and officers.

XO – responsible to the CUCDR to act as his deputy when the need arises, responsible to the CUCDR for the development of the Adjutant. Undertakes training. Commands cadets and officers under them, unless acting as CUCDR.

TO – responsible to the CUCDR for the organisation of the units training of cadets and officers. Responsible to the CUCDR for the development of the A/TO. 3IC. Commands cadets and officers under them

Adjutant – responsible to the XO for the administrative functions of the unit, including returns and reports to NZCF. In this year, in drill, will command the No 2 flight. A training officer role. Assists with training. 4IC. Commands cadets and officers under them

A/TO – responsible to the TO for implementing the training programme and assisting with training as required. In this year will also be the No 1 flight commander. 5IC. Commands cadets and officers under them

**Supplementary Staff**

SO – responsible to the CUCDR for the units stores and equipment and assisting with providing equipment for camps ad activities. Responsible for stocktake and equipment returns. Does not command or control cadets.

A S/O – responsible to the stores officer for assisting with the units stores and equipment. Does not command or control cadets. Assists with training.

**Non Commissioned Officers.**

Squadron WO – responsible to the CUCDR for running parades, developing NCO's and general discipline in the unit. Assists with training. Commands cadets.

No 1 FC – Responsible to the CUCDR through the Warrant Officer. commands No 1 flight, assists with training.

No 2 FC – Responsible to the CUCDR through the Warrant Officer. commands No 2 flight, assists with training.

**Communication**

The squadron publicises its activities to the community through a number of mediums, including but not limited to, websites, facebook, newspapers and flyers. The NZCF has strict rules around how it allows units and individual members to communicate those activities and in keeping with those rules, the following controls are in place to ensure compliance.

- Facebook – only the CUCDR and the XO have access to the units facebook page. Material will be posted on this as and when appropriate.

- Newspapers – material will only be submitted either through payments, or PR through the CUCDR after consultation with the USC. No individual member of the unit may purport to be communicating on behalf of the unit. As a general rule, most material submitted to newspapers is run through the NZCF.

**Support committee and officers**

NZCF officers cannot be members of the support committee or involved in support committee matters with the exception of the CUCDR, who is involved in the USC as an ex officio member, or if requested by the CUCDR to deputise.

The units officers have been instructed that requests for assistance, material and support from the USC are to only be made through the CUCDR. This is to ensure that everyone energy is spent

## 3.0 Recruitment and retention

Recruitment and retention are complimentary issues. There is no point in attempting to run either as a programme without ensuring the other is sorted. Particularly recruitment, there is little value in running an active recruitment campaign, if there is nothing to keep cadets at the unit once they have been recruited.

**Retention** is best dealt with by the following methods.

Direction

A unit I run will have a clear direction, with a development goal for every member. Activities will be planned well in advance with a clear command structure. Every member of this unit will know their place and their role.

Discipline

Successful units are highly disciplined. Compliments and ranks will be paid and used as dictated by standing orders and customs.

Esprit de corps

Successful units value their members and the relationships they build within them. A sense of belonging to something greater is vital for successful units. Esprit de corps is a military term and the Air Training Corps is a youth organisation with a military flavour. If we don't respect this, there is no difference to us, from any other youth organisation.

Fun

Successful units have fun. Successful units run varied, structured and interesting training programmes, where experiences are built on and knowledge based from a foundation.

**Recruitment** is a series of steps taken to attract people to an organisation.

Facebook promotion. An generous offer has been made to pay for this to all households in Hastings.

Recruitment starts with every one of us. Talk cadets up to people you know, tell them of the interesting things that happen at the unit. Use your networks.

From 13 Feb to 27 Feb, we will be actively recruiting. The CUCDR will be on hand every night to talk to new recruits, this will start at 1830 every night, with movie clips and practical opportunities to involve potential recruits.

Recruiting evening 27 February. The entire unit will be on display. Weapons, aircraft, high impact movie clips, tents etc. We will need some refreshments for this.

Vistaprint are running a special promotion on business cards. We need thousands of these printed and handed out everywhere we possibly can. They are simple, our logo, our contact, and single words to describe some of our activities.

This will cost $79.98 for 2500.

Recruitment goals for 2019.

1 Retain our current cadets
2 Recruit 15 cadets
3 Retain 12 cadets
4 Routinely parade 25 – 30 cadets.

This is a team effort, but we must recruit AND retain, not just recruit. For an outline of the camps and activities planned, please refer to the next section. This is the retention factor.

## 4.0 Camps and Activities

Parades

The unit will begin parading on 13 February 2019. This will not be a recruiting evening, but recruits will be welcomed and introduced to the unit. We wil have a formal recruiting evening on the 27th. The final parade night for the year will be 4 December 2019. Parades will commence at 1830 on Wednesdays and cadets will be ready to go home at 2100 every evening.

Camps and activities.

Term 1

| | |
|---|---|
| NCO Day | FLTLT Mist |
| Squadron camp | FLTLT Mist and LT Mist |
| Shooting term 1 | FLTLT Corbett |
| ANZAC Day | FLTLT Mist |
| Fun night term 1 | PLTOFF Corp |
| Attestation | FLTLT Mist |

Term 2

| | |
|---|---|
| RNZRSA competition | FLTLT Mist |
| Flying camp | FLTLT Mist and Mr Terry Longley |
| Fundraising | USC and FLTLT Mist |
| Air Cadet competition | PLTOFF Corp |
| Shooting Term 2 | FLTLT Mist |
| Fun night term 2 | PLTOFF Corp |

Term 3

| | |
|---|---|
| Day tramp | FLTLT Corbett |
| Unit ball | LT Mist and NCO's |
| Shooting term 3 | FLTLT Corbett |
| Bushcraft camp | FLTLT Mist |
| Fun night term 3 | LT Mist |
| Blossom parade | FLTLT Mist |
| BOB | FLTLT Mist |

Term 4

| | |
|---|---|
| Shooting term 4 | LT Mist |
| Wallingford | FLTLT Mist |
| Dine in | FLTLT Mist |
| Fun night term 4 | FLTLT Mist |

**Flying Camp 2019 (TERM 2)**

Date:

Purpose: To introduce cadets to power flying, navigation and airfield set up.

Objective: At the end of this camp, (and the term syllabus on aviation) all cadets will be able to identify the parts of an aircraft, the phonetic alphabet, will have experienced 'hands on controls' of an aircraft in flight, will be able to name, explain and create an airfield layout. Will be able as part of a group under instruction, to navigate an aircraft from one point to another. To gain an experience flying a glider.

Staffing: 5 staff members

Students: 25 students

Structure: This camp will commence on a Saturday morning with time spent in the simulator. By lunchtime the power flying component will be underway and will involve cadets navigating from the airfield to an undisclosed location. The aircraft will then return and pick up the next group of students. Once the entire camp is at the location, leadership activities will commence. Towards evening the aircraft will begin ferrying cadets back to Bridge pa during which navigation at night and airfield knowledge will be put to the test. On their return, cadets will be fed and night time leadership activities will commence, followed by a movie. On the Sunday, cadets will begin their gliding experience. The unit will then be re-furbed and cadets will be dismissed.

Camp components

| Item | Description | Resources | Cost |
|---|---|---|---|
| | | | |
| 4 seat aircraft | This is for the purposes of power flying and navigation | Aircraft cost per hour<br>Pilots<br>Maps | |
| Aircraft simulator experience | | Simulator cost per student<br>Instructor cost | |
| Glider cost | 20 minute flight per student | Cost per flight | |
| Food | Breakfast x 1<br>Lunch x 2<br>Dinner x 1<br>Snacks | 30 pax | |
| Incidental costs | Material for leadership activities | 30 pax | |

Support required

Financing and assistance cooking the dinner meal would be appreciated as we will return later at night.

**Bushcraft Camp 2019 (TERM 3)**

Date:

Purpose: To provide cadets with an opportunity to experience bush activities, survival techniques, first aid and search and rescue.

Objective: At the end of this camp, (and following instruction) cadets will be able to identify items needed in the bush in a range of circumstances. They will be able to set up tents and cook on bush stoves. Cadets will have an understanding of bush techniques, search and rescue principles and actions and how to apply first aid to themselves and others injured in the bush.

Staffing: 3 staff members

Students: 25 students

Structure: This camp will begin on a Saturday morning and will involve transport to the camp location, then tramping to the exact spot. Once personnel have arrived they will scout out a location to pitch tents and begin setting up the camp. Once this task is completed cadets will begin practical activities relating to bushcraft, first aid and search and rescue. Following this they will cook their meals and then begin night time activities. On the Sunday, they will close down the camp, tidy the area and undertake their last activities. Following lunch they will tramp out then be picked and returned to their home location.

Camp components:

| Item | Description | Resources | Cost |
|---|---|---|---|
| | | | |
| Transport to site | | Bus/mini vans<br>5/7 Battalion<br>Self drive | |
| Food | Breakfast x 1<br>Lunch x 2<br>Dinner x 1<br>Snacks | Cadets will also need to bring their own snacks. | $150.00 |
| Hut fees | Hireage of a DOC hut for staff and emergency's | | $75.00 |

Support required:

**Squadron Camp 2019 (TERM 1)**

Date:

Purpose: To provide all cadets and opportunity to learn the skills needed of them to be effective cadets and leaders.

Objective: This is a two part camp and at its conclusion, basic cadets will be able to undertake basic drill manoeuvres, properly care for their uniforms and will have the skills necessary to begin their cadet careers. Proficiency and Advanced flight cadets will have been given the opportunity to hone their skills in a number of fields including leadership, bush skills and adventure training. This will then assist them in providing leadership and mentoring to cadets under them.

Staffing: All staff

Students: 25 students

Structure: This camp will begin on a Saturday morning with cadets being transported to the camp location. Upon arrival, cadets will be mustered into their rooms and their gear offloaded. Basic cadets will then begin their instruction and the remainder of the unit will begin by transporting kayaks to the lake where they will being their adventure training. Following these activities the unit will come back together for evening events and the building of esprit de corps. On Sunday the whole unit will participate in adventure activities before returning to HQ.

Camp components:

| Item | Description | Resources | Cost |
|---|---|---|---|
| | | | |
| Transport to site | | Self drive | $100.00 |
| Food | Breakfast x 1<br>Lunch x 2<br>Dinner x 1<br>Snacks | Cadets will also need to bring their own snacks. | |
| Camp fees | Accommodation and food halls. | | $850.00 |
| Kayak hire | | | |
| Adventure activity | High ropes course | | $350.00 |

Support required:

**CA CFTSU Aviation Skills Competition 2019 (TERM 2)**

Date: 31 May – 2 June 2019 (Queen Birthday Weekend)

Purpose: To provide ten cadets with an opportunity to participate in a nationally recognised competition for air cadet skills.

Objective: Teams will compete in several areas, including CFK/GSK, drill, shooting, aircraft identification amongst others. The winners of this competition will go on to compete in the National Air Cadet Skills competition.

Staffing: 1 x team manager

Students: 10 students plus one reserve.

Structure: This activity is run by NZCF and is based around the regatta and skills competitions held for the Sea Cadet Corps and the New Zealand Cadet Corps. It runs from Saturday morning through Monday morning, with the option of leaving Sunday evening. This is the option I would prefer to take in order to drop costs. This is a wonderful opportunity for cadets to compete and interact with other units.

Camp components:

| Item | Description | Resources | Cost |
|---|---|---|---|
| | | | |
| Transport to site | | Self drive | $200 |
| Accommodation and food | Held at RNZAF Ohakea Mess | | $405.86 (GST ex) |

Support required:

Funding $667.00

**2019 Shooting programme – Bay View Rifle Club**

Date: Throughout the year on the following dates.
T 1 – 2 March, 23 March. T2 – 11 May, 25 May, T3 – 10 Aug, 31 Aug, T4 – 26 Oct, 2 Nov. Wallingford Shoot – 9 Nov.

Purpose: To provide the units cadets with the opportunity to learn to shoot and increase their marksmanship ability.

Objective: All new cadets will have been give the opportunity to learn how to use a rifle, clean and assemble a rifle and carry out drills. They will devlop skills in marksmanship. Current cadets marksmanship will increase with the goal of entering a national competition (Wallingford).

Staffing: All RCO officers as rostered.

Students: Varying from entire unit, through to small groups.

Structure: This activity is run by the units officers on set Saturdays throughout the year. The cadets will shoot for around 3 hours at a time. It will be run in accordance with range rules, NZCF and NZDF rules.

Programme components:

| Item | Description | Resources | Cost |
|---|---|---|---|
| | | | |
| Hireage of range | Offer from Bay View rifle club to use the range every Saturday of the year. | | $500 |

Support required:

Funding $500.00

**RSA support – community award**

Date: 10 August 2019

Purpose: To ensure cadets are in the habit of regularly serving others and to enter the RNZRSA community services trophy.

Objective: This is an annual award run by RNZRSA and NZCF for cadet force units to become and be seen as active community participants. It provides cadets with an understanding of what service to others is and how service to others is a rewarding experience. We also aim to be awarded the RNZRSA trophy for community involvement.

Staffing: All officers

Students: All students

Structure: This activity will be run on a weekend with heavy involvement from the RSA.

Programme components:

| Item | Description | Resources | Cost |
|---|---|---|---|
| | | | |
| Cleaning materials, lawn mowers etc. | | | $100 for equipment, fuel etc. |

Support required:

Funding $100.00

**Unit fundraising activity**

Date: TBS

Purpose: To raise funds for the unit.

Objective: Cadets should not by and large be undertaking reular fundraising for he unit, however it is appropriate that on suitable occasions they are involved in fundraising.

Staffing: All officers

Students: All students

Structure: TBC

Programme components:

| Item | Description | Resources | Cost |
|---|---|---|---|
| | | | |
| | | | |

Support required:

An activity

Funding

**NCO Teambuilding day**

Date: 9 March 2019

Purpose: To create and strengthen the concept of esprit de corps within the NCO team.

Objective: At the conclusion of this day, the NCO's will have spent time together as a team building their relationships and moving through the group build phase in a concentrated, intensified way, while learning more about what being an effective NCO is, to then bring those skills back to the unit.

Staffing: CUCDR

Students: 4 NCO's.

Structure: This activity will be a day trip, beginning early with a drive to the Waioru army museum. Along the way, cadets will also receive a series of leadership activities designed to make them pull together as a team. While at the Army Museum, cadets will learn a little more of the history of fighting units and the roles played by NCO's in them. Following a lecture and lesson on the principles of leadership, cadets will then be brought home, to further their understanding of their role within the unit.

Camp components:

| Item | Description | Resources | Cost |
|---|---|---|---|
| | | | |
| Transport to site | | Self drive | $100.00 |
| Army Museum | Entrance to the meuseum and talks with the curator | | $55.00 |
| Lunch | Either at the mess or at the museum | | $60.00 |

Support required:

Funding $215.00

**Unit Ball**

Date: 17 August 2019

Purpose: To provide a social opportunity for cadets and their friends, to raise funds for the unit and recruit. To provide NCO's with an opportunity to practice leadership.

Objective: To provide NCO's with leadership opportunities, to teach cadets some of the customs and histories of the RNZAF and military etiquite in general.

Staffing: All staff

Students: All students plus guests.

Structure: The unit will be set up appropriately, refreshments will be provided. Cadets will introduce their guests to the CUCDR and officers. Doors will be open for a limited period, then closed and manned by staff to ensure no one else enters the building. It will run from 7.30pm through to 11.00pm. Cadets and their guests will only be allowed to leave with a parent or caregiver, or through their own transport applicable to the vehicle licence class they hold. There will be a charge of $15.00 a ticket. The event will not go ahead if there are less than 25 participants.

Camp components:

| Item | Description | Resources | Cost |
|---|---|---|---|
| | | | |
| Set up | Party hire | | $150.00 |
| Refreshments | As required | | $200.00 |

Support required:

Funding $350.00

**Squadron dine in**

Date: 27 November 2019

Purpose: To run our annual prize giving and for cadets to practice dine and etiquette customs.

Objective: To successfully run a unit prize giving and dine in and to invite prominent members of the community, or those who have given support to the unit over the year, to a formal evening.

Staffing: All officers

Students: All plus parents/partners/friends.

Structure: This will be held at Clubs Hastings and will commence with a parade in the bowls area. Following this, the assembly will move into the dining room where the unit prizegiving will take place, followed by the meal. At the conclusion, cadets will be free to go home with their parents.

Camp components:

| Item | Description | Resources | Cost |
|---|---|---|---|
| | | | |
| Food | Smorgasbord held at Clubs Hastings | | $15 a head (all attendees pay) |
| Drinks | Non alcoholic, limit per table, plus juice for the port. | | $100.00 |

Support required:

Funding $100.00

## 5.0 Support required

Back us every step of the way.

Financial support as indicated above. This is on top of the day to day running costs of the unit.

Apply for funding. I have been given a contact for a foundation that supports this type of activity.

Consider a large fundraising activity that we can commit the unit to undertaking.

## Final words

Thank you for all the work you do to support this unit and your cadets. I believe that if we think positive then we will be positive and that is an infectious attitude. Dream big and we will make it big.

Ours is a wonderful unit, with a wonderful history. That history forms who we are today and gives us a spring board to move into the future. With your help, I know we can do this.

New Zealand
CADET FORCES
Te Taua Tauira o Aotearoa

Prepared by

FLTLT JM Mist, NZCF ©

# Financial Report

New Zealand Air Training Corps Association - No 11 Squadron
For the year ended 31 December 2018

Prepared by BM Accounting Limited

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3 Compilation Report

4 Directory

5 Statement of Profit or Loss

7 Statement of Changes in Equity

8 Balance Sheet

9 Depreciation Schedule

12 Notes to the Financial Statements

# Compilation Report

## New Zealand Air Training Corps Association - No 11 Squadron
## For the year ended 31 December 2018

Compilation Report to the Trustees of New Zealand Air Training Corps Association - No 11 Squadron.

### Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of New Zealand Air Training Corps Association - No 11 Squadron for the year ended 31 December 2018.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

### Responsibilities

The Trustees are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

### No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

### Independence

We have no involvement with New Zealand Air Training Corps Association - No 11 Squadron other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

### Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.

BM Accounting Ltd

BM Accounting Limited
HAVELOCK NORTH & WAIPAWA

Dated: 27 March 2019

# Directory

## New Zealand Air Training Corps Association - No 11 Squadron
## For the year ended 31 December 2018

**Nature of Business**

Youth Training

**Address**

Bridge Pa Aerodrome
HASTINGS

**Chairperson, Secretary/Treasurer**

| | |
|---|---|
| Chairperson | Diana Morris |
| Secretary | Rosemary McNeil |
| Treasurer | Natalie Manley |

**Committee**

Phillip Sue

Wendy Nes

Donna Patrick

Jim Stevenson (Airforce Association)

John McNeil

Mike Harvey

Kevin Corbet (No 11 Squadron Unit Commander)

Emma Burke

**Chartered Accountant**

BM Accounting Limited
HAVELOCK NORTH & WAIPAWA

**Bankers**

Westpac Banking NZ Ltd

# Statement of Profit or Loss

## New Zealand Air Training Corps Association - No 11 Squadron
## For the year ended 31 December 2018

| | NOTES | 2018 | 2017 | 2016 | 2015 | 2014 |
|---|---|---|---|---|---|---|
| **Income - Camps & Projects** | | | | | | |
| Activities Income | | 2,290 | 3,650 | 3,381 | 5,010 | 10,755 |
| Fundraising Income | | 5,343 | 781 | 8,412 | 2,245 | 8,164 |
| **Total Income - Camps & Projects** | | **7,633** | **4,431** | **11,793** | **7,255** | **18,919** |
| **Cost of Camps & Projects** | | | | | | |
| Activity Costs | | 6,395 | 11,679 | 7,810 | 8,119 | 12,639 |
| Fundraising Costs | | 1,177 | 1,613 | 4,216 | 1,080 | 3,244 |
| **Total Cost of Camps & Projects** | | **7,572** | **13,292** | **12,026** | **9,199** | **15,883** |
| **Gross Profit** | | **61** | **(8,861)** | **(233)** | **(1,944)** | **3,035** |
| **Other Income** | | | | | | |
| Subscription Income | | 4,216 | 5,267 | 4,269 | 7,742 | 8,175 |
| Dividend Income | | 200 | 200 | 150 | - | - |
| Donations | | 5,400 | 10,595 | 9,054 | 13,103 | 26,338 |
| Interest Income | | 193 | 182 | 263 | 339 | 464 |
| Government Grants | | - | 250 | 300 | 300 | - |
| Other Grants Received | | 8,302 | - | - | 9,500 | - |
| Rental Income | | - | - | - | 50 | - |
| Uniform Admin Fee | | 20 | - | 30 | 197 | 374 |
| **Total Other Income** | | **18,331** | **16,494** | **14,065** | **31,231** | **35,351** |
| **Total Income** | | **18,392** | **7,633** | **13,832** | **29,287** | **38,386** |
| **Expenses** | | | | | | |
| Accounting | | 704 | 768 | 1,011 | 1,093 | 2,180 |
| Advertising | | 230 | - | 274 | - | 306 |
| Bank Fees | | - | - | - | - | 3 |
| Depreciation | | 2,954 | 3,750 | 4,877 | 5,238 | 3,259 |
| Equipment Expenses | | 80 | - | - | - | - |
| General Expenses | | 462 | 576 | 1,327 | 1,026 | 602 |
| Grants & Prizes | | 1,000 | - | - | - | - |
| Insurance | | 970 | 939 | 842 | 924 | 983 |
| Light, Power, Heating | | 2,057 | 2,191 | 2,134 | 2,110 | 2,320 |
| Office Expenses | | 175 | 175 | 175 | 170 | - |
| Printing & Stationery | | 1,227 | 43 | 717 | 609 | 1,050 |
| Rent | | 8,404 | 5,904 | 5,904 | 5,991 | 5,904 |
| Repairs & Maintenance | | 3,082 | 830 | 397 | 3,303 | 3,633 |
| Security | | 300 | - | - | - | - |
| Subscriptions | | 225 | - | 177 | 236 | 236 |
| Telephone & Internet | | 990 | 1,200 | 1,372 | 1,356 | 1,677 |

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Tuesday, 30 April 2019 9:33 AM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#272]

| | |
|---|---|
| **Name of organisation** | Growing Through Grief Hawke's Bay - A service of Anglican Care Waiapu |
| **Postal address for organisation** | PO Box 227<br>Napier 4140<br>New Zealand |
| **Daytime Contact Phone Number** | 8707025 |
| **Email** | jacqui@acw.org.nz |
| **Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?** | Yes |
| **If yes, please attach a copy of the certificate/s** | charities_commission_certificate_of_registration_wasst.pdf 412.60 KB - PDF |
| **Name** | Sandie Speeden |
| **Position** | Co-ordinator |
| **Email** | gtghawkesbay@seasons.org.nz |
| **Daytime Contact Phone Number** | 0275556707 |
| **Name** | Jacqui Davis |

1

| | |
|---|---|
| **Position** | Funding Manager |
| **Email** | jacqui.davis@acw.org.nz |
| **Daytime Contact Phone Number** | 021466017 |
| **Name** | Jade Holland |
| **Position** | Regional Director HB & Eastland |
| **Email** | jade.holland@acw.org.nz |
| **Daytime Contact Phone Number** | 021911610 |
| **Name** | Lucy Laitinen |
| **Position** | Chief Executive Officer |
| **Email** | lucy.laitinen@acw.org.nz |
| **Daytime Contact Phone Number** | 0274642921 |
| **Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.** | Yes, I/we wish to present to the Community Grants Subcommittee |
| **i. Which of the current and future needs of our community are you addressing?** | Assistance and advice for people in need due to older age or adverse circumstances |

**a. What activity/s are within the scope of your project/service?**

Seasons for Growth uses the imagery of the seasons as a framework to explore experiences of change, loss and grief. The contrasts between the four seasons, the changes in seasons from year to year and their cyclical nature are all part of the story of the seasons, and allow participants to learn and reflect on their experiences in a safe and familiar context.

Seasons for Growth is an innovative grief and loss education programme that uses the imagery of the seasons to illustrate the experience of

grief. It strengthens the social and emotional wellbeing of adults, children and young people who are dealing with significant life changes by exploring the impact of change and loss on every-day life and learning new ways to respond to those changes.

Trained volunteer adult 'Companions' facilitate each programme in small groups. Participants support and learn from each other through conversation and participation in age-appropriate, engaging activities. Participants learn that they are not alone in experiencing the effects of change, loss and grief, and are able to build their communication, decision making and problem solving skills with a supportive peer group.

The programme helps to normalise participants' grief experiences, increases protective factors (including building personal resilience and social skills), and minimises some risk factors (including isolation) that influence mental health and wellbeing. It does not provide counselling or therapy.

Research has shown that increasing protective factors, and minimising risk factors (or taking steps to minimise their impact) can promote mental health and wellbeing in children and adults.

Seasons for Growth programmes help strengthen the building of personal resilience, coping and social skills, and increasing participants' sense of belonging; while also working to minimise risk factors including social isolation and lack of support networks. The programmes are recognised as mental health promotion and prevention initiatives, and any participants requiring further support or intervention are referred by the facilitator to an appropriate source of assistance.

| | |
|---|---|
| **b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?** | Participants are asked to provide feedback at the end of the programme in an age appropriate manner. If the programme is community based then the parents/guardians of the children/youth are required to provide feedback and if a school based course the parent/gauardians and the school staff provide feedback as to the outcomes. Outcomes include more communicative, increased coping skills, less anger and agression, increased attendance at school/training/work. Improved relationships. |

**c. The process – how will you carry out your project or service, and where will it be delivered?** *

Growing Through Grief Hawke's Bay provides programmes from their base in Hastings or at a community venue in Napier. We also work directly with schools to provide programmes specifically for their students such as Taradale High School and Peterhead Primary in Flaxmere. Where possible a nominal charge of $500 is passed on to each school for running the term long programme however with increased philanthropic funding it is hoped to be able to run more programmes with schools at no cost to them and therefore reaching more children and youth. The cost of running a programme is approximately $2500.

| | |
|---|---|
| **d. The people – who is involved? (include brief information about key individuals or organisations who you are working** | Schools, Oranga Tamariki, NZ Police, Dove Hawke's Bay, Counsellors, |

| | |
|---|---|
| collaboratively with) * | |
| Is your organisation GST registered? | Yes |
| If yes, what is your GST number | 064-353-942 |
| Alternatively, upload a document with this information | approved_065_fy2020_gtg_hawkes_bay.xlsx 16.80 KB - XLSX |
| Alternatively, upload a document with this information | growing_through_grief_hb_program_profile.pdf 245.48 KB - PDF |
| Item | Grant Income Required |
| Amount | $48,500.00 |
| Item | Funds Carried Forward |
| Amount | $12,922.38 |
| Amount | $2,800.00 |
| Amount | $0.00 |
| A. Total cost of project / service * | $62,169.00 |
| B. Total funds available * | $12,922.38 |
| C. Difference between total cost and total funds available * | $49,246.62 |
| D. Amount requested annually * | $5,000.00 |
| Source of funding | Any shortfall in funding is covered by the Waiapu Social Services Trust Board |

| | |
|---|---|
| **Have you completed an annual report and financial accounts for this project or service?** | Yes |
| **Please include a copy of your latest annual report and financial accounts with your application.** | 065_gtg_hb_financial_statement_ytd_31_march_19.pdf 23.99 KB - PDF |
| **If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts.** | wasstb_audited_accounts_2018.pdf 2.33 MB - PDF |
| **Tick this box to confirm the above is true and correct. *** | I agree |

# YTD Financial Statement ending 31/03/2019

Waiapu Anglican Social Services — Printed on 30/04/19 at 9:20am

| Code | Description | This Year | | YTD Last Year |
|---|---|---|---|---|
| **Branch 065, GROWING THROUGH GRIEF - HAWKES BAY** | | | | |
| **Revenue** | | | | |
| 00150 | COGS Grant | (3,000.00) | | (4,000.00) |
| 00350 | Donations / Koha | (1,640.96) | | (500.00) |
| 00600 | Parent / Family Donations | (770.00) | | (410.00) |
| 00610 | Fees Received | (1,050.00) | | (1,280.00) |
| 00705 | Grant - Eastern & Central Community Trust | 0.00 | | (6,769.00) |
| 00715 | Grant - Trust House | (3,099.87) | | 0.00 |
| 00735 | Grant - Springhill / Frimley Foundation | 0.00 | | (2,250.00) |
| 00740 | Grant - John Ilott Trust | (1,400.00) | | 0.00 |
| 00745 | Grant - Tindall Anglican Care Network | (8,587.34) | | (3,272.66) |
| 00760 | Grant - WASSTB | 0.00 | | (14,160.00) |
| 00783 | Grant - RSA Clubs | (1,000.00) | | 0.00 |
| 03000 | Lottery Board Grant | (8,977.75) | | (8,000.00) |
| 03850 | Parish Donations | (1,000.00) | | (600.00) |
| 04000 | Public Donations | (1,392.00) | | 0.00 |
| **Total Revenue** | | | (31,917.92) | (41,241.66) |
| **Expenditure** | | | | |
| 05050 | ACC Levies | 227.04 | | 261.87 |
| 05100 | Administration WASSTB Levies | 0.00 | | 2,220.00 |
| 05150 | Advertising | 200.00 | | 367.10 |
| 05250 | Bank Charges | 35.00 | | 0.00 |
| 05360 | Co Ordinators Wages (GTG) | 30,998.68 | | 28,932.78 |
| 05365 | Co-Ordinators Training (GTG) | 319.34 | | 315.65 |
| 05370 | Co-Ordinators Travel (GTG) | 741.22 | | 1,092.70 |
| 05410 | Christmas Expenses | 99.73 | | 0.00 |
| 05430 | Childrens Seasons Journals | 0.00 | | 2,345.72 |
| 05460 | Computer Expenses | 11.26 | | 1,474.65 |
| 05500 | Depreciation | 608.17 | | 608.17 |
| 05665 | Equipment | 0.00 | | 94.79 |
| 05730 | Facilitators/Volunteers Manuals (GTG) | 0.00 | | 453.78 |
| 05735 | Facilitators / Volunteers Training (GTG) | 101.69 | | 463.07 |
| 05740 | Facilitators / Volunteers Travel (GTG) | 229.57 | | 280.00 |
| 05830 | Fund Raising Expenses | 43.98 | | 0.00 |
| 05900 | Insurances | 0.00 | | 186.78 |
| 06540 | Kiwi Saver Employer | 78.68 | | 438.84 |
| 06750 | Personnel expenses | 0.00 | | 21.55 |
| 06800 | Postage | 287.36 | | 124.36 |
| 06950 | Photocopying Charges | 0.00 | | 5.17 |
| 06960 | Program Expenses | 347.79 | | 135.97 |
| 06990 | Public Relations | 0.00 | | 200.00 |
| 07100 | Rent | 4,297.90 | | 4,278.20 |
| 07500 | Resources -Children (GTG) | 1,437.25 | | 252.57 |
| 07550 | Resources Facilitators (GTG) | 1,428.77 | | 599.72 |
| 07560 | Resources - Parents (GTG) | 3.67 | | 669.39 |
| 08050 | Staff Training | 380.15 | | 150.98 |
| 08100 | Stationery | 492.88 | | 88.65 |
| 08400 | Subscriptions & Fees | 40.00 | | 0.00 |
| 08500 | Sundry | 14.27 | | 0.00 |
| 08560 | Supervision | 217.40 | | 156.52 |
| 08600 | Telephone | 925.25 | | 919.92 |
| 08780 | Volunteer Expenses | 162.16 | | 221.69 |
| 08800 | Wages | 371.52 | | 0.00 |
| **Total Expenditure** | | | 44,100.73 | 47,360.59 |
| **Net Surplus/Loss** | | | 12,182.81 | 6,118.93 |

***Parameters***

*Branches: 065*

**emPOWER 5.3.11; 5884; LynnS**

| BUDGET DETAIL | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Name of the Service** | | | | | | | | | | | | | |
| **Branch** | **GTG Hawkes Bay** | | | | | | | | | | | | |
| **Department** | **065** | | | | | | | | | | | | |
| | **221** | | | | | | | | | | | | |
| | **Apr-19** | **May-19** | **Jun-19** | **Jul-19** | **Aug-19** | **Sep-19** | **Oct-19** | **Nov-19** | **Dec-19** | **Jan-20** | **Feb-20** | **Mar-20** | **TOTAL** |
| **Revenue** | | | | | | | | | | | | | |
| Grants - Other | 4,042 | 4,042 | 4,042 | 4,042 | 4,042 | 4,042 | 4,042 | 4,042 | 4,042 | 4,042 | 4,042 | 4,042 | 48,500 |
| Donations / Koha | | | | 50 | | 200 | | | | | | | 250 |
| Parent / Family Donations | | 150 | | | | 150 | | | | | 150 | | 450 |
| Fees Received | 700 | | | 500 | | | 500 | | | | | | 1,700 |
| Parish Donations | | | 100 | | | 100 | | | 100 | | | 100 | 400 |
| Public Donations | | | | | | | | | | | | | 0 |
| **Total Revenue** | 4,742 | 4,192 | 4,142 | 4,592 | 4,042 | 4,492 | 4,542 | 4,042 | 4,142 | 4,042 | 4,192 | 4,142 | 51,300 |
| **Expenditure** | | | | | | | | | | | | | |
| ACC Levies | | | | | 250 | | | | | | | | 250 |
| Advertising | | 200 | | 1,000 | | 200 | | | 200 | | | | 1,600 |
| Bank Charges | | 35 | | | | | | | | | | | 35 |
| Co Ordinators Wages (GTG) | 2,954 | 2,954 | 2,954 | 4,431 | 2,954 | 2,954 | 2,954 | 2,954 | 4,431 | 2,954 | 2,954 | 2,954 | 38,402 |
| Co-Ordinators Training (GTG) | | 200 | | | | | | | | 200 | | | 400 |
| Co-Ordinators Travel (GTG) | 170 | 170 | 170 | 170 | 170 | 170 | 170 | 170 | 170 | 170 | 170 | 170 | 2,040 |
| Childrens Seasons Journals | | | | | | | 1,400 | | | | | | 1,400 |
| Computer Expenses | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 960 |
| Depreciation | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 720 |
| Equipment | | 400 | | | | 200 | | | | 200 | | | 800 |
| Facilitators/Volunteers Manuals (GTG) | | | | | 450 | | | | | | | | 450 |
| Facilitators / Volunteers Training (GTG) | | 150 | | | | 150 | | | | 150 | | | 450 |
| Facilitators / Volunteers Travel (GTG) | 320 | | | 320 | | | 320 | | 320 | | | | 1,280 |
| Fund Raising Expenses | | | | | | | | | | | | | 0 |
| Kiwi Saver Employer | 44 | 44 | 44 | 66 | 44 | 44 | 44 | 44 | 66 | 44 | 44 | 44 | 572 |
| Personnel expenses | | | | 50 | | | | | | | | | 50 |
| Postage | | | 50 | | | 50 | | | | 50 | | | 150 |
| Photocopying Charges | | | | | | | | | | | | | 0 |
| Program Expenses | 100 | | | 100 | | | 100 | | 100 | | | | 400 |
| Rent | 690 | 290 | 290 | 690 | 290 | 290 | 690 | 290 | 290 | 290 | 290 | 290 | 4,680 |
| Resources -Children (GTG) | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 1,200 |
| Resources Facilitators (GTG) | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 960 |
| Resources - Parents (GTG) | 250 | | | 250 | | | 250 | | | 250 | | | 1,000 |
| Staff Training | | | 500 | | | | | | | | 500 | | 1,000 |
| Stationery | 200 | | | | 200 | | | 200 | | | 100 | | 700 |
| Sundry | 20 | | | | 20 | | | | 50 | | | | 90 |
| Supervision | 240 | | | 240 | | | 240 | | | | 240 | | 960 |
| Telephone | 85 | 85 | 85 | 85 | 85 | 85 | 85 | 85 | 85 | 85 | 85 | 85 | 1,020 |
| Volunteer Expenses | | 200 | | | | 200 | | | | 200 | | | 600 |
| **Total Expenditure** | 5,393 | 5,048 | 4,413 | 7,722 | 4,783 | 4,663 | 6,573 | 4,063 | 6,032 | 4,913 | 4,703 | 3,863 | 62,169 |
| | | | | | | | | | | | | | |
| **Net Surplus/Loss** | -651 | -856 | -271 | -3,130 | -741 | -171 | -2,031 | -21 | -1,890 | -871 | -511 | 279 | -10,869 |

growing through grief

Seasons for Growth®

# Growing Through Grief

# Hawke's Bay



anglicancare | waiapu

Caring and learning for life

Like the seasons our lives change and shift, friends come and go, we lose people we love, parents and families separate, we move to a new place or experience natural disaster and illness may impact our lives.

*Seasons for Growth* uses the imagery of the seasons as a framework to explore experiences of change, loss and grief. The contrasts between the four seasons, the changes in seasons from year to year and their cyclical nature are all part of the story of the seasons, and allow participants to learn and reflect on their experiences in a safe and familiar context.

*Seasons for Growth i*s an innovative grief and loss education programme that uses the imagery of the seasons to illustrate the experience of grief. It strengthens the social and emotional wellbeing of adults, children and young people who are dealing with significant life changes by exploring the impact of change and loss on every-day life and learning new ways to respond to those changes

Trained volunteer adult 'Companions' facilitate each programme in small groups. Participants support and learn from each other through conversation and participation in age-appropriate, engaging activities. Participants learn that they are not alone in experiencing the effects of change, loss and grief, and are able to build their communication, decision making and problem solving skills with a supportive peer group.

The programme helps to normalise participants' grief experiences, increases protective factors (including building personal resilience and social skills), and minimises some risk factors (including isolation) that influence mental health and wellbeing. It does not provide counselling or therapy.

**Peer Support**

The *Seasons for Growth* programmes are peer based. Peer support is the social, instrumental or emotional support that those sharing life challenges or circumstances can provide to each other in reciprocal fashion. This support can be provided in formal or informal contexts.

People can be healed by finding affiliation within an equal relationship with someone who has had a similar life experience. Helping someone can be self-healing and people can gain hope that change is possible through a process underscored by mutual sharing of their lived experience.

**Person centred learning approach**

*Seasons for Growth* programmes use a person centred learning approach. This approach doesn't use specific group processes or position the facilitator (Companion) as the expert, but instead aims to create an environment where participants become aware of their own strengths and resources, and decide on their own solutions. Companions demonstrate empathy, understanding and acceptance in the group in order to empower participants to be true partners in learning.

**Protective and risk factors in mental health and wellbeing**

Research has shown that increasing protective factors, and minimising risk factors (or taking steps to minimise their impact) can promote mental health and wellbeing in children and adults.

*Seasons for Growth* programmes help strengthen the building of personal resilience, coping and social skills, and increasing participants' sense of belonging; while also working to minimise risk factors including social isolation and lack of support networks. The programmes are recognised as mental health promotion and prevention initiatives, and any participants requiring further support or intervention are referred by the facilitator to an appropriate source of assistance.





## Children and Young People's Programmes

The *Seasons for Growth* Children and Young People's Programme offers age appropriate levels for children and young people. This ensures that participants are taking part in a tailored, developmentally appropriate sequence of activities and discussions with like-age peers.

### Children 6 – 12 years

The programme is run in small groups of 4 – 7 children for 8 sessions and a celebration session. This programme has three levels to cater for the differing ages however, within those ages participants may be grouped to meet the needs of those with similar requirements.

All participants are provided with supporting materials including the Seasons Journal which is beautifully illustrated, newly recorded *Season for Growth* music and a range of links to many online resources.

### Young People 13 – 18 years

This programme is run in small groups of 4 – 7 participants across 8 sessions and a celebratory session and has been developed to meet the unique needs of young people in this age group. It provides them with a safe space to learn, share and reflect supported by richly illustrated journals, online links and support resources.

### Programme Outcomes

*Seasons for Growth* provides the support and space for children and young people to:

- **Learn** about how different people respond to change, loss and grief
- **Understand** that it is normal to experience a range of grief reactions
- **Explore** new approaches to dealing with change and loss in their lives
- **Build** communication, decision making and problem solving skills
- **Participate** in a supportive network of peers and adults.
- **Integrate** their new learning into their relationships with family, friends and others.



## Parent Programme

The Parent Programme has been devised to help parents develop their skills and knowledge to support children and young people through family change and loss. Providing an opportunity for parents to better understand the experience of death, separation and divorce from a child's perspective, the programme explores ideas and strategies to help their children transition through family change.

The distinctive child-centred approach provides emotional space and a non-judgemental environment for parents to wonder, share, discuss and learn how to care for and nurture their children after separation, divorce or the death of someone they love.

The programme offers a range of activities that allow parents to learn about:

- How children react to change and loss
- What parents can do to help their child
- Communication with their child
- The *Seasons for Growth* approach to understanding and managing change, loss and grief
- Caring for themselves as a parent and a person

The *Seasons for Growth* Parent Programme has two separate components being supporting your child following separation and divorce, and supporting your child following the death of someone they love. Each component is delivered by trained Companions in a 1 x 4 hour or 2 x 2 hour sessions with a small group of 5-10 parents:

## Programme Outcomes

The Parent Programme provides the support and space to:

- **Learn** about how children and young people respond to change, loss and grief
- **Understand** that it is normal to experience a range of grief reactions
- **Explore** new approaches to dealing with change, loss and grief in the lives of their children
- **Build** communication, decision making and problem solving skills.
- **Participate** in a supportive network of adults
- **Integrate** their new learning into their relationships with their family

The Seasons for Growth Adult Programme may be an appropriate next step for parents who wish to spend time exploring their own change and loss experience and learn coping skills to manage and continue moving forward.

## Adult Programme

The *Seasons for Growth* Adult Programme aims to strengthen the social and emotional wellbeing of adults who are dealing with significant life changes exploring the impact of the change and loss on everyday life and learning new ways to respond to these changes.

This programme is for anyone who is living with the effects of change and loss. There are many different sorts of change and loss such as:

- Friends come and go
- Loss of someone or something you love
- Parents and families separate
- Moving to a new place
- Impact of illness
- Family work/life changes

Change affects everyone in different ways, as does grief. It's the impact of the change, not the event itself that *Seasons for Growth* focuses on.

The *Seasons for Growth* Adult Programme consists of two separate elements:

The ***Understanding Change, Loss and Grief*** 3 hour seminar is designed for use in a wide variety of workplaces and community settings to deepen the general understanding of the nature and impact of change, loss and grief on the lives of groups or individuals.

The ***Exploring the Seasons of Grief*** (4 x 2.5hrs or 8 x 70min sessions programme) small group programme creates a safe place for participants to talk openly in confidential, peer groups of 4-7 adults. This provides them with a chance to learn and practice new ways of thinking and responding to the hurt in their lives. The programme supports participants in learning about the personal impacts of change, loss and grief, whilst developing skills in communication, decision-making and problem-solving. This helps to restore self confidence and self-esteem.

## Programme Outcomes

The *Seasons for Growth* Parent Programme provides the support and space to:

- **Learn** about how people respond to change, loss and grief
- **Understand** that it is normal to experience a range of grief reactions
- **Explore** new approaches to dealing with change, loss and grief in their lives
- **Build** communication, decision making and problem solving skills.
- **Participate** in a supportive network of peers and adults
- **Integrate** their new learning into their relationships with their family, friends and others.

| Growing Through Grief Hawke's Bay 2018 Attendance Stats | | | | | | |
|---|---|---|---|---|---|---|
| | | **Term 1** | **Term 2** | **Term 3** | **Term 4** | **Totals 2018** |
| **Number of Companions active in the programme per term** | | | | | | |
| | | 3 | 7 | 10 | | **20** |
| | | | | | | |
| | Children (5-12) | 5 | 15 | 16 | 14 | **50** |
| | Young People (13 – 18) | 4 | 1 | 4 | 0 | **9** |
| | **Total Attendance** | **9** | **16** | **20** | **14** | **59** |
| | | | | | | |
| **Gender (5-18)** | **Girls** | 5 | 14 | 13 | 3 | **35** |
| | **Boys** | 4 | 2 | 7 | 11 | **24** |
| | | | | | | |
| **Ethnicity** | NZ European | 6 | 9 | 16 | 6 | **37** |
| | Maori | 3 | 7 | 4 | 8 | **22** |
| | Pacific Island | 0 | 0 | 0 | 0 | **0** |
| | Other | 0 | 0 | 0 | 0 | **0** |
| | | | | | | |
| | Bereavement | 6 | 6 | 4 | 4 | **20** |
| | Separation and Divorce | 3 | 10 | 16 | 9 | **38** |
| | Imprisonment | 0 | 0 | 0 | 1 | **1** |
| | Other | 0 | 0 | 0 | 0 | **0** |
| | Life Threatening Illness | 0 | 0 | 0 | 0 | **0** |
| | | | | | | |
| Number of those bereaved affected by suicide | | 2 | 0 | 0 | 0 | **2** |
| | | | | | | |
| | After school – Taradale | 5 | 4 | 9 | 0 | **18** |
| | After school – Hastings | 4 | 12 | 7 | 10 | **33** |
| | **Attendance after school** | **9** | **16** | **16** | **10** | **51** |
| | | | | | | |
| | Peterhead School Flaxmere | 0 | 0 | 0 | 0 | **0** |
| | Pakowai Primary | 0 | 0 | 0 | 4 | **4** |
| | Colenso High School | 0 | 0 | 4 | 0 | **4** |
| | **Attendance at school** | **0** | **0** | **4** | **0** | **8** |
| | | | | | | |
| | Adult Groups | 0 | 6 | 3 | 5 | **14** |
| | Adult Seminars | 37 | 6 | 0 | 0 | **43** |
| | Parents | 0 | 0 | 0 | 9 | **9** |
| | Total in Program Adults | 37 | 12 | 3 | 0 | **66** |

**Feedback from Participants**

**The most important thing I have learned in the *Season for Growth* Programme is:**

*To appreciate little things in life and how to deal with people who need support.*

*That I am not alone and other people are going through things like me.*

**What would you say to a friend about *Season for Growth*?**

*It helps with advice, choices you need to make in life and it is a safe place to share your feelings.*

*It's great and you will walk away with wisdom and new friends. You're not the only one, people are there for you.*

*Don't be embarrassed or scared to go into the group. It has helped me through tough times and I've made new friends*

**Feedback from Parents**

**What do you consider were the best aspects of the programme for your child?**

*John really enjoys this group. I have found him a lot easier to deal with. We can do homework and showers at night without him arguing. He's starting to listen to me more since he started.*

They were able to share their feelings in a supportive environment

**What do you think has been the most important learning for your child?**

*Learning that he's not the only who's had a different life with his dad.*

*Opening up about their feelings, positive feedback*

**What feedback do you have for the Companions who facilitated the programme for your child?**

*Zoe and Andrea were awesome giving up their time to take the class. As social workers they enriched the programme. Awesome programme.*

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Tuesday, 30 April 2019 11:24 AM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#273]

| | |
|---|---|
| **Name of organisation** | Age Concern Hawke's Bay Incorparated |
| **Postal address for organisation** | 415 Heretaunga Street East, PO Box 185<br>Hastings, Hawkes Bay 4122<br>New Zealand |
| **Daytime Contact Phone Number** | 68785571 |
| **Email** | ageconhast@xtra.co.nz |
| **Website** | www.ageconcern.org.nz |
| **Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?** | Yes |
| **If yes, please attach a copy of the certificate/s** | certificate_of_incorporation_2016.pdf 36.69 KB - PDF |
| **Name** | Deborah Biggs |
| **Position** | Manager |
| **Email** | ageconhast@xtra.co.nz |
| **Daytime Contact Phone Number** | 06 8709060 |
| **Name** | Terry Kingston |
| **Position** | Chairman |

1

| | |
|---|---|
| **Email** | terry.kingston@xtra.cxo.nz |
| **Daytime Contact Phone Number** | 027 021 156 3892 |
| **Name** | Lorraine Price |
| **Position** | Vicer Chairperson |
| **Email** | Lorraine.Price@hawkesbaydhb.govt.nz |
| **Daytime Contact Phone Number** | 027 545 6086 |
| **Name** | Lurene Lee |
| **Position** | Office Administrator |
| **Email** | office.ageconhast@xtra.co.nz |
| **Daytime Contact Phone Number** | 06 8709060 |
| **Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.** | Yes, I/we wish to present to the Community Grants Subcommittee |
| **Please indicate if you are applying for *Seed Funding or an **Establishment Grant:** | Seed Funding |
| **i. Which of the current and future needs of our community are you addressing?** | Assistance and advice for people in need due to older age or adverse circumstances |

**a. What activity/s are within the scope of your project/service?**

Age Concern HB advocates quality of life and promote active positive aging. Much of what we do is providing information, advise and assistance to older people and their families, along with Elder Abuse Response services, Health Promotion and connecting our older people to combat social isolation.

As people age longer in their own homes, their needs are becoming higher and more complex than ever before. This complexity requires a well trained Office Administrator to field calls and offer welcoming and knowledgeable advice, rather than volunteers as in the past. This position refers onto other staff i.e. Social Workers as needed, but can assist many people on her own due to good training and knowledge of the sector.

We also have a new project - Let's Share, a multigenerational flatting situation, set up and monitored by us for safety. Our Office Administrator is required to help set up and market this project for us. This will allow older people to age in place more easily as well as help with housing for younger people and is a win win for everyone.

We are applying for assistance with wages for our new Office Administrator position.

**b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?**

We record all interactions, and complete satisfaction surveys. The results of both of these will measure our success.
We are also conducting a survey of over 65 year olds this year to see what services they would like to see Age Concern HB offer. Our Office Administrator would be instrumental in this taking place. We completed a similar survey in 2016, which showed that older people are wanting to continue to learn and be involved, this has led us to increase our Health Promotion and new activities.
With good administation assistance, our staff have more capacity to offer new services. Planned for this year are the introduction of a Depression Support group for over 65's and Mindfulness.

| | |
|---|---|
| **c. The process – how will you carry out your project or service, and where will it be delivered?** * | The service is delivered from our base at 415 Heretaunga Street East, Hastings. We have recently employed our Office Administrator, which has transformed our organisation. We have a professional and knowledgeable first contact either via telephone or from visiting our centre. We wish to continue this position 27.5hrs per week, so that our office can remain open 9am - 3pm weekdays. These hours ensure that older people and there families have good access to good quality information and services. |
| **d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** * | This project mainly involves our Office Administrator and other Age Concern HB staff, but we collorate with and refer to many other organisations in HB. Some examples of these are Heretaunga Seniors, Road Safe HB (our Life Without a Car and Confident Driving Courses), Cranford Hospice, Brain Injury HB, HBDHB (we are currently in the process of developing an MOU with the DHB to better collorate) |
| **Is your organisation GST registered?** | Yes |
| **If yes, what is your GST number** | 43 193 252 |
| **Alternatively, please upload a document with this information** | 20192020__budget__office_administrator.pdf 68 KB · PDF |

3

| | |
|---|---|
| **A. Total cost of project / service** * | $28,600.00 |
| **B. Total funds available** * | $18,600.00 |
| **C. Difference between total cost and total funds available** * | $10,000.00 |
| **D. Amount requested annually** * | $10,000.00 |
| **Source of funding** | Please see attached budget |
| **Type of funding, eg a loan, a grant** | Grants |
| **What will it be used for?** | Wages |
| **Amount requested** | 10000 |
| **Is it confirmed?** | No |
| **Product/service name** | Application with Age Concern Flaxmere report completed by AC Flaxmere |
| **If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts.** | signed_audited_accounts__2018.pdf 844.79 KB - PDF |
| **Tick this box to confirm the above is true and correct.** * | I agree |

NEW ZEALAND
COMPANIES OFFICE

# CERTIFICATE OF INCORPORATION

## AGE CONCERN HAWKE'S BAY INCORPORATED
## 217979

This is to certify that AGE CONCERN HASTINGS INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 4th day of August 1976
and changed its name to AGE CONCERN HAWKE'S BAY INCORPORATED on the 30th day of September 2016.

Mandy McDonald

Registrar of Incorporated Societies
30th day of September 2016

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 30 Sep 2016 15:12:28 NZT

1 OF 1

| AGE CONCERN HAWKE'S BAY - WAGES BUDGET - OFFICE ADMINISTRATOR | | | | |
|---|---|---|---|---|
| 1 JULY 2019 TO 30 JUNE 2020 | | | | |
| Based in Hastings | 27.5 hrs @ $20 = 28,600 pa | | | |
| | *Applied for (excl GST)* | *Contracted funds or self generated revenue* | | *Total* |
| NZCT | 5,000 | | | 5,000 |
| Lotteries | 5,000 | | | 5,000 |
| Hastings District Council | 10,000 | | | 10,000 |
| Life Tube sales profit | | *2,500* | | 2,500 |
| Share of Revenue from Venue Hire, other portion is used in Hast Operating budget | | *2,000* | | 2,000 |
| Fundraising | | *4,000* | | 4,000 |
| | | | | **$28,500.00** |

Item 4

Application No. 50

# Performance Report

Age Concern Hawke's Bay Incorporated
For the year ended 30 June 2018

Prepared by Epplett & Co Limited

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# Independent Auditors Report

## Age Concern Hawke's Bay Incorporated
## For the year ended 30 June 2018

To the Board of Age Concern Hawke's Bay Incorporated

**Opinion**

I have audited the accompanying performance report of Age Concern Hawke's Bay Incorporated on pages 11 to 22, which comprise the statement of financial position as at 30 June 2018, 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 my opinion, the accompanying performance report presents fairly, in all material respects, the financial position of Age Concern Hawke's Bay Incorporated as at 30 June 2018, 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**

I conducted my audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)).My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of my report. I am independent of Age Concern Hawke's Bay Incorporated 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 I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other than in our capacity as auditor I have no relationship with, or interests in,Age Concern Hawke's Bay Incorporated.

**Restriction on Responsibility**

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

**Other Information**

The Board are responsible for the other information. The other information comprises the entity information and statement of service performance but does not include the performance report and my auditor's report thereon.

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

In connection with my audit of the performance report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the performance report or my knowledge obtained in the audit or otherwise appears to be materially misstated. If based, on the work I have performed, I conclude that there is a material misstatement of this other information; I am required to report that fact. I have nothing to report in this regard.

**Board'Responsibility for the Performance Report**

The Board 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 Board 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 Board 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 Board 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**

My 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 my 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), I exercise professional judgement and maintain professional scepticism throughout the audit. I 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 my 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 Board 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 I 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 my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

I communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.





Item 4
Application No. 50



Peter Rendell

Chartered Accountant

Taradale

Napier, New Zealand

Dated: 20 November 2018

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# Entity Information

## Age Concern Hawke's Bay Incorporated
## For the year ended 30 June 2018

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

### Legal Name of Entity

Age Concern Hawkes's Bay Incorporated

### Entity Type and Legal Basis

Incorporated Society and Registered Charity

### Registration Number

Incorporated Society NA/217979

Charity number CC22043

### Entity's Purpose or Mission

Promoting wellbeing, rights, respect and dignity for older people

### Entity Structure

Governance: Board – elected each year at AGM

Operational: Manager employed full time with 4 staff, 1 works fulltime, 3 part time.

### Main Sources of Entity's Cash and Resources

Age Concern Hawke's Bay Inc relies on grants from government and philanthropic trusts as well as donations and social enterprise profits to cover wages and operational costs.

We have contracts for Elder Abuse Services which is used to run the services

Social Enterprise – Sale of Life Tubes and Frozen Meals, Delivering community beds for Cranford Hospice

Donations

### Main Methods Used by Entity to Raise Funds

Social Enterprise – Sale of Life Tubes and Frozen Meals, Delivering beds for Cranford Hospice

Donations

## Entity's Reliance on Volunteers and Donated Goods or Services

Age Concern Hawke's Bay relies to a great extent on volunteers. Volunteers help with social activities, Accredited Visiting Service, bed deliveries and office work.

### Physical Address

415 Heretaunga Street, Hastings, Hawkes Bay, New Zealand,4156

### Postal Address, Contact Details

P O Box 185, Hastings, Hawkes Bay, New Zealand, 4156

Phone: 8709060

Email: ageconhast@xtra.co.nz

www.ageconcern.org.nz

Facebook: https://www.facebook.com/Ageconcernhastings/?fref=ts

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# Approval of Performance Report

## Age Concern Hawke's Bay Incorporated
## For the year ended 30 June 2018

The Governing body are pleased to present the approved performance report of Age Concern Hawke's Bay Incorporated for year ended 30 June 2018.

APPROVED

Stephen Dine

Chairperson

Date 19-11-18

Lorraine Price

Board Member

Date 19/11/18

This report is to be read in conjunction with the accompanying notes.

epplett & co. accounting

# Statement of Service Performance

## Age Concern Hawke's Bay Incorporated
## For the year ended 30 June 2018

**'What did we do?', 'When did we do it?'**

### Description of Entity's Outcomes

Older people and their families/carers have a point of contact for information, questions and advocacy relating to the over 65 age group.

Dignity and respect are promoted and older people are valued.

Improved health and wellbeing for older people living in isolation or experiencing loneliness.

Prevention of abuse through raising awareness and intervention.

Increase in independence that may help contribute to delay moving into residential care.

Volunteering is encouraged and promoted.

### Description and Quantification of the Entity's Outputs

| | 30 June 2018 | 30 June 2017 |
|---|---|---|
| Foot Clinic/Podiatrist | 241 attendances | 257 attendances |
| Social Activities | 2,119 attendances | 2,689 attendances |
| Sit and Fit / Steady As You Go | 1,449 attendances | 2,256 attendances |
| Scooter Club | no longer undertaking this activity | 376 attendances |
| Digital Seniors | 108 attendances | 122 attendances |
| Lunches | 189 attendances | 161 attendances |
| Trips | 200 attendances | 272 attendances |
| Education sessions | 362 attendances | 248 attendances |
| Enquiries | Approx 6,000 | Approx 6,000 |
| Meals Sold | 3,530 | 2,672 |
| Life Tubes Sold | 2,888 | 2,666 |
| Newsletter Recipients | 370 x 6 issues | 310 x 6 issues |
| Total Mobility Assessments | 126 | 102 |

### Accredited Visiting Services

| | 30 June 2018 | 30 June 2017 |
|---|---|---|
| Number of visits | No longer applicable | 1,043 (throughout Hawke's Bay) |

These reports are to be read in conjunction with the accompanying notes.

## Elder Abuse Service

| Clients | 30 June 2018 | 30 June 2017 |
|---|---|---|
| Number of referrals | 238 | 84 |
| Number of enquiries | 58 | 35 |
| | | |
| **Education** | | |
| Number of Education Sessions | 18 | 20 |
| Number of participants | 445 | 368 |
| | | |
| **Awareness** | | |
| Number of awareness raising events | 7 | 17 |
| Number of minutes involved | | 1,200 |

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# Statement of Financial Performance

## Age Concern Hawke's Bay Incorporated
## For the year ended 30 June 2018

'How was it funded?' and 'What did it cost?'

| | NOTES | 2018 | 2017 |
|---|---|---|---|
| **Revenue** | | | |
| Donations, fundraising and other similar revenue | 1 | 93,685 | 91,184 |
| Fees, subscriptions and other revenue from members | 1 | 17,519 | 21,606 |
| Revenue from providing goods or services | 1 | 179,878 | 131,694 |
| Interest, dividends and other investment revenue | 1 | 1,232 | 909 |
| **Total Revenue** | | **292,314** | **245,392** |
| **Expenses** | | | |
| Community Centre Costs | 2 | 28,709 | 29,572 |
| Volunteer and employee related costs | 2 | 191,893 | 155,639 |
| Costs related to providing goods or service | 2 | 35,802 | 25,779 |
| Other expenses | 2 | 27,672 | 28,383 |
| **Total Expenses** | | **284,077** | **239,774** |
| **Surplus/(Deficit) for the Year** | | **8,238** | **5,618** |

These financial statements are to be read in conjunction with the accompanying notes and independent auditors report.

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# Statement of Financial Position

## Age Concern Hawke's Bay Incorporated
## As at 30 June 2018

'What the entity owns?' and 'What the entity owes?'

| | NOTES | 30 JUN 2018 | 30 JUN 2017 |
|---|---|---|---|
| **Assets** | | | |
| **Current Assets** | | | |
| Bank accounts and cash | 3 | 109,950 | 85,840 |
| Debtors and prepayments | 3 | 10,877 | 6,120 |
| Inventory | 3 | 8,717 | 11,746 |
| **Total Current Assets** | | **129,544** | **103,707** |
| **Non-Current Assets** | | | |
| Property, Plant and Equipment | 6 | 525,925 | 537,231 |
| **Total Non-Current Assets** | | **525,925** | **537,231** |
| **Total Assets** | | **655,469** | **640,938** |
| **Liabilities** | | | |
| **Current Liabilities** | | | |
| Creditors and Accrued Expenses | 4 | 22,019 | 16,196 |
| Employee Costs Payable | 5 | 12,876 | 10,227 |
| Unused Donations and Grants with Conditions | 13 | 5,297 | 7,476 |
| **Total Current Liabilities** | | **40,192** | **33,899** |
| **Total Liabilities** | | **40,192** | **33,899** |
| **Total Assets less Total Liabilities (Net Assets)** | | **615,276** | **607,039** |
| **Accumulated Funds** | | | |
| Accumulated Funds | 7 | 615,276 | 607,039 |
| **Total Accumulated Funds** | | **615,276** | **607,039** |

These financial statements are to be read in conjunction with the accompanying notes, and the independent auditors report.

# Statement of Cash Flows

## Age Concern Hawke's Bay Incorporated
## For the year ended 30 June 2018

'How the entity has received and used cash'

| | 2018 | 2017 |
|---|---|---|
| **Cash Flows from Operating Activities** | | |
| Donations, fundraising and other similiar receipts | 91,506 | 59,715 |
| Fees, subscriptions and other receipts from members | 17,246 | 23,066 |
| Receipts from providing goods or services | 176,714 | 130,153 |
| Interest, dividends and other investment receipts | 907 | 909 |
| GST | (59) | (11,152) |
| Payments to suppliers and employees | (262,205) | (233,223) |
| **Total Cash Flows from Operating Activities** | **24,110** | **(30,532)** |
| **Net Increase/ (Decrease) in Cash** | **24,110** | **(30,532)** |
| **Cash Balances** | | |
| Cash and cash equivalents at beginning of period | 85,840 | 116,372 |
| Cash and cash equivalents at end of period | 109,950 | 85,840 |
| Net change in cash for period | 24,110 | (30,532) |

These financial statements are to be read in conjunction with the accompanying notes, and the independent auditors report.

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# Statement of Accounting Policies

## Age Concern Hawke's Bay Incorporated
## For the year ended 30 June 2018

**'How did we do our accounting?'**

### Basis of Preparation

The entity 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.

### 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

Age Concern Hawke's Bay Incorporated 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 90 days or less.

### Grants and Donations Income

The income from grants and donations are accounted for depending on whether or not they have a 'use or return' condition attached.

Where no 'use or return' condition is attached, revenue is recorded as income when the cash is received. Where income includes a 'use or return' condition the it is initially recorded as income when the cash is received then subsequently any portion not used (or unspent) at balance date is recorded as a liability in the Statement of Financial Position. In the subsequent financial year the unspent portion is reversed back to the Statement of Financial Performance.

Note 1 includes grants and donations based on the amount received adjusted for opening unused and closing unused grants. Note 12 (2018 year) and Note 13 (2017 year) gives a reconciliation of grants received with adjustments for opening unused and closing unused grants.

### Inventory

Inventories are stated at the lower of cost. Values are determined on a first-in-first-out basis.

### Property, plant and equipment

Property, plant and equipment are shown at cost or valuation less any accumulated depreciation and impairment losses.

| | |
|---|---|
| Land and Buildings | 2% SL and 9.5% - 20% DV |
| Motor Vehicles | 18% DV |
| Plant & Equipment | 12.5% - 48% DV |
| Leasehold Improvements | 12% DV |

These financial statements are to be read in conjunction with the accompanying notes. These financial statements have been audited.

## 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

## Age Concern Hawke's Bay Incorporated
## For the year ended 30 June 2018

| | 2018 | 2017 |
|---|---|---|
| **1. Analysis of Revenue** | | |
| **Donations, fundraising and other similar revenue** | | |
| **Donations** | | |
| Donations - Equipment Use | 496 | 685 |
| Donations - Other | 2,548 | 3,608 |
| Donations - Street Appeal or Street Days | - | 2,020 |
| Donations - Total Mobility Applications | - | 548 |
| Donations - Van use | 1,113 | 1,319 |
| Donations - Venue Use CHB | 715 | 1,920 |
| Donations - Venue Use Hastings | 10,860 | 8,183 |
| SAYGo Donations | 4,388 | 1,232 |
| **Total Donations** | **20,120** | **19,515** |
| **Grants (after adjusting for opening and closing unused portions)** | | |
| North and South Foundation | 5,000 | - |
| New Zealand Community Trust | 3,000 | - |
| Grant - CHB District Council | 2,000 | - |
| Grant - COGS Kahungunu Ki Heretaunga (Hastings area) | 4,000 | 3,600 |
| Grant - COGS Tamatea Nui A Rua (CHB region) | 3,000 | 2,600 |
| Grant - Eastern and Central Community Trust | 8,000 | 8,000 |
| Grant - Higgins Bequest | 3,777 | 2,723 |
| Grant - Infinity Foundation | 1,419 | - |
| Grant - Lion Foundation | 5,000 | - |
| Grant - NZ Lotteries Commission | 36,982 | 51,747 |
| Pub Charity | - | 3,000 |
| **Total Grants (after adjusting for opening and closing unused portions)** | **72,178** | **71,670** |
| Fundraising | 1,387 | - |
| **Total Donations, fundraising and other similar revenue** | **93,685** | **91,184** |
| **Fees, subscriptions and other revenue from members** | | |
| Community Centre Income (GST Taxable) | 849 | 1,035 |
| Community Centre Income (no GST) | 11,056 | 13,606 |
| Membership Subscriptions | 5,366 | 5,949 |
| Hastings - Raffles or Sales Table donations | 249 | 1,016 |
| **Total Fees, subscriptions and other revenue from members** | **17,519** | **21,606** |
| **Revenue from providing goods or services** | | |
| Health Promotion Income | 359 | - |
| Advertising Revenue | 503 | 600 |
| CHB - Raffle Sales Table Donations | 310 | 1,461 |
| Cranford Hospice Equipment Delivery Contract | 9,550 | 8,435 |
| Health Promotion projects - AC New Zealand contract funding | 12,767 | 11,400 |
| National MSD Contract - Elder Abuse & Neglect via AC New Zealand | 101,452 | 61,202 |

These financial statements are to be read in conjunction with the accompanying notes. These financial statements have been audited.

| | | |
|---|---|---|
| National Contract - Accredited Visiting Service via AC New Zealand | 15,509 | 20,679 |
| Reimbursement from National Office ACNZ for travel exp | - | 319 |
| Sales - Ezee Meals (Wholesale) | - | 161 |
| Sales - Ezee Meals and Life Tubes | 38,893 | 26,469 |
| Total Mobility Assessments | 1,890 | 945 |
| Venue Hireage | 848 | 23 |
| **Total Revenue from providing goods or services** | **179,878** | **131,694** |
| **Interest, dividends and other investment revenue** | | |
| Interest Income | 1,232 | 909 |
| **Total Interest, dividends and other investment revenue** | **1,232** | **909** |

## 2. Analysis of Expenses

| | 2018 | 2017 |
|---|---|---|
| **Community Centre Costs** | | |
| Centre Costs | 6,869 | 9,922 |
| Electricity | 4,721 | 4,530 |
| Insurance | 6,105 | 5,362 |
| Rates | 2,023 | 1,908 |
| Rent | 3,130 | 3,130 |
| Telephone & Internet | 5,860 | 5,119 |
| **Total Community Centre Costs** | **28,709** | **29,972** |
| **Volunteer and employee related costs** | | |
| ACC Levies | (118) | 879 |
| Salaries | 190,455 | 153,987 |
| Staff Supervision | 700 | - |
| Training or Professional Development | 78 | - |
| Travel and Accommodation | 256 | 425 |
| Volunteer or Governance Acknowledgment Vouchers | 522 | 348 |
| **Total Volunteer and employee related costs** | **191,893** | **155,639** |
| **Costs related to providing goods or services** | | |
| **Cost of Sales - Ezee Meals and Life Tubes** | | |
| Opening Stock | 11,746 | 3,255 |
| Purchases | 20,230 | 24,030 |
| Closing Stock | (8,717) | (11,746) |
| **Total Cost of Sales - Ezee Meals and Life Tubes** | **23,259** | **15,539** |
| Christmas Event | 657 | 72 |
| Health Promotion costs (with GST) | 3,268 | 4,647 |
| Health Promotion Costs (no GST) | - | 180 |
| Motor Vehicle Expenses | 8,617 | 5,342 |
| **Total Costs related to providing goods or services** | **35,802** | **25,779** |
| **Other expenses** | | |
| Accountancy Fees | 2,052 | 2,500 |

These financial statements are to be read in conjunction with the accompanying notes. These financial statements have been audited.





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| | | |
|---|---|---|
| Administration Fees - ACNZ MShip, Nat Database fees, Payroll, Xero etc | 2,970 | 2,887 |
| Advertising | 1,392 | 2,614 |
| Bank Fees | 50 | 50 |
| Audit Fees | 2,587 | 2,461 |
| Depreciation | 11,306 | 12,325 |
| General Expenses | - | 435 |
| Health and Safety Compliance | 1,041 | 1,155 |
| Office Expenses | 145 | 1,151 |
| Printing & Stationery | 3,853 | 2,154 |
| Repairs or Maintenance | 2,275 | 652 |
| **Total Other expenses** | **27,672** | **28,383** |

| | 2018 | 2017 |
|---|---|---|
| **3. Analysis of Assets** | | |
| **Bank accounts and cash** | | |
| Cash on Hand | 146 | 50 |
| Westpac - CHB Op and Wages | 3,439 | 3,044 |
| SBS - Ezee Meals | 6,499 | 2,895 |
| Westpac - Hast Operating Acct | 9,799 | 6,143 |
| Westpac - Hastings Wages Acct | 20,857 | 17,814 |
| Westpac - Health Promotion | 1,879 | 3,405 |
| Westpac - AVS Service Acct | 1 | 3,806 |
| Westpac - Elder Abuse Neglect | 29,073 | 17,129 |
| SBS - Life Tubes Account | 15,581 | 9,634 |
| Term Investment | 22,675 | 21,914 |
| **Total Bank accounts and cash** | **109,950** | **85,840** |
| **Debtors and prepayments** | | |
| Other Debtors | 4,542 | 1,259 |
| Prepayments | 4,865 | 4,484 |
| GST | 1,145 | 378 |
| Interest Accrued | 325 | - |
| **Total Debtors and prepayments** | **10,877** | **6,120** |
| **Inventory** | | |
| Stock on Hand - Ezee Meals | 1,423 | 1,292 |
| Stock on Hand - Life Tubes | 7,294 | 10,454 |
| **Total Inventory** | **8,717** | **11,746** |

| | 2018 | 2017 |
|---|---|---|
| **4. Analysis of Liabilities** | | |
| **Creditors and accrued expenses** | | |
| Accounts Payable at Balance Date | 15,438 | 9,312 |
| Audit fee Accrual | 2,587 | 2,400 |

These financial statements are to be read in conjunction with the accompanying notes. These financial statements have been audited.





Item 4
Application No. 50

| | | |
|---|---|---|
| Hunter - Insurance Premium Plan | 3,991 | 4,485 |
| **Total Creditors and accrued expenses** | **22,019** | **16,156** |

| | 2018 | 2017 |
|---|---|---|
| **5. Employee Costs Payable** | | |
| Holiday Pay and Wage Accruals | 12,876 | 10,227 |
| **Total Employee Costs Payable** | **12,876** | **10,227** |



Item 4

Application No. 50

## 6. Property Plant and Equipment

| 2018 | Land & Buildings | Motor Vehicles | Plant & Equipment | Other Fixed Assets | Total |
|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ |
| Cost/Valuation | 601,558 | 79,174 | 82,767 | 1,060 | 764,559 |
| Accumulated | 89,223 | 70,530 | 78,208 | 675 | 238,636 |
| Depreciation | 7,947 | 1,898 | 1,409 | 53 | 11,307 |
| Net Book Value | 512,335 | 8,644 | 4,559 | 385 | 525,923 |
| | | | | | |
| 2017 | Land & Buildings | Motor Vehicles | Plant & Equipment | Other Fixed Assets | Total |
| | $ | $ | $ | $ | $ |
| Cost/Valuation | 601,558 | 79,174 | 82,767 | 1,060 | 764,559 |
| Accumulated | 81,276 | 68,632 | 76,799 | 622 | 227,329 |
| Depreciation | 8,032 | 2,314 | 1,919 | 60 | 12,325 |
| Net Book Value | 520,282 | 10,542 | 5,968 | 438 | 537,230 |
| | | | | | |

Reconciliation of the carrying amount at the beginning to the end of the period:

| 2018 | Land & Buildings | Motor Vehicles | Plant & Equipment | Other Fixed Assets | Total |
|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ |
| Opening Balance | 520,282 | 10,542 | 5,968 | 438 | 537,230 |
| Additions | - | - | - | - | - |
| Disposals | - | - | - | - | - |
| Depreciation | 7,947 | 1,898 | 1,409 | 53 | 11,307 |
| Net Book Value | 512,335 | 8,644 | 4,559 | 385 | 525,923 |

| 2017 | Land & Buildings | Motor Vehicles | Plant & Equipment | Other Fixed Assets | Total |
|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ |
| Opening Balance | 528,314 | 12,856 | 7,887 | 498 | 549,555 |
| Additions | - | - | - | - | - |
| Disposals | - | - | - | - | - |
| Depreciation | 8,032 | 2,314 | 1,919 | 60 | 12,325 |
| Net Book Value | 520,282 | 10,542 | 5,968 | 438 | 537,230 |

These financial statements are to be read in conjunction with the accompanying notes. These financial statements have been audited.

The latest rating valuation as at 1 August 2017 for the land and building located at 415 Heretaunga Street West, Hastings is:

| | |
|---|---|
| Value of improvements | $155,000 |
| Value of Land | $255,000 |
| **Total Value** | **$410,000** |

| | 2018 | 2017 |
|---|---|---|
| **7. Accumulated Funds** | | |
| Opening Balance | 607,039 | 601,421 |
| **Current year earnings** | | |
| Current Year Earnings | 8,238 | 5,618 |
| **Total Current year earnings** | **8,238** | **5,618** |
| **Total Accumulated Funds** | **615,276** | **607,039** |

## 8. Commitments

There are no commitments as at 30 June 2018 (Last year - nil).

## 9. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2018 (Last year - nil).

## 10. Related Parties

There were no transactions involving related parties during the financial year. (Last year - nil).

## 11. Events After the Balance Date (Alternative)

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

## 12. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

These financial statements are to be read in conjunction with the accompanying notes. These financial statements have been audited.

## 13. Grants and Donations Reconciliation 2018 year

| | Grant Received | Opening Unused adjustment | Closing Unspent grants with terms and conditions | Grant reported in note 1 |
|---|---|---|---|---|
| COGS Kahungunu Ki Heretaunga | 4,000 | | | 4,000 |
| North and South Foundation | 5,000 | | | 5,000 |
| NZ Community Trust | 3,000 | | | 3,000 |
| CHB District Council | 2,000 | | | 2,000 |
| COGS Tamatea Nui A Rua | 3,000 | | | 3,000 |
| Eastern & Central Community Trust | 8,000 | | | 8,000 |
| Higgins Bequest | 3,500 | 278 | | 3,778 |
| NZ Lotteries Commission | 35,000 | 7,198 | (5,216) | 36,982 |
| Infinity Foundation | 1,500 | | (81) | 1,419 |
| Lion Foundation | 5,000 | | | 5,000 |
| | 70,000 | 7,476 | (5,297) | 72,179 |

## 14. Grants and Donations Reconciliation 2017 year

| | Grant Received | Opening Unused adjustment | Closing Unspent grants with terms and conditions | Grant reported in note 1 |
|---|---|---|---|---|
| COGS Kahungunu Ki Heretaunga | 3,600 | | | 3,600 |
| COGS Tamatea Nui A Rua | 2,600 | | | 2,600 |
| Eastern & Central Community Trust | 8,000 | | | 8,000 |
| Higgins Bequest | 3,000 | | (278) | 2,722 |
| NZ Lotteries Commission | 20,000 | 38,945 | (7,198) | 51,747 |
| Pub Charity | 3,000 | | | 3,000 |
| Total | 40,200 | 38,945 | (7,476) | 71,670 |

## 15. Unused Grants with Conditions not Repayable

| Grant | $ |
|---|---|
| Higgins Bequest | 1,047 |

These financial statements are to be read in conjunction with the accompanying notes. These financial statements have been audited.

Item 4

Application No. 50

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Tuesday, 30 April 2019 1:21 AM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#266]

| | |
|---|---|
| **Name of organisation** | Hastings Art & Culture Trust |
| **Postal address for organisation** | PO Box 1124<br>Hastings, Hawke's Bay 4156<br>New Zealand |
| **Daytime Contact Phone Number** | 022 108 5696 |
| **Email** | info@ediblefashionawards.co.nz |
| **Website** | www.ediblefashionawards.co.nz |
| **Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?** | Yes |
| **If yes, please attach a copy of the certificate/s** | certificate_of_incorporation__rules.pdf 692.87 KB · PDF |
| **Name** | Kelie Jensen |
| **Position** | Event Director |
| **Email** | info@ediblefashionawards.co.nz |
| **Daytime Contact Phone Number** | 022 108 5696 |
| **Name** | Sandra Hazlehurst |
| **Position** | Chair |

1

| | |
|---|---|
| **Email** | sandra.hazlehurst@hdc.govt.nz |
| **Daytime Contact Phone Number** | 027 418 6602 |
| **Name** | Daniel Betty |
| **Position** | Trustee |
| **Email** | danielbettynz@gmail.com |
| **Daytime Contact Phone Number** | 022 437 1541 |
| **Name** | Pitsch Leiser |
| **Position** | Trustee |
| **Email** | pitsch@artsinc.co.nz |
| **Daytime Contact Phone Number** | 021 152 7083 |
| **Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.** | Yes, I/we wish to present to the Community Grants Subcommittee |
| **Please indicate if you are applying for *Seed Funding or an **Establishment Grant:** | Establishment Grant |
| **i. Which of the current and future needs of our community are you addressing?** | Assisting youth into training, skill development, and jobs<br>Creating an appealing district identity and visitor/student/business destinaton<br>Creating safe and sustainable communities free of waste and crime<br>Promoting participation in recreation, arts and cultural activites |

**a. What activity/s are within the scope of your project/service?**

Please note that I have applied for an Establishment Grant - although we have not previously applied to the Contestable Grants Fund, we have previously received funding from HDC Events and KHB and have demonstrated the achievement of satisfactory outcomes in relation to this funding. To give some background on funding challenges, I came on board as Event Director for the 2017 Awards following the end

of a financially significant 10-year, $17,500 per year naming rights sponsorship from Pak'nSave in 2016. Although I have had some success in developing new sponsor relationships and managed to deliver an incredibly successful event last year with a significant one-off private donation of $15,000, the event is currently underfunded and support from the HDC Contestable Fund of $14,000 for each of 2019 and 2020 would provide much needed stability during a period of continued sponsor and donor development.

As the only event of its kind in Hawke's Bay, the Edible Fashion Awards vital role is to support culture and creativity – the event improves the well-being of our community by promoting community engagement, encouraging participation in the arts, and celebrating our region's vibrant history and identity as a quality food producer, along with our rich cultural diversity. The nature of the event, which invites entrants to create a wearable art design from food or food packaging, encourages the exploration of creativity in a unique and innovative way. The event has a particular focus on providing opportunities for ocal school children aged 5-19, however local adults also participate as designers, mentors, sponsors and audience members, giving the event broad appeal and benefitting the entire cross section of our community. Last year's design theme - "Peace, Love and Diversity" further solidified the event as a celebration of community diversity and although the theme changes each year – this year being "WILD", our marketing and outreach will continue to have a strong focus on encouraging entrants to draw on their unique identity and cultural heritage as inspiration for their designs. In 2018 the Edible Fashion Awards experienced significant and exciting growth and developed a schools outreach programme, reaching hundreds of young people in our community, inspiring creativity while also sparking important discussion around recycling / caring for our environment and healthy eating. In 2019 we will continue with this schools outreach with Keryn Whitney in the role of Youth Development / Schools Liaison. In 2018, this newly created role enabled us to better connect with, support and inspire local students at primary, intermediate and secondary level to dream big and create a design for the Awards. Keryn is a Hawke's Bay native, was the winner of the 2017 Edible Fashion Awards and has been an eight-time finalist at the World of Wearable Arts (WOW) - this is an incredible opportunity for local kids to benefit from Keryn's skills, experience and passion for design via presentations and workshops that are accessible to students throughout the Hawke's Bay region. The Edible Fashion Awards have also become an important launching pad for local designers – having gained confidence, skills and camaraderie through their participation in the event, a number of past entrants have gone on to enter international design competitions like the World of Wearable Art (WOW) and/or to study design at tertiary level. Accessibility is another core value around the event and we are committed to continuing with a "no entry fee" policy, along with family accessible ticket pricing - currently $5-10 for the preliminary showcase event and ranging from $18-35 for the evening show. In 2017 & 2018 we also extended the reach of Edible beyond the awards weekend with an annual exhibit of finalist designs at the Hastings Community Arts Centre and with an entry in the Hastings Blossom Parade, further increasing the connection between the Edible Fashion Awards and our wider community. This year we have also focussed on growth in the adult category and offered a very successful wearable art workshop in January, facilitated by World of WearableArt winner and 2018 judge Fifi Colston. We also have a longer-term goal to raise the profile of the Edible Fashion Awards nationally, to attract entrants and audience members from beyond our region.

**b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?**

Delivering the programme of schools outreach visits and culminating in successful completion of the event will be the primary outcome. The Edible Fashion Awards is now held over two days and experienced significant growth in 2018 - increase in the number of entries to 146 (85 in 2017) and the number of designers involved to 326 (201) in 2018, with 92% of entries from youth aged 5-18 years. The audience for the event also increased in 2018, with 976 people attending (786 in 2017). Following this growth, this year's focus will be on stabilising the event as a whole, supporting quality of entries from our youth and encouraging an increase in adult entries. We will continue to track participation numbers and this year will also seek formal feedback from design participants and teachers with a post-event survey. We will also continue to track and document participant "success stories" (please see support material attached under the audited annual accounts upload - we are not required to have audited annual accounts and this was the only spare spot to include this support document). Tessa Paaymans is a fantastic example of a success story – Tessa was one of our high school entrants from a few years ago, was subsequently invited to showcase her design as part of New York Fashion Week, went on to study design at Toi Whakaari: New Zealand Drama School, has worked in design at Weta Workshop and has had her work published in British Vogue. The event really has become a launching pad for aspiring local designers, and in a story that comes full circle, Tessa showed her passion for Edible by returning in 2017 and 2018 as a member of our judging panel. In a similar story of giving back, Darrell Woodward - our Supreme Award-winner from 2016 and 70+ years old, has spent time working with students from Paki Paki school for the past two years. The process began with the group of 8-12 year old

students researching Maori myths and legends, particularly local stories, and planning their designs based around characters from these stories. Darrell supported the students in sourcing and collecting materials and in the creation of their designs and the collaboration was very rewarding for both Darrell and the students. This is the type of work we would like to do more of in future years. Several past entrants and judges (Darrell, Tessa, Kate McKenzie, Keryn Whitney, Fifi Colston) have indicated an interest in engaging with the event in this way and the potential for this model of collaboration is exciting. The fact that individuals who have been positively impacted by the event in previous years are very eager to give back and collaborate by engaging with new young entrants, we believe is a key demonstration of the success of the event and the impact the event has on the overall well-being of our community.

**c. The process – how will you carry out your project or service, and where will it be delivered?** *

A 2019 Event Director was appointed in October and the theme - "WILD" and date - 9 & 10 August 2019, were announced in November. From December to April we have been working on the development of a much needed new website and on sponsor development. In May and June, we will continue to work on finding applications and donor development. Our Youth / Schools Liaison will visit schools throughout the HB region throughout Term 2, to share information, videos and photos about the event, to inspire and encourage student entries and in some cases to conduct workshops. This was a pilot initiative in 2018 and had a significant impact on growth in entries and we would like to build on this for 2019. In May and June we will also roll out a marketing plan, which includes posters, flyers, billboards, print and radio ads and social media. The event will be held at Peak Vision Church over two days and will welcome design participants and an audience of close to 1,000 from all over HB, with the strongest representation from Hastings. Preliminary judging and a showcase featuring all designs by age group will take place throughout the day and evening on Friday 9 August. Finalists in each category will go through to the spectacular public show on the evening of Saturday 10 August. The entertainment that forms part of the evening show will again feature professional performers from across the country, alongside local performers, providing an opportunity for local youth and community groups to participate in a professional performance. Following the event, we will display a selection of finalist designs in a gallery exhibit and enter a walking float in the Hastings Blossom Parade.

**d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** *

Governance for the event is managed by the Hastings Art & Culture Trust - Trustees are Sandra Hazlehurst (Chair), Daniel Betty, Pitsch Leiser and Derek Burns.

The Event Director for the 2019 Edible Fashion Awards is Kelie Jensen - Kelie has extensive experience in arts and event management and has facilitated significant development of the event over the past two years. Kelie is an active member of the Hawke's Bay cultural community, also holding roles with the National Youth Drama School and the Hawke's Bay Arts Festival.

Kelie is supported by an exceptional core team, including experienced Producer / Production Manager - Jonathan Smith and exceptional local designer and 8-time World of WearableArt finalist Keryn Whitney as Youth / Schools Liaison.

Our 2019 Judging Panel has been confirmed and includes local World of WearableArt winner - Kate MacKenzie, Auckland-based designer and TVNZ Project Runway contestant – Misty Ratima and

lead sculptor at Weta Workshop – Masayuki Ohashi.

Entrants range from 5-75+ and come from all over the Hawke's Bay Region, with multiple entrants from Hastings schools, including Lucknow School, Paki Paki School, Haumoana School, Flaxmere Primary, Marakakaho School, Heretaunga Intermediate, Hastings Intermediate, Havelock North Intermediate, Taikura, Hastings Girls' High School, Karamu High School, Havelock North High School, Iona College. In 2018, 92% of entrants were youth aged 5-18.

| | |
|---|---|
| **Is your organisation GST registered?** | Yes |
| **If yes, what is your GST number** | 55-041-601 |
| **Item** | Full Budget attached here |

4

| | |
|---|---|
| **(A) Total cost** | $131,850.00 |
| **Alternatively, upload a document with this information** | hdc_contestable_fund__2019_edible_fashion_awards_event_budget.pdf 20.95 KB · PDF |
| **Item** | Full Budget attached again here |
| **(B1) Total** | $17,317.00 |
| **Alternatively, upload a document with this information** | hdc_contestable_fund__2019_edible_fashion_awards_event_budget.pdf 20.95 KB · PDF |
| **Item** | Full Budget attached again here |
| **(B2) Total** | $100,657.00 |
| **Total funds available (B1 + B2) = (B)** | $117,974.00 |
| **Alternatively, please upload a document with this information** | hdc_contestable_fund__2019_edible_fashion_awards_event_budget.pdf 20.95 KB · PDF |
| **A. Total cost of project / service *** | $131,850.00 |
| **B. Total funds available *** | $117,974.00 |
| **C. Difference between total cost and total funds available *** | $13,876.00 |
| **D. Amount requested annually *** | $14,000.00 |
| **Date applied** | Thursday 28 February 2019 |
| **Source of funding** | Lottery Community, Tasman Smith Trust, Frimley Foundation, Creative Communities Hastings and Napier |
| **Type of funding, eg a loan, a grant** | Grants |

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| | |
|---|---|
| **What will it be used for?** | 2019 Edible Fashion Awards Project Costs |
| **Amount requested** | 22,500 |
| **Is it confirmed?** | Yes |
| **If yes, how much will/did you receive?** | $17,000.00 |
| **Date applied** | Thursday 28 February 2019 |
| **Product/service name** | 2018 Edible Fashion Awards |
| **Amount of funding received?** | $5,000.00 |
| **Have you completed an annual report and financial accounts for this project or service?** | Yes<br>No |
| **Please include a copy of your latest annual report and financial accounts with your application.** | 2018_annual_performance_report__signed.pdf 3.14 MB - PDF |
| **If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts.** | grants__efa_success_stories.pdf 3.25 MB - PDF |
| **Tick this box to confirm the above is true and correct.** * | I agree |

## OPERATING BUDGET
**Hastings Art & Culture Trust**
**1 January 2019 to 31 December 2019**

| | 31 Dec 19 BUDGET | |
|---|---|---|
| **Income** | | |
| Donations, fundraising and other similar revenue | $10,000 | $5K CONFIRMED, ADDITIONAL $5K TARGETED |
| Interest, dividends and other investment revenue | $300 | |
| **Revenue from providing goods or services** | | |
| Grant Funds | $45,000 | $17K CONFIRMED (see below), ADDITIONAL $28K PROJECTED |
| Sponsorship - In Kind | $22,357 | TOTAL CONFIRMED |
| Sponsorship Sales | $23,000 | TOTAL CONFIRMED |
| Ticket Sales | $15,517 | |
| Workshop Fees | $1,800 | |
| **Total Revenue from providing goods or services** | **$107,674** | |
| **Total Income** | **$117,974** | |
| **Less Expenses** | | |
| **Volunteer and employee related costs** | | |
| Volunteer Costs | $1,600 | |
| **Contract Personnel** | | |
| Event Director / Creative Director | $30,000 | |
| PR / Marketing Assistant | $1,500 | |
| Producer / Production Manager | $5,000 | |
| Production Team | $2,700 | |
| Schools / Youth Liaison | $6,000 | |
| **Total Contract Personnel** | **$45,200** | |
| **Total Volunteer and employee related costs** | **$46,800** | |
| **Costs related to providing goods or services** | | |
| Advertising, Marketing & Design | $16,040 | |
| Catering | $4,357 | |
| Creative & Performer Fees | $26,426 | |
| Insurance | $1,287 | |
| Miscellaneous Production Costs | $1,200 | |
| Office & Administration Costs | $1,735 | |
| Printing | $1,300 | |
| Technical & Hire Costs | $22,200 | |
| Ticketing Costs | $1,200 | |
| Traffic Management | $1,500 | |
| Trophies | $1,250 | |
| Venue Hire | $5,500 | |
| Workshop Costs | $1,055 | |
| **Total Costs related to providing goods or services** | **$85,050** | |
| **Total Expenses** | **$131,850** | |
| **Shortfall - HDC Contestable Fund Application** | **-$13,876** | |
| GRANT FUNDING CONFIRMED TO DATE: | | |
| Lottery Community | $5,000 | |
| Tasman Smith Charitable Trust | $3,000 | |
| Creative Commuities Hastings | $3,000 | |
| Creative Communities Napier | $2,000 | |
| Frimley Foundation | $4,000 | |
| | $17,000 | |

Copy

Ministry of Economic Development
Manatū Ōhanga
Companies Office

# CERTIFICATE OF INCORPORATION

## HASTINGS ART AND CULTURE TRUST
## 627978

This is to certify that HAWKE'S BAY SPRINGFEST TRUST was incorporated under the Charitable Trusts Act 1957 on the 24th day of August 1994
and changed its name to HASTINGS BLOSSOM FESTIVAL TRUST on the 4th day of April 2006
and changed its name to HASTINGS ART AND CULTURE TRUST on the 13th day of September 2013.

Mandy McDonald

Registrar of Incorporated Societies
13th day of September 2013

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 13 Sep 2013 11:47:11 NZT

1 OF 1

**HASTINGS BLOSSOM FESTIVAL TRUST**

**RESOLUTIONS OF THE BOARD**

**RESOLVED this** 7th **day of August 2013**

1. The Board hereby resolves to alter clause 1 of the Trust Deed to change the name of the Hastings Blossom Festival Trust to Hastings Art and Culture Trust.

2. The Board also resolves to delete the wording of clause 2(a) and replace with the following wording:

   To organize and promote a festival or festivals of arts and crafts to be held in the Hawke's Bay region.

**Signed by the Trustees:**

.....

.....

.....

.....


EDIBLE
FASHION
AWARDS
Bold.
Innovative.
Magical.
Edible inspired
wearable art,
brought to life
on the runway...

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| | |
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| Our Community, Our Success | 3-5 |
| Inspiring Our Youth | 6 |



Contact:
Kelie Jensen, Event Director
Phone: 022 108 5696
Email: info@ediblefashionawards.co.nz








# The Edible Fashion Awards Story

The Edible Fashion Awards is Hawke's Bay's own spectacular wearable art event - a truly unique celebration of our region's creativity, our innovative spirit and our identity as an exceptional food producer.

The Awards began in 2006 as a modest display of entrant designs in the town square of Hastings and now attract more than 300 designers and an audience of almost 1,000 over two days. Culminating in an exciting and glamorous public show on Saturday evening, the Awards have become a highlight of the local event calendar and are fast developing a not-to-be-missed reputation.

Entrants create stunning designs from edible food items, imitation food items or food packaging with many working on their piece for months leading up to the Awards. The event has also become an important launching pad for local designers, with past entrants going on to study design, enter the World of WearableArt (WOW) and/or achieve international recognition.

# Our Community, Our Success

***"Congratulations on staging a magnificent function last Saturday evening. It was a privilege to attend and we were enthralled from beginning to end.***

***There were many winners, in fact everybody who attended was a winner. This indeed was a spectacular night to be in Hawke's Bay.***

***If this had been held in Auckland or Wellington it would have been a great night. It proved to us all that the provinces are alive and well and that this is indeed a great province to live in."***

**- John Paynter, The Yummy Fruit Company**

## Katherine Bertram
## Winner 2018 Supreme Award

Our panel of judges, all nationally recognised and award-winning designers, were impressed by Katherine's concept, creativity and workmanship. Head Judge and former WOW judge, **Annah Stretton, suggested the design would hold its own at the World of WearableArt**, which receives entries from all over the globe.

***"Creating a wearable artwork is not only time consuming, frustrating, challenging and rewarding, but also nerve-wracking. It requires you to be brave in presenting your creation to an audience and to the critique of judges. The Edible Fashion Awards was my first attempt at creating for this artform and the confidence I gained through the making process and the experience of presenting my work was invaluable. Being recognised at this special event has enabled me to push my creativity to the next level, to stop dreaming and start making."***

**- Katherine Bertram**



*Katherine's winning design "There Are Many More Fish in the Sea", made from rice paper, squid ink, dried anchovies, mackerel, flounder and fish skins painstakingly preserved in her kitchen.*

Page 3

***"The Edible Fashion awards is such an important event on the Hawke's Bay calendar - it provides an opportunity for passionate creative minds to showcase their amazing talent and to realise their true potential.***

***To have their garment modelled on stage in front of a large audience in awe of their vision creates a motivation in designers that inspires them to push themselves to levels they never realised they could reach.***

***Entrants can learn to research, resource, build, sew, and problem solve. They can learn about hard work and success, but more importantly this event can plant the seed of self-belief.***

***I was blown away and enchanted with the entries last year. The show itself is fun and fantastic with a very talented crew, who bring it all together."***

**- Kate McKenzie, WOW Winner and Edible Fashion Awards Judge**

## Tessa Paaymans
## Winner 2008 Supreme Award

In 2008 Tessa entered the Edible Fashion Awards as a Karamu High School student and won the Supreme Award. Tessa credits the experience with inspiring her to pursue a career in design. She went on to study at tertiary level, gaining a Certificate in Fashion Apparel from Eastern Institute of Technology and a Diploma in Costume Design from Toi Whakaari: New Zealand Drama School *(graduate project below right).*

In 2015 Tessa travelled to New York, where her designs, including "*Animated Anime*" her 2014 Edible Fashion Awards entry *(top right)*, were featured by Oxford Fashion Studio for New York Fashion Week.

Tessa's designs have since been published in British Vogue and she has worked in the costume department at Weta Workshop (the design company of Sir Peter Jackson and Sir Richard Taylor) on various film and television projects and on the celebrated exhibition of *Bugs* at Te Papa.

***"My path towards design all started with the Edible Fashion Awards in 2008 and grew from there. I have always had an interest in clothes, but it wasn't until Edible that I truly had the opportunity to make and design my own. It was a massive surprise that I won the Supreme Award the first time ever entering and from there I entered multiple competitions all over New Zealand for seven years."***

***- Tessa Paaymans***





Page 4





## Dara Lee
## Winner 2017 People's Choice Award

When Dara, first entered the Edible Fashion Awards as a year 12 student *(top left)*, little did he know it would set him on a trajectory for international acclaim and a renewed appreciation for his own heritage. At the time his path was put in motion by his English teacher at Hastings Boys' High School.

Fast forward to 2017 and Dara's entry into the adult category. The event theme, *Myth & Legend*, led Dara on a journey of cultural discovery, digging into his roots and "falling in love" with his native Cambodia's Khmer culture. Dara's design, *"Apsera Mera" (bottom left)* won not only the Jewellery and Accessory Award, but also the People's Choice Award. His work subsequently attracted the attention of the Royal Ballet of Cambodia, who invited him back to his homeland and featured his design in a performance at Ankor Wat, Cambodia's ancient temple city.

Since his Edible Fashion triumph, Dara has continued to explore costuming and to build his portfolio. He is currently studying SFX prosthetics in Auckland and hopes to break into the movie business as a designer. Dara holds a deep fondness for the Edible Fashion Awards, which gave him his break.

***"My experience with Edible changed my life. I discovered so much about my culture and the event gave me a platform to share Cambodian and Southeast Asian culture with the world. I have been inspired to pursue my dreams and now also have the confidence to move on to greater things and have my sights set on WOW"***

**– Dara Lee**

***"The Edible Fashion Awards has had a huge impact on the young men from Hastings Boys' High School.***

***These students are not mainstream boys, they tend to be the creative, music, arty types who struggle to find their niche in a sporting school. This was the first time they had been acknowledged publicly as having talent.***

***Two of the team are headed to Auckland this year to study design. I believe this experience helped them believe in themselves and believe in their ability."***

**- Mercia Paaymans**
**English Teacher, Hastings Boys' High School**

Page 5

# Inspiring Our Youth

As a charitable event, the Edible Fashion Awards are very proud to encourage and support participation in the arts by youth from diverse backgrounds. Consultation with schools in 2015 made us aware that our entry fee was a barrier to many students, particularly those from lower decile schools and socio-economic backgrounds. As a result, the Awards are now free to enter.

In 2018 we also added a dedicated Schools Liaison to the Edible team – talented local designer Keryn Whitney, winner of the 2017 Edible Fashion Awards and eight-time finalist at the World of WearableArt (WOW). This new role provided an incredible opportunity for local kids to benefit from Keryn's skills, experience and passion for design via presentations and workshops that were accessible to school students in Hastings, Napier, Wairoa and Central Hawke's Bay. This outreach had a significant impact, helping to grow the number of entries to 146 (85 in 2017) and the number of designers involved to 326 (201 in 2017). 92% of all entries last year were from youth aged 5-18 years.

***"My 7-year-old daughter and her two friends participated in the Edible Fashion Awards over the weekend and what a thrill it was.***

***From the process of creating a design together, to the judging process on Friday to the experience of being part of a professional public show on Saturday night, this was an amazing and confidence-building experience for Milly and far exceeded our expectations.***

***The girls cannot wait to enter again next year, along with several other excited students from their school.***
***Thank you so much for providing such a wonderful opportunity for kids to create and be inspired."***

**- Rebecca Atkins, parent**

***"Wow, thanks so much for connecting us with Keryn - she was amazing and really got our students inspired and thinking outside the box.***

***My classroom is buzzing with creativity and has been taken over by our budding designers, who can't wait for the event in a few weeks. Thank you for this fantastic opportunity."***

**- Meredith Ellingham**
**Teacher, St Patrick's School**







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CUSTOMER SERVICES
30 APR 2019
REFERRER

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

# PART TWO – APPLICATION FORM

## Section A - Tell us about your organisation

### i. Organisation details

Organisation Name: Tango me Whero

Postal Address: 1016 Konini Street, Mahora

City and Postcode: Hastings 4120

Phone: Mobile Phone: 0220342447

Email: johnsmn175@gmail.com Website:

### ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☐ Yes** ☑ No

**If yes, please enclose a copy of the certificate/s

### iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

| Name | Position | Email | Phone (day) |
|---|---|---|---|
| Ruth Simon | Manager | apex | 0220342447 |
| Ruth Tetonga Grant | Admin | | 0273133316 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

### iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

**These hearings will be held in May each year**

YES ✓ I /we wish to present to the Community Grants Subcommittee

Page 3 of 10

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

**Section B - Tell us about your project or service for which you are seeking funding:**

i. **Which of the Current and Future Needs of our community are you addressing?**

- ☐ Assisting youth into training, skill development, and jobs
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ☐ Creating safe and sustainable communities free of waste and crime
- ☐ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

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Page 5 of 10

b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

c. **The process** – how will you carry out your project or service, and where will it be delivered?

d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

Tango me When is a netball team As a team we have been asked from other teams from Napier, Warren and Waipukurau for Auckland to put on a Netball Tournament which will on 9th Nov 1

iii. **Identify the anticipated budget for the year 1 July to 30 June -** where appropriate please include copies of quotes.

**Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.**

| Item | Amount |
|---|---|
| Venue Hire - HB Netball re: Community Room 3 courts :- waiting for confirmation costs | $ |
| Equipment hire :- generater | $ |
| :- lighting | $ |
| :- marquee | $ |
| :- trestles/chairs | $ |
| quote | $ 2100 |
| | $ |
| | $ |
| | $ |
| (A) Total Cost | $ pending |

**Project/Service Income** e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

| Income Source | Amount |
|---|---|
| | $ |
| Fund raising - raffle | $ |
| - stalls | $ |
| total to date | $ 500 |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| (B)Total Income | $ 500 |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| A. Total cost of project / service | $ |
| B. Less total funds available | $ 500.00 |
| Difference | $ |
| Amount requested | $ |

**iv. Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: 1st application

Project/Service name/s:.....

.....

Amount/s of funding received? $.....

**v. Please include a copy of your organisation's latest financial accounts with your application.**

## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation
- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
    ii. A procedure for dealing with accidents & incidents;
    iii. A procedure for dealing with potential emergencies;
    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.
- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name: Ruth Simon Position in organisation: Admin / Manager

Signature: .....Date: .....

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002

Phone 06 871 5000
www.hastingsdc.govt.nz

TE KAUNIHERA O HERETAUNGA

# Hastings District Council

## Annual Contestable Grants - Application Form

### 1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

### 2.0 Open and Closing Dates

**Applications open 1 Marchand close 30 April each year.**

**Grants are available from 1 July each year.**

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

## 3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

---

## PART ONE - Eligibility Criteria

### A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

### B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

iii. Must have a current Health & Safety Policy and plan

iv. Must have a current Child Protection Policy where applicable
v.

### C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

# PART TWO – APPLICATION FORM

## Section A - Tell us about your organisation

### i. Organisation details

Organisation Name: Te Aranga Marae Trust

Postal Address: PO Box 15046, Flaxmere

City and Postcode: Hastings 4154

Phone: 06 879 54 13 Mobile Phone: 021 424 972

Email: tearanga@xtra.co.nz Website: N/A

### ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☐ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s Te Aranga Marae Trust CC 50672

### iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

| Name | Position | Email | Phone (day) |
|---|---|---|---|
| Greg Brown | Trustee | heypa@live.com | 0210240923 |
| Rex Graham | Trustee | rex@fresh.co.nz | 021424972 |
| Henare O'Keefe | Trustee | Okeefe@gmail.com | 0274321890 |
| Shelley Pritchard | Trustee | Shelley_libra@hotmail.com | 0274828189 |
| Shona West | Trustee | pipwest@gmail.co.nz | 020272821002 |
| Lee Grace | Trustee | lee@tipu.co.nz | 02744426112 |
| Kararaina Kire | Trustee | Kara.Kire@gmail.com | 0224961929 |

### iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

**These hearings will be held in May each year**

YES ___ I /we wish to present to the Community Grants Subcommittee

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

**Section B - Tell us about your project or service for which you are seeking funding:**

**i. Which of the Current and Future Needs of our community are you addressing?**

- ☐ Assisting youth into training, skill development, and jobs
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ☐ Creating safe and sustainable communities free of waste and crime
- ☐ Promoting participation in recreation, arts, and cultural activities

**ii. Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

The Flaxmere Boxing Academy runs from the Flaxmere Community Centre 5 days a week, 48 weeks a year. There are 4 classes each weekday boxfit, children, elite and adult boxing classes. There are 300 members of the Academy. The Academy members participate in tournaments both locally and nationally .....

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b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

An increase in academy membership. Increased participation in tournaments. An increase in qualified coaches and judges.

c. **The process** – how will you carry out your project or service, and where will it be delivered?

The academy is open five days a week, 48 weeks a year, classes run concurrently.

.....

.....

d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

Te Aranga Marae Trust

Unison

Flaxmere Community members

Lowe Walker

The coaches

Judges

Referrers

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iii. **Identify the anticipated budget for the year 1 July to 30 June** - where appropriate please include copies of quotes.

**Project/Service Costs** e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

| Item | Amount |
|---|---|
| Venue Hire | $10300 |
| Boxing gloves | $1189.82 |

| | |
|---|---|
| Skipping Ropes | $399.83 |
| Focus Pad | $713.90 |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| (A) Total Cost | $12543.55 |

**Project/Service Income e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.**

| Income Source | Amount |
|---|---|
| $2 donations per session per year | $1500 |
| Lowe Walker | $1000 |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| (B)Total Income | $2500 |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| A. Total cost of project / service | $12543.55 |
| B. Less total funds available | $10043.55 |

| | |
|---|---|
| **Difference** | $2500 |
| **Amount requested** | $10043.55 |

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: July 2018 .....

Project/Service name/s: Flaxmere Boxing Academy .....

.....

Amount/s of funding received? $.....

v. **Please include a copy of your organisation's latest financial accounts with your application.**

## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation

- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:

  i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;

  ii. A procedure for dealing with accidents & incidents;

  iii. A procedure for dealing with potential emergencies;

iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.

- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name: Shelley Ann Pitchard Position in organisation: Trustee

Signature: Date: 15-04-19

Henare Ngaera O'Keefe Chairman.

29/04/19

Draft for Discussion Purposes 17/01/19





# Management Accounts

Te Aranga Marae
For the 9 months ended 31 December 2018

Prepared by BM Accounting Limited

Draft for Discussion Purposes 17/01/19





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10 Statement of Profit or Loss

12 Statement of Changes in Equity

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Draft for Discussion Purposes 17/01/19





# Compilation Report

## Te Aranga Marae
## For the 9 months ended 31 December 2018

Compilation Report to the Trustees of Te Aranga Marae.

### Scope

On the basis of information provided and in accordance with Service Engagement Standard No. 2: Compilation of Financial Information, we have compiled the financial statements of Te Aranga Marae for the period ended 30 September 2018.

These statements have been prepared in accordance with the accounting policies described in the Notes to the Financial Statements.

### Responsibilities

The Trustees are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

### No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

### Independence

We have no involvement with Te Aranga Marae other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

### Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.

BM Accounting Limited
HAVELOCK NORTH & WAIPAWA

Dated: 17 January 2019

Draft for Discussion Purposes 17/01/19





# Directory

## Te Aranga Marae
## For the 9 months ended 31 December 2018

**Nature of Business**

Urban Marae

**Address**

18 Boston Cresent

Flaxmere

Hastings 4120

**IRD Number**

098-359-842

**Trustees**

| | |
|---|---|
| Greg Brown | Henare N O'Keefe |
| Lee J Grace | C Kereraina Kire |
| Rex G Graham | |

**Beneficiaries**

Children/young people, Older people, People with disabilities, People of a certain ethnic/ racial origin, General Public, Migrants/ refugees.

**Chartered Accountant**

BM Accounting Limited
HAVELOCK NORTH & WAIPAWA

**Bankers**

NZCU
HASTINGS

**Date of Formation**

30 June 2008

Draft for Discussion Purposes 17/01/19





# Approval of Financial Report

## Te Aranga Marae
## For the 9 months ended 31 December 2018

The Trustees are pleased to present the approved financial report including the historical financial statements of Te Aranga Marae for period ended 31 December 2018.

APPROVED

For and on behalf of the Trustees:

_____

Trustee

Date .....

_____

Trustee

Date .....

_____

Trustee

Date .....

Draft for Discussion Purposes 17/01/19





# Statement of Profit & Loss - Boxing

## Te Aranga Marae

## For the 9 months ended 31 December 2018

| | DEC 2018 | APR-DEC 2018 | 2018 |
|---|---|---|---|
| **Income** | | | |
| Income | | | |
| Grants for the Boxing Academy | - | 20,000 | 9,000 |
| Total Income | - | 20,000 | 9,000 |
| Less Expenses | | | |
| Rent | - | 10,174 | - |
| Total Less Expenses | - | 10,174 | - |
| Nett Profit (Loss) for the year | - | 9,826 | 9,000 |

Draft for Discussion Purposes 17/01/19

# Statement of Profit & Loss - Garden

## Te Aranga Marae

## For the 9 months ended 31 December 2018

| | DEC 2018 | APR-DEC 2018 | 2018 |
|---|---|---|---|
| **Income** | | | |
| Income | | | |
| Grants for the Garden | - | 2,000 | 18,100 |
| Total Income | - | 2,000 | 18,100 |
| Less Expenses | | | |
| Fuel | - | - | 37 |
| Plants | 313 | 2,127 | 2,312 |
| Reimbursements | - | 393 | - |
| Repairs | - | 900 | 490 |
| Wages | - | - | 8,100 |
| Total Less Expenses | 313 | 3,420 | 10,940 |
| Nett Profit (Loss) for the year | (313) | (1,420) | 7,160 |

Draft for Discussion Purposes 17/01/19





# Statement of Profit & Loss - Tunutunu

## Te Aranga Marae

## For the 9 months ended 31 December 2018

| | DEC 2018 | APR-DEC 2018 | 2018 |
|---|---|---|---|
| **Income** | | | |
| Income | | | |
| Grants for the Tunutunu | - | - | 5,000 |
| **Total Income** | - | - | 5,000 |
| Nett Profit (Loss) for the year | - | - | 5,000 |

Draft for Discussion Purposes 17/01/19

# Statement of Profit & Loss - Motor Vehicle

## Te Aranga Marae

## For the 9 months ended 31 December 2018

| | DEC 2018 | APR-DEC 2018 | 2018 |
|---|---|---|---|
| **Income** | | | |
| Income | | | |
| Grants for the Vehicle | - | - | 5,000 |
| **Total Income** | - | - | 5,000 |
| Less Expenses | | | |
| Road User Charges | - | 870 | - |
| Servicing Costs | - | 387 | - |
| **Total Less Expenses** | - | 1,256 | - |
| Nett Profit (Loss) for the year | - | (1,256) | 5,000 |

Draft for Discussion Purposes 17/01/19





# Statement of Profit or Loss

## Te Aranga Marae

## For the 9 months ended 31 December 2018

| | NOTES | DEC 2018 | APR-DEC 2018 | 2018 | 2017 |
|---|---|---|---|---|---|
| **Trading Income** | | | | | |
| Boxing Profit & Loss | | - | 9,826 | 9,000 | - |
| Garden Profit & Loss | | (313) | (1,420) | 7,160 | - |
| Grants for the general operation | | 500 | 4,500 | 3,500 | 25,983 |
| Lease & Rental | | 2,500 | 5,500 | 14,791 | 9,365 |
| Motor Vehicle Profit & Loss | | - | (1,256) | 5,000 | - |
| Tunuiunu Profit & Loss | | - | - | 5,000 | - |
| Venue Hire | | 11,200 | 23,541 | 10,490 | 13,025 |
| **Total Trading Income** | | **13,887** | **41,090** | **54,942** | **48,373** |
| **Gross Profit** | | **13,887** | **41,090** | **54,942** | **48,373** |
| **Other Income** | | | | | |
| Dividends Received | | 220 | 220 | 215 | - |
| Interest Received | | 38 | 1,397 | 1,945 | 1,956 |
| Donations and Koha | | - | - | - | 7,100 |
| Grants for the purchase of resources | | - | - | - | 2,300 |
| **Total Other Income** | | **258** | **1,617** | **2,160** | **11,356** |
| **Total Income** | | **14,145** | **42,707** | **57,102** | **59,729** |
| **Expenses** | | | | | |
| Accountancy Fees | | 198 | 1,388 | 2,200 | 1,670 |
| Administration Fees | | 1,034 | 9,304 | 14,522 | 9,889 |
| Bank Fees & Charges | | - | 3 | 7 | 15 |
| Cleaning and Laundry | | 137 | 1,698 | 4,655 | 3,937 |
| Computer and IT Expenses | | - | - | 86 | 69 |
| Consultancy Fees | | - | 1,739 | - | - |
| General Expenses | | - | 97 | 1,209 | - |
| Groceries | | - | 2,975 | 394 | 775 |
| Insurance | | - | 5,061 | 4,388 | 3,789 |
| Interest - IRD Use of Money | | - | - | 6 | - |
| Light, Heat & Power | | 370 | 5,045 | 5,594 | 5,483 |
| Photocopying, Printing & Stationery | | 91 | 1,394 | 739 | - |
| Rates | | - | 287 | 668 | 526 |
| Registrations & Licences | | - | - | 44 | 179 |
| Repairs & Maintenance - Marae | | - | 2,448 | 5,624 | 9,623 |
| Repairs & Maintenance - Plant | | - | - | 1,675 | - |
| Security Expenses | | 277 | 898 | 1,320 | 1,539 |
| Telephone & Internet | | - | 1,482 | 1,247 | 1,216 |
| **Total Expenses** | | **2,107** | **33,739** | **44,387** | **38,710** |

These financial statements have been prepared without conducting an audit or review engagement and should be read in conjunction with the Notes to the Financial Statements and Compilation Report.

Draft for Discussion Purposes 17/01/19

Statement of Profit or Loss

| | NOTES | DEC 2018 | APR-DEC 2018 | 2018 | 2017 |
|---|---|---|---|---|---|
| Profit (Loss) Before Taxation | | 12,037 | 8,969 | 12,715 | 21,019 |
| Trustees Income Before Tax | | 12,037 | 8,969 | 12,715 | 21,019 |
| Net Trustees Income for the Year | | 12,037 | 8,969 | 12,715 | 21,019 |

These financial statements have been prepared without conducting an audit or review engagement and should be read in conjunction with the Notes to the Financial Statements and Compilation Report.

Draft for Discussion Purposes 17/01/19





# Statement of Changes in Equity

## Te Aranga Marae

## For the 9 months ended 31 December 2018

| | APR-DEC 2018 | 2018 |
|---|---|---|
| **Trust Capital** | | |
| Opening Balance | 1,255,596 | 1,242,881 |
| **Increases** | | |
| Net Trustees Income for the Period | 8,969 | 12,715 |
| **Total Increases** | 8,969 | 12,715 |
| **Total Trust Capital** | 1,264,565 | 1,255,596 |

These financial statements have been prepared without conducting an audit or review engagement and should be read in conjunction with the Notes to the Financial Statements and Compilation Report.

Draft for Discussion Purposes 17/01/19





# Balance Sheet

## Te Aranga Marae
## As at 31 December 2018

| | NOTES | 31 DEC 2018 | 31 MAR 2018 |
|---|---|---|---|
| **Assets** | | | |
| Current Assets | | | |
| GST Receivable | | - | 1,812 |
| Income Tax Receivable | | - | 3,507 |
| NZCU - Cheque Account | | 59,856 | 46,464 |
| NZCU - Savings | | 22,196 | 21,951 |
| NZCU - Scholarship Account | | 13,283 | 12,466 |
| Petty Cash | | 65 | 65 |
| Short Term Deposits | | 40,000 | 40,000 |
| **Total Current Assets** | | 135,401 | 126,265 |
| Non-Current Assets | | | |
| Property, Plant and Equipment | 3 | 1,129,331 | 1,129,331 |
| **Total Non-Current Assets** | | 1,129,331 | 1,129,331 |
| **Total Assets** | | 1,264,732 | 1,255,596 |
| **Liabilities** | | | |
| Current Liabilities | | | |
| GST Payable | | 167 | - |
| **Total Current Liabilities** | | 167 | - |
| **Total Liabilities** | | 167 | - |
| **Net Assets** | | 1,264,565 | 1,255,596 |
| **Trust Funds** | | | |
| Trust Capital | | 1,264,565 | 1,255,596 |
| **Total Trust Funds** | | 1,264,565 | 1,255,596 |

These financial statements have been prepared without conducting an audit or review engagement and should be read in conjunction with the Notes to the Financial Statements and Compilation Report.

Draft for Discussion Purposes 17/01/19





# Notes to the Financial Statements

## Te Aranga Marae
## For the 9 months ended 31 December 2018

### 1. Reporting Entity

Te Aranga Marae is a trust established by a trust deed dated 30 June 2008 and subject to the Trustees Act 1956. Te Aranga Marae is engaged in the business of Urban Marae.

### 2. Statement of Accounting Policies

#### Statement of Compliance and Basis of Preparation

These financial statements have been prepared in accordance with the Special Purpose Framework for use by For-Profit Entities (SPFR forFPEs) published by Chartered Accountants Australia and New Zealand.

The financial statements have been prepared in accordance with taxation principles contained in the Income Tax Act 2007 and disclosure requirements contained in the Tax Administration Act (Financial Statements) Order 2014.

The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Profit or Loss and Balance Sheet on a tax value basis are followed by the trust, unless stated in the Specific Accounting Policies.

#### Going Concern

The trust is dependent upon the continued support of its lenders including beneficiary advances. The going concern basis assumes continued support of these parties in following financial periods. The trustees in determining that the financial statements be prepared on a going concern basis have taken into account events subsequent to balance date.

#### Historical Cost

These financial statements have been prepared on a historical cost basis. The financial statements are presented in New Zealand dollars (NZ$) and all values are rounded to the nearest NZ$, except when otherwise indicated.

#### 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.

#### Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of the Statement of Profit or Loss and Balance Sheet have been applied.

#### Property, Plant and Equipment

Property, plant and equipment and are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

#### Income Tax

As the trust is a registered charitable trust with the Charities Commission and it has donee organisation status with the Inland Revenue Department it is exempt from paying income tax.

Draft for Discussion Purposes 17/01/19







### Goods and Services Tax

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

| | APR-DEC 2018 | 2018 |
|---|---|---|
| **Tax Reconciliation** | | |
| Movements | | |
| Opening Balance | (3,507) | (2,851) |
| Tax Refunds Received | 3,841 | - |
| Withholding Tax Paid | (334) | (656) |
| **Total Movements** | - | (3,507) |
| **Total Tax Reconciliation** | - | (3,507) |

### 3. Land & Buildings

The latest Quotable Value Ltd valuation dated 1 September 2017 for the 0.8071 ha property at 18 Boston Crescent Flaxmere, Hastings (legal description:Lot 2 DP 26905 - Urban Marae Site ) disclosed a valuation of $949,000. This is comprised of land $128,000 and improvements $821,000.

# Cash Summary

## Te Aranga Marae
## For the month ended 31 December 2018
### Excluding GST

| | Dec 2018 | Nov 2018 | Oct 2018 | Sep 2018 | Aug 2018 | Jul 2018 | Jun 2018 | May 2018 | Apr 2018 | YTD Actual |
|---|---|---|---|---|---|---|---|---|---|---|
| **Income** | | | | | | | | | | |
| Dividends Received | 220 | - | - | - | - | - | - | - | - | 220 |
| Grants for the Boxing Academy | - | - | - | 10,000 | - | 10,000 | - | - | - | 20,000 |
| Grants for the Garden | - | - | 2,000 | - | - | - | - | - | - | 2,000 |
| Grants for the general operation | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 4,500 |
| Interest Received | 38 | 41 | 46 | 462 | 49 | 49 | 48 | 481 | 193 | 1,397 |
| Lease & Rental | 2,500 | - | - | 2,000 | - | - | 1,400 | - | - | 5,900 |
| Venue Hire | 11,200 | 2,301 | 2,750 | 875 | 500 | 750 | 3,440 | - | 1,625 | 23,541 |
| **Total Income** | **14,458** | **2,842** | **5,296** | **13,837** | **1,049** | **11,299** | **5,388** | **981** | **2,318** | **57,558** |
| **Less Operating Expenses** | | | | | | | | | | |
| Accountancy Fees | 198 | 198 | 198 | 198 | 198 | 198 | 198 | - | - | 1,386 |
| Administration Fees | 1,034 | 1,034 | 1,034 | 1,034 | 1,034 | 1,034 | 1,034 | 1,034 | 1,034 | 9,304 |
| Bank Fees & Charges | - | 2 | - | 2 | - | - | - | - | - | 3 |
| Cleaning and Laundry | 137 | 383 | - | 137 | 91 | 357 | - | 372 | 131 | 1,608 |
| Consultancy Fees | - | - | 1,739 | - | - | - | - | - | - | 1,739 |
| Garden Expenses - Plants | 313 | - | 342 | 135 | 165 | 57 | 133 | 868 | 113 | 2,127 |
| Garden Expenses - Reimburesments | - | 393 | - | - | - | - | - | - | - | 393 |

This statement is to be read in conjunction with the Compilation Report. This statement has been compiled without undertaking an audit or review engagement.

# Cash Summary

| | Dec 2018 | Nov 2018 | Oct 2018 | Sep 2018 | Aug 2018 | Jul 2018 | Jun 2018 | May 2018 | Apr 2018 | YTD Actual |
|---|---|---|---|---|---|---|---|---|---|---|
| Garden Expenses - Repairs | - | 76 | 570 | - | - | - | - | 254 | - | 900 |
| General Expenses | - | 44 | - | - | 52 | - | - | - | - | 97 |
| Groceries | - | 206 | - | 2,033 | 161 | - | 204 | 371 | - | 2,975 |
| Insurance | - | - | - | 4,070 | 991 | - | - | - | - | 5,061 |
| Light, Heat & Power - Marae | 370 | 779 | 574 | 428 | 753 | 389 | 747 | 642 | 383 | 5,045 |
| Motor Vehicle Expenses - RUC | - | 435 | - | - | - | - | - | - | 435 | 870 |
| Motor Vehicle Expenses - Servicing | - | - | - | - | - | 387 | - | - | - | 387 |
| Photocopying, Printing & Stationery | 91 | 66 | 158 | 115 | 215 | 10 | 602 | 58 | 79 | 1,394 |
| Rates | - | - | - | - | 160 | - | - | - | 137 | 297 |
| Rent - Boxing | - | - | - | - | 1,174 | - | - | 9,000 | - | 10,174 |
| Repairs & Maintenance - Marae | - | - | 118 | 380 | 417 | 1,200 | - | 333 | - | 2,448 |
| Security Expenses | 277 | 30 | - | 30 | 194 | 30 | 30 | 30 | 277 | 898 |
| Telephone & Internet | - | 109 | 214 | 636 | 209 | - | 105 | 209 | - | 1,482 |
| Tax Refunds Received | (3,841) | - | - | - | - | - | - | - | - | (3,841) |
| Withholding Tax Paid | - | - | - | - | - | - | 18 | 159 | 159 | 334 |
| **Total Operating Expenses** | **(1,420)** | **3,756** | **4,948** | **9,198** | **5,815** | **3,642** | **3,067** | **13,330** | **2,747** | **45,082** |
| **Operating Surplus (Deficit)** | **15,878** | **(914)** | **348** | **4,729** | **(4,766)** | **7,657** | **2,321** | **(12,348)** | **(429)** | **12,476** |
| **GST Movements** | | | | | | | | | | |
| GST Inputs | (208) | (377) | (836) | (919) | (1,734) | (391) | (272) | (471) | (233) | (5,442) |
| GST Outputs | 1,339 | - | - | 1,800 | - | 1,500 | 1,723 | 1,059 | - | 7,421 |
| **Net GST Movements** | **1,131** | **(377)** | **(836)** | **881** | **(1,734)** | **1,109** | **1,451** | **588** | **(233)** | **1,979** |

This statement is to be read in conjunction with the Compilation Report. This statement has been compiled without undertaking an audit or review engagement.

# Cash Summary

| | Dec 2018 | Nov 2018 | Oct 2018 | Sep 2018 | Aug 2018 | Jul 2018 | Jun 2018 | May 2018 | Apr 2018 | YTD Actual |
|---|---|---|---|---|---|---|---|---|---|---|
| **Net Cash Movement** | 17,009 | (1,291) | (488) | 5,610 | (6,500) | 8,766 | 3,772 | (11,760) | (663) | 14,455 |
| Summary | | | | | | | | | | |
| Opening Balance | 78,327 | 79,618 | 80,106 | 74,496 | 80,996 | 72,230 | 68,458 | 80,218 | 80,881 | 80,881 |
| Plus Net Cash Movement | 17,009 | (1,291) | (488) | 5,610 | (6,500) | 8,766 | 3,772 | (11,760) | (663) | 14,455 |
| Closing Balance | 95,336 | 78,327 | 79,618 | 80,106 | 74,496 | 80,996 | 72,230 | 68,458 | 80,218 | 95,336 |

This statement is to be read in conjunction with the Compilation Report. This statement has been compiled without undertaking an audit or review engagement.



Item 4

Application No. 53




**REBEL SPORT**
Rebel Hastings
**0800 732 351**
Tax Invoice
GST 66-203-883 inc gst

January 08, 2019 09:52:29 801402001421O4
Invoice: 8014
*** SUSPENDED ***

Customer Details: 29002985
Commercial POS Customer
c/- Briscoe Group Head Office
Auckland

| | $ |
|---|---|
| Focus Pad SBN All Rounder | 839.88 |
| Discount: POS Customer | -125.98 |
| Net Price | 713.90 |
| 8072780 QTY 12 @ $59.49 EA | |
| Skipping Rope ADI Ess 3m | 399.80 |
| Discount: POS Customer | -59.97 |
| Net Price | 339.83 |
| 8095824 QTY 20 @ $16.99 EA | |
| Fitness Glove Core NZB, Black, 14oz | 699.90 |
| Discount: POS Customer | -104.99 |
| Net Price | 594.91 |
| 8102166003 QTY 10 @ $59.49 EA | |
| Fitness Glove Core NZB, Red, 12oz | 699.90 |
| Discount: POS Customer | -104.99 |
| quote only for Flaxmere Boxing academy | |
| Net Price | 594.91 |
| 8102166008 QTY 10 @ $59.49 EA | |
| Total | $2,243.55 |
| Items 52 | |

*** SUSPENDED ***

You were served by Ryan

This receipt must be presented for any returns or exchanges.

We'll happily exchange your purchase within 30 days, provided goods are in original condition.

Rebel Sport is unable to exchange or return swimwear, underwear, headphones or compression clothing. Refer to www.rebelsport.co.nz for our refund and




**REBEL SPORT**
Rebel Hastings
**0800 732 351**
Tax Invoice
GST 66-203-883 inc gst

January 08, 2019 09:52:29 801402001421O4
Invoice: 8014
*** SUSPENDED ***

Customer Details: 29002985
Commercial POS Customer
c/- Briscoe Group Head Office
Auckland

| | $ |
|---|---|
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| Total | $2,243.55 |
| Items 52 | |

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HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

# Hastings District Council

## Annual Contestable Grants - Application Form

### 1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. ✓ **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

### 2.0 Open and Closing Dates

**Applications open 1 Marchand close 30 April each year.**

**Grants are available from 1 July each year.**

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

## 3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

---

## PART ONE - Eligibility Criteria

### A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
✓ iii. Formal not-for-profit organisation

### B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

? iii. Must have a current Health & Safety Policy and plan

? iv. Must have a current Child Protection Policy where applicable

v.

### C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

# PART TWO – APPLICATION FORM

## Section A - Tell us about your organisation

### i. Organisation details

Organisation Name: KIDNAPPERS COUNTRY MUSIC GROUP.

Postal Address: 6 MARGATE PLACE

City and Postcode: FLAXMERE · HASTINGS 4120

Phone: 06/8795543 Mobile Phone: 0211336034

Email: kidnapperscountry@gmail.com Website:

### ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☐ Yes** ☑ No

**If yes, please enclose a copy of the certificate/s

### iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

| Name | Position | Email | Phone (day) |
|---|---|---|---|
| WAYNE TAPSON | | AS ABOVE | 0211 336 034 |
| SANDY TAPSON | | AS ABOVE | 0272 027 546. |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

### iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

**These hearings will be held in May each year**

YES I /we wish to present to the Community Grants Subcommittee

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: (Seed Funding) Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

**Section B - Tell us about your project or service for which you are seeking funding:**

**i. Which of the Current and Future Needs of our community are you addressing?**

- ☐ Assisting youth into training, skill development, and jobs
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ☐ Creating safe and sustainable communities free of waste and crime
- ☑ Promoting participation in recreation, arts, and cultural activities

**ii. Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

Kidnappers Country Music Group has been held in Flaxmere
By the past 20 years Held in the Scout Hall in Flaxmere.
When we formed the Group our aim was to promote and
Foster Country Music at all ages and Stages in a relaxed
Friendly Stress free atmosphere. We do this through our Annual
Country Music Festivals known as Kidnappers Country Music
Festivals. Country Music Awards and Fortnightly Group Days.
We have promoted Singers and Musicians from 3 years
to 88 years. Some of those we have promoted through
our Kidnappers Country Music Festivals as Juniors
Intermediates and later Seniors have used the Festivals
as a foundation to further their careers in Music.

b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

Our festivals are family Orientated for all ages + Stages. Held outdoors, relaxed atmosphere. Alot of families now own Motorhomes Campervans and Caravans. There is also the Retired People due to many reasons have sold their homes bought Motorhomes and live in them permanently. They love the festivals and support them well bringing income sightseeing, shopping, using bike tracks, etc. There is alot of talent amongst them and the festival is an outlet for them to show their talent Festival gives them and interest, music helps along with the companion ship outings, socializing to help with helpin problems including psychological, physical, emotional problems in a friendly atmosphere along with bringing income into the community. Previous festivals the most in Wairarapa we had 320 motorhomes caravans As a holidays- many stay on in Hawkes Bay.

c. **The process** – how will you carry out your project or service, and where will it be delivered?

We have had 5 previous Festivals at the Wairarapa Racing Centre.
This year and future years- Hastings Racing Centre 10-11th 12 Jan 2020
Starting Friday 10th with at 2pm with Walk-ups (Public)
Friday 10th Evening Concert - 6pm - 10 pm
Saturday 11th Walk-up 10 am - 4:30 pm
Saturday 11th Evening Concert 6pm - 10pm
Sunday 12th 10 am Gospel 11:30
Sunday 12th 11:30 till Finish 2pm
Venue:- 2020 Hastings Racing Centre
Prospect Road
Hastings

d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

Kidnappers Country Music Group
Convenor - Wayne Tapson
Vice Convenor Sandy Tapson
Kidnappers Country Music Supporters

iii. **Identify the anticipated budget for the year 1 July to 30 June -** where appropriate please include copies of quotes.

**Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.**

| Item | Amount |
|---|---|
| Bands x 2 | $ 3,200.00 |
| Venue | $ 4,450.00 |
| Sound | $ 2,400.00 |
| Guest Artists | $ 2,942.00 |
| Accomodation | $ 840.00 |
| Advertising | $ 950.00 |
| Support Artists | $ 3,000.00 |
| | $ |
| | $ |
| | $ |
| | $ |
| (A) Total Cost | $ 17,782.00 |

**Project/Service Income** e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

| Income Source | Amount |
|---|---|
| Kidnappers County Music | $ 5,000.00 |
| Donations | $ 1800.00 |
| Expected Fun Raising | $ 1000.00 |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| (B)Total Income | $ 7,800.00 |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| A. Total cost of project / service | $ 17782.00 |
| B. Less total funds available | $ 7800.00 |
| Difference | $ 9982.00 |
| Amount requested | $ 10,000.00 |

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s:.....

Project/Service name/s:.....

.....

Amount/s of funding received? $.....

v. **Please include a copy of your organisation's latest financial accounts with your application.**

## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation
- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
    ii. A procedure for dealing with accidents & incidents;
    iii. A procedure for dealing with potential emergencies;
    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.
- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name. WAYNE TAPSON Position in organisation: CONVENOR.

Signature: ..... Date: 28-4-2019.

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002

Phone 06 871 5000
www.hastingsdc.govt.nz

TE KAUNIHERA O HERETAUNGA

# Hastings District Council

## Annual Contestable Grants - Application Form

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### 1.0 Background Context

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**Adapted from the 2015-2025 Long Term Plan (p.7)*

---

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Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

Item 4

Application No. 55

## 3.0 Important information

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- You will be formally advised of the result of this application in writing.

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## PART ONE - Eligibility Criteria

### A. Your organisation must be a legal entity, either:

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ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

### B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

iii. Must have a current Health & Safety Policy and plan

iv. Must have a current Child Protection Policy where applicable
v.

### C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

# PART TWO – APPLICATION FORM

## Section A - Tell us about your organisation

### i. Organisation details

Organisation Name: Interchurch Council for Hospital Chaplaincy

Postal Address: PO Box 6427 Marion Square

City and Postcode: Wellington 6141

Phone: 04 801 8008 Mobile Phone: 027 257 2097

Email: anna@ichc.org.nz Website: www.ichc.org.nz

### ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☑ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s ✓

### iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

| Name | Position | Email | Phone (day) |
|---|---|---|---|
| Tim Pratt | CEO | tim@ichc.org.nz | 021 360 906 |
| Anna Northcott | National Operations Manager | anna@ichc.org.nz | 027 257 2097 |
| Rev Barbara Walker | Lead Chaplain HB<br>Midlands Regional Chaplain | barbara.walker@hbdhb.govt.org | 06 878810<br>ext 2611 |
| | | | |
| | | | |
| | | | |
| | | | |

### iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

**These hearings will be held in May each year**

YES _√__ I /we wish to present to the Community Grants Subcommittee

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant ~~Establishment Grant~~*:

Circle One: Seed Funding ~~Establishment Grant~~ Establishment

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

**Section B - Tell us about your project or service for which you are seeking funding:**

i. **Which of the Current and Future Needs of our community are you addressing?**

- ☐ Assisting youth into training, skill development, and jobs
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☐√ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ☐ Creating safe and sustainable communities free of waste and crime
- ☐ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

See attached .....

**Tell us about your project or service for which you are seeking funding.**

Two years ago we received $17,500 from the Hastings District Council and with funding from other sources we were able to increase the number of Chaplains at HBDHB. The funding which we received has greatly assisted us in providing pastoral and spiritual care to our aging patients. The majority of patients that members of the chaplaincy team visit each day are over 70 years of age. Over the last two years the number of discharges from the HBDHB has increased in this age group.

2016 19,902
2017. 20,640
2018. 22,131 (3,446 readmitted within 90 days)

These numbers are expected to increase as we do have an aging population in Hawke's Bay. The majority of the patients over 70 have come from the Hastings District, and Napier City with an increasing number from Central Hawke's Bay and Wairoa.

Many of these patients come into the hospital having had a fall at home, sustaining broken bones and they also present with other aged-related morbidities which often result in lengthy stays in hospital and some readmissions.

We often meet these patients in the emergency department or acute assessment unit, sometimes in the Intensive Care Unit and then continue to support them as they are transferred to the medical and surgical wards, then some are transferred to Aged Care Facilities. Some may be able to return to their homes. A number of these people spend some time in the rehabilitation ward, where they receive intensive physiotherapy, occupational therapy and social work input along with care provided by the Gerontologists and Nursing staff and spiritual and pastoral support from the Chaplains and our trained Volunteer Chaplaincy assistants.

A number of our elderly patients are having to face major decisions, including having to stop driving, moving out of their homes, going into rest homes, or needing hospital level care. Many of them have no family living locally and although family members often come from all corners of the world for a short period of time, these patients often just want to speak with someone who has the time to listen to them. As chaplains, along with our trained Volunteer Chaplains assistants, we are able to give them some time and hear their stories.

Each Sunday the chaplaincy team hold a chapel service and large percentage of our patients who attend this service are over 70. Many of them mention to us, at the end of the service, just how much this service means to them and how much they enjoy attending it.

Since we have been able to increase the number of chaplains we are now able to have a chaplain attend the weekly multidisciplinary meeting which is held in the Assessment, treatment and rehabilitation ward. During these meetings with the Doctors, Nurses, Social Workers, Physiotherapists and Occupational Therapists, the chaplains discuss the holistic care of the patients and how the various specialist services can work together to support these patients.

Many of these patients have no family nearby, and as they often share with us, all their friends are dead or are not well themselves, and often the members of the chaplaincy team are the only people who call and see them on a regular basis. On occasions some of them have shared with us that the only time they receive communion is when they are in hospital. Some of the patients, while in hospital, find out that their spouse, a sister, brother, child or grandchild has died or has been killed in an accident, either in New Zealand or overseas. For some it is not possible to attend the funeral service, in such cases the chaplain stays with the patient, supporting them while the funeral service takes place. This brings comfort not only to the patient but also to the family, to know that someone was with their family member at this very sad time. The chaplains have also facilitated memorial services in the chapel for the patient and their family, because the patient was not well enough to attend the funeral in the community.

On occasions the chaplain who has volunteered to be available to support patients at night is called into the emergency department to support an elderly patient who is dying as there are no relatives nearby or even in New Zealand. The presence of the chaplain brings comfort to the patient and also to the family when they are contacted and informed that their loved has died but wasn't alone - the chaplain was with them.

The chaplains are increasingly involved in supporting elderly cruise liner passengers who have become ill and are admitted to the hospital. Often the elderly person admitted is very unwell and the chaplains provide pastoral support to the spouse or companion until family can arrive, often from overseas countries.

b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

While the nature of this project makes the benefits difficult to measure, we regularly get verbal thanks from patients and we often receive thanks in the form of cards, donations from patients' families. Weekly after our Sunday Service a number of our elderly patients and other patients thank the chaplain who has taken the service. Many of them comment that coming to the chapel is one of the highlights of the week. We are very grateful to the local churches and some of the local schools who provide helpers who to bring these patients from the wards to our Sunday Chapel Service.

Since receiving extra funding for another full-time chaplain, the chaplaincy team continues to be available to support the families who have requested viewings in the hospital mortuary of their deceased loved one. Working in partnership with local funeral directors, DHB staff at times the police we are more than willing to be there in a supportive , pastoral way.

For a number of years the Chaplains have facilitated the Annual Hastings Civic ANZAC Day service at the Hospital. Supported by the DHB and the wider community, this service on site enables a number of our elderly patients to attend this service, often in wheelchairs or in beds. For many of them being able to attend this service means a huge amount to them and the chaplaincy team, realising this, are more than happy to be the facilitators.

c. **The process** – how will you carry out your project or service, and where will it be delivered?

This will be carried out by the continued availability of chaplains to patients in the Hawke's Bay Fallen Soldiers' Memorial hospital, and where appropriate, in the community.

p.d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

Lead Chaplain – Rev Barbara Walker QSO

Part-time Ecumenical Chaplain – Rev Pelly Pirikahu

Full-time Ecumenical Chaplain - Rev Dr Ockert Schoeman

Part-time Catholic Chaplain – Mrs Deidre Russ

And our Trained Volunteer Chaplaincy Assistants

We collaborate with DHB staff, Funeral Directors, Police, Skyline Aviation, Rest Homes, Church Leaders and the community at large

iii. **Identify the anticipated budget for the year 1 July to 30 June** - where appropriate please include copies of quotes.

**Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.**

| Item | Amount |
|---|---|
| Salaries for Chaplains and admin person | $220,000$ |
| (including national overheads) | $$ |
| | $$ |
| | $$ |
| | $$ |
| | $$ |
| | $$ |
| | $ |
| | $ |
| | $ |
| | $ |
| (A) Total Cost | $222,000 |

**Project/Service Income e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.**

| Income Source | Amount |
|---|---|
| Ministry of Health | $69,000$ |
| HBDHB Funding | $45,000$ |
| Church Funding | $40,000$ |
| Sundry Fundraising/Grants/etc | $30,000$ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| (B)Total Income | $184,000 |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| A. Total cost of project / service | $220,000 |
| B. Less total funds available | $184,000 |
| Difference | $36,000 |
| Amount requested | $18,000 |

**iv. Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: 2017

Project/Service name/s: Funding towards a new full-time chaplain

Amount/s of funding received? $17,500

**v. Please include a copy of your organisation's latest financial accounts with your application.**

## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation

- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:

    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;

    ii. A procedure for dealing with accidents & incidents;

    iii. A procedure for dealing with potential emergencies;

    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.

- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name: Rev Barbara Waller Position in organisation: Regional Chaplain Midland Lead chaplain H&DHB

Signature: ..... Date: 28/4/2019

## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
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  iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.

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We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name:.....Position in organisation: National Operations Manager ICHC.

CHARITIES SERVICES
Ngā Ratonga Kaupapa Atawhai

Supporting charities in New Zealand for stronger communities

# Charity Summary

| | |
|---|---|
| **Registration Number:** | CC21346 |
| **Registration Date:** | 24/02/2008 |
| **Charity Name:** | The Interchurch Council For Hospital Chaplaincy |

# Charity Details

Trading Name

**Registration Details**

| | |
|---|---|
| Registration Status: | Registered |
| Balance Date: | June 30 |
| IRD Number: | Restricted |
| NZBN Number: | 9429042905660 |

**Address for Service:**

| | |
|---|---|
| Charity's Postal Address: | PO Box 6427<br>Marion Square<br>Wellington 6141 |
| Charity's Street Address: | 203 Willis Street<br>Te Aro<br>Wellington 6011 |

**Charity's other details**

| | |
|---|---|
| Phone: | (04)8018008 |
| Fax: | |
| Email: | info@ichc.org.nz |
| Website: | http://www.ichc.org.nz |
| Facebook: | https://www.facebook.com/HospitalChaplaincyNZ |
| Twitter: | https://twitter.com/ichcnz |
| Social Network Name: | https://www.linkedin.com/company/interchurch-council-for-hospital-chaplaincy |

## Annual Returns

| Date Submitted | For Year Ended | Total Income | Total Expenditure | Reference |
|---|---|---|---|---|
| 12/12/2018 | 30/06/2018 | 4,371,244 | 4,306,123 | AR011 |
| 06/12/2017 | 30/06/2017 | 4,460,831 | 4,955,356 | AR010 |
| 12/12/2016 | 30/06/2016 | 2,959,464 | 3,253,855 | AR009 |
| 17/12/2015 | 30/06/2015 | 3,060,955 | 3,286,772 | AR008 |
| 23/12/2014 | 30/06/2014 | 2,914,819 | 3,003,580 | AR007 |
| 24/12/2013 | 30/06/2013 | 3,058,950 | 1,836,403 | AR006 |
| 24/12/2012 | 30/06/2012 | 2,988,809 | 2,803,922 | AR005 |
| 23/12/2011 | 30/06/2011 | 2,812,558 | 2,681,608 | AR004 |
| 10/12/2010 | 30/06/2010 | 3,179,941 | 2,965,683 | AR003 |
| 21/12/2009 | 30/06/2009 | 2,925,258 | 2,552,210 | AR002 |
| 09/01/2018 | 30/06/2008 | | | |

| | | | |
|---|---|---|---|
| Elizabeth Pennell | Individual | Trustee | 09/10/2008 |
| Patricia Lee | Individual | Trustee | 09/10/2008 |
| Anne Moody | Individual | Trustee | 07/10/2010 |
| Allan Marshall | Individual | Trust Board member | 05/10/2015 |
| Bevan Killick | Individual | Trustee | 05/07/2018 |
| Catherine Fyfe | Individual | Trustee | 05/07/2018 |
| Lucy Nguyen | Individual | Trustee | 03/12/2018 |

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

# Hastings District Council

## Annual Contestable Grants - Application Form

### 1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

### 2.0 Open and Closing Dates

**Applications open 1 Marchand close 30 April each year.**

**Grants are available from 1 July each year.**

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

## 3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

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## PART ONE - Eligibility Criteria

### A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

### B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

iii. Must have a current Health & Safety Policy and plan

iv. Must have a current Child Protection Policy where applicable
v.

### C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

# PART TWO – APPLICATION FORM

## Section A - Tell us about your organisation

### i. Organisation details

Organisation Name: Hastings District Landmarks Trust Inc.....

Postal Address: 108 Margaret Ave.....

City and Postcode: Havelock North 4157.....

Phone: 0-6-877 6404..... Mobile Phone: .....

Email: ruth.vincent@xtra.co.nz ..... Website: .....

### ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? Yes**

**If yes, please enclose a copy of the certificate/s

### iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

| Name | Position | Email | Phone (day) |
|---|---|---|---|
| Ruth Vincent | Chair | Ruth.vincent@xtra.co.nz | 0-6-877 6404 |
| Joyce Barry | Secretary | dmjbarry@xtra.co.nz | 0-6-876 6051 |
| Barbara Brookfield | Treasurer | barbara@brookfieldnz.com | 027 387 8216 |
| | | | |
| | | | |
| | | | |
| | | | |

### iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

**These hearings will be held in May each year**

YES _X__ I /we wish to present to the Community Grants Subcommittee

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

**Section B - Tell us about your project or service for which you are seeking funding:**

i. **Which of the Current and Future Needs of our community are you addressing?**

- ☐ Assisting youth into training, skill development, and jobs
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☒ Creating an appealing district identity and visitor/student/business destination
- ☐ Creating safe and sustainable communities free of waste and crime
- ☐ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

Hastings District Landmarks Trust Inc is supportive and has contributed to the Hastings District Council CBD Revitalisation Plan. We are excited about the revitalisation of the Hastings CBD and wish to contribute to improving the city for residents and visitors. Artworks assist in creating an appealing district identity and visitor/student/business destination.

We have commissioned artist Amy Lynch to design and construct a sculpture for a laneway off King Street which links with the new Boot Lane pocket park in the Heretaunga Street West 300 block. Amy has designed a sculpture which will be suspended and attached to the two buildings on either side of the laneway. The sculpture named 'In The Wings' references the previous history of one of the buildings which was a theatre. See Amy's proposal attached for further information.. .....

The laneway in which the sculpture will be installed is opposite the car park which is being redeveloped on King St North and will link through to the pocket park/car park/service lane/CBD linkage development planned, which is accessed from 206 Queen St West.. .....

The initial concept development has been completed and has been funded. Hastings District Council representatives on Landmarks Trust (Colin Hosford and Rachel Stuart) and the Chair of the Landmarks Advisory Group, Councillor Wendy Schollum have been informed of, and support the proposal since initial discussions commenced.....

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b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

The sculpture will contribute to the CBD Revitalisation Plan and the vibrancy, liveability and commercial appeal of the Hastings CBD. Hastings District has a growing collection of public art. This piece will be an excellent addition to public art in this section of the CBD. There are currently no public art pieces in 300 Block Heretaunga St West or King St North. It will be one piece on the proposed Urban Arts Trail to be developed in Hastings.

The following extract is from 'The Role of Culture and Arts in Liveability' a study commissioned in 2005 and summarises the importance of art and culture in contributing to liveliness and vibrancy of an urban environment:.....

- Arts and culture contribute directly to the "sense of place" which attracts both residents and investors. There is a merging between the attributes of a city or region that are seen by individuals as offering them a better quality of life, or liveability, and those attributes that are seen by investors or businesses as offering them competitive advantage, that is, contributing to the city or region's competitiveness.
- Vibrant and diverse arts and cultural activities are an important contribution to the liveliness and vitality of an urban environment.
- The arts also contribute to well-designed public space making a local environment more attractive and accessible. Engagement with the local community in the development and design of public artworks creates public spaces where people want to meet; enriches urban regeneration projects; and distinctly brands a region or suburb as a destination for new residents, tourists and business.

The CBD will be enhanced by the installation of this art work which complements other public art works in Hastings' CBD. .....

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c. **The process** – how will you carry out your project or service, and where will it be delivered?

See attached 'In the Wings' Presentation document, elevation drawings, and photographs.

The sculpture will be installed in a laneway off King Street North as shown on the attached map. It will be suspended between two buildings at a height of 3.0 – 3.5 metres. Approval has been obtained from both building owners to attach the sculpture to their buildings... .....

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d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

Amy Lynch – sculptor .....

Amy Lynch, a UK-born, Hastings based artist works in steel and metal having taken on commissioned works and collaborations since 2014 including involvement in the Napier Marine Parade Viewing Platform, a 3.5m koru at the entrance of Lucknow Primary School in

Havelock North, community tables in Hastings CBD, and the kinetic sculpture 'Elixir of Life the first sculpture to be installed at Haumoana on the new Cape Coast Art Trail. This sculpture was a collaboration between Amy and Riks Terstappen.

She describes herself as "a playful, creative maker", often working considerately with found materials.

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iii. **Identify the anticipated budget for the year 1 July to 30 June** - where appropriate please include copies of quotes.

**Project/Service Costs** e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

| Item | Amount |
|---|---|
| **Completion of full working drawings, engineering fees, project management, materials and fabrication, painting, transportation and insurance of art work. The design costs have already been met.** | $ 48,000 |
| **Other costs including materials and fabrication of wall brackets and supports, fixings, installation including all permits, lighting and site preparation** | $ 10,000 |
| **Contingency** | $ 5,000 |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |

| | |
|---|---|
| | $ |
| | $ |
| | $ |
| (A) Total Cost | $ 63,000 |

**Project/Service Income** e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

| Income Source | Amount |
|---|---|
| We will be applying for other grants from other sources including: | |
| Mills Family Trust, | $ 10,000 |
| Abbot Bequest | $ 10,000 |
| Eastern and Central | $ 10,000 |
| First Light | $ 5,000 |
| Infinity | $ 5,000 |
| 2 x private individuals/businesses | $ 13,000 |
| | $ |
| | $ |
| (B)Total Income | $ 53,000 |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| A. Total cost of project / service | $ 63,000 |
| B. Less total funds available | $ 53,000 |
| Difference | $ 10,000 |
| Amount requested | $ 10,000 |

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: .....

Project/Service name/s: .....

.....

Amount/s of funding received? $ 0.....

v. **Please include a copy of your organisation's latest financial accounts with your application.**

## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation
- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
    - i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
    - ii. A procedure for dealing with accidents & incidents;
    - iii. A procedure for dealing with potential emergencies;
    - iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.
- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name Barbara Brookfield Position in organisation: Treasurer

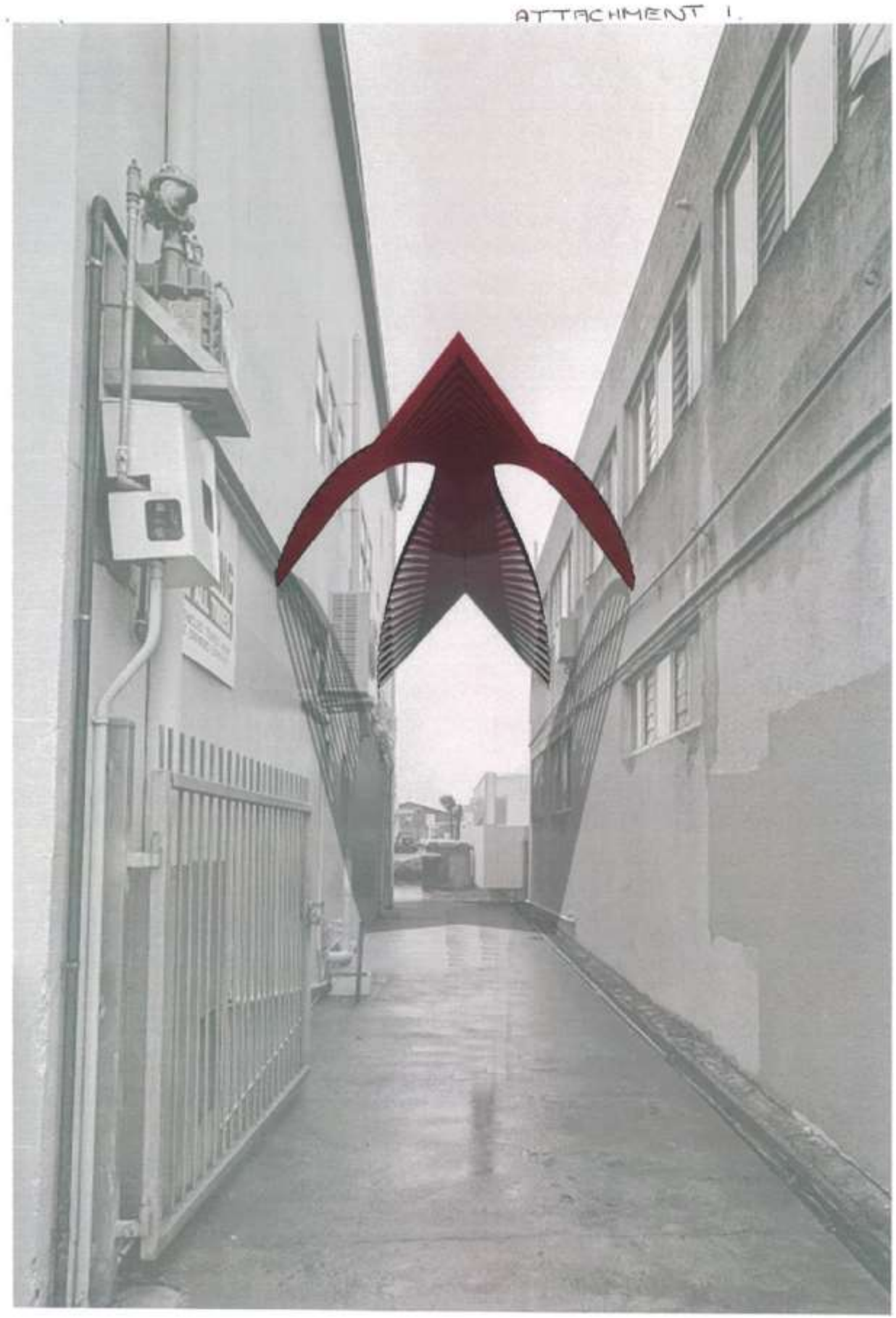
Signature: [signature] Date: 30/04/2019

**Annual Contestable Grants Application**

**Hastings District Landmarks Trust Incorporated**

**List of Attachments**

1. In the Wings Proposal – Amy Lynch
2. In the Wings side view of maquette
3. In The Wings bottom view of maquette
4. Side elevation of buildings showing sculpture placement
5. Map of part of CBD showing proposed location of sculpture
6. Amy Lynch – General Commission Agreement and Schedule
7. Amy Lynch – Commission estimate
8. Hastings District Landmarks Trust Incorporated – Certificate of Incorporation
9. Hastings District Landmarks Trust Incorporated – Auditors Report for financial year ending 30 June 2018


ATTACHMENT 1.




# Everybody's Place

*'In the Wings'* by Amy Lynch, 2018

A site specific sculpture concept commissioned by The Landmarks Trust, that uses the surrounding buildings (historic and present) to influence the piece.

'In the Wings' is a suspended artworks that morphs from one form to another as the viewer approaches the piece.

**Viewing Aspects:**

**The Bird** King Street N from across the street (1) or from the Boot Lane Carpark (1a).
**The House** Approaching along footpath (same side) on King Street N (2).
**The Backbone** Looking from underneath (3).

**Interaction:**

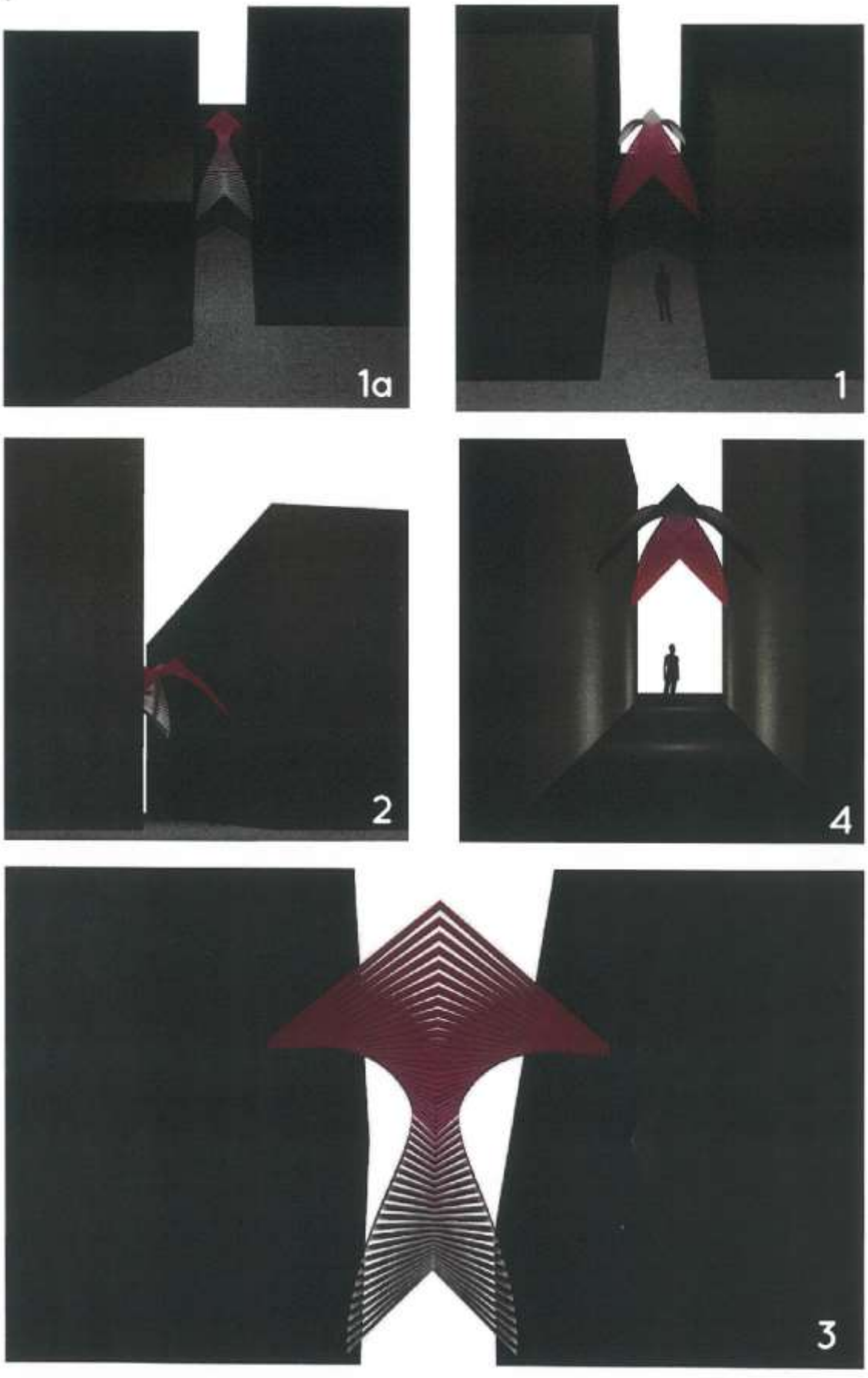
Glimpsed from afar, the striking graduating colour draws the viewer in.
Standing within the form, you see its playful patterns cast against the buildings.
An architect, engineer, tourist, general public or child will each discover their own interpretation of the form.
Illuminations at night add another dimension to how the piece is seen.

**Functionality:**

Accessible Artwork - With easy flat access for all including wheel chairs and prams.
Informative sign post - At one or either end which can double up as a bollard.
Possible Material - Aluminium with paint finish to an external exposed structure specification.
Cleaning and maintenance - Structure and paint finish fit for power washing.
Seismic and Wind loadings - To be advised by engineer.
Placement - Out of reach, minimum obscuring of current windows, structural provisions off buildings.
Illumination- Ground uplights, increased public safety (4).
Surrounding Buildings - Opportunity to update adjoining buildings colour schemes.

**Scope:**

First of small space specific artworks that could create Hasting's own Urban Art's Trail.
Providing opportunities for the new generation of artists to create works for the 'future' Hastings.




Item 4

Application No. 56

ATTACHMENT 2



ATTACHMENT 3



ATTACHMENT 4

Hastings Landmarks Trust
'In The Wings' Sculpture
ACL 1100 on A3 January 2019




EVERYBODY'S PLACE ARTWORK- CONCEPT ELEVATIONS

Item 4

Application No. 56

ATTACHMENT 5




Item 4

Application No. 56

ATTACHMENT 6

Page 1 of 1

about:blank

# AMY C LYNCH
## DESIGN & CRAFT

GENERAL COMMISSION AGREEMENT & SCHEDULE

This is an agreement between Amy C Lynch and a Commissioner who has requested designs and/or artworks as one-off commissions.

GENERAL TERMS

1. These terms record the agreement between the Commissioner and the Designer (Amy C Lynch) for provision of the Design Works by the Designer.
2. The Designer shall prepare the Design Works in a number of Design Stages, as set out in the Schedule. Design Stages can be added or removed by mutual agreement to suit the occasion.
3. The Commissioner is not required to commit to all Design Stages agreed between the Designer and the Commissioner and may, at the end of any Design Stage, opt out of any or all of the remaining Design Stages, on the condition that all work by the Designer to the end of that Design Stage is paid for in accordance with this agreement.
4. The Designer reserves the right to conclude this agreement and cease further work at any time if the Designer believes that its integrity would be compromised in any way by continuing.
5. Upon suspension or termination of this agreement by either party, the Designer shall be entitled to payment of all fees up to the date of suspension or termination (including fees and disbursements).
6. All Intellectual Property Rights in the Design Works and/or created incidentally (with the exception of any pre-existing Intellectual Property Rights in materials supplied by the Commissioner) remain the property of the Designer. The Designer shall retain copyright ownership and licence the Design Works to the Commissioner. This overrides section 21(3) of the Copyright Act 1994 in accordance with the terms of that Act.
7. The Designer does however agree not to make, or assign to others the right to make, identical copies of the Design Works for the duration of the licence granted to the Commissioner, without the written permission of the Commissioner. The Designer retains the right to use the Design Works for the purpose of the Designer's portfolio and in other media, websites, galleries, exhibits and competitions.
8. All drawings, models and ideas presented to the Commissioner are done so in the strictest confidence and may not be shown to third parties without the Designer's prior permission.
9. The Designer guarantees that, to the best of its knowledge, the design will not infringe the Intellectual Property Rights of any third party.

14/03/19, 12:00 PM

Justino promo

10. The Commissioner warrants that:

    (i) It owns or is lawfully authorised to use any pre-existing Intellectual Property Rights in materials supplied by the Commissioner to the Designer;

    (ii) The Designer is fully entitled to use those materials without restriction for the purposes of this agreement; and

    (iii) The Commissioner will ensure that the Design Works are not altered in any way, at any time, without the Designer's prior permission.

11. The Commissioner shall not use the Design Works or any image or reproduction, wholly or partially, of the Design Works, for commercial purposes without a further agreement being entered into with the Designer, which may include the payment of a reasonable fee to the Designer.

12. Installation and/or maintenance instructions will also be issued if required.

13. Upon initial consult, the Designer may provide the Commissioner with an indicative estimate of the price of the Design Works. Once the concept is agreed on, the Designer will then provide the Commissioner with a final estimate, including freight/delivery (if applicable). Unless otherwise agreed, any estimate provided by the Designer is subject to a 10% variation plus an upward adjustment for any changes made by the Commissioner to the scope of the Design Works. The Designer shall endeavor to provide advance notice of any variation to estimates, but failure to do so will not affect the Designer's rights.

14. The Designer requires the final Design Stage payment to be made on delivery.

15. The Commissioner's rights to the Design Works as provided for in this agreement shall commence on the date the Designer has been paid in full.

16. The Commissioner undertakes to indemnify the Designer against any and all loss, damage, liability or expense (including costs on a solicitor-client basis):

    (i) Suffered or incurred as a result of any breach by the Commissioner of this agreement or in recovering any moneys due; and

    (ii) Arising out of a claim by a third party against the Designer alleging that any Design Works generated in the course of the commissioned services (excluding original material developed solely by the Designer) infringes any third-party Intellectual Property Rights;

    and such loss, damage, liability or expense shall be moneys due under the agreement.

17. The Designer shall not be liable for:

    (i) Any loss or damage arising by reason of any delay in the completion or delivery of the Design Works; or

    (ii) Any loss of profits or revenues; or

(iii) Any indirect or consequential loss of whatever nature; or

(iv) Any loss resulting from any errors or omissions arising from incorrect information provided by the Commissioner, or failure by the Commissioner to provide information, or an oversight or a misinterpretation of the Commissioner's verbal instructions.

**18.** The Designer's liability to the Commissioner for any and all loss, damage, liability or expense, however caused (including negligence), arising out of or in connection with the Design Works shall not exceed the full value of the payments made by the Commissioner under this agreement.

DEFINITIONS

"Commissioner" means the person or entity that has requested the Design Works. If the Commissioner is acting as the agent or representative of their client (e.g. where the Commissioner's client is the intended recipient of the Design Works) then (a) the "Commissioner" shall include their client, and (b) the Commissioner signing this Agreement warrants that they are duly authorised to bind their client to this agreement.

"Design Works" means the design services and deliverables to be provided by the Designer, including (but not limited to) drawings, art work, models, ideas and products constructed from the designs.

"Design Stage" means any of the Initial Concept, Concept Development, Design, Construction or Delivery/Installation stages as further described in the Schedule to this agreement.

"Intellectual Property Rights" means any patents, copyright, designs and any other right granted by operation of law which confers protection on any written or artistic work created by intellectual effort and all associated intangible assets created as a by-product.

Signed by Amy C Lynch:

Amy Lynch

Date: 23rd October 2018

Signed for the Commissioner:

Ruth Vincent

Name: pp. Landmarks President

Signature

Date: 25 September 2018

SCHEDULE & PAYMENTS

**1.** INITIAL CONCEPT. This may include one or several ideas presented as hand sketches.

$750

**2.** CONCEPT DEVELOPMENT. This will include one idea presented as outline computer models and/or renderings. It may be necessary to include an extra basic engineer's fee at this stage to test viability of the concept.

$250

**3.** DESIGN. The concept is worked to resolution ready for making, with full working drawings. This may include additional fees for Engineering or other technical advice, which will be notified in advance for agreement. It may also include models, prototypes, mock-ups or trial full size details.

$ TBA dependent on completion of stage 1 & 2

**4.** CONSTRUCTION. Construction may be carried out by Amy C Lynch either wholly, or partially in conjunction with other subcontractor(s), for whom Amy C Lynch is fully responsible, or wholly by a third party under a separate agreement.

$ TBA dependent on completion of stage 1 & 2

**5.** DELIVERY/INSTALLATION. Amy C Lynch will arrange for the packaging and transport (incl insurance) of the work. Installation may be carried out by Amy C Lynch either wholly, or partially in conjunction with other subcontractor(s), for whom Amy C Lynch is fully responsible, or wholly by a third party under a separate agreement.

$ TBA dependent on completion of stage 1 & 2

AMY C LYNCH DESIGN & CRAFT
0211696267 amyclynch@hotmail.com

ATTACHMENT 7





# AMY C LYNCH
## DESIGN & CRAFT

'IN THE WINGS'
ARTWORK, EVERYBODY'S PLACE, HASTINGS

Commission estimate prepared for Landmarks Trust
(Stage 3 & 4 as per Commission Agreement)

Included:

- Full working drawings
- Engineering fees ($2.5k for artwork sign off & construction observation and $5k for wall bracket design & construction observation) by Guy at Strata Group
- Project management to delivery stage
- Materials, consumables and fabrication of artwork
- Paint finish by 3rd party (paint samples for Landmarks sign off included)
- Transportation of artwork to painters (from workshop) and then to site
- Insurance of artwork up to delivery on site

Excluded:

- Materials and fabrication of wall brackets and supports (if required). Yet to be designed by Guy at Strata Group
- Fixings for wall brackets and supports to artwork and to wall
- Installation of wall brackets, supports and artwork (may require HDC to provide TMP and fencing, Sitesafe permit, Working at heights permit, Crane (if required)
- Lighting
- Site preparation (eg: paint buildings, relocation of A/C unit, signage, bollards)

Total estimate: $41,750.00 +GST

Pricing is current up until the end of April 2019. May require requoting beyond this date.

AMY C LYNCH DESIGN & CRAFT
0211696267 amyclynch@hotmail.com

04/07/02 16:54 SJ SCANNELL AND CO CO → 6458760515 NO.926 P002/002

Ministry of Economic Development
Manatu Ohanga

ATTACHMENT 1

# CERTIFICATE OF INCORPORATION

of

## HASTINGS DISTRICT LANDMARKS TRUST INCORPORATED
## (WN/1158555)

**This is to certify that HASTINGS DISTRICT LANDMARKS TRUST INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 16th day of August 2001.**

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

Neville Harris

Neville Harris
Registrar of Incorporated Societies
23 August 2001

ATTACHMENT 9





## HASTINGS DISTRICT LANDMARKS TRUST INC

## AUDITORS' REPORT

To the Members of the Hastings District Landmarks Trust Inc

We have audited the Financial Statements of the Trust for the year ended 30 June 2018 as attached.

**Committee's Responsibilities**
The Committee is responsible for the preparation of the Financial Statements which fairly reflects the financial position of the entity as at 30 June 2018 and of the results of operations for the year ended 30 June 2018.

**Auditors' Responsibility**
It is my responsibility to express an independent opinion on the financial report presented by the Committee and report my opinion to you.

**Basis of Opinion**
An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the Financial Statements. I conducted my audit in accordance with generally accepted auditing standards in New Zealand except that in common with Auditors of similar organisations, I have been unable to verify sources of income and accordingly my examination of income has been limited to recorded receipts. I confirm that the amounts as recorded are in the Financial Statements. I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the Financial Statements are free from material mis-statements, whether caused by fraud or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the Financial Statements.

**Qualified Opinion**
Except for the possible effect of the limited control over the income referred to above, in my opinion the Financial Statements attached fairly reflect the financial position of the entity as at 30 June 2018 and the results of its operations for the year ended on that date.

Cedric Knowles
enablebusiness HB Limited

AUDITORS
22 August 2018

# Hastings District Landmarks Trust Incorporated

## Statement of Service Performance

### For the year ended 30th June 2018

**Description of the Trust Outcomes**

The Landmarks Trust is a community organisation which, in conjunction with the councillors of the Hastings District Council, seek to improve the looks of our city and its surrounds. It achieves its purpose through awards, community grants and community discussion groups.

During the year under review, the Trust achieved the following:

| | |
|---|---|
| History Group Meetings | 9 held |
| Awards held | Nil |
| Grants made | Nil |

# Hastings District Landmarks Trust Incorporated

## Statement of Financial Performance

For the year ended 30th June 2018

| | 2018 | 2017 | 2016 |
|---|---|---|---|
| **Income** | | | |
| Subscriptions | 380 | 280 | 680 |
| Donations | 60 | 5 | 305 |
| Grant - Creative Communities | - | 3,000 | - |
| Grant - Infinity Foundation | - | - | 2,000 |
| Grant - Art Deco Trust | - | - | 1,000 |
| "Street As" Awards Revenue | - | - | 10,500 |
| History Group Collections | 1,266 | 1,099 | 887 |
| Interest Received | - | - | 46 |
| **Total Income** | 1,706 | 4,384 | 15,418 |
| **Expenses** | | | |
| Annual General Meeting | 1,773 | 505 | 57 |
| "Street As" Awards & Expenses | - | - | 8,735 |
| Awards | - | - | 4,882 |
| Audit Fee | - | - | 172 |
| Brochures | - | 454 | - |
| Postage & Stationery | 27 | - | 135 |
| History Group Speaker Gifts | 541 | 480 | 500 |
| T Shirts | - | - | 303 |
| Gifts | 178 | 65 | 198 |
| Grant to Hastings City Business Association | - | 1,500 | 2,000 |
| Daffodil Bulbs | - | - | - |
| Repairs & Maintenance | - | - | - |
| Sundries | 60 | 126 | 30 |
| **Total Expenses** | 2,579 | 3,130 | 17,012 |
| **Net Surplus (Deficit) before Depreciation** | (873) | 1,254 | (1,594) |
| Depreciation | 47 | 67 | 96 |
| **Net Surplus (Deficit) for year** | (920) | 1,187 | (1,690) |

# Hastings District Landmarks Trust Incorporated

## Statement of Financial Position

As at 30th June 2018

| | 2018 | 2017 | 2016 |
|---|---|---|---|
| **Current Assets** | | | |
| Westpac Current Account | 2,703 | 3,576 | 2,322 |
| | 2,703 | 3,576 | 2,322 |
| **Current Liabilities** | | | |
| **Net Current Assets** | 2,703 | 3,576 | 2,322 |
| **Non Current Assets** | | | |
| Lapel Mike Cost | 679 | 679 | 679 |
| Less Accumulated Depreciation | 650 | 638 | 621 |
| | 29 | 41 | 58 |
| Sound & Recording System Cost | 1,195 | 1,195 | 1,195 |
| Less Accumulated Depreciation | 1,131 | 1,104 | 1,065 |
| | 64 | 91 | 130 |
| Whiteboard Cost | 251 | 251 | 251 |
| Less Accumulated Depreciation | 235 | 227 | 216 |
| | 17 | 24 | 35 |
| **Total Non Current Assets** | 109 | 156 | 223 |
| **Net Assets (Liabilities)** | **2,812** | **3,732** | **2,545** |
| **Represented by Accumulated Funds** | | | |
| Balance at start of year | 3,732 | 2,545 | 4,235 |
| Net Surplus (Deficit) for year | (920) | 1,187 | (1,690) |
| **Net Assets (Liabilities)** | **2,812** | **3,732** | **2,545** |

Treasurer

# Hastings District Landmarks Trust Incorporated

## Notes to the Financial Statements

### For the year ended 30th June 2018

**Basis of Preparation**

Hastings Districts Landmarks Trust is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) but has elected to prepare accrual-based Financial statements. All transactions are reported in the Statement of Financial Performance and related Notes to the Financial Statements on an accrual basis.

**Goods and Services Tax (GST)**

The Trust is not registered for GST. Therefore amounts recorded in the Financial Statements are inclusive of GST (if any).

**Correction of Errors**

No errors required correction in the period under review

**Related Party Transactions**

There were no transactions requiring disclosure involving related parties during the financial year. (Last Year - Nil)

**Events After the Balance Date**

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report. (Last Year - Nil)

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Tuesday, 30 April 2019 2:52 PM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#262]

| | |
|---|---|
| **Name of organisation** | Hastings Women's Refuge |
| **Postal address for organisation** | P.O Box 308 Hastings<br>Hastings 4122<br>New Zealand |
| **Daytime Contact Phone Number** | 068787519 |
| **Email** | manager@hwr.org.nz |
| **Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?** | Yes |
| **Name** | Julie Hart |
| **Position** | Manager |
| **Email** | manager@hwr.org.nz |
| **Daytime Contact Phone Number** | 068787519 |
| **Name** | Bronwyn Harman |
| **Position** | Trustee |
| **Email** | bron.harman@gmail.com |
| **Daytime Contact Phone Number** | 021 877 903 |

1

| | |
|---|---|
| **Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.** | Yes, I/we wish to present to the Community Grants Subcommittee |
| **Please indicate if you are applying for *Seed Funding or an **Establishment Grant:** | Establishment Grant |
| **i. Which of the current and future needs of our community are you addressing?** | Assistance and advice for people in need due to older age or adverse circumstances |

**a. What activity/s are within the scope of your project/service?**

The Hastings Women's Refuge continue to provide support to women and children affected by domestic violence in the Hastings District. We provide vital safe house services for women and their children who would otherwise be homeless or in danger of harm due to family violence.

Our services and support covers providing all women and children access to a safe and supportive environment in which families and individuals can begin to build a new life with the aim of living violence free.

For our Safe House services women and their children have access to a place of safety and comfort. It allows them the space they need to consider their future plans and begin to achieve their goals.

Our Support Line services allow women 24 hour access to support and advocacy and to the Safe House should they required admitting. It also allows Police 24 hour access to our specialised services to assist victims that have come to their attention during the course of their shift.

We also provide community education and training so that the whole of our community can be well advised on how best to support families affected by Domestic Violence.

The statistic for Domestic Violence is very high, some of the highest in the country yet we only receive funding for around 36% of what we do. We are under consistent pressure with our capacity often not reaching the demand put upon us by families seeking help. We are the only 24 hour organisation in the Hastings community (alongside of our Maori sister Refuge) that provides specialised Domestic Violence services. Domestic Violence remains the core of our service delivery.

| | |
|---|---|
| **b. How will your project or service be** | The project will be measured by the number of women and children who use our safe house services over the next 12 months. The numbers are easily measured and regularly reported on. |

| | |
|---|---|
| **MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?** | Last year we had 43 women and 32 children use our safe House service for an average stay of 34.1 nights<br>We currently receive funding for 27 of those women. |
| **c. The process – how will you carry out your project or service, and where will it be delivered?** * | This service will be delivered at our safe house in 604 Lumsden Road, Hastings |

**d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** *

Julie Hart is the Business Manager and the advocates working with the safe house are TeAue Herbison and Natasha Dodds. We work with many community organisations including Budget Advice, Foodbanks, Te Taiwhenua o Heretaunga and many other family focused service providers. We also advocate for women and children with government agencies such as Oranga Tamariki, Police, Housing New Zealand and Work and Income.

Hastings Women's Refuge is a member of the Family Violence Intervention and Response Team (FVIRT's) that meet weekly to look at how best to engage and work with families who have come to the attention of Police over the past week and to reflect on families from previous weeks. The aim of this group is to hold offenders accountable for their actions and to maximise the safety of victims affected by Family Violence.

Hastings Women's Refuge belongs to the National Collective of Independent Women's Refuges. This association has approximately 45 member Refuges throughout Aotearoa. We have a close working relationship with Te Whare Whanau Poroti Maori Women's Refuge based in Hastings and we are in the process of amalgamating with the Napier Women's Refuge under the umbrella of the Family Violence Intervention and Prevention Charitable Trust.

| | |
|---|---|
| **Is your organisation GST registered?** | Yes |
| **If yes, what is your GST number** | 41021225 |
| **Item** | Salaries |
| **Amount** | $48,500.00 |
| **Item** | Crisisline costs |
| **Amount** | $8,000.00 |
| **Item** | Training & Supervision |
| **Amount** | $3,500.00 |

| | |
|---|---|
| **Item** | operational costs of house |
| **Amount** | $15,000.00 |
| **Item** | subsidised Rent to Housing Corporation |
| **Amount** | $1,500.00 |
| **(A) Total cost** | $75,000.00 |
| **Item** | accommodation |
| **Amount** | $7,420.00 |
| **Item** | Contract |
| **Amount** | $19,930.00 |
| **(B1) Total** | $27,350.00 |
| **(B2) Total** | $0.00 |
| **Total funds available (B1 + B2) = (B)** | $22,600.00 |
| **A. Total cost of project / service *** | $75,000.00 |
| **B. Total funds available *** | $27,350.00 |
| **C. Difference between total cost and total funds available *** | $47,650.00 |
| **D. Amount requested annually *** | $30,000.00 |
| **Source of funding** | none applied for |
| **Date applied** | Saturday 31 March 2018 |
| **Product/service name** | Safe House Services |
| **Amount of funding received?** | $25,000.00 |
| **Have you completed an** | Yes |

| | |
|---|---|
| annual report and financial accounts for this project or service? | |
| Please include a copy of your latest annual report and financial accounts with your application. | agm_booklet_2018.pdf 1.27 MB · PDF |
| If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts. | hwr_final_audit_report_18_1.pdf 934.54 KB · PDF |
| Tick this box to confirm the above is true and correct. * | I agree |

5

borrie financial group

# Hastings Women's Refuge Inc

## Performance report
## For the year ended 30 June 2018

# Hastings Women's Refuge Inc

## Contents


| | |
|---|---|
| Entity information | 1 |
| Approval of financial report | 2 |
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| Statement of financial performance | 9 |
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| Notes to the financial statements | 11 |
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| Compilation report | 18 |
| 2018 Audit Report | 19 |

# Hastings Women's Refuge Inc

## Entity information
For the year ended 30 June 2018

| | |
|---|---|
| **Legal name of entity:** | Hastings Women's Refuge Inc |
| **Legal basis:** | Charitable Trusts Act 1959 |
| **Registration number:** | Charities Commission CC 21043 |
| **Mission statement:** | Our Kaupapa<br><br>Hastings Women's Refuge provides services to women and children who are affected by Domestic Violence. Although not our core business, male victims of domestic abuse who are seeking advocacy and support are also assisted to the best of our ability.<br><br>How we differ from other social service agencies is we do not tell women (families) what they should do but rather we give advice and support with the aim to assist them to create their own plan.<br><br>Advocacy and support is about helping families achieve their goals. |
| **Entity structure:** | Hastings Women's Refuge is an Charitable Trust registered with the Charities Commission. It operates under a Governance and Management model however we strive to be inclusive of all our members in our decision-making process, using a collective approach and consensus decision making where practicable. |
| **Cash and resources:** | Grants and Donations. |
| **Main methods to raise funds:** | Hastings Women's Refuge is sub-contracted to the National Collective of Independent Women's Refuges (NCIWR) on behalf of the Ministry of Social Development to provide services to women and children who are affected by Domestic Violence. These contracts are contributory in nature and estimated to pay for around 36% of the work that we do.<br><br>Women(families) who enter the Safe House contribute a minimal board payment whilst residing with us: unless to do so would cause unnecessary financial hardship.<br><br>As a charity we welcome the financial contributions of donors and seek further income via funding applications, grant applications, social media or crowd funding websites |
| **Reliance on volunteers and donated goods or services:** | As a charity we rely heavily on the generosity of our members and the general public. Ways in which people can assist can take on many forms but the most common are: volunteering of time, donations of material goods, and donations of skills and or consultancy on a pro bono basis. |
| **Email and website:** | http://hastingswomensrefuge.org.nz/<br><br>manager@hwr.org.nz |

*The accompanying policies and notes form part of the performance report. These statements should be read in conjunction with the attached compilation report of Borrie Financial Group Ltd.*

## Hastings Women's Refuge Inc

# Approval of financial report
For the year ended 30 June 2018

The trustee is pleased to present the approved financial report including the historical financial statements of Hastings Women's Refuge Inc for the year ended 30 June 2018.

APPROVED

For and on behalf of the trustee

## Hastings Women's Refuge Inc

# Statement of service performance
For the year ended 30 June 2018

**Entity's outcome**

**Safe House Services**
**How:**

We operate one of two Safe Houses in the Hastings area; the other being Te Whare Whanau Purotu Maori Women's Refuge. We also have a close collaboration with Napier Women's Refuge.

Our facility can accommodate up to five families at one time.

The building meets all legislative requirements that ensure a safe and healthy environment for all.

Women (families) make a minimal board payment unless to do so would cause financial harm.

There are rules that must be abided by and any woman breaking those rules may be asked to leave for the sake and safety for all other residents.

We have a Residential Kaimahi (Residential Worker) who takes care of the environment and the families whilst staying with us. All team members are well trained and police vetted to ensure they are suitable to work with vulnerable women and children.

The property is owned and maintained by Housing New Zealand and in general any leasehold improvements are the responsibility of HWR however we have recently had to put in significant investment due to the lack of attention by HNZ.

Whilst staying with us each family is looked after by an Advocate who offers the support and advice that is required to set goals and establish a safety plan and case plan with the women.

**How do we know we were effective:**

Women (families) were able to be admitted to the Refuge or to another Hawkes Bay Refuge as appropriate.

A risk assessment was carried out and a safety plan developed in response to that risk.

Individual plans were create, goals identified and women were encouraged to work towards the achieving of those goals.

HWR database records all activities and monitors the families' progress.

Women learn more about the dynamics of Domestic Violence and what legal avenues are available to them should they wish to pursue them.

If the woman is not on a benefit but needs WINZ assistance she will have been supported to make applications and attend appointments.

Women are informed of all other appropriate services that are available to them within the community and referrals made as appropriate.

Women will have been encouraged to make positive changes in their lives with the aim of living free from violence and abuse.

All of the children's' needs would have been assessed and appropriate referrals made including a notice of concern to Oranga Tamariki if required.

## Hastings Women's Refuge Inc

# Statement of service performance
For the year ended 30 June 2018

**Community Advocacy**
**How:**

Women seeking support from HWR do not need to come to the Safe House to receive advocacy and support. Approximately 60% of our clients never step foot inside a Safe House.

Women are empowered to remain in their own homes or set up new homes and can be assisted by the courts and Work and Income New Zealand to do so.

An Advocate offers the support and advice that is required to set goals and establish a safety plan and a case plan with the women. It is not for us to tell a woman (family) what to do but rather they will identify what they wish to do and we help them achieve those goals. We are truly whanau centric.

The first and most important aspect is to assess a women's (families) risk and create a safety plan based on those risks.

If a woman is remaining with her partner her safety plan will look a little different to a woman who is or has left the relationship.

We will walk alongside the woman at her pace and at her direction.

Safety is our main concern so women will tell us what they need from us in the way or where, when and how often we meet. We will only close a woman's file in agreeance with her - when she is ready.

To help us in our advocacy we develop and maintain strong networks and collaborative relationships with many other organisations. Our main partnerships are with Police, Work and Income New Zealand, Courts, family law practitioners and the many different community agencies and government departments we have within our community.

To ensure we provide appropriate services we ensure suitable referrals are made to organisations that specialise in their field such as tangata whenua or migrant services, elder abuse, spiritual care and child protection services.

**How do we know we were effective:**

A risk assessment was carried out and a safety plan developed in response to that risk.

Individual plans were create, goals identified and women were encouraged to work towards the achieving of those goals.

HWR database records all activities and monitors the families' progress.

Women learn more about the dynamics of Domestic Violence and what legal avenues are available to them should they wish to pursue them. This would include Protection Orders, Occupancy Orders, Furniture Orders and any parental arrangements or matrimonial property issues that need addressing.
If the woman is not on a benefit but needs WINZ assistance she will have been supported to make applications and attend appointments.

Women are informed of all other appropriate services that are available to them within the community and referrals made as appropriate.

Women will have been encouraged to make positive changes in their lives with the aim of living free from violence and abuse.

All of the children's' needs would have been assessed and appropriate referrals made including a notice of concern to Oranga Tamariki if required.

The woman would have been encouraged to identify her own personal support networks.

**Note 1:** Within our Refuge services there is no easy measure of our success. Are we successful if we never hear from a woman again? Or are we successful when we hear from her a second, third or fourth time because she knows she will get the right help and support to make her and her family safe? Have we been successful when there are no more Police reports for this family? Or are we successful when the family now feels confidence in the police system that they phone again and again?

**Note 2:** Our service delivery numbers fell this year due to a shortage of staff and needing to prioritise client safety and work with those most in need.

*The accompanying policies and notes form part of the performance report. These statements should be read in conjunction with the attached compilation report of Borrie Financial Group Ltd.*

## Hastings Women's Refuge Inc

# Statement of service performance
For the year ended 30 June 2018

**Crisis Line**
**How:**

We provide a 24 hour Support Line / Crisis Line so that women can have around the clock access to information, support and access to the Women's Refuge Safe House.

The first responder who answers the call offers the support and advice that is required in response to the caller's needs.

Callers range from family or friends seeking advice on how to help their loved one, employers looking to support their employees, medical practitioners, neighbours, concerned citizens and schools to name a few. The most common caller is a self-referral.

The first and most important aspect is to assess a women's (families) risk and create a safety plan based on those risks and our first responders are trained accordingly. For some the assessment may result in other services being called by us, for example Police, Community Mental Health or Oranga Tamariki.

A referral may be made if the assessment shows we are the wrong service provider for them. It may by an emergency housing need rather than Domestic Violence in nature,

Should the assessment show a woman (family) needs to come in to the Safe House the first responder will organise for that to happen in a safe and efficient manner. This may necessitate the use of Police to accompany the Refuge worker or to have Police collect the woman and her family.

How do we know that we were effective:

Although the phone call can be a brief encounter it is still aimed at achieving:

A risk assessment was carried out and a safety plan developed in response to that risk.

The caller learnt more about the dynamics of Domestic Violence and what legal avenues are available. This would include Protection Orders, Occupancy Orders, Furniture Orders and any parental arrangements or matrimonial property issues that need addressing.

The caller is informed about services offered by HWR and any appropriate services that are available to them within the community.

The woman would have been encouraged to identify her own personal support networks.

There is no way to gauge the numbers of callers we have assisted but the Support Line / Crisis Line is the gateway to the Refuge Safe House and Advocacy Services. Without this service no other service would exist.

Note: Within our Refuge services there is no easy measure of our success. Are we successful if we never hear from a woman again? Or are we successful when we hear from her a second, third or fourth time because she knows she will get the right help and support to make her and her family safe? Have we been successful when there are no more Police reports for this family? Or are we successful when the family now feels such confidence in the police system that they phone again and again?

## Hastings Women's Refuge Inc

# Statement of service performance
For the year ended 30 June 2018

### Community Education and Training

**How:**

We are available to provide training, be it government or non-government entities, social groups or clubs.

We tailor the training to suit the needs of the group. It can range from 30 minutes to all day depending on the want of the group.

The content is varied but will include:

- What is Domestic Violence?
- How does DV affect women, children, and families?
- The dynamics of DV.
- The challenging of myths and our beliefs.
- Advocating for victims.
- What services HWR provides.

Quantity: We receive no specific funding for this activity

How do we know that we were effective:

Verbal feedback is always very positive.

We receive a further request to attend or another group invites us stating that they received a recommendation from a group we had attended previously.

We are involved in the training of staff at the Hawkes Bay District Health Board for their Violence Intervention Programme. This entails teaching participants the dynamics of Domestic Violence and how to ask the routine question in regard to safety at home. Participants are asked for an evaluation by the HBDHB which is then shared with us. Similarly we are involved with the Health Hawkes Bay training provision to general medical practices.

### Transitional Housing (Emergency Housing) trading as Triple S

**How:**

Triple S stands for Safe Secure Short Term.

We now offer Transitional Housing Services operating from an ex-motel in the Napier area.

Our facility can accommodate up to 12 families at one time with almost 100% of referrals coming through the Ministry of Social Development Work and Income New Zealand.

The building meets all legislative requirements that ensure a safe and healthy environment for all. It is an ex-motel situated in the Napier area.

Women (families) pay an income related figure of around 25% which is calculated by Work and Income New Zealand.

There are rules that must be abided by and any woman breaking those rules will be asked to remedy and if no action is taken to stop the behaviours they will be asked to leave for the sake and safety for all other residents.

We have three staff; two Community Case Workers and an onsite Caretaker who takes care of the environment and is available for emergency after hour needs. All team members are police vetted to ensure they are suitable to work with vulnerable women and children.

The property is owned by Housing New Zealand and leased to the National Collective of Independent Women's Refuges (NCIWR) and in general any leasehold improvements are the responsibility of NCIWR.

Whilst staying with us each family is looked after by the Community Case Worker who offers the support and advice

## Hastings Women's Refuge Inc

### Statement of service performance
For the year ended 30 June 2018

that is required to set goals and establish a safety plan. Each family can stay for up to 12 weeks and is supported to find sustainable tenure within the wider community. Once they have re-established they receive a further 12 weeks support from their case worker.

**How do we know we were Effective:**

An assessment is carried out and each woman and her family are accepted or declined services. Very few are declined. A safety plan is also developed in response to any risk that may exist for this family.

Individual plans are created, goals identified, and women are encouraged to work towards the achieving of sustainable tenure.

HWR database records all activities and monitors the families' progress.

Women are informed of all other appropriate services that are available to them within the community and referrals made as appropriate.

Women will have been encouraged to make positive changes in their lives with the aim of achieve and sustaining tenure.

*The accompanying policies and notes form part of the performance report. These statements should be read in conjunction with the attached compilation report of Borrie Financial Group Ltd.*

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## Hastings Women's Refuge Inc

# Statement of service performance
For the year ended 30 June 2018

Quantification of outputs and measures

| Safe House Services | | |
|---|---|---|
| | Contracted Numbers | Actual Numbers |
| Women and their Children | 27 | 81 |
| Average Stay | | 35.1 nights |

| Community Advocacy | | |
|---|---|---|
| | Contracted Numbers | Actual Numbers |
| Women | 84 | 76 |

| Crisis Line | | |
|---|---|---|
| | Contracted Numbers | Actual Numbers |
| Callers | 417 | 1139 |

Additional Information / Declaration:

| Note # | Statement | Information | Value |
|---|---|---|---|
| | HWR is GST registered | IRD 41 021 225 | |
| #7 | HWR currently has no loans or borrowing | | |
| #8 | No Assets are held on behalf of others | | |
| #9 | There were no related party transactions to declare | | |
| #10 | There were no events that have occurred after the balance date that would have a material impact on the Performance Report | | |
| #11 | We declare that we have the ability to continue operating | | |
| #4 and #7 | Goods and services provided in kind | HR Consultant TimeHub Software Social Kiwi Social media service Navigator Accounting provide Xero Accounting | Approximate Value $5,000 Approximate Value unknown Approximate Value unknown Approximate Value unknown |
| #6 | There are no contingent liabilities as at balance date | | |
| #6 | Commitments as at balance date | I year lease on office | 16000 per annum +GST |

*The accompanying policies and notes form part of the performance report. These statements should be read in conjunction with the attached compilation report of Borrie Financial Group Ltd.*

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## Hastings Women's Refuge Inc

### Statement of financial performance
For the year ended 30 June 2018

| | Note | 2018 $ | 2017 $ |
|---|---|---|---|
| **Revenue** | 2 | | |
| Donations, fundraising and other similar revenue | | 49,075 | 68,937 |
| Revenue from providing goods or services | | 698,539 | 184,635 |
| Interest, dividends and other investment revenue | | 8,452 | 799 |
| | | 756,066 | 254,371 |
| **Expenses** | 3 | | |
| Volunteer and employee related costs | | 299,348 | 188,803 |
| Costs related to providing goods or services | | 111,238 | 83,308 |
| Other expenses | | 24,329 | 10,343 |
| | | 434,916 | 282,455 |
| Net surplus (deficit) | | 321,150 | (28,084) |

*The accompanying policies and notes form part of the performance report. These statements should be read in conjunction with the attached compilation report of Borrie Financial Group Ltd.*

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## Hastings Women's Refuge Inc

# Balance sheet
As at 30 June 2018

| | Note | 2018 $ | 2017 $ |
|---|---|---|---|
| **Current assets** | | | |
| Westpac Cheque Account | | 16,355 | 18,208 |
| Westpac Savings Account | | 414,002 | 30,529 |
| Westpac Cheque Account - Visa Debit | | 889 | - |
| Accounts receivable | 4 | 3,762 | 259 |
| GST refund due | | 2,337 | (16,646) |
| Other current assets | 5 | - | 137 |
| **Total current assets** | | 437,345 | 32,488 |
| **Non-current assets** | | | |
| Property, plant and equipment | | 89,055 | 83,837 |
| Term Deposit | | - | 60,000 |
| **Total non-current assets** | | 89,055 | 143,837 |
| **Total assets** | | 526,400 | 176,324 |
| **Current liabilities** | | | |
| Trade and other payables | 6 | 3,776 | - |
| Accrued Wages | 7 | 4,267 | - |
| Westpac Cheque Account - Visa Debit | | - | 332 |
| **Total current liabilities** | | 8,043 | 332 |
| **Total liabilities** | | 8,043 | 332 |
| **Net assets** | | 518,357 | 175,993 |
| **Accumulated funds** | | | |
| Accumulated surpluses | | 518,357 | 175,993 |
| **Total accumulated funds** | | 518,357 | 175,993 |

*The accompanying policies and notes form part of the performance report. These statements should be read in conjunction with the attached compilation report of Borrie Financial Group Ltd.*

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## Hastings Women's Refuge Inc

# Notes to the financial statements
For the year ended 30 June 2018

### 1 Statement of accounting policies

**Basis of preparation**

Hastings Women's Refuge Inc has elected to apply Public Benefit Entity Simple Format Reporting - Accrual (Not-for-Profit) (PBE SFR-A (NFP)), as established by the External Reporting Board on the basis that it does not have public accountability and has total annual expenses of equal to or less than $2,000,000 for the last two annual reporting periods.

All transactions in the performance report are reported using the accrual basis of accounting. The performance report is prepared under the assumption that the trust will continue to operate as a going concern in the foreseeable future.

**Changes in accounting policies**

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

**Donations**

Donations received are included in operating revenue. If particular conditions are attached to a donation that would require it to be repaid if these conditions are not met, then the donation is recorded as a liability until the conditions are satisfied. Donated goods or services (other than donated assets) are not recognised. Where significant donated assets are received with useful lives of 12 months or more, and the fair value of the asset is readily obtainable, the donation is recorded at the value of the asset obtained. Where the fair value of the asset is not readily obtainable, the donation is not recorded. Donated assets with useful lives less than 12 months are not recorded.

**Fundraising and grants**

Fundraising and grant income is accounted for depending on whether or not it has a "use or return" condition attached. Where no use or return conditions are attached, the revenue is recorded as income when the cash is received. Where income includes a use or return condition, it is initially recorded as a liability on receipt. The income is then subsequently recognised within the Statement of Financial Performance as the performance conditions are met.

**Recognition of other revenue**

Dividend income is recognised when the dividend is declared. Other income, including Interest, is recorded when it is received.

**Going concern**

These financial statements have been prepared on the basis that the trust is a going concern.

**Cash and cash equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

**Trade and other receivables**

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.

**Property, plant and equipment**

All property, plant and equipment, except for land and buildings are stated at cost less accumulated depreciation.

Freehold land and buildings are shown at cost.

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation. The depreciable amount of all plant and equipment is depreciated over the asset's useful life of the assets to the trust commencing from the time the asset is held ready for use.

## Hastings Women's Refuge Inc

# Notes to the financial statements
For the year ended 30 June 2018

Depreciation has been calculated in accordance with rates permitted under the Income Tax Act 2007.

### Investments
Investments include equity securities (i.e. shares) of listed and unlisted entities. The trust recognises and measures these investments at cost less any accumulated impairment losses.

### Trade and other payables
Trade payables represent the liabilities for goods and services received by the trust that remain unpaid at the end of the reporting period. Trade payables are recognised at their transaction price. They are subject to normal credit terms and do not bear interest.

### Goods and services tax
Hastings Women's Refuge Inc is registered for GST. All amounts are stated exclusive of GST with the exception of receivables and payables, which are stated inclusive of GST.

### Provisions
Provisions are recognised when the trust has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

### Income tax
Hastings Women's Refuge Inc is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

## Hastings Women's Refuge Inc

# Notes to the financial statements
For the year ended 30 June 2018

| | Note | 2018 $ | 2017 $ |
|---|---|---|---|
| **2 Analysis of revenue** | | | |
| **Donations, fundraising and other similar revenue** | | | |
| Fundraising - Donations | | - | 58,937 |
| Fundraising - NCIWR | | 49,075 | 10,000 |
| | | **49,075** | **68,937** |
| **Revenue from providing goods or services** | | | |
| Accomodation - Refuge Charges | | 8,289 | 9,939 |
| National Collective Grants - One: One | | 24,872 | 12,435 |
| National Collective Grants - Tamariki | | 33,599 | 16,800 |
| National Collective Grants - Advocacy | | 82,227 | 61,646 |
| National Collective Grants - Cleaning | | 2,297 | - |
| National Collective Grants - Support Line | | 31,980 | 11,518 |
| National Collective Grants - Safe House | | 14,163 | 10,622 |
| National Collective Grants - Police Referrals | | - | 13,297 |
| Regional/ National Hui - Contributions | | 12,656 | - |
| Training Revenue | | 11,739 | 4,292 |
| Grants - HWR Applied | | 91,150 | 40,000 |
| Contract - Triple S | | 323,077 | 3,335 |
| Triple S Set-up Income | | 20,300 | - |
| Triple S - Cost of Service Allowance | | 35,212 | - |
| Contract - Whanau Protection | | - | 750 |
| Crisis Line Grants | | 6,978 | - |
| | | **698,539** | **184,635** |
| **Interest, dividends and other investment revenue** | | | |
| Dividends Received | | 400 | 300 |
| Interest Received | | 8,052 | 499 |
| | | **8,452** | **799** |
| Not-for-profit revenue | | 756,066 | 254,371 |

*These notes should be read in conjunction with the attached compilation report of Bonnie Financial Group Ltd.*

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## Hastings Women's Refuge Inc

# Notes to the financial statements
For the year ended 30 June 2018

| | Note | 2018 $ | 2017 $ |
|---|---|---|---|
| **3 Analysis of expenses** | | | |
| **Volunteer and employee related costs** | | | |
| Staff Supervision Expenses | | - | 2,833 |
| Staff Training & Welfare | | 2,820 | 2,782 |
| Training and Recruitment Expenses | | 1,568 | 295 |
| Wages | | 294,960 | 182,892 |
| | | 299,348 | 188,803 |
| **Costs related to providing goods or services** | | | |
| Accident Compensation Levies | | 447 | 584 |
| Accountancy Fees | | 1,425 | 1,338 |
| Advertising | | 2,117 | 1,213 |
| Bank Charges | | 281 | 138 |
| Building Improvements | | - | 19,375 |
| Calls - Support Line | | - | 1,120 |
| Computer Expenses | | 3,497 | 1,859 |
| Consultant | | 850 | - |
| Crisisline Costs | | 9,222 | - |
| Crisisline Meal Allowance | | - | 410 |
| General Expenses - Advocacy | | 309 | 1,983 |
| General Expenses - Board | | 387 | 543 |
| General Expenses - Cleaning | | 1,455 | - |
| General Expenses - Groceries | | 2,357 | 265 |
| General Expenses - Library | | 86 | 156 |
| General Expenses - Office | | 400 | 527 |
| General Expenses - Safehouse | | 201 | 881 |
| General Expenses - Triple S | | 319 | - |
| Housing NZ Rent Rebate | | 8,320 | 12,570 |
| Insurance | | 4,326 | 2,707 |
| Licence & Subscriptions | | - | 819 |
| Light, Heat and Power | | 8,911 | 5,611 |
| Meeting Expenses - Refuge | | 2,665 | 2,119 |
| Motor Vehicle Expenses | | 8,320 | 5,957 |
| NCIWR - Membership | | 1,500 | 1,500 |
| Plant & Equipment under $500 | | 1,918 | 4,677 |
| Printing and Stationery | | 3,552 | 3,239 |
| Regional/National Hui Expenses | | 9,705 | 2,849 |
| Repairs and Maintenance | | 9,643 | 5,397 |
| Security Expenses | | 394 | 448 |
| Telephone and Tolls | | 7,987 | 5,023 |
| Triple S - Cost of Set-up | | 20,644 | - |
| | | 111,238 | 83,308 |
| **Other expenses** | | | |
| Depreciation | | 24,329 | 10,343 |
| **Total expenses** | | 434,916 | 282,455 |

*These notes should be read in conjunction with the attached compilation report of Bonnie Financial Group Ltd.*

## Hastings Women's Refuge Inc

# Notes to the financial statements

For the year ended 30 June 2018

| | Note | 2018 $ | 2017 $ |
|---|---|---|---|
| **4 Trade and other receivables** | | | |
| Accounts Receivable | | 3,762 | 259 |
| | | 3,762 | 259 |
| **5 Other assets** | | | |
| Prepayments | | - | 137 |
| | | - | 137 |
| **6 Trade and other payables** | | | |
| Accounts Payable | | 3,776 | - |
| | | 3,776 | - |
| **7 Provisions** | | | |
| Accrued Wages | | 4,267 | - |
| | | 4,267 | - |
| **8 Accumulated funds** | | | |
| Opening balance | | 197,206 | 204,076 |
| Net profit (loss) for the period | | 321,150 | (28,084) |
| Closing balance as at 30 June 2018 | | 518,357 | 175,993 |

**9 Related party**

There were no related party transactions during the year under review.

**10 Contingent liabilities**

At balance date there are no known contingent liabilities. Hastings Women's Refuge Inc has not granted any securities in respect of liabilities payable by any other party whatsoever.

*These notes should be read in conjunction with the attached compilation report of Bonnie Financial Group Ltd.*

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## Hastings Women's Refuge Inc

# Taxation schedule of property, plant and equipment

For the year ended 30 June 2018

| Asset Description | Private Use% | Original Cost | Opening W.D.V | Additions (Disposals) | Profit (Loss) | Capital Gain | Months | Dep. Rate% | YTD Depn | Accum Depn | Closing W.D.V |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **FURNITURE & EQUIPMENT** | | | | | | | | | | | |
| Concrete Strip | - | 1,849 | 341 | - | - | - | 12 | 3.00 DV | 10 | 1,518 | 331 |
| Air Conditioning Unit | - | 4,128 | 676 | - | - | - | 12 | 10.00 DV | 68 | 3,520 | 608 |
| Car Alarm in Subaru | - | 708 | 326 | - | - | - | 12 | 5.00 DV | 16 | 398 | 310 |
| Office Desks x3 | - | 691 | 164 | - | - | - | 12 | 15.60 DV | 26 | 553 | 138 |
| Shelving Unit | - | 1,376 | 470 | - | - | - | 12 | 12.00 DV | 56 | 962 | 414 |
| Lounge Suit | - | 1,633 | 399 | - | - | - | 12 | 16.00 DV | 64 | 1,298 | 335 |
| Queen Bed | - | 1,552 | 380 | - | - | - | 12 | 16.00 DV | 61 | 1,233 | 319 |
| Double Bed & Bunk Set | - | 588 | 144 | - | - | - | 12 | 16.00 DV | 23 | 467 | 121 |
| Konica Minolta Photocopier | - | 6,745 | 170 | - | - | - | 12 | 40.00 DV | 68 | 6,643 | 102 |
| Office Workstation and Drawers | - | 965 | 461 | - | - | - | 12 | 16.00 DV | 74 | 578 | 387 |
| Lounge Suite | - | 517 | 226 | - | - | - | 12 | 20.00 DV | 45 | 336 | 181 |
| Fence and Gates | - | 7,643 | 5,108 | - | - | - | 12 | 10.00 DV | 511 | 3,046 | 4,597 |
| Driveway | - | 7,700 | 6,792 | - | - | - | 12 | 4.00 DV | 272 | 1,180 | 6,520 |
| Portable Building | - | 12,987 | 8,216 | - | - | - | 12 | 13.50 DV | 1,109 | 5,880 | 7,107 |
| 3 x Heatpumps | - | 6,200 | 5,208 | - | - | - | 12 | 16.00 DV | 833 | 1,825 | 4,375 |
| Addison 5 Draw Dresser | - | 1,300 | 1,127 | - | - | - | 12 | 16.00 DV | 180 | 353 | 947 |
| 2 Couches | - | 1,563 | 1,355 | - | - | - | 12 | 16.00 DV | 217 | 425 | 1,138 |
| Security Lighting | - | 1,834 | 1,590 | - | - | - | 12 | 16.00 DV | 254 | 498 | 1,336 |
| Kitchen Blinds | - | 1,271 | 1,254 | - | - | - | 12 | 16.00 DV | 201 | 218 | 1,053 |
| Bedding | - | 6,906 | 5,985 | - | - | - | 12 | 16.00 DV | 958 | 1,879 | 5,027 |
| Polar Upright Single Door Display Chiller | - | 2,150 | - | 2,150 | - | - | 7 | 25.00 DV | 314 | 314 | 1,836 |
| Camera Security System | - | 947 | - | 947 | - | - | 7 | 20.00 DV | 111 | 111 | 836 |
| Daewoo Upright Freezer 245L | - | 473 | - | 473 | - | - | 4 | 25.00 DV | 39 | 39 | 434 |
| | | 71,726 | 40,392 | 3,570 | - | - | | | 5,510 | 33,274 | 38,452 |
| **LEASEHOLD IMPROVEMENTS** | | | | | | | | | | | |
| Kitchen Refurbishment | - | 6,159 | - | 6,159 | - | - | 11 | 10.00 DV | 565 | 565 | 5,594 |
| | | 6,159 | - | 6,159 | - | - | | | 565 | 565 | 5,594 |
| **COMPUTER EQUIPMENT** | | | | | | | | | | | |
| HP 400 Desktop Computer | - | 6,892 | 663 | - | - | - | 12 | 50.00 DV | 332 | 6,561 | 331 |
| HP System Server | - | 21,574 | 1,854 | - | - | - | 12 | 50.00 DV | 927 | 20,647 | 927 |
| | | 28,466 | 2,517 | - | - | - | | | 1,259 | 27,208 | 1,258 |

*The accompanying policies and notes form part of the performance report. These statements should be read in conjunction with the attached compilation report of Bonnie Financial Group Ltd.*

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## Hastings Women's Refuge Inc

# Taxation schedule of property, plant and equipment

For the year ended 30 June 2018

| Asset Description | Private Use% | Original Cost | Opening W.D.V | Additions (Disposals) | Profit (Loss) | Capital Gain | Months | Dep. Rate% | YTD Depn | Accum Depn | Closing W.D.V |
|---|---|---|---|---|---|---|---|---|---|---|---|
| MOTOR VEHICLES | | | | | | | | | | | |
| 2000 Mazda MPV | - | 12,178 | 509 | - | - | - | 12 | 30.00 DV | 153 | 11,822 | 356 |
| Toyota Prius Hatchback | - | 44,287 | 40,419 | - | - | - | 12 | 30.00 DV | 12,126 | 15,994 | 28,293 |
| Trailer ( second-hand) | - | 696 | - | 696 | - | - | 10 | 25.00 DV | 145 | 145 | 551 |
| Toyota Corolla Gx 2009 | - | 10,774 | - | 10,774 | - | - | 10 | 30.00 DV | 2,693 | 2,693 | 8,081 |
| Mazda MPV 2006 | - | 8,348 | - | 8,348 | - | - | 9 | 30.00 DV | 1,878 | 1,878 | 6,470 |
| | | 76,283 | 40,928 | 19,818 | - | - | | | 16,995 | 32,532 | 43,751 |
| Grand Total | | 182,634 | 83,837 | 29,547 | - | - | | | 24,329 | 93,579 | 89,055 |

*The accompanying policies and notes form part of the performance report. These statements should be read in conjunction with the attached compilation report of Bonnie Financial Group Ltd.*

*Page 17*

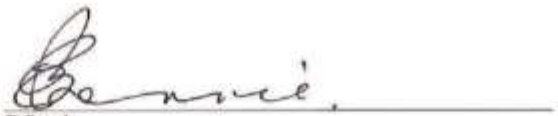
# Hastings Women's Refuge Inc

## Compilation report
For the year ended 30 June 2018

Compilation report for the trustee of Hastings Women's Refuge Inc.

**Scope**
On the basis of information you provided, we have compiled, in accordance with Service Engagement Standard No.2: Compilation of Financial Information, the financial statements of Hastings Women's Refuge Inc for the year ended 30 June 2018. These have been prepared in accordance with the financial reporting framework described in Note 1 to the financial statements.

**Responsibilities**
You are solely responsible for the information contained in the financial statements and have determined that the accounting policies used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

Signed 
E Borrie

Firm Borrie Financial Group Ltd

Address P O Box 1146
HASTINGS 4156

Date 13 November 2018

AUDIT REPORT:

To the members of Hastings Womens' Refuge (Inc)

I have audited the Financial Statements of pages 9-10 including the detailed analysis included in the notes set out on pages 13-15. The Financial Statements provide information about the past financial performance of the society and its financial position as at 30 June 2018. This information is stated in accordance with the accounting policies and notes set out on pages11 -12.

Committee Responsibilities

The Committee is responsible for the preparation of the Financial Statements which fairly reflect the financial position of the society as at 30 June 2018 and of the result of activities for the year ended 30 June 2018.

Auditors' Responsibilities

It is my responsibility to express an opinion on the Financial Statements presented by the Committee and report my opinion to you.

Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial report. It also includes assessing:

- the significant estimates and judgments made by the Committee in the preparation of the financial report, and
- Whether the accounting policies are appropriate to the refuge's circumstances, consistently applied and adequately disclosed.

I conducted the audit in accordance with generally accepted auditing standards in New Zealand except that my work was limited as explained below. I planned and performed the audit so as to obtain all information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial report is free from material misstatements, whether caused by fraud or error. In forming my opinion, I also evaluated the overall adequacy of the presentation of information in the financial report.

Our capacity as auditor, includes the preparation of the annual financial statements.

QUALIFIED OPINION

Control over revenue received prior to being recorded is limited, and there are no practical audit procedures to determine the effect of this limited control.

In this regard alone I have not obtained all the information that I would normally require.

In my opinion, except for adjustments that might have been found to be necessary had I been able to obtain sufficient evidence concerning revenue received, the Financial Statements on pages 9 -10 fairly reflect the results of activities and the financial position of the Society for the year ended 30 June 2018.

My audit report was completed on 12th November 2018 and my qualified opinion is expressed as at that date.

Borrie Financial Group Limited
Accountants
Hastings

12th November 2018

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Tuesday, 30 April 2019 3:00 PM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#247]

| | |
|---|---|
| **Name of organisation** | Prima Volta Charitable Trust |
| **Postal address for organisation** | PO Box 12 223, Ahuriri<br>Napier , Hawke's Bay 4143<br>New Zealand |
| **Daytime Contact Phone Number** | 021 074 7070 |
| **Email** | anna@primavolta.co.nz |
| **Website** | www.primavolta.co.nz |
| **Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?** | Yes |
| **If yes, please attach a copy of the certificate/s** | certificates.pdf 122.26 KB - PDF |
| **Name** | Anna Pierard |
| **Position** | PVCT Founder and PPV Programme Lead |
| **Email** | anna@primavolta.co.nz |
| **Daytime Contact Phone Number** | 021 074 7070 |
| **Name** | Sarah Walmsley |
| **Position** | PVCT Founder and PPV Strategic Lead |

1

| | |
|---|---|
| **Email** | sarah@primavolta.co.nz |
| **Daytime Contact Phone Number** | 027 5354386 |
| **Name** | Alison Randall |
| **Position** | Treasurer - PVCT |
| **Email** | pvct@primavolta.co.nz |
| **Daytime Contact Phone Number** | 021 898 894 |
| **Name** | Stephen Lange |
| **Position** | Administration / Education Support |
| **Email** | stephen@primavolta.co.nz |
| **Daytime Contact Phone Number** | 021 2523092 |
| **Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.** | Yes, I/we wish to present to the Community Grants Subcommittee |
| **Please indicate if you are applying for *Seed Funding or an **Establishment Grant:** | Establishment Grant |
| **i. Which of the current and future needs of our community are you addressing?** | Assisting youth into training, skill development, and jobs<br>Promoting participation in recreation, arts and cultural activites |

**a. What activity/s are within the scope of your project/service?**

Finding Voices & Shaping Futures: The Prima Volta Charitable Trust

Since 2014, we have focused on supporting local teenagers through the programme Project Prima Volta (PPV) and the provision of a raft of education events and resources through #operaclass. In the last 6 years, more than 200 teenagers (the majority from Hastings) have

experienced the intensive weekly PPV programme, more than 4000 young people nationally have studied our resources and more than 2000 local students have also enjoying live opera without the obstacle of cost. By creating a strength-based space for young people to achieve, and then supporting them with the requisite high-level training so they can achieve their potential, these young men and women can then 'risk' investing in themselves. 21 students in NZ Universities studying music demonstrates that success. Their transformation drives our mission to bring about positive social change while making quality music education accessible for all – more kids, greater outcomes.

"Project Prima Volta is making a real difference for students at Flaxmere College through the policy of social inclusion and an empowering environment…The positive effects of PPV are being felt in our school and wider community, making a difference in the lives of more than just the participants." Mary Stubbings, Leader of Learning: The Arts, Flaxmere College (full letter of support attached).

Primary age children need greater access to music education to support building key competencies and we recognise that opera is not the best way to engage with this age-group. In response to this need, and guided by our founding objectives, the Prima Volta Charitable Trust has developed the PPVLab Music Education pilot, inspired by the successful PPV model and an international example of the impact a transformative music pedagogy (Kodály), is having on students at Feversham Academy in Bradford, UK, supporting building these key competencies. Our mission is to deliver this same support to Hastings tamariki through PPVLab. We invite you to read the PPVLab Music Education Pilot document attached for a detailed overview of the PPVLab programme.

Why Kodály?

We have chosen Kodály due not only to the success observed at the Feversham, but also the close connection Kodály has to PVCT's values - it was conceived not as a method of music instruction but as a method of competency instruction. We can use music as a tool to bring about improved outcomes for young people in Hastings.

What is Kodály?

The Kodály Method is a music pedagogy originally conceived by Hungarian composer and educator Zoltán Kodály, who recognised the central role music plays on the intellectual, emotional, physical, social, and spiritual wellbeing and development of the individual. The method incorporates intuitive and interactive learning, using techniques to keep the student fully engaged. It integrates singing, body movement and group exercises, ensuring quality learning due to the combined aural, visual and kinesthetic nature of the experience. The method can be used to teach across the curriculum and in every learning environment and level. This certified training would otherwise be inaccessible for the schools we wish to support (normally delivered centrally and to certain ability levels). PVCT has undertaken to support local access to this training as part of PPVLab, by contracting Kodály Aotearoa, who delivered 10 days certified training in Hawke's Bay in 2019, with international course specialists from Hungary, United States & Australia. To support pilot schools, Megan Flint, Director of Kodály Aotearoa, will additionally support running workshops and evaluation, supporting those schools and teachers to embed the learnings from the intensive training into their own teaching practice, across curriculum. By delivering the training in Hawke's Bay, PVCT can practically support the local teaching community to develop Kodály music teachers and practitioners, working towards a wide-spread transformation in the quality of music education and driving academic and social outcomes for local schools like those experienced by Feversham.

As an organisation we are drawing on our experience in bringing about positive social outcomes through music. PVCT has heavily invested in the development of these programmes, and we are excited by the huge potential for positive social impact in Hastings. The HDC funding received last round supported the planning and early delivery stages of several new singing-based initiatives in Hastings. In the first quarter of 2019 we tested the Kodály approach on the ground in schools, in a school holiday course, and with the teachers themselves in professional training in Kodály methodology. We are excited by early results in schools, especially with students who previously displayed challenging or anti-social behaviours and are now positively engaging with the Kodály approach. We are also encouraged by the overwhelmingly positive response from principals and teachers, who can see the huge potential in what we are offering for their schools.

"[PPVLab] has been in our kura for a term now and has shown a positive result…our tamariki have gained confidence…the behavioural students are fully engaged in these classes and have become accustomed to expectations of high calibre learning delivered by Whaea Megan Flint…the positive spinoffs are so numerous and knowing the opportunity for our tamariki is supported and welcomed by the community."

Mona Stewart, Principal, Te Kura or Mangatereterе (full letter of support attached)

"In a short space of time it has become apparent that the Kodály philosophy is a perfect fit for the tamariki of Marewa… Myself and a colleague were fortunate to participate in Kodály teacher training from the 12th-18th April. This was quite simply the most inspiring Professional Development I have undertaken in the last 15 years. " Sarah McLaughlin, Deputy Principal, Marewa Primary School (full letter of support attached).

Having been supported by HDC to develop the ideas and put key people in place we now seek establishment funding to enable us to firmly ground these initiatives, which we believe will make the social impact Hastings needs. If there is the opportunity to enter into a multi-year grant agreement, we would be very interested in this option.

Phase 1 (2018/19):

1. PVCT developed a contractual relationship with Kodály Aotearoa, Megan Flint, Director (see contract attached), to provide Kodály teaching in PPVLab schools, mentoring and training for PPVLab teachers, and to provide access to key people nationally and internationally who are qualified to deliver specialised Kodály teaching and training.

2. PVCT developed relationships with local schools and determined the scope of junior/intermediate singing-based programmes within each school:

a. Te kura o te Mangatereterе, Whakatu

b. Bridge Pa School, Hastings and

c. Marewa School, Napier

d. also in discussions with St Joseph's School, Hastings, and Flaxmere Primary.

3. Initiated three new education programmes:

a. PPVLab pilot, a three year singing-based pilot currently involving 75 young people across three Hawke's Bay primary schools (2 from Hastings district)

i. One enrichment project completed: Introduction to the Orchestra, enjoyed by over 600 students during two performances, at Flaxmere College Feb 13, 2019

b. Kodály Kids, a pilot school holiday singing programme based on Kodály methodology involving 50 young people aged 8-13 years old. This was the first course of its kind in the country, and the aims were to:

i. Provide an introductory event for local junior and intermediate aged school children to the Kodály methodology

ii. Evidence the effectiveness of Kodály methodology for local teachers/schools interested in participating in PPVLab

iii. Lay the foundation for a second junior/intermediate tier of PPV, to be initiated later in 2019.

c. Kodály training for teachers (including several teachers from Hastings schools together with others from throughout New Zealand), introducing teachers to the Kodály methodology and providing an opportunity for interested teachers to see and experience first-hand the exciting potential for Kodály in their context.

Phase 2 (2019/2020) THIS APPLICATION:

1. Establish PPVLab in participating local schools, supporting PPVLab with staffing and resources to successfully complete the first year of the pilot, and embark on year 2.

a. Asking $9,600, towards total staffing costs of $37,600.00. HDC funding will be targeted at costs associated with Kodály expert Megan Flint, who will deliver PPVLab teaching and teacher training. See attached Estimate for Megan's services for the remainder of 2019. The HDC funding will pay for Megan's services for a 12 week period, including in-school teaching and 4 full day workshops.

2. Undertake four further PPVLab Enrichment projects, including three events for which we are seeking funding assistance:

a. Project 2: Orion/lullaby arranged especially PPVLab and orchestra

i. Asking $4300 to have this orion/lullaby professionally transcribed and orchestrated for this event by a local composer/orchestrator

b. Project 4: Peter and the Wolf/Carnival of the Animals: A major event combining full orchestra, soloists, narrator and combined PPVLab children's choir. To include a special locally-composed lullaby orchestrated for the event and performed by children's choir with the orchestra. To be held in a Hastings school, venue to be confirmed. Benefiting PPVLab participants and 400 audience.
i. Asking $10,000 towards total event costs of $28,700 to assist with bringing in a full orchestra (see breakdown of costs in attached budget)
c. Project 5: Christmas inter-school concert (Positive Ageing Event) (Nov/Dec 2019): a free concert benefiting up to 500 aged persons of Hawke's Bay, with 2 performances in one day, at the Napier Municipal Theatre.
i. Asking $6,200 towards total event costs of $16,200 (see breakdown of costs in attached budget) to work in conjunction with the grant received from NCC for $10,000 for this purpose (no overlap)

Total grant request: $30,100

**b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?**

1. Establish PPVLab in local schools. Success will look like:
a. increase Hastings Primary and Secondary teachers' confidence in providing efficient and effective music education by enabling teachers with a set of proven tools and techniques that work
b. improve the current quality in music education offered in Hastings schools, as teachers gain more skill their effectiveness is access music's potential benefits increases
i. Participating PPVLab schools in Hastings will report an improvement in the quality in music education offered, with higher levels of student enjoyment and teacher confidence / effectiveness (March 2020)
c. have significant positive effects in the lives on many young people in Hastings, as teachers improve their instruction, greater numbers of students will gain more benefits, not only in musical skills but in their school work and wider lives, as seen in the Feversham Academy case study (outlined above). As an example of the need, when we surveyed one of our Hastings primary schools this year to find out what their favourite activity was, nearly 100% of the students said the video game 'fortnight'. We want to change this to 'making music'.
i. PPVLab schools in Hastings will evidence positive pro-social/extra-musical outcome(s) for their students/school community as a direct result of PPVLab activities. (Dec 2019)
d. raise awareness of the benefits of music education using Kodály methods amongst Hastings young people, aged 8-13 who will participate in the second Kodály Kids, and then go into the community and spread the word. (April 2020)

2. Undertake four further Enrichment projects. Success will look like:
a. provide opportunities to make high-quality music in ensembles, and in cross-age, cross-culture, cross-gender contexts, all of which are rarely possible in schools, and which help foster the development of positive social skills.
i. PPVLab participants enjoyed participating in these events and feel inspired and/or encouraged by the enrichment events to continue to develop their singing and/or instrumental skills. (Dec 2019)
b. Participants make a valuable contribution to the wellbeing of the community through participation in performing arts events for the benefit of others.

**c. The process – how will you carry out your project or service, and where will it be delivered? ***

PPVLab takes place in the participating schools. PVCT staff and contractors travel to each school for weekly music lessons. The provision of the programme will look a little different in each context, but in general, students (usually in groups of around 25 students) take part in a group singing-based music lesson using Kodály approach, which focuses on developing musicianship and music literacy through practical singing, games and activities. Students are so immersed in the fun that they hardly realise they are learning a lot about music and also about pro-social behaviour.
Each PPVLab school receive several professional development workshops in their school setting, where PVCT staff and contractors observe them teaching, provide feedback and offer further personalised training in Kodály methodology.

The Enrichment Projects take place in the community, sharing the positive benefits of our programmes with hundreds of Hastings residents.

The Peter and the Wolf/Carnival of the Animals event (described above) will be presented as part of the HB Arts Festival, benefiting not only the PPVLab participants, but also 400 expected audience. This will take place in October 2019, possibly at the Blyth Performing Arts Centre, Havelock North 9tbc).
The Christmas inter-school concert (Positive Ageing Event) (Nov/Dec 2019) will be a free concert for up to 500 aged persons of Hawke's Bay, with 2 performances in one day, at the Napier Municipal Theatre.

For more detail on events and locations, please see the PPVLab schedule, attached.

**d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** *

a. Anna Pierard – PVCT Founder and PPV Programme Lead: With a MMus from Guildhall, London, and a decade studying and performing in concert halls and opera houses throughout Europe, Anna returned home to Hawke's Bay to make a difference in her local community. She Co-Founded the Prima Volta Charitable Trust and Festival Opera to realise that ambition, and, over the last 5 years, has built up an impressive track record of success, reflected in phenomenal growth in both organisations, and a raft of accolades, including being appointed a trustee of the Dame Malvina Major Foundation (in recognition of her ground-breaking grass-roots work with young singers) and a Local Hero Medal in the Kiwibank New Zealander of the Year Awards. In 2018, Anna was names HBToday Person of the Year for her work with PPV. Through PPV, Anna has been inspired by the wairua and mana of students who would traditionally be grouped as under-achievers. She has seen these students struggling in the current system, yet thriving in an environment that demands high level musical focus. Her ability to compare the talent of these young singers with others globally shows that the capacity and potential in our community is enormous. Combining this with the fact that PPV is proving so successful and is enriching young lives with such lasting effect it is now impossible to ignore the need for further development of the PPV programme through PPVLab.

b. Sarah Walmsley – Sarah is a co-founder of Project Prima Volta and Festival Opera, as well as a Director of a data insights company that leverages leading-edge technology to accelerate export success for its customers. She previously worked in health behaviour change and software development demonstrating her strategic thinking, planning skills and a deeply-held respect for delivering value for customers. Sarah is a strong believer in the power of people to address some of our biggest challenges, recognising that solutions come from aligning people around clear statements of need, purpose and values; designing them with outcomes in mind, and utilising agile processes that deliver customer value from the first iteration and embed continuous feedback. She is excited about how to align public and private and philanthropic entities to uncover the huge potential that exists in rangatahi in NZ.

c. Megan Flint (M.Mus.(Hons), B.Ed., Dip. Tchg., ATCL(Voice)), has a background in education and music, as both a primary school teacher and music specialist. Megan completed her Masters degree in Choral Conducting through The University of Auckland with Dr Karen Grylls. She is a respected practitioner of the Kodály methodology in music education, having completed her training through The Cuskelly College of Music, Australia. This formed the basis of her work as the music specialist at Royal Oak Primary School, teaching classroom music, instrumental ensembles and singing from Years 1-6. Megan is the co-author of Hear Our Voices, a handbook for leaders of children's choirs and presents the successful national workshop series Primary Gestures for the NZ Choral Federation, as well as being a conducting mentor. Megan is currently working on her PHD thesis, focusing on the efficacy of Kodály Pedagogy in the New Zealand context. Megan is contracted to PVCT to provide specialist tuition and training. She created Kodály Aotearoa in 2015 as a focal point for Kodály-related activities, training and professional development in New Zealand. Megan Flint is well-qualified to provide us with core expertise in Kodály pedagogy, while also providing vital links to specialists in Australia, U.S.A and Hungary and arranging visiting specialists. will lead PPVLab teaching in schools as well as teacher training workshops in developing Kodaly skills.

d. Lorelle McNaughton – Programme Coordinator. Auckland-born pianist Lorelle McNaughton is of Māori-Chinese and Pākeha descent. She completed her BMus at Auckland University before embarking on further study overseas. After graduating as a 'Top Scholar' and being awarded the Janetta McStay Prize for Pianists and Best Student in Performance, Lorelle then moved to Sydney to continue her studies and she began to specialise in the Spanish piano repertoire. Lorelle graduated with First Class Honours from the Sydney Conservatorium in 2011 and a Master of Music in 2015. After receiving numerous awards and scholarships throughout her studies, including the prestigious Australian Postgraduate Award and the Albert Scholarship for Postgraduate students, Lorelle was encouraged to continue along the path of

Spanish music, and in 2016 she moved to Barcelona to study at the Academia Marshall and Liceu Conservatori, where she was the only person to complete the Master of Interpretation of Spanish Music. Lorelle has taught, performed and lectured internationally, but her passion for encouraging young people to shine in music has led her to move to Hawke's Bay to take part in the PPV/PPVLab programmes.

e. Stephen Lange – Education & Funding Partnerships: Stephen is a registered teacher with a broad range of expertise and 20 years experience in the education sector. Having previously managed large secondary school music departments, including Havelock North High School, and with recent roles in arts management and education content creation, Stephen is used to bringing his skills and creativity to bear on complex projects.
Stephen began working with PVCT in 2016 as author of our successful #operaclass teaching resources, and he stayed on as school liaison for our seasons of 'Carmen' and 'Madame Butterfly'. Working on this project brings together many of Stephen's interests, including the human voice, student-centred forms of education, 'Sistema'-inspired initiatives, and, above all, helping music work its magic in the lives of young people.

f. Katherine Wmitana - PPVLab Support: Katherine is a PPV graduate who embodies many of PPV's values. She is passionate about singing and composing, but most of all, Katherine has a strong commitment to bringing about positive social change through music in her community of Flaxmere. A former head girl of Hastings Girls' High School, and recipient of the 2016 Bachelor of Commercial Music Scholarship, as well as being a confident and compassionate communicator, Katherine is an ideal role-model for PPVLab students and will bring valuable skills as a teacher and mentor to this project.

| | |
|---|---|
| **Is your organisation GST registered?** | Yes |
| **If yes, what is your GST number** | 113-299-665 |
| **Item** | PPVLab Instruction Costs - Staff (including Megan Flint) |
| **Amount** | $37,600.00 |
| **Item** | PPVLab Instruction Costs - Remainder (see budget attached) |
| **Amount** | $41,700.00 |
| **Item** | PPVLab Enrichment - Projects 1 and 3 (detail of projects in budget) |
| **Amount** | $27,900.00 |
| **Item** | PPVLab Enrichment - Project 2 |
| **Amount** | $10,000.00 |
| **Item** | PPVLab Enrichment - Project 4: Inter-school Performance HB Arts Festival, including performance of orion |
| **Amount** | $28,700.00 |
| **Item** | PPVLab Enrichment - Project 5: Xmas Inter-school Performances for Aged Persons (Positive Ageing Event) |
| **Amount** | $16,200.00 |
| **(A) Total cost** | $162,100.00 |

| | |
|---|---|
| **Alternatively, upload a document with this information** | ppvlab_budget.pdf 66.67 KB · PDF |
| **Item** | Kodaly Course Expected Enrolments April 2020 |
| **Amount** | $35,000.00 |
| **(B1) Total** | $35,000.00 |
| **Item** | Expected Fundraising - Other grants (tbc) and PPV Sponsors |
| **Amount** | $37,000.00 |
| **Item** | Lotteries - PPVLab Grant |
| **Amount** | $40,000.00 |
| **Item** | Napier City Council - Grant for Project 5 |
| **Amount** | $10,000.00 |
| **(B2) Total** | $87,000.00 |
| **Total funds available (B1 + B2) = (B)** | $122,000.00 |
| **A. Total cost of project / service** * | $152,100.00 |
| **B. Total funds available** * | $122,000.00 |
| **C. Difference between total cost and total funds available** * | $30,100.00 |
| **D. Amount requested annually** * | $30,100.00 |
| **Date applied** | Thursday 6 December 2018 |
| **Source of funding** | Lotteries |
| **Type of funding, eg a loan, a grant** | Grant |
| **What will it be used for?** | PPVLab Costs |

| | |
|---|---|
| **Amount requested** | 40000.00 |
| **Is it confirmed?** | Yes |
| **If yes, how much will/did you receive?** | $40,000.00 |
| **Date applied** | Tuesday 20 March 2018 |
| **Product/service name** | PPVLab (Seeding Funding) |
| **Amount of funding received?** | $18,500.00 |
| **Have you completed an annual report and financial accounts for this project or service?** | Yes |
| **Please include a copy of your latest annual report and financial accounts with your application.** | pvct_1819_annual_report_hdc.pdf 3.40 MB · PDF |
| **If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts.** | pvct_annual_report_and_audited_accounts.pdf 6.66 MB · PDF |
| **Tick this box to confirm the above is true and correct.** * | I agree |

**PPV LAB PROJECT BUDGETS 2019**

A: INSTRUCTION

*The Kodály Method is a music pedagogy originally conceived by Hungarian composer and educator Zoltán Kodály, who recognised the central role music plays on the intellectual, emotional, physical, social, and spiritual wellbeing and development of the individual. The method incorporates intuitive and interactive learning, using techniques to keep the student fully engaged. It integrates singing, body movement and group exercises, ensuring quality learning due to the combined aural, visual and kinesthetic nature of the experience. The method can be used to teach across the curriculum and in every learning environment and level. This certified training would otherwise be inaccessible for the schools we wish to support (normally delivered centrally and to certain ability levels). PVCT has undertaken to support local access to this training as part of PPVLab, by contracting Kodaly Aotearoa, who will deliver 10 days certified training in Hawke's Bay in 2019, with international course specialists from Hugary, United States & Australia. To support pilot schools, Megan Flint, Director of Kodaly Aotearoa, will additionally support running workshops and evaluation, supporting those schools and teachers to embed the learnings from the intensive training into their own teaching practice, across curriculum. By delivering the training in Hawke's Bay, PVCT can practically support the local teaching community to develop Kodaly music teachers and practitioners, working towards a wide-spread transformation in the quality of music education and driving academic and social outcomes for local schools like those experienced by Feversham Academy Primary.*

| | | |
|---|---|---|
| Staff | $ | 37,600 |
| Course hosting costs - hireage/catering etc | $ | 13,058 |
| Course travel costs | $ | 14,100 |
| Course admin and miscellaneous costs | $ | 4,580 |
| Marketing costs (to attract 50+ attendees) | $ | 10,000 |
| *Sub-total* | **$** | **79,338** |

B: ENRICHMENT

*"Greater access to the Arts" was the battlecry led by the Hon. Jacinda Ardern at the Creative NZ Arts Nui te korero in May 2018. The Prime Minister identified greater access as a child's birthright and announced a commitment to supporting arts initiatives that enrich children's educational experience. Here in Hawke's Bay, we have seen how important this access is, how these experiences help children make sense of their own environment and potential and begin to see opportunity for their own growth. We have partnered with local music and arts organisations to deliver our enrichment stream. The different platforms provide PPVLab pilot school children with the chance to enjoy making music and experiencing high-quality musical genres in a variety of ways. The cohort of Year 5 – 8 students will have the opportunity to develop original ideas, perform and collaborate, improving their singing and stage skills. The projects have been designed to support the development of the 5 key competencies, as identified in the NZ Curriculum, as well as to facilitate the improvement of executive function. Projects 1 & 2 are designed to embed ideas and establish pathways for children's understanding, so they can fully participate in the remaining 3 projects.*

| | | Project 1 : Guide to the Orchestra | Project 2 : Oriori/Lullaby | Project 3 : Choral/Kidsing | Project 4 : Inter-school Performance HB Arts Festival , including performance of a riori | Project 5 : Xmas Inter-school Performance for Aged Persons (Positive Ageing Event) | |
|---|---|---|---|---|---|---|---|
| Staff | | $ 3,200 | $ 3,200 | $ 3,200 | $ 3,200 | $ 3,200 | |
| Orchestra/Pianist | | $ 7,000 | $ 500 | $ 500 | $ 22,000 | $ 7,000 | |
| Production costs | | 0 | $ 4,300 | 0 | $ 1,500 | $ 4,000 | |
| Catering/transport | | $ 2,000 | $ 2,000 | $ 2,000 | $ 2,000 | $ 2,000 | |
| *Sub-total* | | **$ 12,200** | **$ 10,000** | **$ 5,700** | **$ 28,700** | **$ 16,200** | **$ 72,800** |

NEW ZEALAND COMPANIES OFFICE

# CERTIFICATE OF INCORPORATION

## PRIMA VOLTA CHARITABLE TRUST BOARD

## 2632812

This is to certify that PRIMA VOLTA CHARITABLE TRUST BOARD was incorporated under the Charitable Trusts Act 1957 on the 28th day of October 2015.

NEW ZEALAND COMPANIES OFFICE

Mandy McDonald

Registrar of Incorporated Societies
3rd day of November 2015

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 3 Nov 2015 22:51:33 NZT

1 OF 1

DIA - CHARITIES SERVICES
85 The Terrace, Wellington 6143
P.O. Box 30-112, Lower Hutt 5040
New Zealand
Fax +64 4 460 2839
Freephone 0508 242 748
Website www.dia.govt.nz www.charities.govt.nz

**10 January 2014**

**Re: Registration of Prima Volta Charitable Trust**

I am pleased to advise you of the success of your application to register Prima Volta Charitable Trust as a charitable entity. Your official Registration Number is CC50107.

Details about Prima Volta Charitable Trust will soon be available on the Charities Register at www.charities.govt.nz.

Proof of registration can be obtained by visiting our website and performing a search of the charities name or registration number.

Registration with Charities Services means you need to:

- send an Annual Return to Charities Services each year (refer to the link below). Your first Annual Return is due before 30 September 2014.
- notify Charities Services of changes to the name, address for service, balance date, rules, purposes or officers no later than three months after the effective date of the change. You may use the Notice of Change form. We will then need to check that the changes made do not affect your registration status.

For further guidance or information, please contact us on our free information line 0508 242 748 or email info@charities.govt.nz.

Yours sincerely,

John Currie
Manager, Registration

The following information may be helpful:

Annual Returns http://www.charities.govt.nz/news/information-sheets/annual-returns-under-the-charities-act/

Notification of Change http://www.charities.govt.nz/news/information-sheets/what-to-do-when-your-charity-makes-changes/

Tax and donee status http://www.charities.govt.nz/news/information-sheets/tax-and-donee-status/

IRD Tax information sheet http://www.ird.govt.nz/charitable-organisations/chart-orgs-intro/

INTERNAL AFFAIRS
Te Tari Taiwhenua

# Support Material

## PPVLab

Hastings District Council
Contestable Grants 2019/20



Finding Voices & Shaping Futures

TE KURA O MANGATERETERE
Ko te ākonga ki muri, ka tae mai, te Rangatira ki mua | Learners Today, Leaders Tomorrow
T: 06 878 5284 F: 06 878 5234 E: mangateretere@airnet.net.nz A: 314 SH2 Mangateretere, Hastings 4180

26.04.2019

TO WHOM IT MAY CONCERN,

I am writing a letter of support in the programme currently being carried out in our kura using the Kodaly Method and the support of PPVLab. This programme has been in our kura for a term now and has shown a positive result with some of our behavioural students.

With the support of PPVLab enrichment programme, allowing us to go to the introduction of an Orchestra Concert and participate, Choir/Kidsing where some of our tamariki participated with our senior Kodaly choir, a community Concert+ School cushion concert.

Our staff were also given an opportunity to join in on the intensive Kodaly teacher training which allows us to understand the methodology behind Kodaly Music.

**Positives for our kura are as follows:**

Our tamariki have gained confidence in being able to stand and sing as well as speak-speeches.

The behavioural students are fully engaged in these classes and have become accustomed to expectations of high caliber learning delivered by Whaea Megan Flint.

Some of the students whom participated in the choir would never have entered into such ventures and this involvement shows the importance of the delivery and the student engagement presently carried out within the classroom. They are now focused and enjoy the classes although brief. We are currently looking at using some of the methodology within other subjects as it works.

I have encouraged parents to assist in the support of this programme within the kura and they have delivered their children to the venues when required. This is a big change for the tamariki as they now have been exposed to a new way of music and singing.

When I first visited and observed Whaea Megan taking a class, I was so impressed with the rotation systems and easy delivery of her classes in Auckland. I was very excited as I could see the makeup of students were similar to ours, however our

tamariki were very severe with behavioural issues. To begin with, it took a while to get the students to participate, the perseverance of Whaea Megan won the students over and now there is that eagerness for students to attend her classes.

**Support:**

I take this opportunity to support wholeheartedly with this initiative and believe for Māori tamariki, who are naturally musically minded- this is an extension of their gifts and ability. The positive spin-offs are so numerous and knowing the opportunity for our tamariki is welcomed and supported by parents and the community.

I am convinced this is one vehicle **Kodaly Methodology**, that could encourage off-task Māori students to succeed and achieve to a high standard of learning. Our school is Bilingual and 100% Māori. We need more opportunities where these gifts are displayed and shown more to the community.

If there are any queries, please do not hesitate to contact me.

Naku noa,

Mona Stewart

Mona Stewart

Principal

FLAXMERE COLLEGE
Henderson Road, Flaxmere, Hastings 4120. Telephone: (06) 872-9833 Facsimile: (06) 872-5281
Email: office@flaxcol.co.nz Website: www.flaxmerecollege.co.nz
Principal: Louise Anaru

6th March, 2019

To whom it may concern,

Re: Project Prima Volta: Kodaly Kids 2019

Flaxmere College has enjoyed an association with the Prima Volta Charitable Trust since 2013. A wide range of our students have benefited from the main PPV programme as well as the various outreach events, including live opera performances and 'Intro to the Orchestra' concerts, which we regularly host at our school. Opera is now part of the kaupapa of Flaxmere College. When we perform, audiences enjoy hearing a mix of Māori waiata, Reggae beats and Classical music, and we are delighted to now have students performing operatic songs to performance level.

Project Prima Volta is making a real difference for students at Flaxmere College through the policy of social inclusion and an empowering environment. Many of our students have come to see music differently and have opened their eyes to the depths of opportunities offered through musical experiences. Success in the arts is a tangible reality, with role models emerging from the student body, such as Mary Lolhea, who as a member of PPV was mentored by some of the best opera singers in the world, went on to become our Head Girl and is now studying music at Waikato University. Mary attributes some of her success to the focus and drive developed in the supportive environment of PPV.

When Anna met with me to discuss PVCT's new project (Kodaly Kids) I immediately saw the potential of working with the Year 7-8 age group at Flaxmere College. The fact that PVCT are applying for funding to provide scholarships for under-resourced members of our community to have access to rare and valuable courses like this shows a real understanding of what it means to be inclusive of students who are socially and financially challenged in our society.

As the head of the local COL, I believe that not only Flaxmere College but also other schools in our Kahui Ako (Flaxmere Primary, Peterhead, PakiPaki, Irongate, Bridge Pa, Kimi ora) would benefit hugely from this initiative. We all have students who would love to take part in Kodaly Courses, and without scholarships, could not participate.

The vast majority of students at Flaxmere college and the Flaxmere district would face barriers of cost to attend the Kodaly Courses initiative. I appreciate the efforts that PPV make to address the inequities in music education for our rangatahi. Kodaly Courses would enable our students to broaden their education and benefit in a way that is not available in their schools or community.

The positive effects of PPV are being felt in our school and wider community, making a difference in the lives of more than just the participants. I admire the PPV team, who are making this enormous and inspirational commitment to young people. I strongly endorse the Kodaly Courses project and encourage you to provide funding support so that our students can continue to access these opportunities, which go beyond what we can offer in the school or wider community.

Yours sincerely

Mary Stubbings
**Head of The Art**

Estimate
28 April 2019

Anna Pierard
Prima Volta Charitable Trust
PO Box 12 273
Ahuriri
NAPIER 4144

Tēnā koe Anna,

I am pleased to submit the following estimate for services to be provided to 31/12/19, as per contract.

| | | |
|---|---|---|
| **PPV Lab ongoing development with approved Pilot Schools** | Working with PVCT Head of Development to design delivery of ongoing Kodaly development training, based on the needs of the Pilot Schools: Te Kura, Marewa School and Bridge Pa School, as a key part of PPVLab Programme.<br><br>Hours: 40 hours/month x $50p/h x 8 months | $16000.00 |
| **Mentoring/Workshops** | Term 3 & 4 (2019) mentoring teachers from both Pilot Schools, based on agreed delivery, including full day weekend workshops/in-school time mentoring sessions/afternoon working sessions.<br>9 workshops @ $900ea | $8100.00 |
| **Expenses** | Travel (actual petrol costs) relating to the delivery of these events to be reimbursed upon presentation of receipts. Accommodation provided gratis by PVCT. | $4000.00 |
| | TOTAL (excl. GST) | $28,100.00 |

*Please note: I am not GST registered, and invoicing will be for actual hours worked/workshops completed/expenses incurred, as per contract.*

Ngā mihi

Megan Flint – Director Kodaly Aotearoa

Megan Flint 14 Blue Ridge Drive, RD 5 Taupo 3385

www.stephenlangemusic.com
2stephenlange@gmail.com
021 2523092

# QUOTE





Anna Pierard
Prima Volta Charitable Trust

29/04/2019

Dear Anna,

I am pleased to submit the following quote for your consideration.

To transcribe the oriori 'The Little Blue Duck' into music notation, including a form in English and another in Maori, reflecting the different scansion of the languages. And to orchestrate the music for full orchestra, to match the orchestration provided by you for the event, similar to that needed for 'Peter and the Wolf' etc.
This includes preparation of score and all parts ready for photocopying by your organization.

**Quote for project**
$4300.00 Please note I am not GST registered.

Thank you for the opportunity to quote for this work. I am very much looking forward to using my orchestration skills for this exciting project, and I look forward to hearing it performed with the children's choir.

Sincerely,

Stephen Lange
BMus, DipTeach (Sec.), ATCL

# MAREWA PRIMARY SCHOOL

Latham Street
NAPIER
Phone (06)843 8359 Fax (06) 843 5785
Email principal@marewa.school.nz


"Our Best Always"





29.04.19

To whom it may concern

Marewa School has been incredibly fortunate to be part of a pilot programme in collaboration with the Prima Volta Charitable Trust for 2019. Our hope is that this collaboration will gain momentum and be able to continue forward for many years. In a short space of time it has become apparent that the Kodály philosophy is a perfect fit for the tamariki of Marewa. We value an holistic approach to teaching and learning and this concept is already well established in its approach. By incorporating this philosophy into our regular timetable, it will not only allow access to a quality music programme, but to a world renowned method that has a proven record of improving learning in both cognitive and socio-emotional processing, impacting on literacy, numeracy and social behaviours.

We would not be able to sustain this programme without the critical support from the Prima Volta Charitable Trust and in particular, their Kodály Specialist Megan Flint, Pedagogue Stephen Lange and Head of Development Anna Pierard. In a Primary School setting there are often no specialist music teachers, nor the funding to aquire them, so teaching music is often lacking any real depth and skill. We are not lacking in enthusiasm however, and a desire for our children to have the very best education possible. When this opportunity came along it seemed natural to want to grasp it. Myself and a colleague were fortunate to participate in Kodály teacher training from the 12th-18th April. This was quite simply the most inspiring Professional Development I have undertaken in the last 15 years. It was challenging, exciting and gave me a glimpse of the endless opportunities I could see would benefit my students. Not only the obvious enjoyment they would get by participating in singing and developing rhythm and their music literacy, but the proven development of the critical life skills we strive to improve in developing the five key-competencies. In order for us to implement the method effectively we require on-going support from the Prima Volta Charitable Trust and their highly skilled staff. The organisation is able to support us with the specialised skills that are needed to help us embed the philosophy into our classrooms, to ensure we ourselves are able to deliver the content accurately, building the capability of our staff members and supporting us to deliver a choral programme.

We were also privileged to take three students along to participate in the Kodály Kids programme for four days. In the words of one of my students, she was "honoured to be chosen and to learn how to sing in parts with the grown-ups." All three have asked numerous times since if we can have a choir, and whether they can go again. They especially enjoyed being able to sing on a stage in front of the whanau at the conclusion of the course. This opportunity would not have been possible without financial support from PVCT.

A group of 25 tamariki from our kura have been selected to be part of the PPVLab Enrichment programme. Already they have had the privilege of learning about different instruments played in an orchestra, as well as being exposed to excellent role models who are either in High School or University. They can see themselves in their 'tutors', PPV graduates, and have made immediate connections with them. These graduates have come from similar backgrounds and have worked hard to achieve their goals which is vastly

important for my students to see. The children regularly ask when they will have their next lesson. The enthusiasm, participation and perseverance is already evident in the students. They are forced to work collaboratively and take risks and are thriving at the challenges that are presented. The enormity of the programme being offered through PPV is not lost on us. We are very aware what a difference this programme will have on our children. The opportunities are enabling some struggling students to excel, which in turn enhances their mana. Peer relationships are being formed where they may not have otherwise. I look forward to a very successful collaboration with Anna and her colleagues.

Kind Regards



Sarah McLaughlin
Deputy Principal, Marewa Primary School

# Prima Volta Charitable Trust - Working with Young People Guidelines

**Introduction**

The purpose of these guidelines is to ensure that all young people involved in Project Prima Volta (PPV) are kept safe from harm. The guidelines apply to all adult contact with young people directly involved in PPV activities, including (but not limited to) auditions, rehearsals, lessons, teaching, performances, the use of local and international artists as mentors or coaches, opera productions (backstage, rehearsals, performances), and special events. In these guidelines, as in all aspects of PVCT activities, we are guided first by our values.

**PPV Values:**

- We value our rangatahi (younger generation, youth, the leaders of tomorrow)
- We value artistic excellence
- We value access to quality music education for all

**Definitions:**

- Young people – rangatahi under 18 years old, who are enrolled in PPV or are otherwise invited to take part in PPV activities
- Adults – 18 years or over (including teachers below) who are engaged (paid or voluntary) by the Prima Volt Charitable Trust (PVCT) or PPV staff to work with PPV young people
- Teachers – teachers/coaches/mentors/artists 18 years or over, who are engaged (paid or voluntary) by the Prima Volt Charitable Trust (PVCT) or PPV staff to take responsibility for the instruction or learning of PPV young people

**The 'Golden Rule'**

All contact between adults and young people should be in an open environment, with at least one other adult present. For the safety of all, adults should avoid being alone in any situation with an individual young person, whatever gender.



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**Adult Code of Conduct**

All adults working with PPV young people, must first agree to:

- reveal to PVCT any prior convictions, or any reason whatever that may preclude them from working with young people
- treat young people with respect and dignity, without favouritism or discrimination.
- avoid excessive public comment, criticism, analysis, judgement, or expression of disapproval, being mindful of the vulnerability of young people
- be a good role-model, showing integrity by acting in ways that are fair, honest, ethical and just
- avoid physical contact with young people, unless the role requires this
- avoid doing things of a personal nature with or for young people.
- not enter into an intimate relationship with a participant
- not allow a young person on their own to travel in the adult's vehicle (unless the role requires this) or attend the adult's accommodation.

**Teacher Code of Conduct**

Additionally, all teachers working with PPV young people must first agree to:

- put the welfare of the young people in their care ahead of any performance goal or other outcome.
- deliver instructions verbally or by demonstration and, only if necessary, with physical contact.
- ensure that any physical contact is provided openly and is relevant and appropriate to the activity.
- give feedback that is constructive and appropriate, never personal in nature.
- avoid teasing and sarcasm, which are often misinterpreted by young people.
- recognise the development needs and capacity of young people, and the possibility of physical contact or personal comments being misconstrued.
- deal immediately, directly, and appropriately with any abusive or unkind behaviour/language.

**Preparing teachers for what can be expected and what is expected of them**

PVCT will provide orientation to all teachers.

The orientation is likely to include:

- an introduction to PPV's values and aims and objectives
- the purpose and expected outcomes of the teacher's specific involvement
- any relevant organizational information, including student numbers, event duration, venue, student profiles, student needs, and any known risk factors



INITIAL _____

- expected adult conduct (see Adult and Teacher Code of Conduct above)
- health and safety, including location of first aid, and emergency and evacuation procedures
- behavior management, in line with PPV's values
- what to do when young people open up and disclose highly sensitive matters
- how to raise concerns

**Professional Qualities of Teachers**

PVCT seeks to engage teachers who are stable, motivated, trustworthy, flexible, empathetic, sensitive and authentic. In line with current research, our teachers 'need to be caring and have a positive, non-judgemental approach to young people, particularly for programmes involving young people at risk, and be able to meet young people "where they are" and guide them in their journey"[1]

**Guidance for teachers**

Where requested or required, PVCT will provide teachers with appropriate guidance, training and/or mentoring from a qualified teacher in effective ways to carry out their teaching role.

**How to raise concerns**

The adult should raise their concern directly with the young person(s) involved. If this does not resolve the issue, or there are questions of safety, then the adult should have a conversation with PPV's programme director.

**Risk Management**

PPV staff organizing programmes and events should refer to the 'PVCT Working With Young People Risk Management Plan'

**Reviewing and improving practices**

These guidelines were drawn up in 2018, and reviewed in April 2019, and will be further reviewed as required.

[1] Scrine, C; Riebel, T; Walker, R; Telethon Institute for Child Health Research. 2012. *Key Findings of the Literature on Effective Mentoring Programmes for Young People*. Sydney: Australian Youth Mentoring Network, page 5.



INITIAL _____



# PRIMA VOLTA CHARITABLE TRUST ANNUAL REPORT April 2018 to March 2019

Prima Volta Charitable Trust has completed a successful sixth year.
We continue to provide teenagers with an introduction to the wonder of opera and give them the opportunity to discover and develop the discipline to learn skills to sing this artform through **Project Prima Volta.**

Over the past year, we have added **PPVLab** to our oversight. Through the determined work of Sarah Walmsley and Anna Pierard, founders of PPV and Festival Opera, we now deliver a Music Education Pilot that is running from 2019 to 2021. We outline more about this exciting new development further in our report.

During the 2018 – 2019 year we had many highlights including, but not limited to, those we set out here.

## HB Person(s) of the Year

We are extremely proud of the work of our dedicated PPV team and it was a delight to see Anna Pierard and José Aparicio announced as *Hawke's Bay Today's* Hawke's Bay Person(s) of the Year late in 2018.

*Hawke's Bay Today* said: "To describe the couple as being passionate about what they do, and totally devoted, would be huge understatements." We totally agree and are thankful to have such talented, committed people driving us. You can read more here
https://www.nzherald.co.nz/hawkes-bay-today/news/article.cfm?c_id=1503462&objectid=12180084

- PROJECT PRIMA VOLTA

## Weekly rehearsals

Our Project Prima Volta programme is based around weekly rehearsals (where transport is provided to those who need it, plus supper for all). St Andrew's Presbyterian Church, Hastings continues to be extremely supportive, offering us affordable hire of its hall and use of its piano and other amenities. In addition to rehearsals, we provide one-to-one singing tuition for up to 10 students plus one-hour theory per week for those wishing to continue music at University. In addition, there is language coaching for project work.

A large portion of our rehearsal work in the latter part of 2018 was for participation as chorus members and small roles in Festival Opera's Art Deco Festival opera, *La Traviata*.

## Project work

PPV continues to be a sought-after performance provider within Hawke's Bay. Some of performances:

- HB Arts Festival season of *Scena*. Performances were supported by coaching and accompaniment from renowned international pianist and vocal coach, David Harper.



- Soundbites – Koha entry lunchtime winter concerts at MTG (staged for PPV students heading off to tertiary auditions)
- Carol events at HB Airport and Christmas in the Park, Hastings
- Botanic Beats at Napier Botanical Gardens, a free performance to over 4,000 people
- Tremain Art Deco Festival Big Band event
- Festival Opera summer collaboration – PPV formed the chorus of a full-scale opera with orchestra to local audiences and their peers during a high school performance
- #operaclass 'Guide to the Orchestra' for intermediate and primary school students from PPVLab
- Big Sing National Choral competition in Napier – PPV performed as special guests
- An event to celebrate NZ Poets and Poet Laureate, Selina Tusitala Marsh



- A Napier city jam that attracted the attention of Prime Minister Jacinda Ardern *shown above with the Scottish Stage Director of* La Traviata *and PPV students*
- *Growing Opera Stars*, a fundraising event that saw selected PPV students sing alongside international opera stars here for *La Traviata*, at MTG Century Theatre in January
- Corporate events including for Horse of the Year 2019, Eastern Central Community Trust stakeholders' meeting, Cocktail Party for Social Capital Sports Programmes, plus a wedding
- Community events in support of the Christchurch terror attack.

## *Scena* – Hawke's Bay Arts Festival

Our 30-strong PPV singers presented a 'chocolate box' selection of engaging scenes from four best loved operas. PPV's musical director José Aparicio directed two scenes, with local creative Glen Pickering and PPV graduate Katherine Winitana directing one item each. The scenes, from opera's by Rossini, Mozart, Puccini and Verdi, were all transferred to a contemporary context. Feedback from our sell-out audiences was very positive and we will be continuing with the *Scena* approach in 2019.



## José Aparicio – musical director

José Aparicio continues as our musical director and provides the artistic leadership, setting the challenges and nurturing each student to achieve their potential during the course of a rehearsal. His contribution to the PPV culture of acceptance, where all students are treated equally and respectfully, continues to inspire students to engage in the process, which is not always how they feel about their schooling.

## PPV graduates into tertiary education

Our tradition of supporting students onto tertiary education in music continues. At the beginning of 2019 five PPV graduates from 2018 left to various universities around the country to further their musical studies (this makes 14 in two years, and 20 in total, most completing a singing programme).

A number of both these new and older graduates gained scholarships that will significantly support them in their studies. As an example, Tomairangi Henare, a first-year student, and Lila LJ Crichton, second year, were awarded scholarships each totalling $70,000 for 2019 by the NZ School of Music.

We are immensely proud of our association with these young singers who have regularly graced our Festival Opera and other performances. Their mana, musicianship and commitment has inspired their peers and audiences.

## #operaclass

#operaclass, is our educational Resource Kit focusing on NCEA outcomes to help students incorporate the study of opera, was taken up by 12 secondary schools. Over 500 high school students attended, free of charge, the Festival Opera production of the 2019 production of *La Traviata.* As part of this programme, we collaborated with the Festival Opera Orchestra to produce a Guide to the Orchestra programme presented at Flaxmere College for lower decile primary schools and those in the high schools' Years 9 and 10.

## 2018-19 PPV

Our 2018 students came from secondary schools throughout the Hastings and Napier region, and range in age from 15 to 18. In addition to the many and varied projects planned for the 2019 – 20 year, we will be focusing on chorus work for Festival Opera's 2020 production, a double bill of *Cavalleria Rusticana* and *Pagliacci.* We will be holding auditions in May of Year 10 to 13 students for our 2019-20 cohort.

## Mentoring and pastoral care

As we expect, our students have faced personal challenges during the year that we have endeavoured to support them through. Some have been around teenage agonies of bullying, lack of confidence and relationship issues and other challenges involved in becoming independent young people. Others have been far more serious and our volunteers have stepped in as 'family' providing nurturing and assistance to a number of our students who come from disadvantage and family dysfunction.



## Volunteers

As always, our volunteers are the lifeline for PPV. They contribute to supporting our youth by mentoring them educationally, socially, emotionally, and physically during opera performances and preparation times. This includes the artistry and performance of singing and acting in opera and providing transport and meals during the rehearsal and performance months.

Over the year we had 16 regular volunteers whose number swelled to well over 150 during the Festival Opera production season.

- PPVLAB

## Three-year music education pilot

PPVLab is a three-year music education pilot designed to complement and support mainstream primary curriculum. PPVLab provides participating schools with a unique opportunity to empower their teachers to deliver transformation in the classroom through specialised training in proven successful music pedagogy.

The programme is made up to two streams of activity: **Instructional** - specialised Kodály training and mentoring of classroom teachers and **Enrichment** - access to multi-platform delivery of quality musical experiences for nominated students Years 5 to 8 and supporting resources for teachers. The pilot will be evaluated throughout the three years to understand the impact on children. **Evaluation** will indicate any revisions needed to ensure it is a perfect fit.

Participating schools are Bridge Pa, Marewa and Te Kura o Mangateretere. Three key PVCT staff are undertaking the instructional Kodály training, delivered in partnership with Kodály Aotearoa in April and June 2019. The first year of the PPVLab enrichment stream is funded by Prima Volta Charitable Trust with additional support from the Hastings District Council and local philanthropists.

*Students at Te kura o Mangateretere, Bridge Pa and Marewa School are pictured below*





## Pilot research

In June 2018, co-founders of the Prima Volta Charitable Trust, Anna Pierard and Sarah Walmsley visited the Feversham Primary Academy in Bradford, United Kingdom. The purpose of the visit was to understand how this school had managed to capture international attention simply by improving access to music.



In five years, the school has gone from special measures, a dwindling roll and being in the bottom fifth percentile for student achievement, to advising educational policy writing, inspiring educators all over the world, and with student progress rate rocketing up to the top two percent in the UK.
With daily music, teachers saw improved concentration, cooperation, self-management across the wider curriculum, not just in the music room.

Despite having identified the benefits of music education, the challenge of confident music teaching remains, so PVCT has partnered with Kodály Aotearoa to deliver its 2019 training course in Hawke's Bay, enabling ease of access for local teachers.

The participating primary schools will also receive ongoing mentoring from Kodály Aotearoa Director, Megan Flint, which will be funded by PVCT. Training dates are 12 – 19 April and 1 – 3 June 2019.

By delivering the training in Hawke's Bay, PVCT can practically support the local community to develop Kodály music teachers and practitioners, working towards a wide-spread transformation in the quality of music education and driving academic and social outcomes for local schools like those experienced by Feversham Academy Primary.

## Kodály training (Instructional stream)

The Kodály Method is a music pedagogy originally conceived by Hungarian composer and educator Zoltán Kodály, who recognised the central role music plays on the intellectual, emotional, physical, social, and spiritual development of the individual. The method incorporates intuitive, interactive learning, using techniques to keep the student fully engaged. It integrates singing, body movement and group exercises, ensuring quality learning due to the combined aural, visual and kinaesthetic nature of the experience.

The Kodály method is championed in over 40 countries, with each country using its own folk songs to teach the method. There is endless international scholarship identifying the non-musical benefits of quality music education and many well-established organisations founded on delivering music education to children, precisely because of these wider benefits. These other benefits can provide the strongest argument for providing a music pedagogy framework to transform a child's social, academic and musical life.



## Enrichment stream

We have partnered with local music and arts organisations to deliver our enrichment stream. The different platforms provide PPVLab pilot school children with the chance to enjoy making music and experiencing high-quality musical genres in a variety of ways. Year 5 – 8 students will have the opportunity to develop original ideas, perform and collaborate, and improve their singing and stage skills. Importantly, they will also develop key competencies, supporting the improvement of executive function. Our first and second quarter projects are designed to embed ideas and establish pathways for children's understanding, so they can fully participate in projects in the third and fourth quarter.

**Project schedule:**

| | | |
|---|---|---|
| PROJECT 1 | ORCHESTRAL | late January – early March |
| PROJECT 2 | WAIATA | mid May – mid June |
| PROJECT 3 | CHORAL | end July – mid August (Kidsing 14 August) |
| PROJECT 4 | MUSIC PLAY (HBAF & NCC)) | end Sept – mid October |
| PROJECT 5 | PPV AGING CARE CONCERT | end November |
| PROJECT 6 | INTER-SCHOOL CONCERT | start December |

We look forward to sharing Evaluation results in our Annual Report next year.

*PPVLab students from Marewa School, with PPV Intern Katherine Winitana, February 2019*



6



- FESTIVAL OPERA

### *La Traviata*

From an artistic point of view, the 2019 *La Traviata* season was a triumph, both on and offstage. We believe It was our best yet, with positive audience, stakeholder and PPV experiences. We benefited from the expertise of professional staff and artists, who all understood how and were able to deliver an exceptional production with minimal fuss. The one major upset during the season, was of course the necessary replacement of Shaun Dixon in the few days before the Dress Rehearsal.

The impact of replacing Shaun was felt everywhere. Stage Director John Wilkie and Musical Director José certainly rose to the challenge, making last minute adjustments and undertaking additional rehearsals. Our replacement Rosario la Spina was a wonderful addition and more than vocally prepared for the heavy-duty role. Certainly, anyone who didn't know about his last-minute arrival would never have known, so seamless was Rosario's integration into our performance.

For our PPV students to see and experience the potential disruption of such a close to curtain-up change, and the professionalism of all the staff and artists to accept the challenge and make it work, was gold. A learning opportunity we could not have envisaged.

Unfortunately, the cost of replacing our tenor has had impact financially to our season results. We have met all our cost obligations but have little 'cushion' for the coming season.

We thank all our sponsors and supporters for their generous contributions. We welcome Hawke's Bay Airport Ltd to our sponsor portfolio as they stepped up to fill the sponsorship vacated when Arrow International went into voluntary liquidation.

- PRIMA VOLTA CHARITABLE TRUST

### Funding

Prima Volta Charitable Trust's main sources of income come from a mixture of grants and donations from local and national charitable entities and local service organisations, central government arts grants, plus donations from generous individuals and businesses. Income from (some of) our community and private performance payments is growing modestly as our professional reputation grows. Our *Scena* production generated a shared income with HB Arts Festival organisers. The *Growing Opera Stars* event generated positive income and is a source we will endeavour to grow.

### NZ Music Commission internship

This year, PVCT is being funded to enable Katherine Winitana, a PPV graduate, mentor and teacher aid to work with our organisation, one day per week for 16 weeks. This funding provides worthwhile experience and responsibility for Katherine as well as supporting the Trust in developing her skills, especially in relation to the Kodály training, which she will undertake.



## PVCT trustees

Our honorary trustees continue to perform a sterling job for our organisation. In addition to volunteering their time as trustees, attending monthly meetings and undertaking associated responsibilities, they also contribute time, in kind donations, and personal and professional networks to assist our efforts with our students and to attract sponsorship and donations.
Over the past year we had two resignations – Pauline Milne, who was Chair, and Iain Beaton. We thank them for their generous service. We are currently searching for suitable replacement trustees.
Current Trustees: Greg Neill, Chair, Jenny Scotland, Secretary, Alison Randall, Treasurer

## Audit

Our 2017-18 Performance Report was again produced through BDO Napier, working with our accountancy firm, Black & White Accounting and our Treasurer Alison Randall to coordinate the required information. Work on our 2018-19 Performance Report will commence after the end of our financial year 31 March.

Our continued thanks go to our funders, supporters, volunteers and the Hawke' Bay community for the ongoing backing of our endeavours.

Yours sincerely

Greg Neil
Chair, Prima Volta Charitable Trust
March 2019

8

Finding Voices & Shaping Futures

Project Prima Volta

# PPVLab Music Education Pilot

# 2019 – 2021

*May 2019, Prima Volta Charitable Trust CC. 50107*

CONTACT
E anna@primavolta.co.nz P +64 21 074 7070 FB ProjectPrimaVolta
primavolta.co.nz

# Background

The Prima Volta Charitable Trust was established in early 2014 with the following objectives

1. Stimulate and foster the growth in opera audiences by actively involving youth in the process of the promotion and staging of opera performances
2. Extend the reach of opera by touring educational presentations to schools and tertiary institutions and involving those young audiences in an interactive and creative experience designed to entertain and inform.
3. Create a platform for youth, engaging and supportive enough, that they are inspired to challenge themselves artistically through their involvement and commitment.
4. Develop awareness amongst the wider community of the positive impact that participation in the arts can have for younger generations
5. Engage in mentoring to provide useful and ongoing support to participants who may wish to consider a career in performance

Since 2014, we have focused on supporting local teenagers through the programme **Project Prima Volta** (PPV) and the creation of music resources in line with NCEA to support student learning (#operaclass). In the last 5 years, more than 160 teenagers have experienced PPV, more than 4000 nationally have studied our resources with more than1500 local students have also enjoying live opera without the obstacle of cost.

PPV uses opera as a tool for empowering teenagers to take up the challenge of singing projects which are so refreshingly challenging, engaging and fun, that they hardly notice they're developing all sorts of non-music specific skills at the same time.
Membership is a diverse cross-section of thirty teenagers each year, who have a common passion for music and importantly, a *need* to participate. The supportive family environment, with lots of peer-to-peer support and specialist music training helps strengthen well-being, build aspiration and encourage discipline and vision to succeed.
And so, PPV is successfully providing a pathway into tertiary training. In 2017 alone, nine PPV graduates were accepted into University to study singing. Of these, four were the first in their family to attend University. Of the nine accepted, five received exceptional talent scholarships. We have seen first-hand, the power of using singing as a tool to meet the broader needs of this community.
By creating a strength-based space for young people to achieve, and then supporting them with the requisite high-level training so they can achieve their potential, these young men and women can then 'risk' investing in themselves.
Their transformation drives our mission to make quality music education accessible for all – more kids, greater outcomes.

Primary age children need greater access to music education to support building key competencies. In response to this need, and guided by our founding objectives, the Prima Volta Charitable Trust has developed the PPVLab Music Education pilot, inspired by the successful PPV model.

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## Music as a tool to support student achievement and wellbeing

Core curriculum is built on values, offering guidelines on what to teach and identifying what is worth learning. In the New Zealand curriculum, music education has been relegated to the 'nice to haves' instead of sitting firmly in the 'need to haves.' As a result, there is reduced emphasis on teacher music-training at tertiary level and a consequent lack of confidence amongst non-music specialist teachers to tackle teaching music alongside other subjects in primary schools.

This gradual sidelining is a missed opportunity to use the arts as a tool to support cognitive development. Of all the arts experiences, music training most effectively promotes the development of executive function, especially during adolescence[1], equipping children to become life-long learners.

There is now a large body of supporting *quantitative* evidence that proves that incorporating quality, sequential music learning into the curriculum, will impact on children's development in the following ways:

- improve executive function: working memory, flexible thinking, inhibitory control[2]
- improve language skills, acquisition and communication[3]
- improve socio-emotional skills, improved collaboration and cooperation[4]
- improve general mental health and wellbeing[5]

## Music as a tool to address inequity of access in education

Our māori and pasifika children experience different challenges in a largely pakeha educational framework[6]. Through quality music education, students can build on their existing capabilities, such as singing and bi-lingualism, where these capabilities are an advantage. The 'music lesson' then becomes a strength-based space, offering the potential for lifting wider achievement. Integrated schools tend to emphasise the importance of the arts and provide a more comprehensive arts education. By mainstreaming quality music education we can prevent inequity of access not just to educational development, but to personal enrichment.

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[1] https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5835523/

[2] https://www.ncbi.nlm.nih.gov/pubmed/29541017

[3] http://www.anitacollinsmusic.com/bigger-better-brains/naplan2016

[4] https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0141449

[5] https://journals.sagepub.com/doi/abs/10.1177/0305735613477181?papetoc=

[6] https://www.radionz.co.nz/news/national/328141/nz-school-kids-%27need-more-support%27-with-music-and-drama

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# What is PPVLab?

PPVLab is a three-year music education pilot designed to complement and support mainstream primary curriculum. PPVLab provides participating schools with a unique opportunity to empower their teachers to deliver transformation in the classroom through specialised training in proven successful music pedagogy.
The programme is made up to two streams of activity:

| | |
|---|---|
| **A. Instructional** | specialized Kodály training and mentoring of classroom teachers |
| **B. Enrichment** | access to multi-platform delivery quality musical experiences for 25 students from each PPVLab school, between years of nominated Years 5-8 and supporting resources for teachers |
| **C: Evaluation** | understanding the impact on kiwi kids with a light touch in year 1, building measures and resources as the pilot progresses |

Participating schools will be able to access the Enrichment stream, by opting to support at least two key staff to undertake the instructional Kodály training, delivered in partnership with Kodály Aotearoa in April and June 2019. The first year of the PPVLab enrichment stream is funded by the Prima Volta Charitable Trust with additional support from the Hastings District Council and local philanthropists. To fully evaluate the impact of this type of approach, we require four Hawke's Bay local primary schools to partner with us.

## A. Instructional - Kodály training

The Kodály Method is a music pedagogy originally conceived by Hungarian composer and educator Zoltán Kodály, who recognised the central role music plays on the intellectual, emotional, physical, social, and spiritual development of the individual.
The method incorporates intuitive, interactive learning, using techniques to keep the student fully engaged. It integrates singing, body movement and group exercises, ensuring quality learning due to the combined aural, visual and kinesthetic nature of the experience.
The Kodály method is championed in over 40 countries, with each country using their own folk songs to teach the method.
There is endless international scholarship identifying the non-musical benefits of quality music education[7] and many well-established organisations founded on delivering music education to children, precisely because of these wider benefits.[8] These other benefits can provide the strongest argument for providing a music pedagogy framework to transform a child's social, academic and musical life.

[7] http://legacy.laphil.com/sites/default/files/media/pdfs/shared/education/yola/susan-hallam-music-development_research.pdf

[8] http://www.voices.org.uk

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In June 2018, co-founders of the Prima Volta Charitable Trust Anna Pierard and Sarah Walmsley visited the Feversham Primary Academy in Bradford, United Kingdom. The purpose of the visit was to understand how this school had managed to capture international attention[9] simply by improving access to music.



The school's Principal, Naveed Idrees *(pictured here with Anna and Sarah)*, maintains that every child should have access to quality music education because it supports the socioemotional and intellectual growth of the child. His vision has transformed the academic performance of his students. In 5 years, the school has gone from special measures, a dwindling roll and being in the bottom 5th percentile for student achievement, to advising educational policy writing, inspiring educators all over the world, and student progress rate rocketing up to the top 2% in the UK. Naveed and his school attribute these phenomenal changes to music education.

With daily music, his teachers saw improved concentration, cooperation, self-management across the wider curriculum, not just in the music room. Anna was recently interviewed along with Feversham's music teacher Jimmy Rotherman, on RadioNZ. Jimmy has been largely responsible for this school's transformation and he delivers wider success, by teaching music through the Kodálly method every day, with every child.

Despite having identified the benefits of music education the challenge of confident music teaching remains, so PVCT has partnered with Kodály Aotearoa to deliver their 2019 training course in Hawke's Bay, enabling ease of access for local teachers.

Primary schools participating in the PPVLab pilot will also receive ongoing mentoring from Kodály Aotearoa Director, Megan Flint, from July 2019 and funded through the Prima Volta Charitable Trust.

By delivering the training in Hawke's Bay, PVCT can practically support the local community to develop Kodály music teachers and practitioners, working towards a wide-spread transformation in the quality of music education and driving academic and social outcomes for local schools like those experienced by Feversham Academy Primary.

## Kodály Training in Hawke's Bay 2019:

| | |
|---|---|
| 12 – 19 April inclusive | Certified Kodály training held at Iona College, with national participants and international instructors |
| 1 – 3 June inclusive | Certified Kodály training held at Iona College, with national participants and international instructors |
| mid-June – end November | mentoring, one on one training support & full day workshops with PVCT contracted Kodály Educators |

[9] https://www.theguardian.com/education/2017/oct/03/school-results-music-bradford

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## B. Enrichment – musical experience

We have partnered with local music and arts organisations to deliver our enrichment stream.
The different platforms provide PPVLab pilot school children with the chance to enjoy making music, learning music and experiencing high-quality musical genres in a variety of ways.
Year 5 – 8 students will have the opportunity to develop original ideas, perform and collaborate, improving their singing and stage skills. Importantly, they will also develop key competencies, supporting the improvement of executive function.
The first and second quarter projects are designed to embed ideas and establish pathways for children's understanding, so they can fully participate in the performance-based projects in the third and fourth quarter.

**PROJECT 1 GUIDE TO THE ORCHESTRA Jan-Feb 2019 - opera orchestra in school introduction**

In-school visits for PPVLab students are designed to introduce the idea of acoustic ensemble playing, and a different style of music-making. Performances also bring the musicians up close. The orchestral concert builds on first contact, demonstrates complexity of multiple musical lines and types of instruments, different colours, different characters. Shows children the variety of possibilities. Children experience trying out cymbals/other percussion/harp/conducting or singing an easy line with orchestra. The idea of an orchestra is embedded in preparation for re-introduction for project 4. Each school receives the following:

| | |
|---|---|
| 1 x 45 min | PPV Led preparatory singing workshop (31/1 – 1/02) *A Pierard, K Winitana, LJ Crichton* |
| 1 x 3 hr | Access for 25 students to attend Saturday morning open rehearsal of La Traviata (2/02) *Festival Opera* |
| 1 x 30 min | in-school small ensemble demonstration (4/02) *Festival Ensemble members, A Pierard* |
| 1 x 45 min | school orchestra demonstration, full symphonic orchestra held at Flaxmere College (13/02) *Festival Ensemble (full), J Aparicio* |
| | A scene from the HBAF 'Scena' production was also presented by PPV students – for many, an introduction to opera. |

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**PROJECT 2 WAIATA – MUSIC & MEANING end May – end June – world waiata & oriori focus (4 weeks)**

Project 2 introduces PPVLab students to compositional ideas and how these can be translated into a musical form. Students will contribute their own narrative and musical ideas which will be developed into the waiata for Project 4. Students and teachers will also be taught foundational choral singing skills during this project. Each school receives the following:

| | |
|---|---|
| 1 x 45 min | PPVLab staff introductory workshops for each participating school (May 27-31) *H McGuire, A Pierard, L McNaughton, K Winitana* |
| 1 x 45 min | Concept development, with Prokofiev 'Peter and the Wolf' as reference *J Aparicio, A Pierard* |
| 1 x 45 min | Story telling through music – in-school workshops for children to create their own identifying story with musical themes |
| 1 x 60 min | Voice development workshop-based for children *A Pierard, H McGuire, K Winitana, S Lange* |
| 1 x 6 hr | Kodaly Training Workshop, Kodaly in Action (based at Te kura o Mangateretere) for School Music Leads *M Flint* |

**PROJECT 3 CHORAL end June – 14 August Kidsing National Choral competition & NCC concert preparation (8 weeks)**

In this project, Choral and singing capabilities established in Project 2 provide the foundation for more intensive work, building performance repertoire for each school with a trial performance for whanau as a 'dress rehearsal' for the national Kidsing competition. Each school will prepare items as a school, but also as a massed choir, supported by PVCT staff. In some cases, school music leads will be supported to direct, or PVCT staff will direct, depending on the confidence of the teachers involved. Each school receives the following:

| | |
|---|---|
| 8 x 60 min | Weekly choir rehearsals for participating schools – building towards Kidsing, NCC Concert and Supper concert *A Pierard, M Flint, J Aparicio, L McNaughton* |
| 8 x 30 min | Voice lessons for small groups *A Pierard, K Winitana, H McGuire, O Kershaw* |
| 4 x 60 min | June-July choral direction training for in-school music lead *M Flint, S Lange* |
| 2 x day | (between 6 July- 21 July) Holiday Sing-in workshop for combined participating schools – weekend *M Flint, A Pierard, S Lange, K Winitana* |
| 1 x 3 hr | Combined performance for whanau at PPV/PPVLab Supper Concert, 27 July |
| 1 x 3 hr | Dress Rehearsal for Kidsing, as participants |
| 1 x day | (August 14) Kidsing Competition |

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Application No. 58

**PROJECT 4 STAGE PERFORMANCE #1 late August – 28 October – Performance with Orchestra (10 weeks)**

Rehearsal focus shifts to preparing for performance in this Project, which has two scheduled performances:

1 Participation in the Napier Civic Choir's 'Opera Excerpts' concert, where tamariki will sing a short chorus piece, written for children.
2 Participation in the Hawke's Bay Arts Festival presentation of Prokofiev's 'Peter & the Wolf' & Saint-Saen's 'Carnival of the Animals'

In Project 3, PPVLab students learned an opera chorus under the leadership of Jose Aparicio, Musical Director for the Prima Volta Charitable trust and Artistic Director of Festival Opera. The chorus is taken from a scene in 'Pagliacci', which is an opera that Festival Opera will present in February 2020. This will provide a critical link for PPVLab students entering their second year of the pilot.
The chorus was included in the programme for **Kidsing**, and in Project 4 the students rehearse with orchestra and perform with the orchestra in the NCC Opera Excerpts concert series, dated 13th & 15th September.
Following these concerts, tamariki will focus on the Waiata that was developed in Project 2, and learn the piece as a canon, to perform in the HBAF performances during the period 23rd - 28th October. There are two performances during this timeframe, as well as rehearsals.
Each school receives concentrated support to lift the level where required, (professional, cultural and musical), and on a case by case basis. This will ensure the concerts are a successful project for students and that the student composed waiata for orchestra and children's choir is a highlight.

**PROJECT 5 STAGE PERFORMANCE #2 November – Positive Aging Free Concert series (5 weeks)**

PPVLab students present their year's work as individual schools in two different contexts:

1 Positive Aging Free Concerts, 2 x Hastings, 2 x Napier
2 School Christmas Cushion concerts – at respective schools

Support will be provided to ready tamariki to perform as part of a free concert offering in both Hastings & Napier, two concerts in each centre.
Project Prima Volta students will design and lead this event, and help to manage the preparation for PPVLab school participation.
PPVLab tamariki will perform all music studied during the year, (their self-composed piece will be performed with piano). Aspiring PPVLab soloists will also have the chance to perform and the Senior Project Prima Volta stream will also participate in the concert.
PPVLab students will repeat the performance for their respective whanau on school grounds to celebrate the year.

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Application No. 58

**Our vision is to support Hawke's Bay schools to deliver world class music education - not just because of what it is, but because of what it can *do* outside the music room. It's time for a local success story, right here in New Zealand.**

# *Our* children are worth this investment, *our* community deserves this success.

CONTACT
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## Prima Volta Charitable Trust Staff

| | | | |
|---|---|---|---|
| Anna Pierard | Head of Programmes & Development | anna@primavolta.co.nz | 021 074 7070 |
| Sarah Walmsley | Co-Founder | sarah@festivalopera.co.nz | 027 535 4386 |
| Jose Aparicio | Musical Director, Conductor | jose@festivalopera.co.nz | 021 058 2278 |
| Annette Black | Admin & Pastoral Lead | info@primavolta.co.nz | 021 495 095 |
| Katherine Winitana | Student Mentor, Project Leader | katherine@primavolta.co.nz | 027 879 6270 |
| Lorelle McNaughton | Programme Coordinator | lorelle@primavolta.co.nz | 021 023 10657 |
| Kate Manahi | Student Representative 2019-20 | 15kateman@iona.school.nz | 027 903 6770 |
| Cameron Williams | Student Representative 2019-20 | camterm@hotmail.com | 022 504 1850 |
| Alison Randall | Treasurer, PVCT | pvct@primavolta.co.nz | 021 898 894 |
| Dale Cowie | Funding Manager, PVCT | dale@primavolta.co.nz | 021 401 097 |
| Stephen Lange | Education & Funding partnerships | stephen@primavolta.co.nz | 021 252 3092 |
| Oriana Kershaw | Voice Teacher | oriana2291@gmail.com | 027 309 1902 |
| Bronwyn Watson | Programme Support | brownyn.watson99@gmail.com | 020 4092 3533 |
| Helen Morris | Programme Support | helenmorris.hb@gmail.com | 027 608 6642 |
| Judy Potts | Catering Support (Nourished for Nil) | potts.family@xtra.co.nz | 027 443 1067 |

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## Kev Carter

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Tuesday, 30 April 2019 3:54 PM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#280]

| | |
|---|---|
| **Name of organisation** | Flaxmere Planning Committee |
| **Postal address for organisation** | 26 Wilson Road Flaxmere<br>Hastings, Hawkes Bay 4120<br>New Zealand |
| **Daytime Contact Phone Number** | 0273588246 |
| **Email** | traci@trailmedia.events |
| **Website** | flaxmere.community |
| **Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?** | Yes |
| **If yes, please attach a copy of the certificate/s** | fipc_charities_certificate.pdf 109.20 KB - PDF |
| **Name** | Traci Tumaseve |
| **Position** | Chair |
| **Email** | traci@trailmedia.events |
| **Daytime Contact Phone Number** | 0273588246 |
| **Name** | Kayren Hatherell |
| **Position** | Committee Member |

1

| | |
|---|---|
| **Email** | kayren@pkryouthservices.co.nz |
| **Daytime Contact Phone Number** | 068796434 |
| **Name** | Ana Apatu |
| **Position** | Committee Member |
| **Email** | ana@wharariki.org |
| **Daytime Contact Phone Number** | 0275555226 |
| **Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.** | Yes, I/we wish to present to the Community Grants Subcommittee |
| **Please indicate if you are applying for *Seed Funding or an **Establishment Grant:** | Seed Funding |
| **i. Which of the current and future needs of our community are you addressing?** | Promoting participation in recreation, arts and cultural activities |

**a. What activity/s are within the scope of your project/service?**

The 2019 Hawkes Bay Junior Polyfest will be held on Tues 10th and Wed 11th September 2019 at the Clubs Hastings Event Centre, Hastings. The junior Polyfest has been a staple Pasifika Cultural event in Hawkes Bay for the past ten years and until now has been carried by the primary and intermediate schools who participate in the annual cultural festival. However, the festival has grown considerably over that period with more than 700 students from 30 schools participating in 2018. Many of these students originating from non-Pacific heritage.

With activities, cultural food and craft stalls, invitation performances and special guests filling up the festival grounds, it is expected that 2019 will be no different. It will be an exciting, thrilling and memorable experience for all and as we celebrate 11 years of what has become a key component in the Hawkes Bay schools' calendar.

| | |
|---|---|
| **b. How will your project or service be** | Our project will be measured by the sheer number of students, parents, schools and others participating in the festival this year. We are also able to gather the number of non-Pacific students, parents, teachers and other volunteers who |

| | |
|---|---|
| **MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?** | participate in the two day festival. The main measure of success will be the sharing of our diverse Pacific cultures with the greater community. |
| **c. The process – how will you carry out your project or service, and where will it be delivered?** * | There is a planning committee which is made up of representatives from participating schools. They plan the schedule, types of performances, theme for the year, and liaise with all schools to encourage new participation. Over the past 5 years, we have gained more participation from schools with very small Pacific student populations but wish to support their cultural sharing non-the-less. |
| **d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** * | Traci Tuimaseve - Event Planner ' Flaxmere Planning Committee rep<br>Matilda Faavae - Schools Coordinator and programme planner<br>Representatives from the following schools:<br>Peterhead, Irongate, Flaxmere Primary, Kimi Ora, Frimley, Mahora, Heretaunga Intermediate, Central School, Napier Intermediate, Camerbley, Raureka, St Marys, Mayfair, Ebbet Park, Parkvale, Marewa, Henry Hill, Nelson Park, St Patricks and more |
| **Is your organisation GST registered?** | No |
| **Item** | Advertising and promotions |
| **Amount** | $435.00 |
| **Item** | sound & lighting equipment hire |
| **Amount** | $920.00 |
| **Item** | venue hire - clubs hastings |
| **Amount** | $1,850.00 |
| **Item** | staging - TC Systems |
| **Amount** | $950.00 |
| **Item** | Event decoration |
| **Amount** | $750.00 |
| **Item** | MC |

| | |
|---|---|
| **Amount** | $900.00 |
| **(A) Total cost** | $5,805.00 |
| **Item** | Gold coin koha |
| **Amount** | $800.00 |
| **(B1) Total** | $800.00 |
| **Item** | Have not applied to other funding at this stage |
| **Total funds available (B1 + B2) = (B)** | $800.00 |
| **A. Total cost of project / service** * | $5,805.00 |
| **B. Total funds available** * | $0.00 |
| **C. Difference between total cost and total funds available** * | $5,805.00 |
| **D. Amount requested annually** * | $5,805.00 |
| **Source of funding** | We have not applied to other funding at this stage |
| **Product/service name** | First time contestable funding application |
| **Amount of funding received?** | $0.00 |
| **Have you completed an annual report and financial accounts for this project or service?** | No |
| **Please include a copy of your latest annual report and financial** | fpc__annual_financial_report__20182019.pdf 471.07 KB · PDF |

| | |
|---|---|
| accounts with your application. | |
| Tick this box to confirm the above is true and correct. * | I agree |

FLAXMERE PLANNING COMMITTEE

**Flaxmere Planning Committee Annual Accounts - 2018/2019**
For the period 1/4/2018 – 31/3/2019

| | | |
|---|---|---|
| Balance as at 1/4/2018 | | **$11,826.45** |
| **Income** | | |
| Ngati Kahungunu Iwi | Sponsor - Family Picnic Day | $880.00 |
| | **Total Income** | **$880.00** |
| **Expenditure** | | |
| Bridge Pa School | Weetbix Challenge support 117529 | $500.00 |
| Trailmedia | Family Picnic Day 117530 | $2,000.00 |
| Joyce Communications | Community Newsletter 117531 | $759.00 |
| MaddFun | Family Picnic Day rides 117532 | $880.00 |
| Flaxmere Christian Fellowship | Catering reimbursement 117533 | $500.00 |
| Joyce Communications | Community Newsletter 117534 | $851.50 |
| | **Total Expenses** | **$5,490.50** |
| Balance as at 31/3/2019 | | **$7,215.95** |

Please note that $10,000 from the opening balance [1/4/2018] is earmarked for communications projects from funding received by the Hawke's Bay District Health Board in the previous year.



charities commission
Komihana Kaupapa Atawhai

# Certificate of Registration

**Flaxmere Planning Committee**

This is to certify that Flaxmere Planning Committee was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.

Registration number: CC41626

Sid Ashton
Chair

Trevor Garrett
Chief Executive

Item 4

Application No. 59

## Kev Carter

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| **If yes, please attach a copy of the certificate/s** | fipc_charities_certificate.pdf 109.20 KB - PDF |
| **Name** | Traci Tumaseve |
| **Position** | Chair |
| **Email** | traci@trailmedia.events |
| **Daytime Contact Phone Number** | 0273588246 |
| **Name** | Kayren Hatherell |
| **Position** | Committee Member |

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| | |
|---|---|
| **Email** | kayren@pkryouthservices.co.nz |
| **Daytime Contact Phone Number** | 068796434 |
| **Name** | Ana Apatu |
| **Position** | Committee Member |
| **Email** | ana@wharariki.org |
| **Daytime Contact Phone Number** | 0275555226 |
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**a. What activity/s are within the scope of your project/service?**

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With activities, cultural food and craft stalls, invitation performances and special guests filling up the festival grounds, it is expected that 2019 will be no different. It will be an exciting, thrilling and memorable experience for all and as we celebrate 11 years of what has become a key component in the Hawkes Bay schools' calendar.

| | |
|---|---|
| **b. How will your project or service be** | Our project will be measured by the sheer number of students, parents, schools and others participating in the festival this year. We are also able to gather the number of non-Pacific students, parents, teachers and other volunteers who |

| | |
|---|---|
| **MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?** | participate in the two day festival. The main measure of success will be the sharing of our diverse Pacific cultures with the greater community. |
| **c. The process – how will you carry out your project or service, and where will it be delivered?** * | There is a planning committee which is made up of representatives from participating schools. They plan the schedule, types of performances, theme for the year, and liaise with all schools to encourage new participation. Over the past 5 years, we have gained more participation from schools with very small Pacific student populations but wish to support their cultural sharing non-the-less. |
| **d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** * | Traci Tuimaseve - Event Planner ' Flaxmere Planning Committee rep<br>Matilda Faavae - Schools Coordinator and programme planner<br>Representatives from the following schools:<br>Peterhead, Irongate, Flaxmere Primary, Kimi Ora, Frimley, Mahora, Heretaunga Intermediate, Central School, Napier Intermediate, Camerbley, Raureka, St Marys, Mayfair, Ebbet Park, Parkvale, Marewa, Henry Hill, Nelson Park, St Patricks and more |
| **Is your organisation GST registered?** | No |
| **Item** | Advertising and promotions |
| **Amount** | $435.00 |
| **Item** | sound & lighting equipment hire |
| **Amount** | $920.00 |
| **Item** | venue hire - clubs hastings |
| **Amount** | $1,850.00 |
| **Item** | staging - TC Systems |
| **Amount** | $950.00 |
| **Item** | Event decoration |
| **Amount** | $750.00 |
| **Item** | MC |

| | |
|---|---|
| **Amount** | $900.00 |
| **(A) Total cost** | $5,805.00 |
| **Item** | Gold coin koha |
| **Amount** | $800.00 |
| **(B1) Total** | $800.00 |
| **Item** | Have not applied to other funding at this stage |
| **Total funds available (B1 + B2) = (B)** | $800.00 |
| **A. Total cost of project / service** * | $5,805.00 |
| **B. Total funds available** * | $0.00 |
| **C. Difference between total cost and total funds available** * | $5,805.00 |
| **D. Amount requested annually** * | $5,805.00 |
| **Source of funding** | We have not applied to other funding at this stage |
| **Product/service name** | First time contestable funding application |
| **Amount of funding received?** | $0.00 |
| **Have you completed an annual report and financial accounts for this project or service?** | No |
| **Please include a copy of your latest annual report and financial** | fpc__annual_financial_report__20182019.pdf 471.07 KB · PDF |

| | |
|---|---|
| accounts with your application. | |
| Tick this box to confirm the above is true and correct. * | I agree |



5



charities commission
Komihana Kaupapa Atawhai

# Certificate of Registration

**Flaxmere Planning Committee**

This is to certify that Flaxmere Planning Committee was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.

Registration number: CC41626

Sid Ashton
Chair

Trevor Garrett
Chief Executive

FLAXMERE PLANNING COMMITTEE

**Flaxmere Planning Committee Annual Accounts - 2018/2019**
For the period 1/4/2018 – 31/3/2019

| | | |
|---|---|---|
| Balance as at 1/4/2018 | | **$11,826.45** |
| **Income** | | |
| Ngati Kahungunu Iwi | Sponsor - Family Picnic Day | $880.00 |
| | **Total Income** | **$880.00** |
| **Expenditure** | | |
| Bridge Pa School | Weetbix Challenge support 117529 | $500.00 |
| Trailmedia | Family Picnic Day 117530 | $2,000.00 |
| Joyce Communications | Community Newsletter 117531 | $759.00 |
| MaddFun | Family Picnic Day rides 117532 | $880.00 |
| Flaxmere Christian Fellowship | Catering reimbursement 117533 | $500.00 |
| Joyce Communications | Community Newsletter 117534 | $851.50 |
| | **Total Expenses** | **$5,490.50** |
| Balance as at 31/3/2019 | | **$7,215.95** |

Please note that $10,000 from the opening balance [1/4/2018] is earmarked for communications projects from funding received by the Hawke's Bay District Health Board in the previous year.

## Kev Carter

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Tuesday, 30 April 2019 4:16 PM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#281]

| | |
|---|---|
| **Name of organisation** | Flaxmere Planning Committee |
| **Postal address for organisation** | 26 Wilson Road Flaxmere<br>Hastings, hawkes Bay 4120<br>New Zealand |
| **Daytime Contact Phone Number** | 0273588246 |
| **Email** | traci@trailmedia.events |
| **Website** | flaxmere community |
| **Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?** | Yes |
| **If yes, please attach a copy of the certificate/s** | fpc_charities_certificate.pdf 109.20 KB - PDF |
| **Name** | Traci Tumaseve |
| **Position** | Chair |
| **Email** | traci@trailmedia.events |
| **Daytime Contact Phone Number** | 0273588246 |
| **Name** | Kayren hatherell |
| **Position** | Committee Member |
| **Email** | kayren@pkryouthservices.co.nz |
| **Daytime Contact Phone Number** | 068796434 |
| **Name** | Ana Apatu |
| **Position** | Committee Members |
| **Email** | ana@wharariki.org |
| **Daytime Contact Phone Number** | 0275555226 |

1

| | |
|---|---|
| **Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.** | Yes, I/we wish to present to the Community Grants Subcommittee |
| **Please indicate if you are applying for *Seed Funding or an **Establishment Grant:** | Seed Funding |
| **i. Which of the current and future needs of our community are you addressing?** | Assistance and advice for people in need due to older age or adverse circumstances |
| **a. What activity/s are within the scope of your project/service?** | One of the key components identified by the Flaxmere Planning Community was to connect our Flaxmere Community with what was happening in our community and strengthen relationships between individuals, families and groups by keeping our community informed.<br><br>We intend to boost social media stories on a weekly basis<br>We intend to produce a bi-monthly newsletter with other stories going straight to website or the Flaxmere Planning Committee Facebook page |
| **b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?** | We will be able to count the number of hits to social media uploads and the comments that are generated from those posts.<br>We will be able to measure the number of hardcopy and online viewed newsletters that are distributed / taken / read<br>We will be able to survey where and how people find out about things happening in the community<br>We will be able to gauge feedback from key community points to news and events that are generated via this medium. |
| **c. The process – how will you carry out your project or service, and where will it be delivered?** * | Diane Joyce from Joyce Communications has assisted the Flaxmere Planning Committee to develop a communications plan for 2019. Her expertise in this sector will help the FPC to better inform and reach our community. We have included her quote for annual communications services. |
| **d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** * | The Flaxmere Planning Committee - Traci Tuimaseve, Kayren Hatherell [PKR Youth Service], Ana Apatu [Wharariki Trust], Angela Taylor [Totara Health], Ken Kibblewhite, Lois Dawson-Makarere [HBDHB] Shelley Pritchard [community], Const Bradely Clarke [NZPolice]<br><br>Diane Joyce - Joyce Communications |
| **Is your organisation GST registered?** | No |
| **Item** | Social Media stories and boosting |
| **Amount** | $9,360.00 |
| **Item** | Newsletter story preparation and media liaison |
| **Amount** | $2,520.00 |
| **(A) Total cost** | $11,880.00 |
| **Alternatively, upload a document with this information** | fpc__draft_annual_budget_communications.pdf 302.63 KB - PDF |

2

| | |
|---|---|
| **Item** | None |
| **(B1) Total** | $0.00 |
| **Item** | Ressdual funds from HBDHB comms grant |
| **Amount** | $3,250.00 |
| **(B2) Total** | $3,250.00 |
| **Total funds available (B1 + B2) = (B)** | $3,250.00 |
| **A. Total cost of project / service *** | $11,880.00 |
| **B. Total funds available *** | $3,250.00 |
| **C. Difference between total cost and total funds available *** | $8,630.00 |
| **D. Amount requested annually *** | $8,630.00 |
| **Source of funding** | None at this stage |
| **Product/service name** | First time for contestable funding |
| **Amount of funding received?** | $0.00 |
| **Have you completed an annual report and financial accounts for this project or service?** | No |
| **Please include a copy of your latest annual report and financial accounts with your application.** | fpc_annual_financial_report_20182019.pdf 471.07 KB - PDF |
| **Tick this box to confirm the above is true and correct. *** | I agree |



charities commission
Komihana Kaupapa Atawhai

# Certificate of Registration

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JOYCE
COMMUNICATIONS

December 7, 2018

# Flaxmere Planning Committee – communications

## Draft annual budget

| | | |
|---|---|---|
| **Social media** | 3hrs per week ($180.00) | $9360.00 (pa) |
| **Newsletter story preparation and related media liaison** | $420 per two months | $2520.00 (pa) |
| **Total (12 months)** | | **$11,880 (ex GST)** |
| **Social media post push** | $60 per month | $720.00 (inc GST) |

Notes

- Calculated using not-for-profit rate: $60 per hour, plus GST
- Social media budget calculated on an average 25 minutes per post for sourcing, writing, photo processing, tagging and scheduling/posting
- Newsletter budget calculated on an average 80 minutes per story (5), for interviewing, photos, writing, sign-off process, final editing, press release preparation and dissemination (as appropriate), and media liaison
- No allowance has been made for 'time out' over Easter and Christmas breaks, as the time will be used in advance to schedule appropriate posts to retain community connection
- There is no fee component or GST charged in the 'post push' figure: it is cost only; however, the GST position may change depending on tax impositions

**Phone:** 021 612270 **Email:** joycecomms@outlook.com **LinkedIn:** Diane Joyce

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

CUSTOMER SERVICES
30 APR 2019
RECEIVED

Hastings District Council

# Annual Contestable Grants - Application Form

## 1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

## 2.0 Open and Closing Dates

**Applications open 1 Marchand close 30 April each year.**

**Grants are available from 1 July each year.**

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

## 3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

---

## PART ONE - Eligibility Criteria

### A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

### B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

iii. Must have a current Health & Safety Policy and plan

iv. Must have a current Child Protection Policy where applicable
v.

### C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

# PART TWO – APPLICATION FORM

## Section A - Tell us about your organisation

### i. Organisation details

Organisation Name: Whararíki (Flax) Trust.....

Postal Address: PO Box 15004 Flaxmere.....

City and Postcode: Flaxmere Hastings 4120.....

Phone: ..... Mobile Phone: 027 5555 226 .....

Email: ana@whararíki.org ..... Website: www.whararíki.org.....

### ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ✓☐ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s

### iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

| Name | Position | Email | Phone (day) |
|---|---|---|---|
| Graeme Norton | Chairperson | graeme.norton@outlook.co.nz | 021922595 |
| Taine Randell | Trustee | taine@kiwigarden.co.nz | 0275996554 |
| Lawrence Yule | Trustee | lawrence.yule@gmail.com | 0272496206 |
| Lisa Pohatu | Trustee | lisapohatu87@gmail.com | 0273535658 |
| Tessa Robin | Trustee | tessa.robin@tkh.org.nz" | 021408021 |
| Ana Apatu | Chief Executive | ana@whararíki.org | 0275555226 |
| | | | |

### iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

**These hearings will be held in May each year**

YES _✓__ I /we wish to present to the Community Grants Subcommittee

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

**Section B - Tell us about your project or service for which you are seeking funding:**

**i. Which of the Current and Future Needs of our community are you addressing?**

- ✓☐ Assisting youth into training, skill development, and jobs
- ✓☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ✓☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ✓☐ Creating safe and sustainable communities free of waste and crime
- ✓☐ Promoting participation in recreation, arts, and cultural activities

**ii. Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

In 2016 Whānau First Whānau Hard Collective was established in Flaxmere. The Whānau First Whānau Hard (WFWH) pilot in Heretaunga (Flaxmere, Hastings) is a collective approach to reduce the negative impact and prevalence of gang activity in New Zealand. Alongside three other pilots, this initiative supported by the Ministry of Social Development (the Ministry) set out to contribute to the Government's Gangs Action Plan, a whole of-government initiative. Flaxmere was one of the four funded pilot sites. Members of the roopu are, Te Ikaroa Rangatahi Social Services, Te Taitimu Trust, NZ Police, Hastings District Council and MSD. The pilot ran from 2016 to June 2018 where with the change of government the funding for the pilot stopped. We have carried on with funds we have carried over with this project which are now depleted but ask for establishment funding to continue to deliver this project.

Underpinning the pilot was PATH planning, a tool useful for reflecting on where (gang) whānau are at and where they want to be. It supports whānau to identify barriers and blocks for getting where they want to be, and how to address these barriers.

The PATH planning tool offers a process for whānau to reflect on their goals and dreams, their uniqueness, attributes and strengths, their aspirations for the future. The tool uses symbols and colour to portray hopes and dreams. The PATH planning process identifies common needs of whanau. The common needs which whānau identified as part of PATH Planning provides the basis for our whānau hub.

Our whānau support hub offers the following activities, 1. Planning for Alternative Tomorrows with Hope PATH Planning 2. Drivers Licenses 3. CV development and employment support 4. Benefit entitlement 5. Fellowship and participation in cultural activities e.g. whakapapa 6. Educational enrolments 8. Linkages to health and social services such as ACC counselling, Primary Health Care 9. Referrals to business start-up (Kete) workshops.

We also seek funding for our Jarmy Army project -this is to supply flannelette pyjamas and or merino thermals for vulnerable children of Flaxmere.

Referrals and support for housing needs, includes HNZ Property Management Providers and Hawke's Bay Child Healthy Housing team.

How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

We attach x2 evaluations of the pilot.

Outcomes to be measured include

Increased social engagement

Less crime

Increased employment

No of referrrals to Drivers Licenses

No of those accessing support for benefit support and entitlements

No of those referred for housing support

No of those referred for educational support

No of PJ's or merino clothing to children

b. **The process** – how will you carry out your project or service, and where will it be delivered?

Benefit support work Sue Mclean will support whānau with benefits, benefit entitlements, advocacy and support, CV development, work alongside work brokers such as Alan Boult Flaxmere.

Many whānau report they are unemployed and/or not be in receipt of their full Work and Income entitlements. Some have been in this situation for years. We believe that by supporting whānau to receive their full entitlements supports the development of whānau wellbeing and engagement in education, employment and crime reduction. whānau view this assistance provided as invaluable as interactions with some government agencies, and Work and Income in particular, is intimidating and often results in negative encounters with Work and Income staff. Some of our whānau in particular some young mama's are sanctioned by W&I. Sue is able to offer informed impartial support. Sue worked for many years for W&I in the hardship grant department and has a good working relationship with W&I.

Mel Grant WFHH Ka Kaitakawaenga from a gang background offers on the ground support, navigation and linkages to appropriate agencies on behalf of whanau. Mel has huge connections with Flaxmere (gang) whānau and is trusted. She has developed a

relationship with potential employers and facilitates the placement of some whānau into casual, seasonal and/or full-time employment.....

I was really pleased to hear about the role Mel has played supporting our locals in their work at Bostock's. Please pass on my thanks to her. *Alan Boult Work Broker W&I Flaxmere*

c. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

Key organisations include the WFWH Collective .....

Takitimu Ora -Driver's License Programme, I-How, Learn to Drive, Small business set up workshops (Kete).....

Work and Income Alan Boult, Senior Management and case workers, Te Taiwhenua Heretaunga Health and Social Services support, Totara Health,

WFWH Kaitakawaenga Mel Grant Sue McLean Benefits Support Worker

NZ Police (Flaxmere) Housing HNZ and Property Management Providers,

Employers -Kevin Bayley -local producer and employer, Bostocks NZ Ltd -placing whānau into employment, including young Mamas doing split shifts and or 9-3 shifts, Apatu Farms, The Berry Farm .....

Youth Connectors HDC, Flaxmere Community Centre staff, Property Management Groups, HNZ, HBDHB particularly the Child Healthy Housing Team, HDC, Counselling services, Youth Workers, Nourished for Nil, Flaxmere College, Paora Winitana and Paul Henare Basketball Academy, Primary Schools, Te Aute College, Iona College, EIT, Te Wananga o Aotearoa Te Whare Tapere of Takitimu, Takitimu Ora partners. .

iii. **Identify the anticipated budget for the year 1 July to 30 June** - where appropriate please include copies of quotes.

**Project/Service Costs** e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

| Item | Amount |
|---|---|
| **Benefit and employment support worker** | $17,240 |
| **Kaitakawaenga** | $7,620 |
| **Rent @ $25 ph x 15 hours** | $19,500 |
| **Administration** | $3,000 |
| **PJ's Merino's** | $5,000 |
| | |
| **Total** | **$52,420** |
| | |

**Project/Service Income** e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

| Income Source | Amount |
|---|---|
| Currently seeking supporting income | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| (B)Total Income | $ |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| A. Total cost of project / service | $52,420 |
| B. Less total funds available | $ |
| Difference | $22,420 |
| Amount requested | $30,000 |

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s:2016-2019.....

Project/Service name/s: U-Turn Trust Housing, Jarmy Army, .....

Amount/s of funding received? $30,000 per annum.....

v. **Please include a copy of your organisation's latest financial accounts with your application.**

## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation
- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
    ii. A procedure for dealing with accidents & incidents;
    iii. A procedure for dealing with potential emergencies;
    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.
- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name...Ana Apatu.....Position in organisation:.....Chief Executive

Signature: ..... Date: 30/04/19 .....

Whararíki Trust

## Contents of Performance Report

For the Year Ended 30 June 2018


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| Notes to and forming part of the Financial Statements | 9 - 15 |


PKF Carr & Stanton Limited

Hastings

Whariki Trust

## Report on the Engagement to Compile the Performance Report

For the Year Ended 30 June 2018

### COMPILATION REPORT TO THE TRUSTEES

**Reporting Scope**

On the basis of information that you provided we have compiled, in accordance with "Service Engagement Standard Number 2: Compilation of Financial Information", the Performance Report of Whariki Trust for the year ended 30 June 2018 as set out on the following pages.

These statements have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand (NZ GAAP) as described in Note 1 to the Performance Report.

**Responsibilities**

You are solely responsible for the information contained in the Performance Report and have determined that the financial reporting basis stated above is appropriate to meet your needs and for the purpose that the Performance Report was prepared. The Performance Report was prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the Performance Report.

**No Audit or Review Engagement Undertaken**

Our procedures use accounting expertise to undertake the compilation of the Performance Report from information that you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

**Disclaimer**

As mentioned earlier in our report, we have compiled the financial information based on information provided to us. We have not performed an audit or review engagement on the financial statements and therefore neither we nor our employees accept any responsibility for the accuracy of the material from which the financial statements have been prepared. Further, the financial statements have been prepared at the request of, and for the purposes of, our client and neither we nor any of our employees accept any responsibility on any ground whatever, including liability in negligence, to any person.

PKF Carr & Stanton Limited
Chartered Accountants
Hastings
28 November 2018

Whaririki Trust

## Entity Information

As at 30 June 2018

Whararikl Trust is a Discretionary Trust, established by a trust deed dated 16/09/09 and registered under the Charities Act 2005.

| | |
|---|---|
| **Entity's Purpose or Mission** | We are a Social Services Trust helping people in Flaxmere to succeed through supporting teen mums and dads in the community so they can learn to be better parents, continue with schooling and learn to live independently. We build trust with gang whanau to develop whanau development plans and then resource the implementation of these plans. We assist young people to get driver's licences / secure employment and stay employed, improve housing situations to reduce transience, overcrowding and improve warmth. We drive projects like the Jarmy Army (pyjamas to help kids stay warm in winter), gardens in schools and homes (to help improve nutrition and self-sufficiency), get resources from those who will give to those who are without - for example household goods, firewood and food. We partner with other agencies in major projects and initiatives that improve community facilities, access to services, and community events which creates a sense of pride and makes Flaxmere a great place to live. |
| **Nature of Business** | Charitable Trust |
| **Address** | 23A Joll Road<br>HAVELOCK NORTH 4130 |
| **Entity Structure** | Constitution of the Board of Trustees shall consist of at least three and no more than five trustees. Current Trustees include Graeme Norton (Chair), Taine Randall, Lawrence Yule, Lisa Pohatu and Tessa Robin. Employees include Ana Apatu Chief Executive 1FTE. |
| **Settlor** | R G Graham |
| **Trustees** | G Norton<br>T Randell<br>L A Yule<br>L Pohatu<br>T Robin |
| **Main Sources of Cash and Resources** | Funding is sourced from local Government (Hastings District Council), Government agencies, Corporate donors (local and national), Philanthropic trusts, Community grants, and private individuals. Many of the private individuals who support the Trust choose to remain anonymous. |
| **Main Methods Used to Raise Funds** | We apply for grants i.e. Hastings District Council, HB Foundation, ECCT, Springhill and Frimley Foundation. We also receive private donations and provide an annual report for this funding. |

**Entity's Reliance on Volunteers and Donated Goods or Services**

We are a small entity but we also oversee a number of projects - programmes as a result of community request. We therefore rely on volunteer support and also receive donated goods to offer to the community.

Whararíki Trust

## Entity Information (continued)

As at 30 June 2018

| | |
|---|---|
| Additional Information | Many families in HB provide our trust with funds or donated goods to support low income families of Flaxmere. This may include small and larger amounts of funding and sometimes goods such as flannelette PJ's. |
| Postal Address | PO Box 15004<br>Flaxmere<br>HASTINGS 4154 |
| Phone/Fax | 027 555 5226 |
| Email/Website | ana@whararíki.org |
| Accountants | PKF Carr & Stanton Limited<br>Chartered Accountants<br>119 Queen Street East<br>HASTINGS 4122 |
| Bankers | ASB Bank<br>HASTINGS |
| Solicitors | Gifford Devine<br>HASTINGS |
| IRD Number | 104-111-939 |
| Registered Charity Number | CC43556 |

**Whararíki Trust**

**Statement of Service Performance**

**For the Year Ended 30 June 2018**

## Description of the Trusts' Outputs

### Description of the Entity's Outcomes

Whararíki Trust aims to improve the conditions of life, for members of the Flaxmere community by taking actions, establishing programmes and working with others.

| | Actual 2018 | Budget 2018 | Actual 2017 |
|---|---|---|---|
| No. of Whararíki programmes delivered to support the wellbeing of Flaxmere families | 11 | | 10 |
| No. of Children at Kimi Ora School impacted by the Community Garden and Nutrition (healthy weight and other favourable health impacts) | 167 | | |
| No. of Flaxmere College students supported to attend Birchleigh Polo Club | 8 | | |
| No. of Pyjamas distributed to Children of Flaxmere | 1,200 | | |
| No. of Interagency Initiatives Whararíki is involved with | 8 | | 8 |
| No. of families provided with gardens in homes | | | 15 |
| On average number of families who visit our community garden | | | up to 30 per day |
| Amount of funding spent on Thermals and Pyjamas distributed to Children of Flaxmere | | | $5,500 |
| No. of complex families the Trust has worked intensively with | 7 | | 6 |
| No. of Flaxmere teens spoken with to undertsand challenges and opportunities - Mothers | | | 25 |
| No. of Flaxmere teens spoken with to undertsand challenges and opportunities - Fathers | | | 6 |
| No. of people supported to pass their Learners drivers licenses | 10 | | |
| No. of people supported to pass their Restricted drivers licenses | 25 | | |
| No. of people supported to pass their Full drivers licenses | 8 | | |
| No. of Flaxmere young people supported to attend the Paora Winitana and Paul Henare Basketball Academy | 38 | | |
| No. of families supported with PATH (Planning Alternative Tomorrows with Hope) | 32 | | |
| Supported a startup business workshop in Flaxmere | 25 attendees | | |
| No. of families referred to the HBDHB Child Health Healthy Housing Team | 36 | | |

These financial statements are to be read in conjunction with the accompanying Notes and the Compilation Report. These statements have been compiled without undertaking an audit or review engagement.

Whariki Trust

## Statement of Financial Performance

For the Year Ended 30 June 2018

| | Note | Actual 2018 | Actual 2017 |
|---|---|---|---|
| | | $ | $ |
| **Revenue** | | | |
| Donations, fundraising and other similar revenue | 2 | 177,394 | 244,331 |
| Revenue from providing goods or services | 3 | 113,914 | 94,699 |
| Interest, dividends and other investment revenue | 4 | 1,266 | 277 |
| **Total Revenue** | | **292,574** | **339,506** |
| **Less Expenses** | | | |
| Volunteer and employee related costs | 5 | 86,941 | 134,936 |
| Costs related to providing goods or services | 6 | 152,035 | 186,437 |
| Grants and donations made | 7 | 5,433 | 15,552 |
| Other expenses | 8 | 20,691 | 15,877 |
| **Total Expenses** | | **265,100** | **352,802** |
| **Surplus/(Deficit)** | | **27,473** | **(13,296)** |

These financial statements are to be read in conjunction with the accompanying Notes and the Compilation Report. These statements have been compiled without undertaking an audit or review engagement.

## Whararīki Trust

### Statement of Financial Position

### As at 30 June 2018

| | Note | 2018 $ | 2017 $ |
|---|---|---|---|
| **Current Assets** | | | |
| ASB Bank - General | | 35,209 | 151,065 |
| ASB Bank - Garden | | 24,561 | 28,474 |
| ASB Bank - Debit Card | | 1,525 | 1,311 |
| ASB Bank - Projects | | - | 26,182 |
| ASB Bank - Savings Plus | | 60,688 | - |
| ASB Bank - Health Housing | | 1,200 | - |
| Accounts Receivable | 9 | 17,750 | 20,270 |
| Other Receivables | 9 | 1,226 | - |
| GST Receivable | | 455 | - |
| Prepayments | 10 | 1,570 | 1,459 |
| **Total Current Assets** | | 144,184 | 228,761 |
| **Non Current Assets** | | | |
| Property, Plant & Equipment | 11 | 32,452 | 50,930 |
| Term Investments | 12 | 26,617 | - |
| **Total Non Current Assets** | | 59,069 | 50,930 |
| **Total Assets** | | 203,233 | 279,691 |
| **Current Liabilities** | | | |
| Payables & Accruals | 13 | 80,854 | 166,431 |
| Current Portion of Lease & Hire Purchase Liabilities | 14 | 8,875 | 8,037 |
| GST Payable | | - | 10,317 |
| **Total Current Liabilities** | | 89,729 | 184,785 |
| **Non Current Liabilities** | | | |
| MARAC Finance - 2017 Kia Sportage | 14 | 8,944 | 17,819 |
| **Total Liabilities** | | 98,673 | 202,604 |
| **Net Assets** | | 104,560 | 77,087 |
| **Accumulated Funds** | | | |
| Trust Capital | 15 | 104,560 | 77,087 |
| **Total Accumulated Funds** | | 104,560 | 77,087 |

These financial statements are to be read in conjunction with the accompanying Notes and the Compilation Report. These statements have been compiled without undertaking an audit or review engagement.

Whariki Trust

Statement of Financial Position (continued)

As at 30 June 2018

Trustee Trustee Date 3/12/2018

Trustee Trustee Date 3/12/2018



These financial statements are to be read in conjunction with the accompanying Notes and the Compilation Report. These statements have been compiled without undertaking an audit or review engagement.

Whararíki Trust

## Statement of Cash Flows

For the Year Ended 30 June 2018

| | Note | 2018 | 2017 |
|---|---|---|---|
| | | $ | $ |
| **Cash Flows from Operating Activities** | | | |
| Cash was received from: | | | |
| Donations, fundraising and other similar receipts | | 139,973 | 289,375 |
| Receipts from providing goods or services | | 69,575 | 154,071 |
| Interest, dividends and other investment receipts | | 1,123 | 285 |
| Net GST | | (11,627) | 10,276 |
| | | 199,044 | 454,007 |
| Cash was applied to: | | | |
| Payments to suppliers and employees | | 242,825 | 295,860 |
| Donations or grants paid | | 5,433 | 15,552 |
| | | 248,258 | 311,412 |
| **Net Cash Flows from Operating Activities** | | (49,214) | 142,595 |
| **Cash Flows from Investing Activities** | | | |
| Cash was received from: | | | |
| Receipts from the sale of property, plant and equipment | | 1 | - |
| | | 1 | - |
| Cash was applied to: | | | |
| Payments to acquire property, plant and equipment | | - | 41,646 |
| Payments to purchase investments | | 26,617 | |
| | | 26,617 | 41,646 |
| **Net Cash Flows from Investing Activities** | | (26,616) | (41,646) |
| **Cash Flows from Financial Activities** | | | |
| Cash was received from: | | | |
| Proceeds from loans borrowed from other parties | | - | 26,490 |
| | | - | 26,490 |
| Cash was applied to: | | | |
| Repayments of loans borrowed from other parties | | 8,037 | 635 |
| | | 8,037 | 635 |
| **Net Cash Flows from Financial Activities** | | (8,037) | 25,855 |
| Net Decrease in Cash Held | | (83,867) | 126,804 |
| Cash at the Beginning of the Year | | 207,031 | 80,227 |
| **Cash at the End of the Year** | | 123,164 | 207,031 |
| **This is represented by:** | | | |
| Cash & Bank Balances | | 123,163 | 207,032 |

These financial statements are to be read in conjunction with the accompanying Notes and the Compilation Report. These statements have been compiled without undertaking an audit or review engagement.

Whareriki Trust

Notes to and forming part of the Performance Report

For the Year Ended 30 June 2018

## 1 Statement of Accounting Policies

### Reporting Entity

Whareriki Trust is a Discretionary Trust and a charity registered with the Charities Commission.

### Statement of Compliance and Basis of Preparation

Whareriki Trust is eligible to apply Tier 3 PBE Accounting Standards : 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. The trust has elected to report in accordance with PBE SFR-A (NFP). All transactions in the Performance Report are reported using the accrual basis of accounting.

The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Financial Performance and Statement of Financial Position on a historical cost basis are followed by the trust, unless otherwise stated in the Specific Accounting Policies.

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

The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

### 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:

(a) Revenue Recognition

Donation revenue is recognised on receipt.

Interest income is recognised in the statement of financial performance as it accrues using the effective interest rate method.

(b) Expenses

Expenses have been classified on their business function.

(c) Trade Receivables

Trade Receivables are recognised at estimated realisable value.

(d) Property, Plant & Equipment

Property, Plant & Equipment are recognised as cost less aggregate depreciation. Depreciation has been calculated using the maximum rates permitted by the Income Tax Act 2007. Gains and losses on disposal of fixed assets are taken into account in determining the operating result for the year. The following depreciation rates and methods apply:

| | |
|---|---|
| Plant & Equipment: | 10% Diminishing Value |
| Office Equipment: | 10% - 50% Diminishing Value |
| Developmental Expenditure: | 13% Diminishing Value |
| Motor Vehicles: | 30% Diminishing Value |

These financial statements are to be read in conjunction with the accompanying Notes and the Compilation Report. These statements have been compiled without undertaking an audit or review engagement.

Whararlki Trust

Notes to and forming part of the Performance Report (continued)

For the Year Ended 30 June 2018

(e) Income Tax

The Trust is a Charitable Organisation and holds an Income Tax Exemption.

(f) Investments

Investments are recorded at cost. Dividend income is recognised in the Income Statement when received net of imputation credits.

(g) Goods and Services Taxation (GST)

Revenues and expenses have been recognised in the performance report exclusive of GST except that irrecoverable GST input tax has been recognised in association with the expense to which it relates. All items in the Statement of Financial Position are stated exclusive of GST except for receivables and payables which are stated inclusive of GST. The trust is registered for GST.

(h) Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on a basis consistent with those from previous performance report.

## 2 Donations, fundraising and other similar revenue

| | 2018 | 2017 |
|---|---|---|
| | $ | $ |
| Donations Received | 106,194 | 141,349 |
| Boxing Donations | - | 44,321 |
| Community Garden Donations | 71,200 | 58,661 |
| **Total Donations, fundraising and other similar revenue** | **177,394** | **244,331** |

## 3 Revenue from providing goods or services

| | 2018 | 2017 |
|---|---|---|
| | $ | $ |
| Sundry Income | 4,084 | 23,189 |
| Project Funding | 109,830 | 26,374 |
| HDC Contract for Service | - | 30,000 |
| Te Aranga Marae | - | 13,336 |
| **Total Revenue from providing goods or services** | **113,914** | **94,899** |

## 4 Interest, dividends and other investment revenue

| | 2018 | 2017 |
|---|---|---|
| | $ | $ |
| Interest Received | 1,266 | 277 |
| **Total Interest, dividends and other investment revenue** | **1,266** | **277** |

## 5 Volunteer and employee related costs

| | 2018 | 2017 |
|---|---|---|
| | $ | $ |
| Accident Compensation Levies | 379 | 964 |
| Uniforms | - | 562 |
| Wages | 86,562 | 133,410 |
| **Total Volunteer and employee related costs** | **86,941** | **134,936** |

These financial statements are to be read in conjunction with the accompanying notes and the Compilation Report. These statements have been compiled without undertaking an audit or review engagement.

Whariki Trust

Notes to and forming part of the Performance Report (continued)

For the Year Ended 30 June 2018

| 6 Costs related to providing goods or services | 2018 | 2017 |
|---|---|---|
| | $ | $ |
| Accountancy & Secretarial Fees | 19,074 | 10,171 |
| Advertising | - | 9,620 |
| Boxing Equipment | - | 1,239 |
| Bank Charges | 31 | 86 |
| Basketball Academy Costs | 15,326 | - |
| Community Garden | 49,402 | 81,432 |
| Conference, Function & Event Expenses | 1,517 | 12,025 |
| Contract Labour | - | 4,182 |
| Equipment Hire | 56 | - |
| Freight & Cartage | 854 | 580 |
| General Expenses | 2,117 | 4,565 |
| Insurance | 2,297 | 1,715 |
| Legal Fees | 585 | - |
| Loan Fees | - | 505 |
| Light, Heat & Power | - | 3,130 |
| Vehicle Expenses | 5,103 | 13,714 |
| Plant Repairs & Maintenance | - | 135 |
| Printing & Stationery | 1,092 | 3,306 |
| Rent Expense | - | 15,212 |
| Security Expenses | - | 59 |
| Subscriptions | 468 | 302 |
| Telephone & Tolls | 1,183 | 1,694 |
| Travelling Expenses | - | 1,062 |
| Website Fees | 498 | 510 |
| Whariki Projects | 52,432 | 21,213 |
| **Total Costs related to providing goods or services** | **152,035** | **186,437** |

| 7 Grants and donations made | 2018 | 2017 |
|---|---|---|
| | $ | $ |
| Donations | 5,433 | 15,552 |
| **Total Grants and donations made** | **5,433** | **15,552** |

| 8 Other expenses | 2018 | 2017 |
|---|---|---|
| | $ | $ |
| Depreciation | 9,771 | 10,883 |
| Interest Payable | 2,214 | 221 |
| Loss on Sale of Fixed Assets | 8,706 | 4,768 |
| **Total Other expenses** | **20,691** | **15,877** |

These financial statements are to be read in conjunction with the accompanying Notes and the Compilation Report. These statements have been compiled without undertaking an audit or review engagement.

Whariariki Trust

Notes to and forming part of the Performance Report (continued)

For the Year Ended 30 June 2018

## 9 Current Receivables

| | 2018 | 2017 |
|---|---|---|
| | $ | $ |
| **Accounts Receivable** | | |
| Accounts Receivable | 17,750 | 20,270 |
| **Other Receivables** | | |
| Accrued Income | 1,084 | - |
| Accrued Interest | 142 | - |
| Total Other Receivables | 1,226 | - |
| **Total Current Receivables** | 18,976 | 20,270 |

## 10 Prepayments

| | 2018 | 2017 |
|---|---|---|
| | $ | $ |
| Prepayments | 1,570 | 1,459 |
| **Total Prepayments** | 1,570 | 1,459 |

## 11 Property, Plant & Equipment

| | Opening Carrying Amount | Purchases / (Sales or Disposals) | Depreciation & Impairment | Closing Carrying Amount |
|---|---|---|---|---|
| **Property, Plant & Equipment 2018** | $ | $ | $ | $ |
| Leasehold Property Improvements | 3,189 | (3,189) | - | - |
| Plant & Equipment | 7,479 | (4,873) | 261 | 2,345 |
| Motor Vehicles | 24,922 | - | 7,477 | 17,445 |
| Developmental Expenditure | 12,833 | - | 1,668 | 11,165 |
| Office Equipment | 2,508 | (646) | 365 | 1,497 |
| **Total Property, Plant & Equipment** | 50,931 | (8,708) | 9,771 | 32,452 |

| | Opening Carrying Amount | Purchases / (Sales or Disposals) | Depreciation & Impairment | Closing Carrying Amount |
|---|---|---|---|---|
| **Property, Plant & Equipment 2017** | $ | $ | $ | $ |
| Leasehold Property Improvements | 3,681 | - | 492 | 3,189 |
| Plant & Equipment | 11,762 | 2,749 | 7,032 | 7,479 |
| Motor Vehicles | 4,768 | 22,175 | 2,021 | 24,922 |
| Developmental Expenditure | 1,603 | 11,955 | 726 | 12,832 |
| Office Equipment | 3,124 | - | 616 | 2,508 |
| **Total Property, Plant & Equipment** | 24,938 | 36,879 | 10,887 | 50,930 |

These financial statements are to be read in conjunction with the accompanying notes and the Compilation Report. These statements have been compiled without undertaking an audit or review engagement.

Whararíki Trust

Notes to and forming part of the Performance Report (continued)

For the Year Ended 30 June 2018

## 12 Term Investments

| | 2018 $ | 2017 $ |
|---|---|---|
| **Term Deposits** | | |
| ASB Term Deposit 072 | 26,617 | - |
| **Total Term Investments** | **26,617** | **-** |

## 13 Payables & Accruals

| | 2018 $ | 2017 $ |
|---|---|---|
| **Accounts Payable** | | |
| Accounts Payable | 7,829 | 18,484 |
| **Other Payables & Accruals** | | |
| Accruals | 16,684 | 22,443 |
| Income Received in Advance | 51,000 | 119,176 |
| Holiday Pay Provision | 5,341 | 6,328 |
| **Total Other Payables & Accruals** | **73,025** | **147,947** |
| **Total Payables & Accruals** | **80,854** | **166,431** |

## 14 Lease & Hire Purchase Liabilities

| | 2018 $ | 2017 $ |
|---|---|---|
| **MARAC Finance - 2017 Kia Sportage** | | |
| Non Current Portion - MARAC Finance - 2017 Kia Sportage | 10,771 | 21,858 |
| Non Current Portion - Less Unexpired Hire Purchase Charges | (1,827) | (4,039) |
| **Non Current Portion** | **8,944** | **17,819** |
| Current Portion of Term Liabilities | 8,875 | 8,037 |
| | **17,819** | **25,856** |
| **Total Current Portion of Lease & Hire Purchase Liabilities** | **8,875** | **8,037** |
| **Total Non Current Lease & Hire Purchase Liabilities** | **8,944** | **17,819** |

## 15 Trust Capital

| | 2018 $ | 2017 $ |
|---|---|---|
| Opening Balance | 77,087 | 90,383 |
| **Plus:** | | |
| Net Surplus | 27,473 | - |
| **Less:** | | |
| Net Deficit | - | 13,295 |
| **Total Trust Capital** | **104,560** | **77,088** |

These financial statements are to be read in conjunction with the accompanying notes and the Compilation Report. These statements have been compiled without undertaking an audit or review engagement.

## 16 Charitable Status

Whararíki Trust was registered as a charitable entity with the New Zealand Charities Commission on 4 February 2010.

## 17 Commitments

The Trust has operating lease commitments for vehicles and premises as follows:

| | |
|---|---|
| 2018: | |
| Current (1 year) | Nil |
| Non-Current (2-5 years) | Nil |
| Total | Nil |
| | |
| 2017: | |
| Current (1 year) | 9,167 |
| Non-Current (2-5 years) | Nil |
| Total | 9,167 |

There are no capital commitments as at 30 June 2018 (2017 Nil).

## 18 Contingent Liabilities and Guarantees

The trust has no contingent liabilities and no guarantees as at 30 June 2018. (2017: Contingent Liabilities Nil. Guarantees Nil.)

## 19 Significant Grants and Donations with Conditions which have not been Recorded as a Liability

| | Original Amount | Not Fulfilled Amount |
|---|---|---|
| | $ | $ |
| **Jonhston Lawrence Limited - Vavasour** | | |
| To be used for Garden Operations | 20,000 | - |
| **Department of Internal Affairs - Lottery Commission** | | |
| To be used for Garden Operations | 15,000 | - |
| **Hawke's Bay Foundation** | | |
| To be used for Garden Operations | 6,000 | - |
| **Trust House** | | |
| To be used for Garden Operations | 3,000 | - |
| **Trust House** | | |
| To be used for the Paul Henare and Paora Winitana Basketball Academy | 1,000 | - |

Whariki Trust

Notes to and forming part of the Performance Report (continued)

For the Year Ended 30 June 2018

| | | |
|---|---|---|
| Unison | | |
| To be used for the Paul Henare and Paora Winitana Basketball Academy | 5,000 | - |
| Peter and Mary Fama | | |
| To be used for the Cot Library for Healthy Housing | 1,200 | 1,200 |
| Ministry of Social Development | | |
| To be used for the Teen Parents project | 63,000 | 35,650 |

These financial statements are to be read in conjunction with the accompanying Notes and the Compilation Report. These statements have been compiled without undertaking an audit or review engagement.

# Whānau First Whānau Hard: PATH planning

Evaluation Report

23 April 2018

Prepared for: The Whānau First Whānau Hard Collective

Prepared by: Michelle Moss

MiMo CONSULTING

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Last saved: 5-Jun-18

**Disclaimer**: The information in this report is presented in good faith using the information available to us at the time of preparation. It is provided on the basis that the authors of the report are not liable to any person or organisation for any damage or loss which may occur in relation to taking or not taking action in respect of any information or advice within this report.

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Moss, M (2018). *Evaluation Report. Whānau First Whānau Hard: PATH planning*. Prepared for the Whānau First Whānau Hard Collective.

## 1 Executive summary

The Whānau First Whānau Hard (WFWH) pilot in Heretaunga (Flaxmere, Hastings) is a collective approach to reduce the negative impact and prevalence of gang activity in New Zealand. Alongside three other pilots, this initiative is supported by the Ministry of Social Development (the Ministry) to contribute to the Government's Gangs Action Plan, a whole-of-government initiative.

Te Ikaroa Rangatahi Social Services Inc (Te Ikaroa Rangatahi), on behalf of the Whānau First Whānau Hard (WFWH) Collective, engaged MiMo Consulting to evaluate one of the underpinning approaches they use in the WFWH pilot – Planning for Alternative Tomorrows with Hope (PATH). It is used with women in the Heretaunga community as a means of creating change agents.

The overall purpose of the evaluation is to assess how effective the PATH planning approach is in terms of supporting: positive changes to women's lives; stronger more resilient communities; and to reduce social harm caused by gang activity. The evaluation used a mixed methods approach, underpinned by an evaluation-specific methodology. Fieldwork and data collection took place in January and February 2018.

### Findings

Evidence from survey responses and qualitative feedback indicate that PATH planning is an effective and relevant approach in the WFWH context. A number of opportunities for improvement have also been identified. Key findings are as follows:

#### *Effectiveness of the PATH planning tool*

Overall, the evaluation found that the PATH planning tool is a highly effective tool for women to plan for a more positive future (according to the definitions set out in the evaluative rubric, Appendix B) across the four key focus areas: PATH planning; delivery of the tool; engagement between facilitator and participants; and support for women to fulfil their aspirations.

Evaluation data consistently indicate that the **PATH planning** tool is useful for reflecting on where the women are at and where they want to be. It supports women to identify barriers and blocks for getting where they want to be, and how to address these. All participating women developed a PATH plan and have either completed it (i.e., achieved all the goals) or are taking steps towards fulfilling it.

Participating women were highly satisfied with the **delivery** of the tool. They find the planning process easy to understand and engage with, and like the visual aspect of the tool. They consider the process to allow time and space for them to determine their own path forward, and to share experiences and gain feedback from other women on their journeys in

safe, constructive ways. Overall, feedback indicates that facilitation of the planning process is conducive to positive change.

In terms of **engagement** the PATH planning and facilitation provider makes ongoing contact with participating women as expected. The women feel that there is a good balance between one-on-one and group engagement. For the most part, engagement by participating women is sustained over time (with some dropping in and out depending on their personal circumstances).

Findings indicate that there is sufficient **support** for the women to fulfil their aspirations. They are provided with self-management tools, learn about and are linked in with supports, services and resources available to them, discuss common needs, and receive 'critical feedback' along the way.

*Difference made to women's lives*

Overall, the evaluation found that the PATH planning tool has made a substantial difference to participating women's lives (according to the definitions set out in the evaluative rubric, Appendix B) across the three key focus areas: how they feel; what they know; and what they do.

The women **feel** more connected, more positive about their futures, more motivated, empowered and more confident. The women also **know** better what they want to do with their lives and what supports and services are available to them. They know how to plan for themselves, and have learnt skills for how to help others plan. Subsequently, many of the **women have supported other women**. Between them, they have facilitated 33 PATH plans.

Further, the **women have realised their potential**. There have been clear shifts for all the women in all or some of the following areas: toiora (i.e., they are more self-managing and self-determining); mauri ora (they participate more in te ao Māori); waiora (they have happier, healthier homes); and te oranga (they are more active participants of society). Some have gained employment, completed educational aspirations, formed better relationships with whānau and started saving for home ownership. Whānau and community members who have had PATH facilitated for them report similar positive outcomes.

*Learnings*

Evaluation findings indicate that PATH planning **holds great potential** in the context of WFWH (e.g., it aligns well with the Government's Gang Action Plan). It is **relevant and acceptable** for the target community and clearly enables the women to initiate and support change within their whānau and/or communities, making it an **effective approach for reaching hard to reach whānau**. Empowering and up skilling of whānau contributes to WFWH long-term sustainability.





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Findings also indicate that the potential for achieving aspirations and making change occurs when whānau are driving their own journeys. Some whānau will be able to achieve their aspirations on their own; others may need more support.

Key challenges for the WFWH PATH planning model centre on follow-up and ongoing engagement (e.g., lack of phone, credit on phone, or internet access; difficulties finding times to meet that suit all involved). Subsequently, can be difficult to track all achievements and outcomes.

*Opportunities for improvement and/or further development*

Key opportunities include:

- Consider developing better processes tracking progress and achievements in regards to PATH planning
- Explore ways to provide additional training and support for PATH facilitation, as some of the women lack confidence in this area
- If the number of PATH facilitators increase, consider formal processes for supervision
- Consideration should be given to providing some financial (or other), recognition of the time trained women spend on facilitating PATH plans, and/or supporting whānau
- With a number of whānau now trained in PATH facilitation, extra workforce exists in the community. Providers could lean on them when short of staff and/or where possible, employ them to undertake PATH facilitation on a wider scale
- To grow PATH planning within the providers of the Collective, so that it is used more widely and consistently.

Additional suggestions for improvement are presented in the body of the report.

## 2 Introduction

Whānau First Whānau Hard (WFWH) is a collective approach to reduce the negative impact and prevalence of gang activity in Heretaunga, New Zealand. Participating organisations include: Hastings District Council, Oranga Tamariki - Ministry for Children, New Zealand Police, Te Ikaroa Rangatahi Social Services Incorporated (Te Ikaroa Rangatahi), Te Taitimu Trust, and Whareriki Trust.

### Background[1]

WFWH is supported by the Ministry of Social Development (the Ministry), alongside three other pilots based in Gisborne, Whakatane and West Auckland, to contribute to the Government's Gangs Action Plan, a whole-of-government initiative to reduce the harms caused by adult gangs and transnational crime groups.

Rather than an emphasis on gang exit or desistance, the pilots were encouraged to develop prevention and intervention strategies to reduce the negative social effects of multi-generational gang involvement, and provide opportunities for gang members and their whānau and associates to address their social needs

The gang situation in New Zealand is problematic and complex, contributing to social, economic and justice issues. Gangs are responsible for a significant volume of crime in New Zealand – by either committing crimes, or causing others to do so for them. Meanwhile, those associated with gang members suffer a disappropriate level of social sector harms – particularly relating to family violence. Women and children are particularly vulnerable.

Historically, the focus for addressing the gang problem in New Zealand has been on criminal offending and involved individual agency responses. While some of these have been successful, gangs continue to expand.

Youth and whānau who are part of and influenced by individuals affiliated to gangs, tend to live in high deprivation sub-communities of the Heretaunga community – in isolation from, and within a different value system to the rest of the community. A range of accumulated social harms may develop over time by a range of factors, including:

- Unemployment
- Alcohol and drug dependency
- Disengagement from wider whānau and cultural identity/society

[1] Information in this section has been sourced directly from: http://www.police.govt.nz/sites/default/files/publications/cabinet-paper-whole-of-govt-action-plan-to-reduce-harms-caused-by-adult-gangs-and-transnational-crime-groups.pdf

- Lack of ability to maintain sustained positive relationships
- Disengaged from education system
- Disengaged from health and social service support.

Internationally, successful approaches to gangs have been dually focused, directed at preventing social harms and reducing criminal offending. They have also been multi-disciplinary, comprehensive, flexible and targeted.

## WFWH – the approach

WFWH uses a structured process where community organisations work together to improve outcomes for vulnerable children, young people, adults and their families/whānau. It is a whānau centred and whānau driven process with coordinated support for whānau with gang connections and who need support to achieve social, health and educational aspirations.

In particular, WFWH seeks to enable whānau to experience success across a range of health and social domains as outlined in the following 'Flaxmere[2] whānau realising their potential' framework:

- Toiora – Healthy lifestyles
- Mauriora – Cultural identity
- Waiora – Physical environment
- Te Oranga – Participation in society.

To achieve this, the WFWH Collective have developed three separate but aligned streams of work:

1. Youth Leadership and Potential
2. Supporting Whānau
3. Creating a Community Movement.

A key activity of work stream three is to identify and support *change champions* to promote WFWH kaupapa and help initiate a community movement. To support this mahi, the WFWH Collective has contracted FEM 2006 Ltd (FEM) to deliver PATH planning, and PATH facilitation training ('the WFWH PATH planning model'), with a group of women from the target community.

## PATH

PATH is an acronym for 'Planning Alternative Tomorrows with Hope'. The PATH planning tool can be used in a range of contexts including with individuals, groups and businesses. Within whānau it can be used to assist in individual and whānau planning (Pipi, 2010). It can also be used as a

[2] Flaxmere is one community within the wider Heretaunga area.

research and evaluation tool and a framework for conceptualising how to measure success in Māori communities (Ministry of Health, 2012).

The PATH planning tool offers a process for whānau to reflect on their goals and dreams, their uniqueness, attributes and strengths, and their aspirations for the future. The tool uses symbols and colour to portray hopes and dreams. This is a powerful medium for Māori as it "provides a picture that can serve as a visual and emotional anchor and evoke positive memories" (Pipi, 2010). Figure 1 illustrates what a PATH plan may look like.

Figure 1: Whānau PATH plan




Source: Kataraina Pipi

PATH came to Aotearoa in 2002 after Kataraina Pipi saw the approach being used by a Canadian Indigenous social services provider, Ma Mawi Chi Itata, in Winnipeg. Kataraina saw potential for the tool to be used in a range of ways with iwi and Māori communities, and sought permission from the developers to explore and use the PATH.

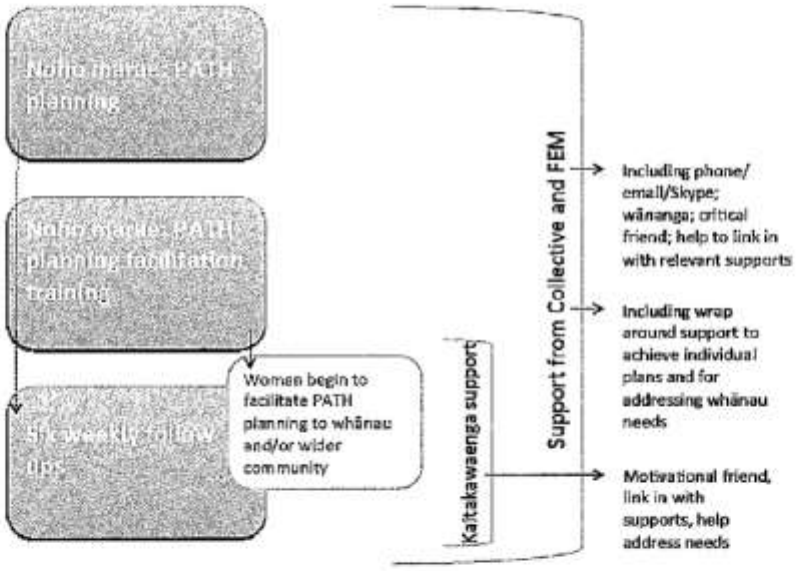
Since then the PATH planning tool has been used in a diverse and growing range of Māori contexts, with individuals as well as with groups at iwi, hapū and whānau level. Examples of issues addressed include dealing with addiction, fundraising, community development and passing on knowledge (Pirini, 2012). Anecdotal evidence supports the use of the PATH process, mainly through verbal feedback from participants and informal examples of positive changes that have been achieved. Evaluations of PATH planning have also been done, validating the approach as a whānau planning tool (Moss, 2014; Moss, Smith, Spee, & King 2012).

## The WFWH PATH planning model

The focus of the PATH kaupapa is women from the Heretaunga community. Each provider from the Collective initially identified one or two women from their networks who they thought could benefit personally from PATH planning, and who would be likely to promote the kaupapa and support positive change within their whānau and/or wider communities.

The WFWH PATH planning model is illustrated in Figure 2. It includes two initial noho marae wānanga (two and a half day weekend workshops on the marae), six weekly follow-ups and ongoing support from FEM 2006 Ltd (the PATH planning and facilitation provider; 'FEM'), the Collective and from WFWH Kaitakawaenga (the programme coordinator).

Figure 2: WFWH PATH planning model




The first wānanga, held at Te Aranga Marae in June 2017 involved whanaungatanga, introduction to PATH and introduction to other supporting tools such as Above the Line, TetraMap, the Waitangi Wheel, P to D and the development of individual PATH plans (see Appendix A for detail on the PATH planning process).

During PATH planning the women were supported to think about information, resources and support that may be necessary to achieve their goals, and in particular familiarising them with services/programmes

and resources available to them via the Collective. Most work was done in a group format. However, one-on-one support was provided if requested.

In the second noho marae wānanga, held at Te Aranga Marae in July 2017, individual PATH plans were completed. The focus then shifted to PATH facilitation training, to enable the women to facilitate PATH planning for others, alongside an introduction to graphic facilitation.

Follow-up support and encouragement to the women have been provided on a six weekly basis since the second wānanga. In part, this follow-up support has involved being a 'critical friend' – to provide one-on-one feedback (kanohi-ki-te-kanohi, over the phone, or via Skype/Zoom) to the participating women about the progress of their plans, answering any questions they may have and discussing their needs, risks and solutions as well as touching base with the women to see how they are taking care of themselves and their children.

Follow-up support has also involved two additional wānanga and a more casual follow up over lunch. Another noho marae is planned for April 2018.

The WFWH PATH planning model evolved somewhat over time. In particular, a need for a coordinator role (to check in on participating women, link them with FEM, the participating provider organisations and/or other supports and resources, and track achievements) was identified. One of the participating women was subsequent to completing PATH facilitation training employed by the WFWH Collective as a Kaitakawaenga for this purpose.

## The evaluation

Kaitiaki Research and Evaluation in 2017, on behalf of the MSD, undertook an evaluation of WFWH and the other three pilots. However, the WFWH Collective's PATH planning model was not covered in depth in this evaluation. As such, Te Ikaroa Rangatahi on behalf of the WFWH Collective engaged MiMo Consulting to work with them on a formative and outcomes evaluation of the model.

### Evaluation purpose

The aim of this evaluation was to better understand how effective PATH planning is for working with women in the WFWH context. Three Key Evaluation Questions (KEQs) were addressed:

> *KEQ1: To what extent is PATH planning an effective tool for women to plan for a more positive future, and what could be improved?*
>
> *KEQ2: To what extent has taking part in PATH planning made a difference to participating women's' lives? How and in what ways has PATH planning and support impacted their lives and the lives of their whānau?*

*KEQ3: What can be learned about using PATH planning in the context of WFWH, and more generally for providers to reach hard to reach whānau?*

## Evaluation methods

The evaluation included:

- A workshop with the WFWH Collective to agree the aspects of performance the evaluation would focus on, and the basis on which judgments would be made
- Kanohi-ki-te-kanohi interviews with a total of 16 stakeholders:
  - Participating women (n=7)[3]
  - Whānau who have had PATH planning facilitated for them by participating women (n=2)
  - Community members who have had PATH planning facilitated for them by participating women (n=2)
  - WFWH Collective members (n=4)
  - FEM (n=1).
- Online survey (n=8) – note the seven women interviewed were also online survey respondents
- Two case studies
- Review of programme data, documentation and previous evaluation of WFWH
- Observation of participating woman engaging with gang whānau during wānanga
- Preliminary analysis and synthesis of the evidence
- A workshop with the Collective to present preliminary analysis and synthesis, validate and contextualise findings, and discuss implications
- Preparation of draft and final reports.

Further details on the evaluation methods are provided in Appendix B.

[3] In total, nine women participated in WFWH PATH planning and facilitation.





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## 3 Findings

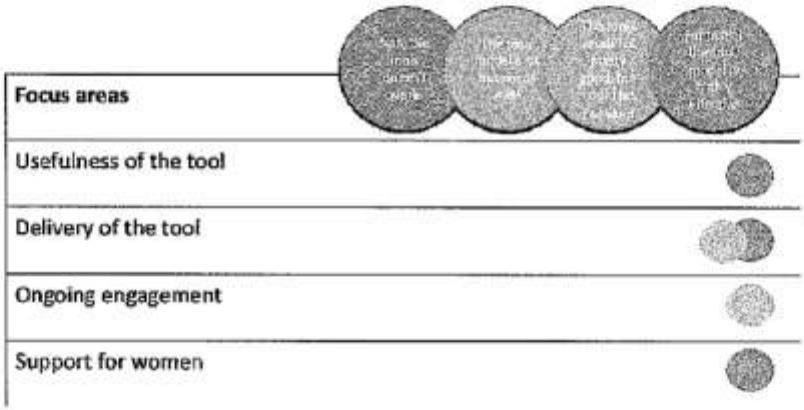
This section presents our findings in line with the three KEQs: effectiveness; difference made for participating women; and learnings.

### Effectiveness

*KEQ1: To what extent is PATH planning an effective tool for women to plan for a more positive future, and what could be improved?*

Overall, the evaluation found that PATH planning tool is a highly effective tool for women to plan for a more positive future across the four key focus areas (Figure 3). Evidence that supports these findings is presented in the paragraphs below. The agreed criteria that provided the basis for making these judgments are detailed in Appendix B.

Figure 3: Judgments against focus areas for effectiveness.




### PATH planning

In total, nine women have participated in WFWH PATH planning, all of whom completed a personal PATH plan. Out of these nine women, seven also completed PATH facilitation training.

Four of the women were invited to take part because the Collective considered them potential change agents in their communities. They were identified as resourceful and connected (e.g., gang affiliated),[4] to be working in the right community based settings and/or involved in hapū and marae contexts.

> *"These women are street wise – they are entrepreneurs to survive – PATH can enhance that".* (Collective member)

[4] At least three of the women are gang affiliated.





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Three of the women were existing employees of the organisations involved in the Collective. They took part primarily to improve their organisation's capacity for PATH planning. One of the participants brought along an additional two women who she thought would benefit from taking part.

The women agreed to take part because they liked the idea of getting together with other women to share and plan, had heard about PATH and wanted to find out more about it, and/or because there were issues in their lives that they wanted to address.

The women interviewed will be referred to throughout the rest of the report as 'participants'.

*Usefulness of the tool*

All survey respondents (N=8) found PATH planning useful for reflecting on 'where I'm at and where I want to be'. This sentiment was reinforced in interviews, in which many commented that doing the 'now' step of PATH planning was an interesting and useful aspect of the process – it helped them take stock and made it easier to consider where to now.

> "*PATH planning helped me structure my life.*" (Participant)
>
> "*Doing a personal plan gave me a sense of direction.*" (Participant)

All survey respondents (N=9) also answered yes to the following statements:

- 'PATH planning allows time for me to figure out my own path forward'
- 'PATH planning has provided an opportunity for me to think about my future'
- 'PATH planning has been a good challenge, it has made me think hard about myself, my situation and my future'.

Qualitative feedback indicates that reflecting on the now can be a challenging task for those whose lives are in turmoil. Having one-on-one support by a facilitator during this time was considered imperative for working through difficulties. One PATH planning participant reflected on her first encounter with PATH planning.

> "*I didn't understand where I was, and didn't want to write down the bad words that were in my head. I was struggling to survive, stressed out financially.* [One of the facilitators] *came over and I said, 'I think I need a hand'. I walked out feeling amazing*". (Participant)

Participants also noted that PATH planning gave them confidence; a belief that things can get better.

> *"I assure you that because of* [PATH] *I was able to establish a realisation that goals can be achieved".* (Participant)

According to participants, one of the most useful aspects of the planning process is identifying barriers and blocks for getting to where they want to be, and how to address these. Many indicated that they had planned for themselves in the past, but never thought of reflecting on what may stop them from achieving their tasks/plans. Knowing what their blocks are and how to address them had been key to them progressing their plans.

The usefulness of the tool in a range of different settings was commented on by one of the survey respondents.

> *"Path is a useful tool for personal issues, business plan, future goals, educational goals for study, anything that you want to plan for the now and future i recommend PATH planning tools."* (Survey respondent)

All but one survey respondent (7/8), believed that the *tools* taught (such as TetraMap, Above the line, PATH planning facilitation, Waitangi Wheel) will be useful for them. One respondent answered 'not sure/don't know'.

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Delivery of the tool

Overall, the women found the planning process easy to understand and engage with, and liked the visual aspect of the tool. All survey respondents indicated that 'the way PATH planning is delivered works well for me.'

Feedback suggests that for those new to PATH – it can initially be a little overwhelming, that you "can feel a bit lost". However, this was soon overcome as participants began to understand the process.

According to participants, the personality of the facilitators, and the way that PATH planning is facilitated (including combination of one young and one more mature facilitator, resources for entertainment and learning, humour, taking the time needed) were key to keeping them engaged, and to overcome that initial feeling of being overwhelmed.

> "[The facilitator] *has calming effect on about everyone she touches. She has wairua, humour, she's natural... It's not a pressured environment – she lets people take their time."* (Participant)

> "*If* [facilitator had been] *boring and monotone, I would have walked up and gone. She kept us all engaged in a good way."* (Participant)

Culturally sensitive delivery of the tool was also considered key to engagement. Being on the marae, use of te reo Māori and dedicating a substantial amount of time to whanaungatanga made the women feel comfortable and helped them connect up with one another.

> *"It's good to get to know people before getting into the work. I've been to planning activities before but they have been in pakeha settings and I wasn't comfortable in them. The dress code, it looked businessy. Here everyone was normal, I didn't feel out of place."* (Participant)

> *"I found the programme beneficial because it is based on our customs, our identity and our whakaaro on who we are as Tangata Whenua."* (Participant)

Whanaungatanga set the scene for participating women to share experiences and gain feedback from other women on their journeys in safe, constructive ways. This whanaungatanga round of sharing included inviting the women to reflect back on where they were at in their lives before they became involved with WFWH, where they are now and what their goals are, challenges and learnings.

> *"We knew that what's said in the whare, stays in the whare."* (Participant)

> "[Whanaungatanga] *took six hours. We shared some deep and meaningful stuff. When dealing with PATH, dreams and aspirations, you have to be able to share freely."* (Participant)

Survey respondents were positive about sharing experiences and gaining feedback from other women, and felt safe doing so.

- All (N=9) responded 'yes' to:
  - 'I feel safe taking part in PATH planning activities'
  - 'I like that I get to do PATH planning alongside other women so that we can support each other (i.e., in a group setting)'
- Nearly all responded 'yes' (with others feeling not sure/don't know) to:
  - 'I like that I get to share my experiences with other women' (7/8)
  - 'I like that I get feedback on my journey from other women' (6/8).

Feedback suggests that the opportunity to share experiences and gain feedback from other women is conducive to planning for a positive future.

> *"It makes you realise, we're all in the same waka".* (Participant)

Survey responses also indicate that participating women find that PATH planning has allowed time and space for them to determine their own path forward.

- All responded 'yes' to 'PATH planning allows time for me to figure out my own path forward'

*Whānau First Whānau Hard: PATH planning*

- Nearly all (6/8) responded 'yes' to 'PATH planning gives me enough time to deal with some issues that exist in my life' (with two respondents answering 'not sure/don't know').

Key markers that indicate that the PATH planning process is whānau centred and strengths-based include:

- Participants able to speak to their PATH in congruent ways
- Clear indications that the goals are focused on strengthening aspects of whānau well-being
- Participants feel positive and happy with the outcome
- Participants are able to see possibilities that build on their strengths and give them hope for the future.

*PATH facilitation training*

This evaluation focused primarily on PATH planning, rather than PATH facilitation training. Some participants commented however that it was good to be trained in a group, and that one-on-one time with the trainer was important too. Some found PATH facilitation training "big and heavy" and a "bit overwhelming" to start with, but found they managed their way through with support from the others in the group and the facilitator.

Some went into the training not thinking they *could* be facilitators, or with no interest in being a facilitator, but has since found they have in fact facilitated PATHs for close whānau members and that they have felt comfortable doing so. Some of the participants would like to strengthen their facilitation skills further so that they can do more PATH facilitation, and to take it to wider whānau and/or other settings. This need was also reflected on in survey responses – along with a recognition that it can be hard to find the time to participate.

> *"My opinion of PATH planning is this is a powerful tool, and would like to facilitate this to rangatahi within my working sector. I do feel that I need more training which is very hard to work in with mahi.* (Survey respondent)

There are opportunities for additional training in the area of facilitation. One way to navigate the challenges associated with finding the time may be to provide regular opportunities for co-facilitation between group members in their work settings. As such, it could be incorporated into their mahi. It would mean that those less confident gain more experience. There is also an opportunity to draw on the skills and experience of other existing PATH facilitators within Te Ikaroa Rangatahi for this purpose.

> *"It would be good to learn from others how they do it so you can find the way that works for you."* (Participant)

## Ongoing engagement

Initially FEM was contracted only to undertake PATH planning and PATH facilitation training for WFWH (i.e., two wānanga). Once the second

wānanga had been completed however, it was decided that (Auckland based) FEM would continue to come back to Heretaunga on a six weekly basis to reconnect with the women, and to provide ongoing support. The provider organisations in the Collective did not have internal capacity to do so. FEM coming back would also help motivate the women to progress their plans.

So far, there have been three official follow-ups: involving two wānanga; and an informal get-together. The facilitator has also made herself available for two co-facilitation opportunities where some participants gathered to support another to facilitate PATH planning for a larger group. FEM also meet with participants if there is an opportunity when visiting Heretaunga.

In addition, the facilitator attempts to make ongoing contact with participants, including kanohi ki te kanohi (when in the area) and phone/Skype contact. However, contact has been variable due to some women lacking phones, credit on phones, and/or regular access to the Internet – as well as everyone generally living busy lives. It has also been a challenge for the facilitator to get a good grasp on where participants are at over the phone, as opposed to meeting up in person.

Again, it was identified that tracking participants' progress with their plans and being able to provide any necessary support would require additional resource. Subsequently, the WFWH Collective created a Kaitakawaenga role to coordinate between the facilitator and participants, link participants to the providers within the Collective or other supports, services and resources, notify the Collective on any needs, and to track achievements.

The Kaitakawaenga role has only been in place since September 2017, so it is too early to assess its effectiveness. However, feedback indicates that the Kaitakawaenga is having difficulties reaching participants and to sustain their engagement due to the barriers noted above.

Stakeholders acknowledged that when the Katakawaenga role was appointed there was a slight rift in the roopu, and that this may have resulted in a lack of engagement from some of the women. It is hoped that over time, engagement will pick up. It should be noted also, that while some participants may not engage with Kaitakawaenga, they do engage with others within the Collective (e.g., the provider organisation that they came through) and/or with each other.

Survey responses relating to engagement are as follows:

- All but one (7/8) responded 'yes' (with one responding 'not sure/don't know') to:
    - 'The PATH facilitation team makes ongoing contact with me'
    - 'I like that the PATH facilitation team stays in contact with me'

  - 'It is helpful that I get to speak to/meet [the facilitator] one-on-one (e.g., to discuss progress of plan, needs, risks, solutions)'
- Nearly all (6/8) responded 'yes' (with two responding 'not sure/don't know') to:
  - It is useful to have a Kaitakawaenga help link me with the PATH facilitators and/or provider organisation.

The women were generally positive about the effort and work the facilitator and the Kaitakawaenga do.

> "[They] *are always in contact, and are very supportive of everything I do."* (Participant)

Engagement by the women has been sustained over time, although, naturally – as people's circumstances change, some have dropped in and out. It should be noted that some women have experienced some difficult life events since the first wānanga, including death of close whānau members by killing and suicide. Still, they have remained engaged. This is a testament of the women's commitment to the kaupapa, and indicates that the roopu and Collective provides a good support structure for the women.

There are opportunities that may help strengthen engagement, including:

- *To better inform participating women of the purpose of the Kaitakawaenga role*: Feedback indicates that understanding of the role could be improved, e.g., in what ways the Kaitakawaenga can provide support for them to progress their plans but also that tracking and documenting their progress with their plans helps to validate the PATH planning model
- *Provide more notice for PATH related activities*: Some stakeholders felt that more notice for PATH related activities (e.g., wānanga, hui, etc.) might increase their ability to participate.

## Support for women to fulfil aspirations

All survey respondents answered 'yes' to the question, 'Is there adequate support provided to help you achieve your goals?' Many of the participants have achieved their initial PATH plans, and are now working on additional plans they have made. This reflects that needs and aspirations evolve and change, and reinforces the importance of ongoing contact with the women. Most survey respondents also felt[5] 'that there are people I can turn to if I need support'. For three respondents this was not applicable.

There are a number of mechanisms in place to support participating women to fulfil their aspirations:

[5] Throughout the report, this includes those who felt this way 'to a great extent' and 'somewhat'.

- The PATH planning process involves discussion around common needs. The women are then informed of and linked in with supports, services and resources relevant to their plans. This occurs more formally during wānanga – through the 'enrol' component of the PATH planning process, but also on an 'as needs basis'.
- The facilitator is a 'critical friend' – providing support and feedback along the way.
- During the first wānanga, the Collective presented on what each organisation does and how they can provide support individually, or as a Collective. The Collective tries to keep the women connected to activities that are relevant.
- The Kaitakawaenga role.

From observation during the evaluator's visit, it is clear that when different stakeholders meet (e.g., participating women, providers, the facilitator, Collective members, etc.), conversations occur that often lead to someone being linked to someone or something, or given ideas for where to turn.

Feedback indicates that participating women provide invaluable support to each other also. Examples were given where participants had come together to co-facilitate PATH planning for whānau/community members (including for gang members and teenage mothers). Further, some strong friendships have developed between some of the women. They support each other personally, work together to positively influence others around them, and are setting up collaborative ventures together.

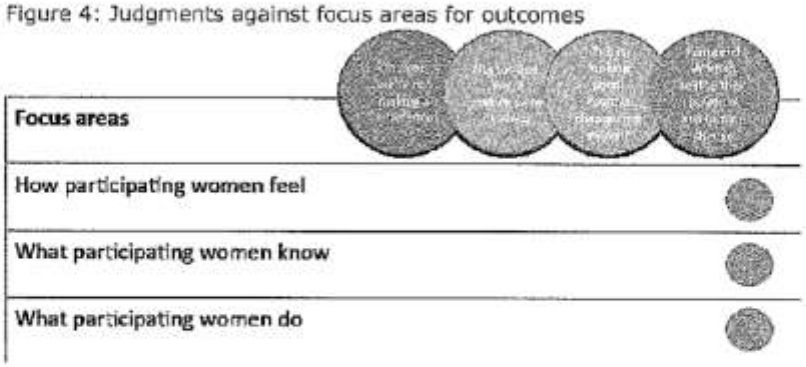
## Difference made for participating women

*KEQ2: To what extent has taking part in PATH planning made a difference to participating women's' lives? How and in what ways has PATH planning and support impacted their lives and the lives of their whānau?*

Overall, the evaluation found that PATH planning has made a substantial difference to most of the participating women's lives across the four key focus areas (Figure 4). The evidence that supports these findings is presented in the paragraphs below. The agreed criteria that provided the basis for making these judgments are detailed in Appendix B.

It should be noted that three of the participating women were in employment within two of the provider organisations, in an administrative, or support role capacity. For them, taking part was more about adding another tool to their kete rather than self-discovery or development.

Figure 4: Judgments against focus areas for outcomes




*How participating women feel*

One of the key objectives of WFWH PATH planning is to make participating women feel more positive about their future. All but one survey respondent indicated that, as a direct result of PATH planning, they do. For one respondent it was not applicable.

Two survey respondents felt substantially better about their lives now than before taking part in PATH planning. One person has gone from *'my life was in turmoil'* to *'my life is fine, there are no major issues'*, and another from having *'personal and whānau issues'* to *'my life is mostly fine, I'm dealing with some minor issues'*.

Through interviews, it was identified that two women had been in a bad state of mind when they went to their first PATH wānanga. Being able to reflect on the now, have an opportunity to be "selfish" and think of oneself, dream a little, identify one's strengths and whakaaro with others about their situations helped lift their spirits and to look at the future through a more positive lens.

> *"PATH came to my life at the exact right time. I was struggling to make ends meet, had lost my job through redundancy two years prior and was depressed [...], didn't want to be around whānau, I held a lot of anger and hate towards some people. Through PATH planning I started to see the light. I realised, my journey was a piece of cake compared to some of the others."* (Participant)

Further, survey results reflect increased motivation and self-determination amongst the women. The following changes were attributed directly to PATH planning (in order of the most common responses):

- *'I feel more motivated to make a better future for myself'* (7/8; *for one respondent this was not applicable)*
- *'I feel more empowered than before'* (7/8; *for one respondent this was not applicable)*

- *'I feel more able to do things for myself'* (7/8; *for one respondent this was not applicable)*
- *'I feel more connected (e.g., to my peers, services in the community, whānau) than before* (6/8; *for two respondents this was not applicable*)
- *'I feel more confident than before'* (6/8; for two respondents this was not applicable)
- *'I feel that healing has occurred within me'* (6/8; for two respondents this was not applicable)
- *'I feel that my mana (pride) has been restored'* (5/8; for three respondents this was not applicable).

Some of these changes are illustrated in the following quotes.

> *"Connection with my Whenua, wairua and whakapapa was established through the whakaaro and tools provided in this roopu."* (Survey respondent)

> *"I assure you that because of pathway I was able to establish a realization that goals can be achieved."* (Participant)

Other stakeholders commented that they had seen increased confidence and self-esteem in the women, and evidence of mana wahine. This had been particularly evident when the women got to powhiri a group of rangatahi on to the marae for their joint wānanga.

## What participating women know

According to survey data, taking part in PATH planning has increased nearly all participating women's knowledge about themselves. The following changes[6] were attributed directly to PATH planning (in order of the most common responses):

- *'I better understand what things I need to do, to get me where I want to be'* (8/8)
- *'I know better the direction I want to take in life' (7/8; for one respondent this was not applicable)*
- *'I better understand the things that stop me from doing what I want to do' (7/8; for one respondent this was not applicable)*
- *'I better understand things I might need support for, from others'* (6/8; one respondent felt PATH planning had contributed 'very little', and for one respondent it was not applicable)
- *'I know more about my own life journey; I better understand it'* (5/8; one respondent felt PATH planning had contributed 'very little', and for two respondents it was not applicable)
- *'I better understand what my strengths are'* (5/8; one respondent felt it had contributed 'very little', and for two respondents it was not applicable).

[6] These changes had occurred to a 'great extent' or 'somewhat'.

One participant's quote reflects this sense of knowing one's direction, and better understanding one's own life journey.

> *"I have a solidified version of who I am now, where I come from and what I am destined to be [...] I desire to be part of the solutions for our people. I will do so with mana and integrity in honour of my ancestors."* (Survey respondent)

Survey data also indicate that, PATH planning supports independence and self-sufficiency. Again they attributed the following changes directly to taking part in PATH planning (in order of most common responses):

- *'I know more about how to plan for myself' (7/8; for one respondent this was not applicable)*
- *'I know better what to do in a crisis'* (6/8; one respondent felt PATH planning had contributed 'very little', and for one respondents it was not applicable)
- *'I know more about what services and supports are available to support me to get where I want to go'* (6/8; one respondent felt PATH planning had contributed 'very little', and for one respondents it was not applicable)
- *'I know more about how to access services and supports if I need them'* (6/8; one respondent felt PATH planning had contributed 'very little', and for one respondent it was not applicable).

Further, all survey participants indicated that as a direct result of PATH planning, *'I know more about how to help others plan'*.

## What participating women do

This section explores the extent to which the women realise their potential, achieve their aspirations and goals, and support other women and whānau. Changes are illustrated in more detail in the accompanying case study 'Creating a community movement: A case study of the outcomes of Flaxmere's Whānau First Whānau Hard Collective's PATH planning model' (Appendix C).

### *Realising potential*

The WFWH Collective, through PATH planning and facilitation training, sought to enable whānau to experience success across a range of health and social domains in line with the 'Flaxmere whānau realising their potential' framework:

- Toiroa (self-managing and empowered; lead healthier lives; better equipped to deal with crisis; self-determining)
- Mauri ora (confidently participating in te ao Māori)
- Waiora (women have their homes in order – happy, healthy, tidy homes)





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- Te Oranga (cohesive, resilient, and nurturing of self and others; engaged in education or training, paid or unpaid work, and/or community activities).

Feedback and survey data suggest that for the majority of the women, there have been some substantial shifts across some of these domains.

*Toiora*

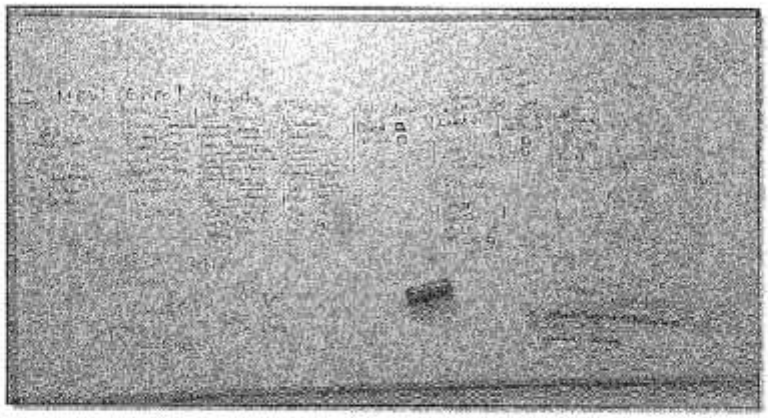
The largest and most consistent shifts appear to have occurred in terms of *toiora*. As have already been alluded to elsewhere in the report, the majority of women feel more empowered, self-determining and better equipped to deal with crisis. This seems to also translate into being more self-managing. For example, some survey respondents indicated that as a direct result of PATH planning, they now plan for themselves (6/8) and that they seek support when they need it (4/8).

Further, about half of survey respondents indicated that '*I decide things for myself more than before, rather than letting others decide for me'* (5/8; for three respondents it was not applicable) and that '*I live a healthier lifestyle than before'* (5/8; one respondent felt PATH planning had contributed 'very little', and for two respondents it was not applicable).

Some of the participants have embedded PATH planning in their everyday lives – updating their original plans and/or developing new ones as needed. For example, one woman is in the process of developing her third PATH, to plan out the next three years of her study.

PATH planning is being (or is anticipated to be) used for a range of purposes, including personal (e.g., study, employment, home ownership, relationships), strategic (e.g., marae developments) and events (e.g., baby showers, study projects). For example, two of the participants facilitated PATH planning for their study group to plan out a day of volunteering and giving back to the community as part of their Mauri Ora paper. They were already behind schedule and PATH planning helped organise the group and set them up for successfully completing the project.

*Whānau First Whānau Hard: PATH planning*



All interviewees reported using the self-management tools taught through PATH planning on a daily basis. 'Above the line' was the most commonly used tool – helping participants change their thought patterns (from negative to positive). One woman described it as a "good slap in the face" when she finds herself struggling with her studies and wanting to quit. Another participant noted.

> "*Above the line, it created an awareness.* [Now] *when I find myself drawing below the line, I can change my thoughts about 85% of the time.*" (Participant)

Others noted the usefulness of the Waitangi Wheel in dealing with problems that come up. By placing the problem in the middle of the wheel and identifying the supports available around it, "its easy to assess whether the problem is as big as you make it out to be". Meanwhile, the TetraMap has been good for understanding their own, and others' behavioural preferences and strengths. Subsequently, they are able to adapt how they approach people to suit.

Other self-management tools used on a daily basis include a critical reflection tool (SES) and P to D – which helps the women get through blocks and barriers that stop them from progressing with their plans.

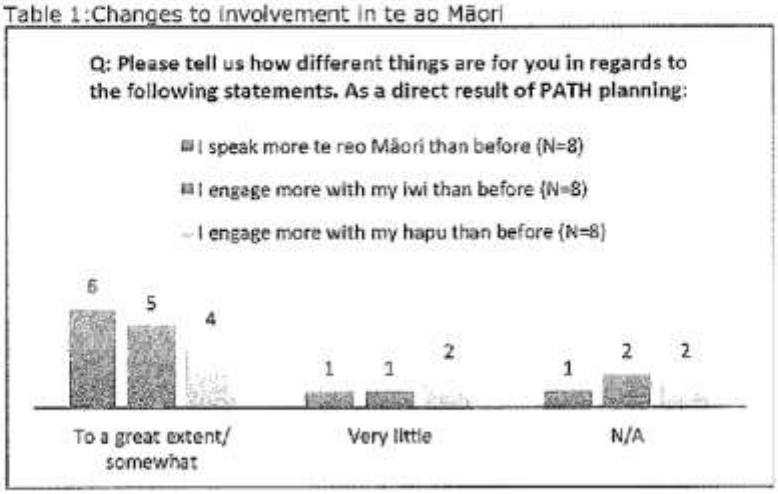
The above sentiments are clearly evidenced in Maraea's story in the case study (Appendix C, p. 54-56). Maraea has used PATH planning and associated tools on a number of occasions to successfully address or manage personal and whānau challenges, including: facing eviction; methamphetamine use within whānau; and steering her sons on a career pathway.

*Mauri ora*

It was clear that all of the women interviewed have a strong cultural identity. While many of them were already strong in their cultural identity prior to taking part in PATH planning, survey responses indicate that participation has supported positive shifts in regards to their involvement

in te ao Māori. This is illustrated in Table 1, which show that some engage more with their iwi and hapū and speak more te reo Māori than before.

Table 1:Changes to involvement in te ao Māori




One of the participants was able to attend a tā moko wānanga with support from the Collective. Another described how she is more grounded in her Māori self than she was prior to taking part in PATH planning.

*Waiora*

Positive shifts have also occurred for some of the women in regards to *waiora*. About half of survey respondents (5/8) indicated that '*I engage more with my whānau than before*' and '*I feel I have a happier home than before*' (one respondent felt PATH planning had contributed 'very little' to either of these, and for two respondent they were not applicable).

Interview feedback provides some additional insight into some of the changes that have occurred for the women. These are detailed further in the case study (Appendix C; Kiri and Maraea's stories), and include improved communication and relationships within whānau and healthier, more stable home environments.

*Te oranga*

It is hoped that women who go through WFWH PATH planning are cohesive, resilient and nurturing of self and others, and active participants of – and contributors to – society. Evaluation findings indicate that this has been the case for many of the women (see the case study in Appendix C for more detail).

Going through PATH planning as a group has connected up the women with other people they may not otherwise have met, including other participants, the facilitators and members of the Collective (including different support organisations in their community). Some of them have





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developed strong bonds and provide each other with support and encouragement to achieve their personal goals and aspirations.

The majority of the participating women also work to improve outcomes for others, including within their whānau and wider communities by facilitating PATH planning, addressing issues such as self-harm and suicide, substance abuse and addiction, and linking people with supports and services. Some of the women have joined forces to do this. This is illustrated in more detail in the sections below, as well as in the case study.

Some women reported feeling more connected to their whānau and friends as they know better how to work through challenging situations, and understand better the behaviour of different people, and how to manage self and others with that in mind.

A few of the women have encouraged their tamariki or mokopuna to attend school – and supported their rangatahi to make sense of dreams and aspirations and how to achieve them. There are also examples of participating women addressing relationship issues and addiction within their whānau. Some reported more positive home environments.

> *"I'm asking them what they want to do... I talk things through with them, about sports and saving money. I've also talked to 10 year old – and the atmosphere has changed in house... it's positive and happy. I don't want them to go through same struggles like me, want them to stay at school."* (Participant)

Resilience is evident in the women's ability to plan and self-manage their way through difficult times (e.g., see Appendix C, p. 54-56, 'Maraea's story'), and their continued engagement with the WFWH PATH planning roopu, the facilitator and the Collective. A Collective representative reflected on this.

> *"These wahine are resilient. They talk about adversity but will also talk about the solutions... I think that is because of PATH."* (Collective representative)

Just over half of the women (5/8) indicated that, as a direct result of PATH planning, they take better care of themselves now than before, that they care more for others than before, and that they support others when they can (6/8).

All of the women are engaged in either education or employment (paid or unpaid), or both. While some of the women were already employed or studying, some attributed new or continued engagement directly to PATH planning. For example, the Collective now employs one of the women as the Kaitakawaenga, and one of the organisations involved in the Collective contracts another woman to help connect with gang whānau (see Appendix C; Aroha's story).





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Just over half of the women (5/8) play more of an active part in their communities, and take part more in community events, while three (3/8) of them take part in exercise groups more than before. They attributed increased involvement to their participation in PATH planning.

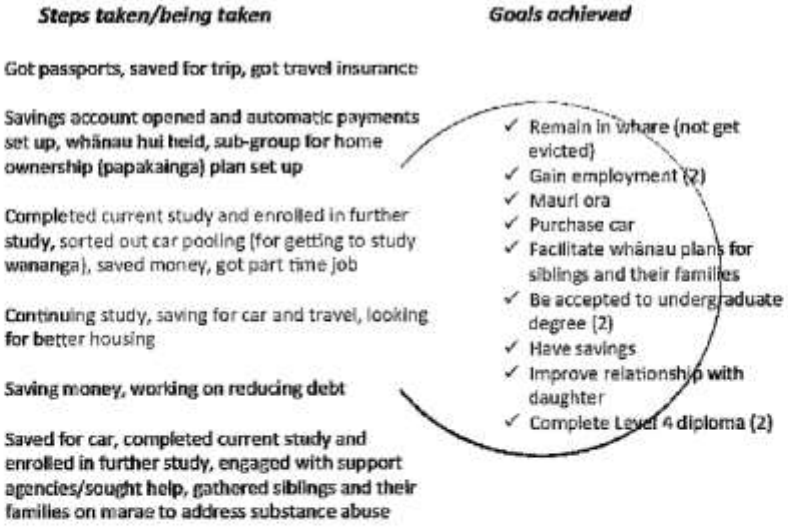
*Women achieve aspirations and goals*

All but one survey respondent felt like they are on the way to achieving their goals and aspirations. For the remaining respondent this was not applicable.

Survey respondents indicated that they have either achieved all their goals (n=2), some of their goals (n=2) or are still working on their goals (n=3). One participant could not achieve her goal due to unforseen circumstances, but completed all the steps on her plan. Worth noting is that some have developed new plans, or added to their goals along the way – reflecting that PATH planning can be an organic process that evolves over time. In addition, some goals are long-term goals (e.g., house ownership) and will require more time to achieve.

Interview feedback indicates that goals set by participants were wide ranging – from organising and planning a holiday, to home ownership. Some goals achieved, and steps taken to get there, are illustrated in Figure 5.

Figure 5: Steps taken and goals achieved




To achieve aspirations and goals, some of the women have had to do things new to them, which have boosted their confidence and belief in themselves. For example, in planning her first overseas trip, one participant had to engage with government agencies (to obtain passport for someone with criminal record), travel agent (to book travel) and an

insurance company (to obtain travel insurance). To her, accomplishing these steps felt like a success in itself.

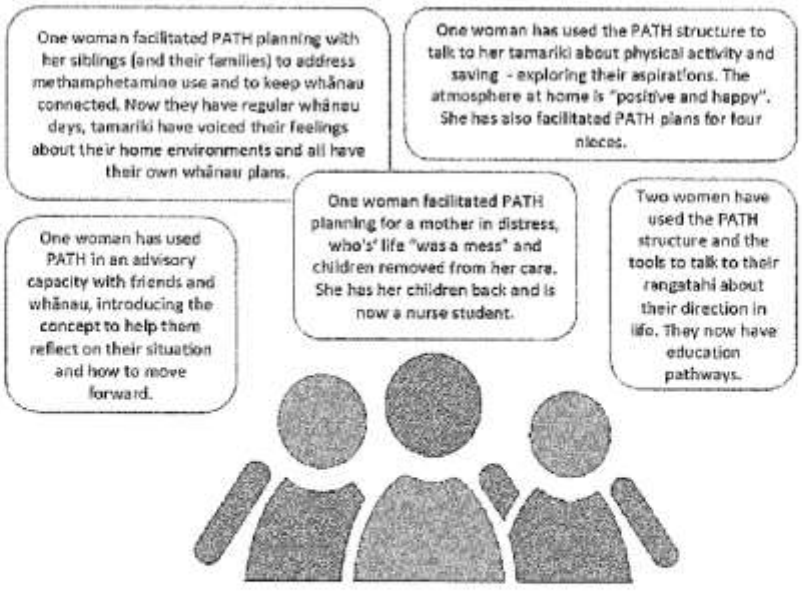
The data on achievements are derived from qualitative interviews. As such, some of the exact detail around what was in a plan and what has been achieved may have been missed. There is an opportunity to develop stronger processes for recording the detail of PATH plans once they have been achieved, and for tracking progress over time to enable a better understanding of the effectiveness of PATH planning.

### *Women support other women and whānau*

According to survey responses, six of the women support friends/whānau members *more* now than before taking part in PATH planning. For remaining respondents, it was not applicable. Similarly, six of the women have facilitated PATH planning for whānau and/or friends. Together, they have facilitated 33 PATH plans.

Qualitative feedback indicate that, in addition to facilitating PATH plans, women use the structure of PATH planning or the tools learnt through PATH planning for holding meaningful conversations with others. Figure 6, illustrates the ways in which PATH planning has been used and some of the positive impacts that have followed. These examples are detailed further in the case study (Appendix C).

Figure 6: Ways in which PATH planning has been used



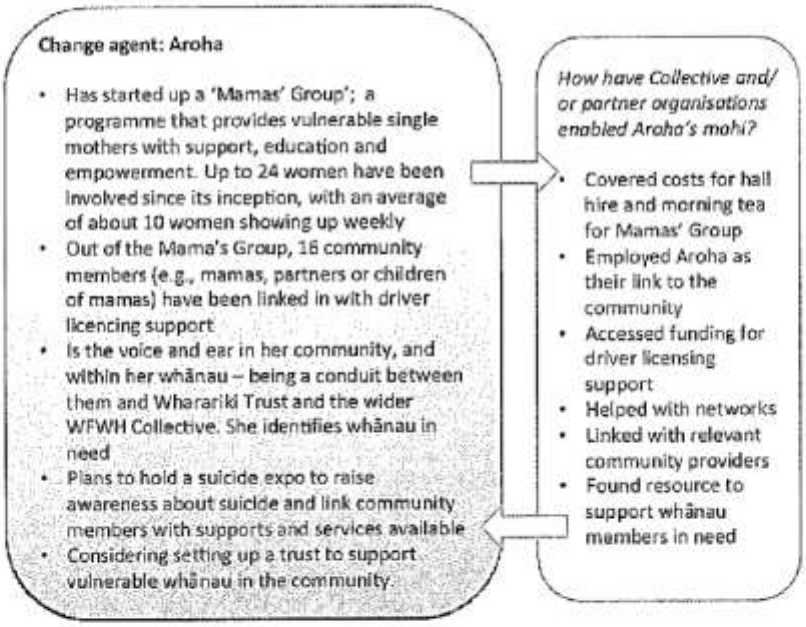

One of the key objectives of including PATH planning in the WFWH strategy was to create change agents in the community. The core group of women invited to go through PATH planning and facilitation were all

identified as resourceful and connected (e.g., gang affiliated,[7] work in community based settings, involved in hapū and marae contexts) – thus having the ability to reach 'hard to reach' whānau. Their reach as change agents to date is detailed below.

*Women as change agents*

There is good evidence that some of the women have become strong change agents – and that the Collective is providing good support for this to occur. In addition to the above examples where the women are positively influencing on their more immediate whānau and friends, two of the women in particular, are reaching into the wider whānau and community, including gang whānau. Figures 7 and 8 below illustrate this wider reach, and the mutually supportive relationships between the women and the Collective/partner organisations, women from the roopu and/or FEM. For more detail, refer to the case study (Appendix C, p. 52 and 50 respectively).

Figure 7: Change Agent: Aroha




[7] At least three of the women are gang affiliated.

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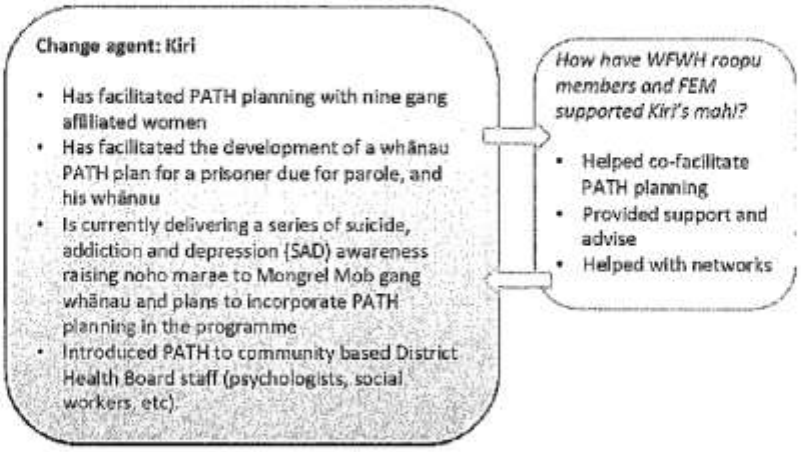
Figure 8: Change Agent: Kiri




The Collective have also been able to draw on the skills of the WFWH PATH planning roopu for reaching other subgroups of the community. Through an existing contract with the Ministry of Social Development to support teen parents, held by one of the partner organisations, PATH planning was facilitated for 10 young mothers in Flaxmere's teen parent unit.

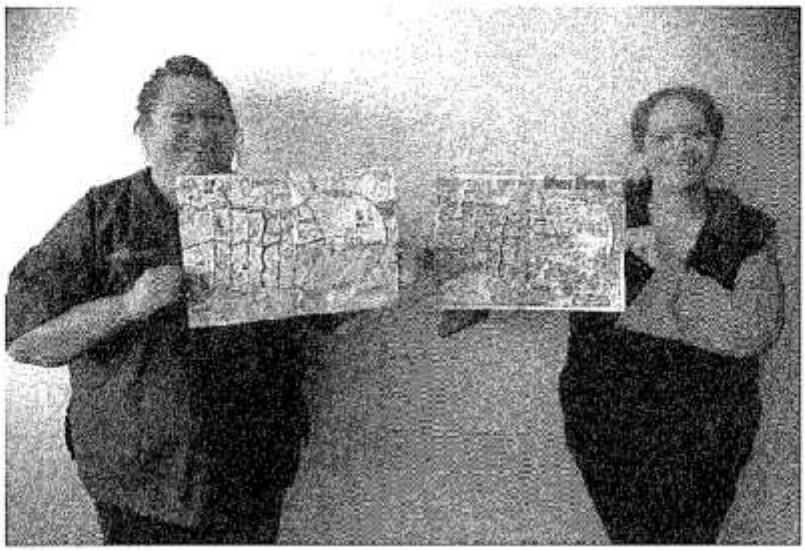
Other participants have plans for reaching a wider audience too. One woman would like to hold hui for Māori and New Zealand women from different cultures to help increase their understanding of te reo and te ao Māori. She is also planning to use PATH for planning purposes on her marae. Another is planning to introduce PATH planning into her whānau of 100 plus members.

Overall, the women consider PATH planning a 'very useful' (7/8) or 'useful' (1/8) tool for supporting positive change in their communities. They considered the strengths based, whānau centred and visual aspects of the tool a good match, particularly for gang whānau. They would like to see PATH planning more widely available in the community, particularly in secondary schools to support rangatahi with their transition into adulthood (including for their career and/or education pathways).

> *"We should use this PATH tool in college to help the Rangatahi set their goals before they leave school so they can see their future on paper."*
>
> *"We need more access to PATH planning in the community. We need a programme that goes all the time, like somewhere where whānau can come to do PATHs."*

### *Whānau and community members' perceptions of PATH planning*

Feedback suggests that PATH planning facilitation by participating women has been effective and achieved similar results as reported on in the previous sections.



Interviewees who have had PATH planning facilitated for them by participating women (n=4) were impressed with the tool, and found it a useful approach for getting some direction in their lives. They had all dabbled in planning for themselves (e.g., writing lists, setting goals) in the past but felt that the PATH planning was more useful in that it:

- Got them to reflect on their current situation
- Helped them identify barriers and blocks (and how to minimise them) to achieving their goals/aspirations
- Got them to consider who may support them to achieve their goals
- Provided a setting (facilitation was done in group) in which they could bounce ideas off others
- Is visual – which makes it easy to see the end goal and what steps need to be taken to get there.
- Helped them understand their own behaviour and the behaviour of others, through TetraMap.

At the time of the evaluation, it had only been 1-2 months since the four women developed their PATH plans and as such, they were still progressing them. However, some had made substantial inroads and were excited about their progress and keen to make subsequent plans in the future. Table 2 illustrates their goals and what they had achieved to date.

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Table 2: Summary of progress against goals for whānau and community members

| Interviewee | Goal(s) set | Progress against goal(s) |
|---|---|---|
| **Teen parent**<br>*19 years old with two children* | 100% attendance at school<br>Save (and not touch it)<br>Spend more time with partner<br>Loose weight<br>Get restricted license in 2019<br>Pass NCEA level 1 | 100% at school (but acknowledged term had just started)<br>Has opened savings account that she cant access, and has reached her ¼ way goal for savings<br>Spends more time with partner<br>Lost four kilograms<br>Passed NCEA level 1 |
| **Teen parent**<br>*19 years old with one child* | 100% at school<br>Save money<br>Loose weight<br>Pass NCEA level 1 | 100% at school (but acknowledged term had just started)<br>Started saving<br>Passed NCEA level 1 |
| **Whānau member**<br>*Mother of teenage children*<br>*Children going through youth justice court*<br>*On sickness benefit for last 4-5 years*<br>*In chronic pain*<br>*In debt* | Gain employment<br>Enrol in culinary studies<br>Improve own health<br>Ensure children are happy and healthy<br>Look into and research rent to own – but want to be debt free first | Applying for jobs but lack of transport (e.g., has no registered and warranted vehicle) and physical ability (e.g., can not climb ladders etc.) are barriers, limiting options<br>Enrolling in study for March, but need work to help fund study<br>Talks more to children, encourages them to be physically active |
| **Whānau member**<br>*Whāngai 7 month baby*<br>*Is obese*<br>*Drinks too much alcohol*<br>*Eats junk food*<br>*Some mental health challenges*<br>*Holds two jobs* | Go to Thailand for gastric sleeve procedure<br>Save for medical trip to Thailand<br>Once recovered from procedure, pick up netball and Waka Ama – become healthy and active | Has enrolled aunty as money holder for savings<br>Set up automatic payments to aunty<br>Flight and accommodation booked |

One of the teen parent's PATH plans illustrates her goals.




Again, data collection processes for PATH plans facilitated by the women is an area for improvement. Interview feedback indicates that there are currently no processes in place for this to occur. It is also unclear at this stage, the extent to which those who have PATHs facilitated for them receive follow-up support from the women or the Collective.

## Learnings

*KEQ3: What can be learned about using PATH planning in the context of WFWH, and more generally for providers to reach hard to reach whānau?*

### Key learnings

A number of key learnings have been identified through the evaluation. These are outlined below.

Table 3: Key learnings for WFWH PATH planning model

| Key learning | |
|---|---|
| *PATH planning is a relevant and useful tool in the context of WFWH, and for whānau wellbeing overall.* | PATH planning contributes to the government's Gang Action Plan (see p.5) and other government strategies such as Whānau Ora.[8] PATH planning also contributes to the visions of the members of the Collective.[9] |

[8] Whānau Ora is about increasing the wellbeing of individuals and whānau to lead full lives by using the *power of whānau* to improve the wellbeing of individuals and whānau.
[9] To help New Zealanders to help themselves to be safe, strong and independent (MSD); to weave better lives by building skills and independence and galvanising collective energy (Whararīki Trust); to make New Zealanders be safe and feel safe (New Zealand Police); turning the tide (Te Taitimu Trust); achieving a community where people are independent, are able to engage in the economy and add to the prosperity of Hastings (Hastings District Council); and to provide safe practices and environments for the fostering, promotion and advancing Tino Rangatiratanga (autonomy, self-determination and self-management) of tamaiti, rangatahi and whānau in all areas of their lives (Te Ikaroa Rangatahi Social Services).

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| | |
|---|---|
| *PATH planning is relevant and acceptable for the target community.* | There is high satisfaction with the tool and there is confidence in its usefulness for supporting positive change in the target community and with gang whānau. It originates from an indigenous setting and is delivered in a way that is conducive for working with Māori (e.g., noho marae, by Māori for Māori, use of tikanga Māori and te reo Māori). |
| *PATH planning contributes to WFWH long-term sustainability.* | It builds capacity within whānau and the wider community. |
| *Enabling whānau to initiate and support change within their whānau and/or communities is an effective approach for reaching hard to reach whānau.* | WFWH's PATH planning model supports a positive ripple effect in the Heretaunga community. Members from within have a unique ability to identify needs in their whānau/communities and thus increasing partner organisations' understanding of needs and ability to address those needs. |
| *The potential for achieving aspirations and making change occurs when whānau are driving their own journeys.* | Successful outcomes are apparent when whānau determine their own direction and drive their own change. Once there is a shift of mindset – that they can and want to achieve change – they are more motivated and likely to seek out and make use of necessary supports available to them (e.g., whānau, friends, hapū/iwi, community) to achieve their aspirations. |
| *Some whānau will be able to achieve their aspirations on their own; others may need more support.* | Adequate follow up-processes need to be in place to identify when and what whānau may need support with, and sufficient resource available for providing support when it is needed. |

## Success factors and challenges

A range of factors has played an important role in the success of PATH planning and for WFWH's PATH planning model more generally. These are illustrated in Table 4.

Table 4: Success factors

| Success factor | Elements of success |
|---|---|
| *The right facilitation team* | • Ability to engage and connect with with the women<br>• Know when to allow time, and when to push<br>• Ability to manage the roopu, and attend to individuals where needed |
| *The right approach* | • Māori for Māori<br>• Visual/graphic<br>• Noho marae<br>• Aspirational<br>• Strengths based<br>• Self-determining<br>• Inclusive<br>• Empowering<br>• Allows for pace of individual<br>• Follow-up and opportunities for roopu to get together |
| *The right location and environment* | • Where participants feel comfortable (e.g., marae)<br>• Where there are few distractions (e.g., rural) |
| *The right wahine/change agents* | • Innovative and self-driven<br>• Connected with target community<br>• Having 'walked' in their (target group) world<br>• Strong cultural identity<br>• Self-awareness around need for change |

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| | |
|---|---|
| *The right Collective* | • Diverse range of members who can contribute in different ways<br>• Proponents of strengths-based and self-determining approaches<br>• Buys in to whānau as change agents<br>• Shared vision<br>• Transparent and reflective<br>• Ability to obtain funding from different sources<br>• Flexible and adaptable |
| *Allowing necessary time* | • Time for Collective members to connect<br>• Time and space to develop PATH plans<br>• Time to achieve aspirations<br>• Time for wahine to become confident facilitators<br>• Time for whānau to make change<br>• Time to expand the WFWH PATH planning model in a considered way. |

Key challenges for the WFWH PATH planning model centre on follow-up and ongoing engagement. That is:

- It is difficult to keep in contact with wahine (and whānau more generally) as some do not have a phone (or credit to respond to calls or messages), or ready access to internet (for checking emails)
- It is difficult to find times to meet that suit all involved (including for women to meet, and for the partner organisations to meet)
- Because of the above, it is a difficult to track achievements and outcomes.

## Opportunities for improvement and/or further development

Opportunities for improvement and/or further development have been identified through systematic analysis of the collected evidence against the evaluation criteria, as well as by asking stakeholders directly.

*Development of an evaluation framework for ongoing data collection should be considered.* PATH planning is clearly making a positive difference to those who take part, but processes for tracking progress and achievements need to be strengthened. Data collection processes could be more embedded throughout the whole PATH planning journey (e.g., ensure photos are taken of each PATH developed and stored with Kaitakawaenga, data collection is taught as part of facilitation training, PATH facilitators track progress on PATH plans they have facilitated and reports back to Kaitakawaenga). This will be particularly important if the use of PATH planning is to be expanded on, and more people become involved.

*Current PATH facilitation training sufficiently prepares some women for PATH facilitation; others need further support and training.* Although some women come out of the training confident to facilitate, others do not. As a result, there are missed opportunities for PATH planning. Access to ongoing training, support and/or opportunities for co-facilitation would likely boost confidence and support wider use of facilitation skills.

*The self-management tools taught during PATH planning are useful and valuable in themselves.* Teaching whānau some of these tools could be an additional, less resource intensive approach for supporting whānau to manage challenges, take up opportunities, and to think more positively about their situation and their future. These tools may be useful for whānau who are not quite ready for PATH planning.

*If the number of PATH facilitators increase, formal processes for supervision should be considered.* Currently, those trained in PATH facilitation know they can contact FEM or the Collective if they come across any issues or have challenges. This ad-hoc approach works because the roopu is fairly small, cohesive and manageable. However, if more facilitators were to be trained, more formalised processes may be necessary to ensure their safety, and for quality control.

*Consideration should be given to providing some financial (or other), recognition of the time trained women spend on facilitating PATH plans, and/or supporting whānau.* Bearing in mind the challenges with keeping in contact with the women, this may include or consist of tools and resource to stay connected – e.g., a cell phone, credit for their phone, internet connection and/or a laptop.[10]

*With a number of whānau now trained in PATH facilitation, extra workforce exists in the community.* Providers could lean on them when short of staff and/or where possible, employ them to undertake PATH facilitation on a wider scale.

*There is an opportunity for PATH planning to grow within the providers of the Collective, so that it is used more widely and consistently.* There are many opportunities for its use, including as an intake assessment tool and/or for supporting existing programmes (e.g., Te Timuku Rangatahi Wānanga).

Further, the women themselves identified the following opportunities:

- Give more notice for roopu wānanga/catch-ups
- Take PATH planning into schools for year 11-13 to help rangatahi plan their futures
- Provide more opportunities for PATH planning in the community (e.g., regular drop-in PATH planning sessions).

[10] It was identified towards the end of the evaluation that this is starting to occur.

## 4 Conclusion

Evidence from survey responses and qualitative feedback from stakeholders (including Collective members, participating women, whānau/community members, and the PATH planning and facilitation provider) indicates that WFWH's PATH planning model is achieving its overarching goal of creating a community movement.

Findings show clearly that the PATH planning tool is a highly effective tool for women to plan for a more positive future. Importantly, it allows for the women to drive their own change and take ownership of their own futures.

PATH planning has made a positive difference to participating women's lives – they feel more connected, more positive about their futures, more motivated, empowered and more confident. They have achieved positive change, including gaining employment, completing educational aspirations, forming better relationships with whānau and started saving for home ownership. The women are also more self-determining and self-managing. Some participate more in te ao Māori.

The majority of participating women have facilitated PATHs for whānau and/or community members. Direct reports from some of these whānau/community members, as well as anecdotal accounts from other stakeholders, indicate similar positive outcomes as that of the women. These outcomes align with previous evaluations of PATH planning validating the tool's effectiveness and transferability to different Māori communities and contexts (Moss, 2014; Moss, Smith, Spee, & King, 2012).

It should be acknowledged that some of women were change agents in their own right prior to taking part in PATH planning and facilitation. However, their participation has provided them with additional skills and tools and linked them in with a supportive network of other women, providers and community stakeholders. This has enhanced their reach and enabled them to engage more effectively with whānau. Feedback suggests that some of the women could benefit from more facilitation training, and that this would likely result in more whānau and community members getting access to PATH planning and support.

Findings indicate that the WFWH PATH planning model has resulted in a true ripple effect. Women and their whānau have benefited personally and subsequently, the wider community have benefited from more positive, grounds up approaches to identifying their aspirations and addressing their needs. Meanwhile, the partner organisations have benefited from a better insight into their communities, a more direct line to whānau who are more likely to trust and engage with someone from 'within', and a new workforce that can contribute to the services they provide. Considering the outcomes and changes that have occurred, it is reasonable to suggest that the WFWH PATH planning model is likely to

contribute to reduced social harm, and to stronger, more resilient communities.

Overall, results align well with the intention of the Government's Gang Action Plan (see p. 7), as well as other key strategies such as Whānau Ora.[11] This indicates that PATH planning is highly relevant in the context of WFWH, and for improving whānau wellbeing more generally.

[11] The seven outcomes of Whānau Ora are: self-managing; living healthy lifestyles; participating fully in society; confidently participating in Te Ao Māori; economically secure and successfully involved in wealth creation; cohesive, resilient and nurturing; and responsible stewards to their living and natural environment.



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## Appendix A – The PATH planning process

The PATH planning process has 12 steps. Their sequence guides whānau to clarify the meaning of their work, visualise the results of significant change, experience the tension between where they are now, where they want to be, and outline positive actions to move toward the results they want.

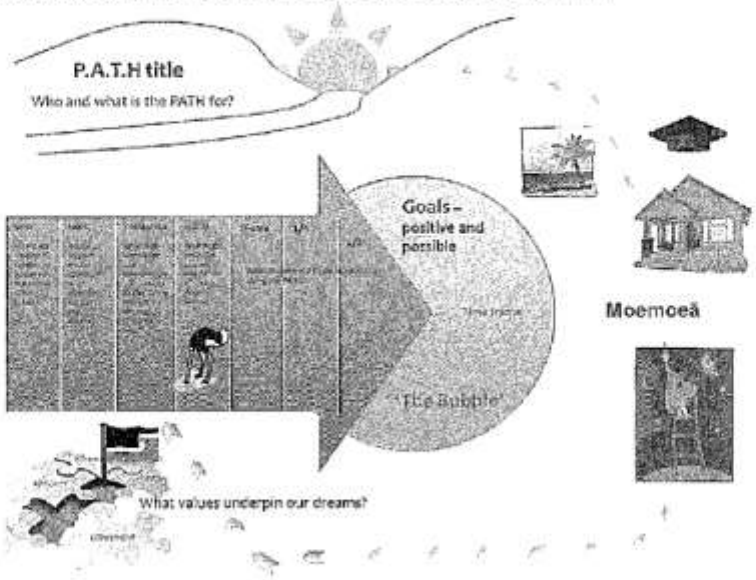
The PATH begins with the 'end' in mind, visualising dreams and aspirations at the start to ensure the plan is a picture of success. The PATH steps include:

- Create a common identity: The **title** indicates the primary focus of the plan and should ideally describe who the plan is for and what it is for.
- Touch the dream: This is an opportunity to define **dreams/moemoeā** and aspirations to provide direction and purpose. Achieving the dream(s) is the ultimate outcome of the plan.
- Acknowledge achievements: This step is referred to as the **Bubble.** This is where whānau determine a number of achievements by a set time in the future. These should be *positive* and *possible.*
- Pull out the **values**: Whānau explore and define the values that underpin their dreams.
- Ground in the **now**: Whānau describe where they are now (at present time) in relation to where they want to be in the Bubble (the future).
- Identify whom you need to **enrol**: Whānau identify the people whose support and contribution will be important to achieving their dreams.
- Recognise how to build strength: Whānau identify the skills, knowledge and relationships necessary to stay strong and get **stronger** as they move along their PATH.
- Identify the **blocks**: Whānau identify what might get in the way of achieving their desired outcomes and how they can minimise these barriers.
- Chart the action for the *PATH* ahead: Whānau develop an **action plan** outlining their achievements at the ½ way point and the ¼ way point as well as their 1st step.

Figure 9 illustrates how the process starts with defining the title followed by the dream – and then moves on to outline how the dream will be achieved.

*Whānau First Whānau Hard: PATH planning*

Figure 9: Generic illustration of the components of a PATH

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## Appendix B – Evaluation methods

### Evaluation specific methodology

The evaluation was underpinned by evaluation-specific methodology. At its core, this involved the development of Key Evaluation Questions (KEQs), evaluative criteria that identify the core areas for the evaluation and that support the goals of the programme, and rubrics that specify levels of performance (e.g., excellent, very good, etc.).

The evaluator undertook facilitated a workshop with the Collective in December 2017 to gain an understanding of their aspirations for the evaluation and to agree on KEQs. A draft logic model along with evaluative criteria and associated rubrics (associated with KEQs 1 and 2) were then developed and put to the Collective for feedback. These are presented in Figures 10, 11 and 12, and Tables 5-6.

### Logic model

A draft logic model (Figure 10) for PATH planning in the WFWH context has been developed in collaboration with the Collective, FEM and women participating in PATH planning.

It is anticipated that by being given the time and space to share experiences, dreams and aspirations with other women; heal previous hurts; and to reflect on their situation, and where they want to be participating women will start to think more positively about their future.

Through PATH planning, it is hoped that participating women will develop a vision and goals for themselves, identify their strengths and needs, and learn about the supports, resources and services available to them in their community. The women will also learn useful personal development tools such as 'TetraMap' and 'Above the Line'. Meanwhile, the WFWH Collective will provide any necessary wrap around support to enable the women to achieve their aspirations.

It is anticipated that this supportive environment will lead to participating women feeling more motivated, and that they will start to take positive steps to fulfil their goals. Over time, healing will occur, women will better understand their own life journey, and their 'mana wahine' will be restored (i.e., increased self-worth, esteem and confidence). As a result, women will realise their potential through:

- Tolora (healthy lifestyles): Self-managing and empowered; lead healthier lives; better equipped to deal with crisis; self-determining
- Te Oranga (participating in society): Cohesive, resilient, and nurturing of self and others; engaged in education or training, paid or unpaid work, and/or community activities
- Mauri ora (cultural identity): Confidently participating in te ao Māori





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- Waoira (physical environment): Women have their homes in order – happy, healthy, tidy homes.

Further, the logic posits that participating women will achieve their aspirations and goals, and support other women and whānau on similar journeys. They become change agents in their community – contributing to a 'change movement'.

In the longer term, it is anticipated that these positive changes will lead to reduced social harm, stronger more resilient communities and ultimately, Whānau Ora.

These outcomes lie along a continuum from intended (near to medium term) outcomes (e.g., women feel connected, start to think about the future, know how to plan for themselves, healing occurs, take steps to realise their aspirations) to longer-term impacts (e.g., reduced social harm, stronger communities and Whānau Ora) as illustrated in Figure 10. It is anticipated that some of the longer-term outcomes such as reduced social harm and stronger resilient communities occur gradually as participating women realise their potential and start to influence others.

*Whānau First Whānau Hard: PATH planning*

Figure 10: Logic model

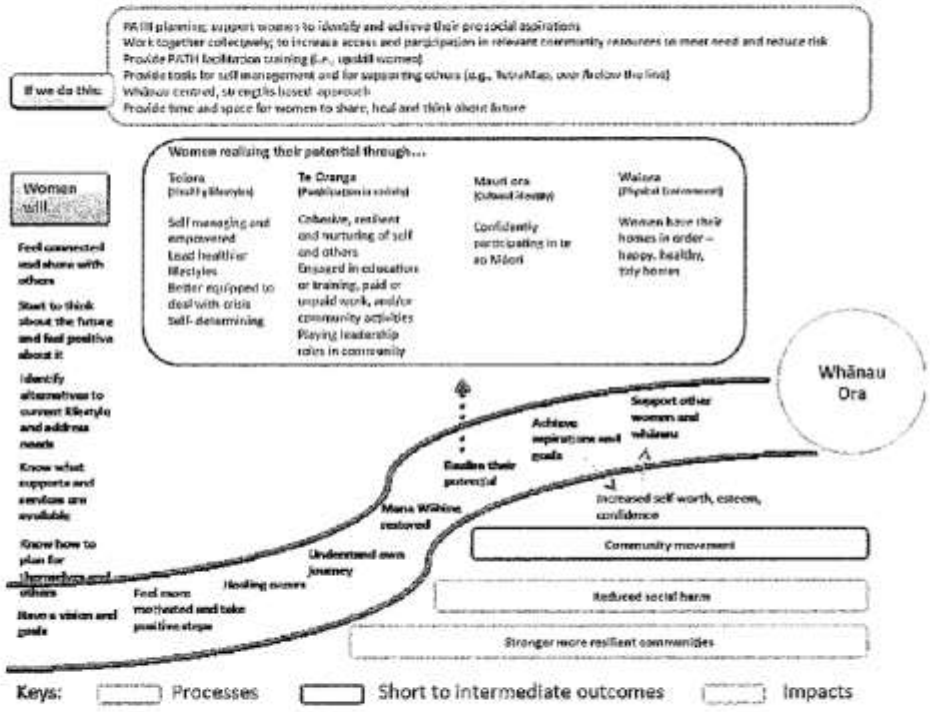








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Figure 11: Rubric for KEQ1: *To what extent is PATH planning an effective tool for women to plan for a more positive future?*




Table 5: Criteria for formative evaluation (KEQ1)

| Theme | Criteria (expectations) |
|---|---|
| **PATH planning** | • Participating women find PATH planning useful for reflecting on where they are at, and where they want to be<br>• PATH planning supports participating women to identify barriers and blocks for getting to where they want to be, and how to address these<br>• PATH planning supports participating women to identify their strengths<br>• All participating women develop and complete, OR start taking steps towards fulfilling, a PATH plan |
| **Delivery of the tool** | • Participating women find the planning process easy to understand and engage with, and like the visual aspect of the tool<br>• Participating women find that PATH planning allows time and space for them to determine their own path forward<br>• The planning process allows for participating women to share experiences and gain feedback from other women on their journeys in safe, constructive ways. Women find this conducive to planning for a positive future.<br>• Facilitation of the planning process is conducive to positive change<br>• Delivery of the tool is whānau centred and strengths-based |
| **Engagement between facilitator and participants** | • The facilitator makes ongoing contact with participating women, including face-to-face and phone/Skype contact.<br>• Participating women feel there is a good balance between one-on-one engagement with the facilitator and meeting with other women in a group setting<br>• Engagement by participating women is sustained over time (acknowledging that peoples circumstances may change, and they may drop in and out) |
| **Support for women to fulfil aspirations** | • Participating women are provided self management tools to support them on their pathway<br>• Participating women learn about the supports, services and resources that are available to them, and that can support them on their pathway<br>• Common needs are discussed (e.g., drivers license, drug use, debt recovery, te reo, wellness), and participating women are linked in with relevant supports, services, resources<br>• Women support each other on their paths<br>• The facilitator is a 'critical friend' – providing support and feedback along the way. |

Figure 12: Rubrics for KEQ2; *To what extent has taking part in PATH planning made a difference to participating women's' lives?*




Table 6: Criteria for outcomes evaluation (KEQ2)

| Theme | Criteria (expectations) |
|---|---|
| **How participating women feel** | *As a result of PATH planning:*<br>• Women feel connected (e.g., to peers, to services, their community, whānau) and start to share (their experiences and thoughts)<br>• Women start to feel positive about their future<br>• Women heal previous hurts<br>• Women feel more motivated<br>• Women feel more confident; increased self-worth and confidence<br>• Mana women restored |
| **What participating women know** | *As a result of PATH planning:*<br>• Women have a vision and goals; they know where they want to go/be<br>• Women know what their strengths and needs are<br>• Women know what supports are services are available to them, and how to access them<br>• Women understand their own journeys<br>• Women know how to plan for themselves, and others |
| **What participating women do** | *As a result of PATH planning:*<br>• Women start to think about their future<br>• Women realise their potential through:<br>  • *Toiroa*; they are self managing and empowered (e.g., access services if and when they need to, plan for themselves), lead healthier lifestyles, better equipped to deal with crisis, self-determining<br>  • *Mauri ora*; they are confidently participating in te ao Māori<br>  • *Wairoa*; they have their homes in order - happy, healthy, tidy homes<br>  • *Te Oranga*; they are cohesive, resilient and nurturing of self and others, engaged in education/training, exercise groups, paid/unpaid work, community events<br>• Women achieve aspirations and goals<br>• Women support other women and whānau |

## Methods

*Underpinning approaches*

The evaluator *drew* on Kaupapa Māori principles and methodologies in the evaluation. This translated into letting the Collective's, PATH provider's, and participating women's' ways of operating guide the evaluation so that engagement with whānau and staff were underpinned by principles of engagement that they are familiar with and understand.





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The evaluator was guided by 'A Community – Up approach' - a set of values for undertaking research and evaluation with Māori outlined by Linda Smith (Smith, 2006).

As pākeha, the evaluator does not claim to have undertaken a Kaupapa Māori evaluation.

*Stakeholder interviews*

A total of 16 stakeholders took part in an individual interview or group phone interview. These stakeholders included members of the Collective (n=4), participating women (n=7), FEM (n=1) and whānau/community members they had facilitated PATH for (n=4).

Interview questions were based on the KEQs and associated evaluative criteria. Interviewees were informed about the evaluation (verbally and through an information sheet) and asked to provide verbal consent. Interviews were audio taped where consent for this was given.

*Online survey*

All of the women who participated in PATH planning and PATH facilitation training (N=9) were invited to take part in an online survey. Eight (n=8) women completed the survey in full. This represents a 90% response rate.

*Quantitative data*

There was very limited data available for analysis. Where available, data on attendance and progress against plans were included.

*Data Analysis*

Each stream of data (corresponding to the methods above) was analysed and themed separately, and then reviewed and synthesised collectively by the evaluator to make evaluative conclusions against the KEQs and rubrics. This document represents the final version of the report and has been delivered electronically in Microsoft Word and Adobe Acrobat (PDF) formats.

## Limitations

There were some limitations to this evaluation that should be acknowledged:

- The number of stakeholders interviewed was small. Ongoing evaluation will be necessary to assess its effectiveness on a wider scale.
- The evaluation relied primarily on qualitative data. Only a very limited amount of programme and progress data was available.

Appendix C – Case study

# Creating a community movement: A case study of the outcomes of Flaxmere's Whānau First Whānau Hard Collective's PATH planning model

## Introduction

The Whānau First Whānau Hard (WFWH) Collective (the Collective) in Heretaunga is an approach to reducing the negative impact and prevalence of gang activity in New Zealand.[12] The partner organisations are: Hastings District Council, Ministry of Social Development, New Zealand Police, Te Ikaroa Rangatahi Social Services Incorporated (Te Ikaroa Rangatahi), Whariariki Trust and Te Taitimu Trust.

The Collective have three separate, but interconnected streams of work: 1) Youth Leadership and Potential 2) Supporting Whānau and 3) Creating a Community Movement. In terms of the third work stream, the Collective's primary approach has been to identify potential change agents within whānau and/or communities and provide them with an opportunity for personal growth and capability building through PATH planning and PATH facilitation training.

PATH is an acronym for 'Planning Alternative Tomorrows with Hope'. It is a tool currently used across New Zealand in a range of contexts, including with individuals, groups and businesses. In particular, it is a popular approach for whānau planning. The tool offers a process for whānau to reflect on their goals and dreams, their uniqueness, attributes and strengths, and their aspirations for the future.[13] PATH planning and PATH facilitation is delivered by FEM 2006 Ltd (FEM).

This case study illustrates the effectiveness of the WFWH Collective's PATH planning model in supporting women to plan for more positive futures, and for creating a community movement. It does so through the lens of two of the partner organisations, Te Ikaroa Rangatahi and Whariariki Trust, and the women they put forward.

## Te Ikaroa Rangatahi

Te Ikaroa Rangatahi are based in Flaxmere, Hastings and provides services to the wider Heretaunga catchment area. Established initially as a rangatahi (young people) service, Te Ikaroa Rangatahi now provides a comprehensive range of social services specifically targeting tamaiti (children), rangatahi and their whānau.

[12] The WFWH Collective was one of four pilots funded by the MSD Rather than an emphasis on gang exit or desistance, the pilots were encouraged to develop prevention and intervention strategies to reduce the negative social effects of multi-generational gang involvement, and provide opportunities for gang members and their whānau and associates to address their social needs.
[13] For more detail, see: http://www.pathplanningtool.co.nz/path-planning-tool/

*Whānau First Whānau Hard: PATH planning*

The ultimate aim of Te Ikaroa Rangatahi is to provide safe practices and environments for the fostering, promotion and advancing Tino Rangatiratanga (autonomy, self-determination and self-management) of tamaiti, rangatahi and whānau in all areas of their lives.

Te Ikaroa Rangatahi have had PATH planning embedded throughout all their services since 2016. Knowing first hand the potential of the tool they were confident it would be ideal for the context of WFWH. Two of the women they invited to take part in WFWH's PATH planning and PATH facilitation training were Kiri and Huriana. These women were considered resourceful, to know and understand the internal and external struggles of whānau, and to have a good reach into different whānau and groups in the community. Their PATH journeys and contribution to the community movement are outlined below.

*Kiri*

For Kiri, PATH planning was not new. She had been introduced to the tool some years ago when her wider whānau developed a whānau plan as part of a whānau wellness pilot programme. Nonetheless, WFWH PATH planning came into her life "at the exact right time".

> *"I was struggling to make ends meet, had lost my job through redundancy two years prior and was depressed [...], didn't want to be around whānau, I held a lot of anger and hate towards some people."* (Kiri)

Kiri's health was declining and her wairua was going downhill. She was doing odd jobs, but the work was not quite enough. Having worked her whole life, she tried to manage without Work & Income support – only going on the benefit when she really needed it. Meanwhile she was caring for her two mokopuna. She refers to this time as unsettling.

*Kiri's PATH plan*

Kiri developed a PATH plan that focused primarily on employment and catching up on paying bills and clearing debt. Over the longer term, her aspiration is home ownership. Going through the PATH planning process helped Kiri gain some perspective on her situation and think more positively about the future.

> *"Through PATH planning I started to see the light. I realised, my journey was a piece of cake compared to some of the others."* (Kiri)

With employment being a priority in Kiri's PATH plan, the WFWH Collective employed her as the WFWH's Kaitakawaenga - to coordinate between FEM and the participants, link participants and/or whānau to the partner organisations within the Collective or other supports, services and resources, notify the Collective of whānau needs, and to track achievements.

### *Kiri as a change agent*

Kiri has facilitated PATH plans within her own whānau as a means to provide support and inspire change. In the first instance she has used the structure of PATH planning for talking to her mokopuna about their dreams and aspirations.

> *"I'm asking them what they want to do... I talk things through with them, about sports and saving money. I've also talked to the 10 year old – and the atmosphere has changed in the house... it's positive and happy. I don't want them to go through the same struggles like me, want them to stay at school."* (Kiri)

Kiri has also facilitated PATH plans for her four nieces. In her Kaitakawaenga role, Kiri is able to provide them with support on their PATH journeys. The struggles that some of the whānau face, as well as their aspirations for the future are illustrated in the example of one of Kiri's nieces. Due to chronic pain, she has been on sickness benefit for the last 4-5 years. She is in debt, and her teenage children are going through the youth court system. Her PATH plan focuses on gaining employment to fund culinary studies, to improve own health, to ensure rangatahi are happy and healthy, and to research rent to own (once debt free). She is actively applying for jobs but the lack of a safe and legal vehicle is a barrier, along with her physical ability (e.g., not being able to climb ladders). Since PATH planning she talks more to her rangatahi, encourages them to be physically active and feels more motivated and positive about her future.

Once Kiri feels more confident to facilitate PATH planning she is intending to take it into her wider whānau of 100 plus members.

### *Huriana*

Huriana has been associated with the Mongrel Mob for 30 years. She is an active whānau and community member, raising awareness of suicide, addiction and depression (SAD) within her Mongrel Mob whānau and working in a local school. Huriana had heard about PATH planning and was curious about the tool, so when she was invited to take part in WFWH PATH planning and facilitation training she seized the opportunity.

### *Huriana's PATH plan*

Huriana used PATH planning to achieve one of her long-standing dreams – to go on an overseas trip with her husband. With her PATH plan as a reminder, she completed all the necessary steps: to research the possibility of travel for someone with a criminal record; get passports; engage with a travel agent to book flights and accommodation; and organise travel insurance. Organising her trip was a "big learning" curve for Huriana – who had never engaged with travel agents before. Unfortunately due to unforseen circumstances (death in whānau) Huriana and her husband were unable to take the trip at the time. However, she still has the dream and is certain "it will happen".

*Huriana as a change agent*

Huriana has facilitated somewhere in the realms of 15 PATH plans. These include for Mongrel Mob women who developed individual 12 month plans during a marae based hui. About nine women took part, and Huriana had support from FEM, Te Ikaroa Rangatahi and some of her peers.

Huriana has also facilitated a whānau plan for a prisoner, due for parole. She brought the whānau together in a group, and facilitated the PATH plan with the prisoner over the phone. The plan focuses on the things whānau need to set up for his release – the steps they are going to take to provide sufficient support. He will present this to the parole board.

Sometimes, PATH planning is not pre-empted. For example, one day Huriana went to visit a woman who she knew had been going through some difficult times. The woman had just received her children back into her care after losing them for two years, and she was afraid for her oldest daughter who was getting involved with a gang member. As Huriana was talking to the woman, she wondered whether a PATH plan would help.

> *"I was like, do you have any felts and paper? I asked her, with all this happening, where do you want to be? The first thing they say to you though, is 'I just want to get out of this mess'. But then you keep talking to them and next minute, she wants to be a nurse."* (Huriana)

The woman could not pursue nursing studies at the time because she was still in the 'reporting phase' in relation to her children being back in her care. Some time later however, the woman came to see Huriana, and told her she was back at school, pursuing her dream. The woman attributed her improved life situation to PATH planning.

> *"She said to me, thank you – it was that thingy* [PATH planning] *we did!"* (Huriana)

This year, Huriana has plans for bringing PATH planning into her SAD work with Mongrel Mob whānau. FEM, Te Ikaroa Rangatahi and some of her peers are going to help co-facilitate. Huriana thinks PATH planning is a good tool for gang whānau as it focuses on the positive, rather than the barriers and the things we say we cant do.

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Whararīki Trust

Whararīki Trust is a small Social Services Trust based in Flaxmere, Hastings. The trust helps people in Flaxmere to succeed, underpinned by the belief that thriving communities need resilience, trust, strength, connection and aspiration. Their vision is to 'weave better lives'.

> *"Whararīki is a native New Zealand flax, known for being able to thrive in tough environments and when woven, is strong and resilient. Those qualities are the same as the qualities thriving communities have, which is why Whararīki fittingly represents our*

> *aspirations for Flaxmere and what we are doing to help bring those aspirations to life."* (Whareriki Trust)

For Whareriki Trust, PATH planning was a means by which to achieve this vision. Having heard about the tool from other providers, they considered it a good fit for WFWH.

> *"It's just a really good practical tool to support the aspirations of our whānau."* (Chief Executive, Whareriki Trust)

Whareriki Trust invited Aroha to go through the WFWH PATH planning and facilitation training. They identified in her strong leadership capabilities and high motivation to awhi whānau and people in her community. Being affiliated to different gangs (including Mongrel Mob and Black Power) she also had the right connections for the WFWH context and had previous experience with PATH planning. Further, she was already on a relevant journey, studying to be a social worker.

### *Aroha*

Aroha was born into the "Mighty Mongrel Mob whānau". She had no formal schooling, as there were chores to help out with at home, including looking after the younger children. Aroha started working when she was 11 years old. She says she spent years "rumbling, just trying to survive".

A devoted Māmā, Aroha raised six children by herself. Motherhood has involved a number of challenges, including one daughter contracting rheumatic fever and needing full time care for eight years and another making a sexual abuse notification about her father. Aroha self-managed through these events. However, when her daughter's father was let off the charges, she found herself in a big black hole.

> *"I was tired. I didn't know where to go from where me and my daughter were.* [We] *had been let down by the justice system,* [we'd] *done it the right way. So I really don't know where I was. I couldn't see a way out."* (Aroha)

### *Finding her PATH*

Around the time the trial ended, Aroha was invited by Te Taiwhenua O Heretaunga (a social, health and education services provider for Māori in Hawkes Bay), to come along to do whānau planning. This turned out to be the start of a remarkable transformation for her and her daughter, who after the trial "was not in a good state".

Aroha says, her daughter did not want to come and almost refused to enter the building. But once in the room, she was the one taking charge.

> *"I sat there, I had no idea what to do. I looked across the table, and saw* [my daughter] *doing it. I didn't understand, didn't know how to write in the now in words that they would understand. I was stressed financially, struggling to survive. Didn't know how to*

> *write that.* [My daughter] *just looked at me and said, Māmā, write what you want to do. What do you want to do?"* (Aroha)

At that moment, Aroha knew, she wanted to be a social worker. She knew that with what her and her daughter had gone through, that was her path. She says, she went to the toilet – had a tangi. Her daughter had never encouraged her before.

Aroha's PATH plan focused on improving her relationship with her daughter and what they wanted to do with their lives, including education. They both enrolled with Te Wānanga o Aotearoa; Aroha in Te Pou Tautoko I te Ora (Level 4) – New Zealand Certificate in Bicultural Social Services.



*Picture: Aroha's first PATH plan*

Aroha then took up the opportunity to take part in WFWH's PATH planning and PATH facilitation training. The PATH plan she developed was a four-year plan, focused on completing her certificate by November 2017 and starting her bachelor degree in 2018. She has achieved both of these. Meanwhile, her daughter graduates in April 2018. Aroha says of her plan.

> *"It has a saying of 'take care of what you need, let go of what you don't, and look forward today and tomorrow'."* (Aroha)

Aroha now develops PATH plans as she needs them. For example, she has developed a 'financial' plan to help her get through her studies.

### *Aroha as a change agent*

Aroha has facilitated 10 PATHs for whānau and friends, including for Black Power and Mongrel Mob members. As a result, one whānau member has now started a personal growth programme for rangatahi coming through the youth justice system.

Aroha has also initiated, what she calls a 'Māmās" movement' – a Māmās' group that provides single mothers with support, education and empowerment. Twenty-four women, most of who are gang affiliated, have

been involved since inception and an average of about 10 women turn up to each gathering.

> *The women, when they first started, were a little confused, just surviving, battered – coming together every Friday seemed to bring them a little peace and helped ease them into their weekend.* (Aroha)

The WFWH Collective pays for the venue hire and morning kai for the Māmās' group. Further, Whariariki Trust has helped with networks and sourcing guest speakers (e.g., Stanford Chronic Disease Self-Management Programme delivered by Hawkes Bay PHO).

Through the Māmās' group, Aroha has been able to identify a range of health and social needs amongst the women and been able to link them with supports and services (e.g., low cost health provider). Whariariki Trust have also been able to help link the women and/or their whānau members with supports, services and employers, and provided assistance in other ways (e.g., sourcing every day necessities such as kai, clothing, washing machines, fridges, freezers for whānau who have none).

> *"Because we are a charitable trust, we have been able to do things flexibly, with funding from other sources. Aroha identifies issues with the women, and then I find the resource to help."* (Chief Executive, Whariariki Trust)

Further, the WFWH Collective was able to source bulk funding to provide driver licencing support to 16 of the women and/or their whānau members – some of whom need a full licence to fulfil employment aspirations.

Whariariki Trust now contracts Aroha to "do the work she was already doing", in recognition that she was giving up her own time, and reaching whānau they would not otherwise reach.

> *"That's where I need Aroha. I haven't walked in that world."* (Chief Executive, Whariariki Trust)

Whariariki Trust have helped get Aroha's car warranted and registered so she can get around to whānau legally, and so that she can offer opportunities for the women and/or their whānau to practice driving.

After losing her daughter to suicide in 2017, Aroha is planning to organise a suicide expo to raise awareness about suicide and link community members with supports and services.

### *Enrolling others as change agents: Maraea's story*

Since doing her first PATH, Aroha has been actively engaging others. For the WFWH PATH planning wānanga, she invited two study friends. One of these women is Maraea. Maraea has been instrumental in supporting Aroha on her ventures – including in organising and facilitating the





Item 4 Application No. 62

Māmās' club. Personally, Maraea has used PATH planning to address whānau issues and life challenges.

Maraea's first PATH plan focused on completing her studies and saving up for, and buying a car – both of which she achieved. The PATH plan also focused on bringing her nine siblings and their families together to deal with methamphetamine use. Although her first attempt was unsuccessful, the second time around it "turned out beautiful". Tamariki spoke about how they experience their home environments – then each family made a PATH plan. They now have regular whānau days.

> *"PATH gave me a good outlook on how to work with my family."* (Maraea)

Maraea also used PATH planning in a personal emergency. After sending her husband to residential drug treatment, she was faced with an eviction notice. Again, PATH planning guided her, and she turned things around within a week.

> *I sent him away, and was left with all the bills, I was going to get evicted, and power was going to get cut off... and I only had a week to come up with this money. I got a book, and wrote down the goals and then, where are we now? Homeless, no power, lost because that's how I felt. I have four sons, so I had to be strong. I thought, who do I need? Work & Income, Energy Online, mum and dad for the kids, friends. Then the blocks, I was thinking below the line but I had no time to be negative or have self-pity. Then what I did was make steps. I had to have them done by the Sunday. By Friday, it was all paid for.* (Maraea)

Further, Maraea has facilitated PATH plans for her oldest sons aged 17 and 18. They were not at school, or in employment – "just at home smoking, doing nothing". She talked to them about their aspirations and how they may achieve them. Subsequently, the sons enrolled to study carpentry and engineering respectively and their dream is to one day run a youth training facility for these two trades.

Whariariki Trust supported Maraea to get another of her sons to return to school after one year out (e.g., sourced funding for new school uniform). Since his return, he has been identified by the school to have very high academic potential.

Next on the agenda for Maraea is to use PATH planning for marae developments, including a marae charter, a health and safety plan, and the installation of a hall and an ablution block. She would also like to develop a programme for Māori women, and women from other cultures, to learn about te ao Māori and te reo Māori.

> *"I want to be the link. I want to show them, this is who we* [Māori] *are, and we are proud."* (Maraea)

The Collective has been able to support Maraea on this journey by sourcing funding for her to attend a tā moko wānanga. They considered

this an important opportunity for her to strengthen her cultural identity, link with her whakapapa and increase her sense of cultural connectedness.

---

In what other ways has the WFWH PATH planning model contributed to a community movement?

In addition to these women's personal journeys as change agents, the Collective have been able to either tap in to this new workforce to support work with whānau, and/or link existing programmes of the partner organisations with PATH planning and/or the women. For example:

- Whararíki Trust, Te Ikaroa Rangatahi, FEM and some of the women supported ten young women in a teen parent unit in Flaxmere to develop PATH plans for themselves. These young women will now be invited to become part of the WFWH regular hui to share their learning and to learn from others.
- During their PATH planning journey, the women have walked alongside a group of students from Tamatea High School, who came together at three marae noho to wānanga and learn about sexual health through kapa haka. Health Hawkes Bay supported this rangatahi health literacy project, which was led by Te Ikaroa Rangatahi. The interaction of the rangatahi alongside the women was intentional by WFWH to create a space of learning and growing alongside one another.



*Picture: The women alongside students of Taradale High school*

The Collective made a conscious decision to start small with the WFHW PATH planning model. They knew from previous experience that a

collective approach could take time to get right. The partner organisations now understand each other's services and cross-refer between one another. From their perspective, this also helps minimise service duplication and double dipping of resource. The Collective were also mindful that they wanted a sustainable approach – that would build capacity in the community and that would penetrate the hard to reach whānau that do not engage with services.

> *"We wanted change agents. Now we have them."* (Collective member)

> *"They're our ring leaders. That's how we hear about the needs in our community"* (Collective member)

Further on the agenda is to strengthen the link between PATH planning and the work of the other partner organisations in the Collective. For example, Te Taitimu Trust co-ordinate and facilitate wānanga for high needs or high risk Māori and Pasifika rangatahi and their whānau. These camps, and/or the lead up to these camps (12 months) provide great opportunities for rangatahi and their whānau to plan together.

Outcomes achieved to date were recognised by FEM, the PATH planning and PATH facilitation training provider who have worked closely with the women and the Collective.

> *WFWH has enabled grassroots women and their whānau to plan for the future. They invested in PATH planning and facilitation because they saw the potential for the range of 'tools for change' to support and influence growth and development. The results are evident. These women are leaders within their communities. WFWH has recognised the leadership potential and wrapped around support and resources that have enabled the women, their whānau and now others in the community to flourish.* (FEM)

## Conclusion

This case study illustrates that PATH planning holds great potential in the context of WFWH and creating a community movement. Although some of the women were already change agents in their own right, the PATH planning tool and the support from the WFWH Collective and peers, have enhanced their ability to engage meaningfully with whānau – and to reach a wider audience. There is a positive ripple effect occurring in Flaxmere and the partner organisations are now reaching 'hard to reach' whānau they would not otherwise have had access to.

> *It's like these seeds were thrown up in the wind and they've been dispersed and people are grabbing them at different points in time and at different places and picking them up and letting them grow. But they've been dispersed by this group* [the Collective], *and the wahine they're supporting.* (Collective member)





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The WFWH PATH planning model clearly contributes to the Government's Gang Action Plan,[14] but is also highly relevant in the wider context of other Government strategies such as Whānau Ora.[15] Whānau Ora outcomes that are being contributed to include being self-managing; participating fully in society; confidently participating in Te Ao Māori, economically secure; and cohesive, resilient and nurturing.

[14] To address social harms associated with unemployment, alcohol and drug dependency, disengagement from wider whānau and cultural identity/society, lack of ability to maintain sustained positive relationships, disengaged from education system, health and social service support.

[15] Whānau Ora is about increasing the wellbeing of individuals and whānau to lead full lives by using the *power of whānau* to improve the wellbeing of individuals and whānau.



Kia Ora my name is Benny Teremoan Hone, I am old solo mother of 10 children, I decided to joined the Flaxmere Mama Club in 2017, run by Mel Grant who was supported and under the Whahariki Trust Ana Apatu.

In 2017 mid November I was on my way to attened another mama session with the Flaxmere Mama Club at the Flaxmere Library, 20 mins before I attended I was driving to my session only to have my learner licience getting pulled over by the police, I had a full car with my children and was given a fine and a warning that if I did'nt get my Restricted Licience I'll be in big trouble.
Sitting in the room with the Flaxmere Mama Club Mel Grant had asked some off us mama what can they do to help and what do we as mama need in the community? I put my hand up and asked them that I need help to get my licience, and would like to learn the in and out about driving for my restricted.

Ana Apatu had stood up and shared her story that there was some funding happening to help with our liciences.
after New Years in 2018 in mid January I got a phone call from Vance, He was refered to me by Ana Apatu. Vance the instruction driver took me for a 10 weeks driving course booked me in March 16th I passed. In Mid Steptember Vance took me for anothe 10 weeks Drive for my full in December I past my full I give credit to Vance because he was patience and never gave up on us.

a week later I went to the court house because the fines became out standing, I went up against the Judge explain haw I was inspired by the Mama club Mel Grant to meeting Ana Apatu being funded by the Whahariki Trust to get my Restricted and Full Licience.I stood in court proud that as a solo mother I had completed and acheive my goals. the Judge was so proud of me for seeking help from Mel Grant, Ana Apatu and Vance the driving instructor the Judge cleared all my fines, and recommend that there should be more collective like the mama clubs and Ana Apatu Whahariki Trust.

I am free from all Fines and full Licience driver. I now have a safe legal car for me and my childrens. I am so happy that I feel confident to move forward and chase my dreams.

I like to give a huge Thank you to Mel Grant for guiding me to Ana Apatu, to Ana Apatu Whararīki Trust for helping me with funding and Vance the driving Instructor for being an awesome teacher.

As a maori women I wish we had this help 10 years ago these are the help we need in our community. Thank you.

Benny Hone.

NEW ZEALAND
COMPANIES OFFICE

# CERTIFICATE OF INCORPORATION

## WHARARIKI (FLAX) TRUST
## 2384832

This is to certify that U TURN TRUST BOARD was incorporated under the Charitable Trusts Act 1957 on the 7th day of January 2010
and changed its name to WHARARIKI (FLAX) TRUST on the 27th day of July 2017.

Registrar of Incorporated Societies
27th day of July 2017

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 27 Jul 2017 11:34:38 NZT

1 OF 1

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Tuesday, 30 April 2019 4:40 PM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#282]

| | |
|---|---|
| **Name of organisation** | Insolidarity Charitable Trust Tu Mai Awa |
| **Postal address for organisation** | PO Box 1146<br>Hastings 4156 |
| **Daytime Contact Phone Number** | 0210324728 |
| **Email** | joe.insolidarity@gmail.com |
| **Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?** | Yes |
| **If yes, please attach a copy of the certificate/s** | registration_of_in_solidarity_charitable_trust_29_june_2016_1.pdf 50.45 KB · PDF |
| **Name** | Joseph Bailey |
| **Position** | Settlor |
| **Email** | joe.insolidarity@gmail.com |
| **Daytime Contact Phone Number** | 0210324728 |
| **Please indicate if you would like to present a brief summary of your application to** | Yes, I/we wish to present to the Community Grants Subcommittee |

1

| | |
|---|---|
| **the Community Grants Subcommittee.** | |
| **Please indicate if you are applying for *Seed Funding or an **Establishment Grant:** | Establishment Grant |
| **i. Which of the current and future needs of our community are you addressing?** | Creating safe and sustainable communities free of waste and crime |
| **a. What activity/s are within the scope of your project/service?** | Our approach at Tū Mai Awa Whakamana Tangata puts Whānau experiencing domestic violence at the forefront of their own recovery process thus "assisting people experiencing adverse circumstances" and "creating safe and sustainable communities free of crime". |
| **b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?** | In the process of developing He Korowai o Nga Aho Tangata we consulted rigorously with local Kaumatua, academics, stakeholders and Whānau. We continue to be responsive and evolve to meet the needs of Whānau and our local community.<br>At Tū Mai Awa we embrace the principle of Hongi Hongi te WheiWheia, being open to ALL feedback.<br>We are privileged to have Dr Libby Eaton as part of our team to facilitate our monitoring and evaluation. |

**c. The process – how will you carry out your project or service, and where will it be delivered? ***

Our primary role at "Tū Mai Awa Whakamana Tangata" is to provide Kaiārahi.

• Kaiārahi work with Whānau to identify their Moemoea/ aspirations, strengths, and goals. This work forms the tuara or backbone for their Korowai- their unique program that generates safety and hope.

• Kaiārahi facilitate safe, mana-enhancing relationships with professionals and other members of the community- a space where people encounter Whānau in their humanity and are inspired to support Whānau towards creative solutions. Whānau and their team develop one holistic plan instead of Whānau being sent from 'pillar to post' with multiple plans that lead to further risk of harm, stress and confusion.

• Kaiārahi keep everyone updated, have regular meetings with the Whānau, and bring everyone involved in the Korowai, back for follow up Hui to discuss progress, issues etc.

Communities across Aotearoa / New Zealand experience high rates of family violence. The social sector tries to respond with support for Whānau who have experienced violence. Unfortunately, people seeking help from social services do not always get the help they need. Whānau often encounter professionals telling them what to do, rather than enabling them to achieve the goals that are important to them. Whānau do not feel heard and do not have agency in planning their recovery. In addition to this, different support agencies often work in isolation from each other, resulting in Whānau being presented with multiple plans and requirements. This leads to stress and confusion, and further risk of harm. The overall result is that support is ineffective, and Whānau are less likely to seek help in future.

The situation is therefore that people do have access to "social support", but we believe it is not the right kind of support. Tū Mai Awa's work seeks to address this issue directly, making sure that Whānau get the help they need.

Firstly, we actively work to build the Mana and self-determination of Whānau within the recovery process. Our guiding principle is to ask Whānau what is important to them, and what kind of support would help them. We can bring together multiple sources of support from the professional and lay community, depending on what the Whānau tell us they need.

Secondly, we work to build co-ordinated actions and relationships between different support providers. We want to avoid the typical scenario of Whānau being overwhelmed and confused by different instructions and plans. We see our role as scaffolding, weaving the relationship between the Whānau on the one hand, and social service providers and community support persons on the other hand. We help to create one, integrated recovery plan where all parties understand their roles and responsibilities clearly.

While we operate across Hawke's Bay, the majority of our referrals are from the Hastings District.

| | |
|---|---|
| **d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** * | We are a collective of people helping people and this includes frontline workers from a broad spectrum of social service providers including Te Taiwhenua o Heretaunga, STAND, schools and NZ POLICE etc we enjoy a close working relationship with the Department of Corrections. |
| **Is your organisation GST registered?** | Yes |
| **If yes, what is your GST number** | 117-159-310 |
| **Item** | Personel costs |
| **Amount** | $170,000.00 |
| **A. Total cost of project / service** * | $170,000.00 |
| **B. Total funds available** * | $30,000.00 |
| **C. Difference between total cost and total** | $120,000.00 |

| | |
|---|---|
| **funds available** * | |
| **D. Amount requested annually** * | $20,000.00 |
| **Date applied** | Monday 1 April 2019 |
| **Source of funding** | MBIE and Royston Health Trust |
| **Type of funding, eg a loan, a grant** | Grant |
| **What will it be used for?** | Operational costs/personell costs |
| **Amount requested** | $120,000 |
| **Is it confirmed?** | no |
| **If you are still waiting for a response, when will you know the outcome?** | Wednesday 1 May 2019 |
| **Date applied** | Monday 1 May 2017 |
| **Product/service name** | Tu Mai Awa |
| **Amount of funding received?** | $20,000.00 |
| **Have you completed an annual report and financial accounts for this project or service?** | Yes |
| **Please include a copy of your latest annual report and financial accounts with your application.** | financial_statements_for_the_year_ended_31_march_2018_for_in_solidarity_charitable_trust_1.pdf 119.45 KB PDF |

4

| | |
|---|---|
| **If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts.** | profit and loss statement for the period 1 april 2018 to 31 january 2019 for in solidarity charitable trust 1.pdf<br>144.74 KB · PDF |
| **Tick this box to confirm the above is true and correct.** * | I agree |

5

**eric**

**From:** DIA - Charities Services <email@charities.govt.nz>
**Sent:** 29 June 2016 7:05 p.m.
**To:** eric
**Subject:** Registration Approval
**Attachments:** cc_logo.jpg

INTERNAL AFFAIRS
Te Tari Taiwhenua

DIA - CHARITIES SERVICES
120 Victoria Street, Wellington 6011
P.O. Box 30-112, Lower Hutt 5040
New Zealand
Fax +64 4 382 3595
Freephone 0508 242 748
Website www.dia.govt.nz www.charities.govt.nz

**29 June 2016**

Dear Eric Borrie

**Re: Registration of In Solidarity Charitable Trust**

I am pleased to advise that your application to register In Solidarity Charitable Trust as a charity has been successful. Your official Registration Number is CC53458.

Details about In Solidarity Charitable Trust are now publicly available on the Charities Register at www.charities.govt.nz. As proof of registration can be obtained by visiting our website and performing a search of a charity's name or registration number we no longer issue certificates of registration.

Being a registered charity brings with it some obligations. These include:

- sending an Annual Return to Charities Services each year (refer to the link below). Your first Annual Return is due before 30 September 2017; and

- notifying Charities Services of changes to the name, address for service, balance date, rules, purposes or officers no later than three months after the effective date of the change. You may use the Update Details form available on our website. We will need to check that the changes made do not affect your registration status.

Failure to meet these obligations may result in your charity losing its charitable status. Please ensure that all future officers are also made aware of these obligations.

Please note that the financial reporting requirements for registered charities are changing from 1 April 2015. Information, templates and guidance notes are available on our website. Stay up to date on these changes, upcoming workshops and other relevant information by checking our website and regular "Charities News Alert" newsletters regularly.

For further guidance or information, please contact us on our free information line 0508 242 748 or email info@charities.govt.nz.

Yours sincerely,

Penelope Edgerley
Team Leader Registration

The following information may be helpful:

Annual Returns http://www.charities.govt.nz/im-a-registered-charity/annual-returns/

Update Details http://www.charities.govt.nz/im-a-registered-charity/update-charity-details/

Tax and donee status http://www.charities.govt.nz/apply-for-registration/how-to-apply/tax-information/

# Profit and loss

In Solidarity Charitable Trust

Accrual mode
01 Apr 2018 - 31 Jan 2019
Generated 11 Apr 2019

| | | Total |
|---|---|---|
| **Income** | | |
| 2502 | ACC Funding LOA | 61,339.99 |
| **Total Income** | | 61,339.99 |
| **Less Cost of Sales** | | |
| **Total Cost of Sales** | | 0.00 |
| **Gross Profit** | | 61,339.99 |
| **Less Expense** | | |
| 5010 | Accounting fees | 6,230.22 |
| 5040 | Contractors Fees | 38,224.67 |
| 5080 | Bank charges | 13.95 |
| 6-2010 | Koha | 1,400.00 |
| 6-5400 | Sub contractors | 5,800.00 |
| 6-5800 | Telephone | 3,105.35 |
| 6-6000 | Travel & accommodation | 217.39 |
| **Total Expense** | | 54,991.58 |
| **Operating Profit** | | 6,348.41 |
| **Plus Other Income** | | |
| **Total Other Income** | | 0.00 |
| **Less Other Expense** | | |
| **Total Other Expense** | | 0.00 |
| **Net Profit** | | 6,348.41 |

# In Solidarity Charitable Trust

## Financial Statements
## For the Year Ended 31 March 2018

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**In Solidarity Charitable Trust**

**Financial Statements**
**For the Year ended 31 March 2018**

**Disclaimer of Liability**

We have compiled the Financial Statements of In Solidarity Charitable Trust for the Year ended 31 March 2018.

A compilation is limited to the collection, classification and summarisation of financial information supplied by In Solidarity Charitable Trust and does not involve the verification of that information. We have not carried out an audit or a review assignment on the financial statements and therefore neither we nor any of our employees accept any responsibility for the accuracy of the information from which the financial statements have been prepared.

Further, the financial statements have been prepared at the request of and for the purposes of In Solidarity Charitable Trust only and neither we nor any of our employees accept any responsibility on any ground whatsoever, including liability in negligence, in respect of any other person. Any reliance upon these financial statements by such a person is entirely the decision, responsibility and at the risk of that person.

**Borrie Financial Group Ltd**

E G Borrie
27th February 2019

**In Solidarity Charitable Trust**

**Statement of Financial Performance**
**For the Year ended 31 March 2018**

| | This Year $ | | Last Year $ |
|---|---|---|---|
| **Income** | | | |
| Grants Received | | 42,980 | 18,172 |
| Donations | | 3,410 | 3,806 |
| | | 46,390 | 21,978 |
| **Gross Income** | | 46,390 | 21,978 |
| **Other Income** | | | |
| Interest Received | 1 | | 1 |
| | | 1 | 1 |
| **Gross Income** | | 46,391 | 21,979 |
| **Expenses** | | | |
| Bank Charges | | - | 100 |
| Contractor Payments | | 45,722 | 21,790 |
| | | 45,722 | 21,890 |
| **Net Income For Year** | | 669 | 89 |

Note: This Statement is to be read in conjunction with the accompanying Notes and the Accountant's Disclaimer

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**In Solidarity Charitable Trust**

**Income & Appropriation Account**
**For the Year ended 31 March 2018**

| | This Year $ | Last Year $ |
|---|---|---|
| Net Income for Year | 669 | 89 |
| **Retained Earnings for 31 March 2018** | 669 | 89 |
| Opening Accumulated Funds at 1 April 2017 | 89 | - |
| **Closing Accumulated Funds at 31 March 2018** | 758 | 89 |

Note: This Statement is to be read in conjunction with the accompanying Notes and the Accountant's Disclaimer

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**In Solidarity Charitable Trust**

**Statement of Financial Position**
**As at 31 March 2018**

| | This Year $ | | Last Year $ |
|---|---|---|---|
| **Current Assets** | | | |
| ANZ Banking Group Ltd | 757 | | 89 |
| Income tax refund | 1 | | - |
| | | 758 | 89 |
| **Total Assets** | | 758 | 89 |
| **Trust Capital** | | | |
| **Total Trust Capital** | | - | - |
| **Reserves** | | | |
| Retained Income (accumulated loss) | | 758 | 89 |
| **Capital at 31 March 2018** | | 758 | 89 |
| **Total Capital and Liabilities** | | 758 | 89 |

Note: This Statement is to be read in conjunction with the accompanying Notes and the Accountant's Disclaimer

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**In Solidarity Charitable Trust**

**Notes to the Financial Statements**
**For the Year ended 31st March 2018**

1. **Statement of Accounting Policies**
In Solidarity Charitable Trust is a Trust. These Financial Statements are general purpose financial statements and have been prepared in accordance with generally accepted accounting practices.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis have been used, with the exception of certain items for which specific accounting policies have been identified.

(a) **Changes in Accounting Policies**
There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

(b) **Income Tax**
No provision for Income Tax has been made as there is no current or deferred tax payable.

2. **Audit**
These financial statements have not been audited.

3. **Contingent Liabilities**
At balance date there are no known contingent liabilities 2018. In Solidarity Charitable Trust has not granted any securities in respect of liabilities payable by any other party whatsoever.

Note: This Statement is to be read in conjunction with the accompanying Financial Statements and the Accountant's Disclaimer

- 7 -

Tū Mai Awa
Whakamana Tangata
A community of people helping people
06 8243400
joe.insolidarity@gmail.com

**Stakeholders feedback**

1) Below are comments from a Probation Officer and Ministry of Social Development employee in regards to a mutual Whānau and the Tū Mai Awa approach *He Korowai o Nga Aho Tangata.* The Whānau were referred by a school principal as part of a joint initiative between the school and Tū Mai Awa to provide holistic support to students and their families. The Tane mentioned below had been in and out of prison over the last 15 years for domestic violence and he was due to be released when the referral was made.

***"Thank you for all the work that you and Tū Mai Awa have done with*** (him) ***and his family.***

***I can see that their Korowai is nearing completion with me anyway, having only one more month left.***

***He has completed all of his sentence needs except for one more maintenance session next week and one more session with me on the 12/07***

***He is currently working on his Whare Tapa Wha and safety plan that he will present to me after his maintenance next week.***

***I have had a great privilege of witnessing the positive changes that him and his family have made over the time you have been working with them and I can honestly say that he wont come before our services again, which is a good thing".***

Departments of Corrections Probation Officer

***I began a working relationship with Tu Mai Awa approximately 4 months ago when I was contacted by one of their staff in regards to a mutual client of ours.***
***I was working with this client as he had been recently released from prison and was on a programme with me around re-integration and employment with Work and Income.***
***Tu Mai Awa contacted me as they were not only supporting my client but also his ex partner and their 8 children. As it came to light they were aware of a whole lot more that this family were going through and were supporting them in a very holistic way. This allowed them to see that our client was really struggling with varying road blocks with several other agencies they were dealing with. This included myself.***
***Tu Mai Awa identified that we all needed to come together and understand what each of us did, what each of us could offer, and where each of us could hold back on some of the needs we had until other issues where dealt with.***

***They arranged a group Hui with our client, and all the other agencies involved which included Child Youth and Family, Community Probation, and a Housing provider.***
***This meeting was so valuable and really allowed us all to come together and get on the same page which would allow us to support our client in the best possible way.***
***Following on from that they sent regular emails to the group requesting feedback on tasks we were individually doing etc and kept us all on track and informed.***

***They also arranged a follow group Hui where we all met again. This also included the Child care Provider that look after the children. Meeting all parties involved really helped to paint a complete picture of this family, their struggles, their needs but also their progress and successes that had followed from this joint agency approach.***

***Through this organisation from Tu Mai Awa, we as a group have been able to achieve some really tangible results for our client and his family. Without this collaboration we would probably still have a very stressed and confused family who were unable to progress.***

***I was so impressed with the organisation and professionalism of this business. But more so than that, I was able to meet the amazingly loving and caring staff of Tu Mai Awa who put the people that they work for and with first.***

Intensive Client Support Manager
Ministry of Social Development

2) Below is an email from the manager of the after-school and holiday program that shares the building with Tū Mai Awa. The manager recently spoke to us about concerns she had for a 12 year old boy who is part of her program.

***Dear Team***

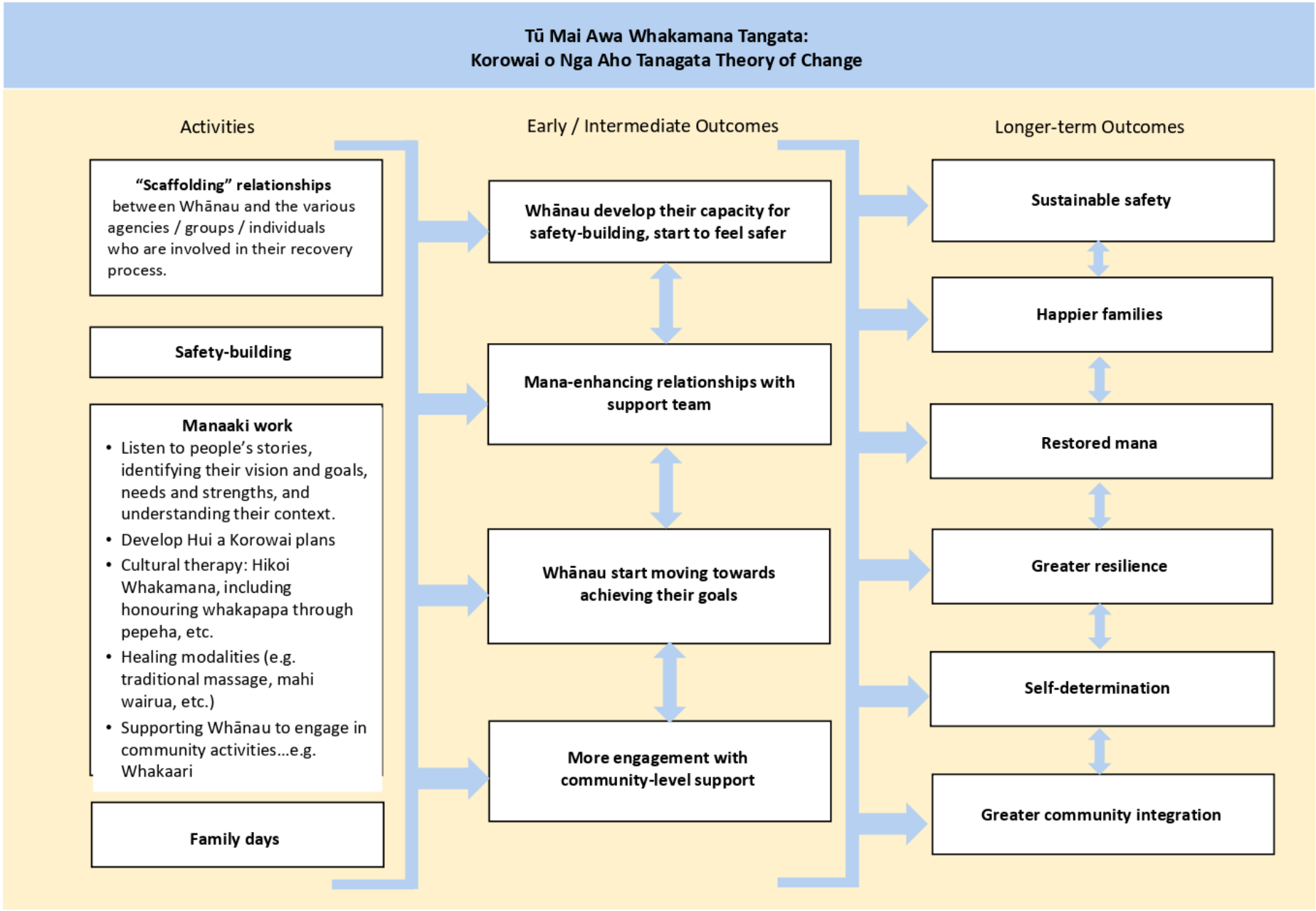
***I would like to write and thank you all for the amazing job you have done supporting my family that was in need!***

***It is so nice in my position of caring for children to be able to come to Tu Mai Awa and express my concerns and have them listened to but then actioned so fast and with such a caring and inclusive manner! Having been in childcare for nearly twenty years it is so so refreshing to go into Hui and feel that everyone is equal and that everyone has a voice. There is a calm to this process that has allowed the young boy that I was concerned about a safe place to speak honestly and for us as a collective to put many things into place to support him and his family in a very short place of time!***

***Because he now has a voice and feels he has been heard and not let down once again by the adults in his life we have seen a huge change in his behaviour and it is a joy to see him laughing and playing again as all children should do!***

***So once again I thank you all as a team for your support, love, non judgement and quick response to my concerns …… you are a true asset to our society!***

Piccolini OSCAR and Afterschool Care Coordinator




Item 4
Application No. 63

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Tuesday, 30 April 2019 4:55 PM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#278]

| | |
|---|---|
| **Name of organisation** | New Zealand Council of Victim Support Groups Incorporated |
| **Postal address for organisation** | PO Box 3017, Wellington<br>180 Molesworth Street , Wellington 6011<br>New Zealand |
| **Daytime Contact Phone Number** | 04 474 8862 |
| **Email** | grant.clure@victimsupport.org.nz |
| **Website** | http://www.victimsupport.org.nz/ |
| **Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?** | Yes |
| **If yes, please attach a copy of the certificate/s** | charity_commission_registration_certificate_005.pdf 40.47 KB · PDF |
| **Name** | Kevin Tso |
| **Position** | Chief Executive |
| **Email** | kevin.tso@victimsupport.org.nz |
| **Daytime Contact Phone Number** | 04 474 8862 |
| **Name** | Lydia Allan |
| **Position** | Area Manager |

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| | |
|---|---|
| **Email** | lydia.allan@victimsupport.org.nz |
| **Daytime Contact Phone Number** | 027 241 1590 |
| **Name** | Jenni Anderson |
| **Position** | Fundraising Manager |
| **Email** | jenni.anderson@victimsupport.org.nz |
| **Daytime Contact Phone Number** | 04 474 8862 |
| **Name** | Grant Clure |
| **Position** | Fundraiser |
| **Email** | grant.clure@victimsupport.org.nz |
| **Daytime Contact Phone Number** | 0221 934 007 |
| **Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.** | No. I/we do not wish to present to the Community Grants Subcommittee |
| **Please indicate if you are applying for *Seed Funding or an **Establishment Grant:** | Establishment Grant |
| **i. Which of the current and future needs of our community are you addressing?** | Creating safe and sustainable communities free of waste and crime |

**a. What activity/s are within the scope of your project/service?**

This grant will assist Victim Support in strengthening our local volunteer Support Worker programme. The funding will assist us in recruiting and training new volunteers, retaining a key local staff member and reimbursing volunteers for expenses.

In Hastings we have seen the demand for our services grow while at the same time the environment for recruiting volunteers has become increasingly tough. Part of the funding will cover recruitment and training costs so we have the right number of volunteer Support Workers in the Hastings district.

Jane Grant is our new Hawkes Bay Service Coordinator. Jane contributes extensive social services experience and has previously lectured in Social Work at EIT. We believe she is the perfect person to strengthen our local volunteer Support Worker programme in Hastings.

Our Support Workers will travel to meet victims at their home, at the scene of an incident, in court – whatever best meets their needs. This ensures our service is highly accessible and that the burden on victims is minimized during times of high stress. This practice does place significant mileage costs on our volunteers and reimbursing these costs is important ensure that financial concerns are not an obstacle to becoming a Victim Support Worker.

There is a high degree of alignment with the funding objectives of this grant. Many of those we support are already among the community's most vulnerable and often not easily able to access specialized support. Victim Support has a vital role to play in creating a safe and sustainable community in Hastings as we aim to help people get back on their feet and participating fully in life and the community again.

**b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?**

As a result of this grant we will be looking for two main measurable outcomes. Firstly, volunteer sustainability; this is ensuring our volunteer numbers increase so we can continue to provide 24/7 access to high quality support services. This year, based on current levels of attrition and anticipated client demand, we need to recruit between six and eight new volunteers in Hastings.

Client satisfaction is the other key outcome. Here we survey a random sample of clients annually and seek to maintain 90% or higher service approval ratings. We also get a lot of anecdotal feedback from victims along with our community stakeholders and this is also important. The activities of our local Hastings volunteers contribute directly toward the wellbeing of individuals and the wider community. We support people as they come to terms with traumatic events and create their new normality. As they reconstruct their lives there is less likelihood of the need for long-term health and welfare support.

**c. The process – how will you carry out your project or service, and where will it be delivered?** *

Our Hastings office forms part of our Hawkes Bay Hub. Last year our Hastings Support Workers provided wide ranging support for 556 local people affected by crime and trauma. This included many serious cases such as supporting people who have lost a loved one in a motor vehicle accident, homicide or suicide. Our support workers provide; a patient, non-judgemental person to talk with, help in understanding the justice process, support in court and help with Victim Impact Statements. They are also there to guide people through the daunting array of specialized support, health and other welfare services that may be available to them.

Our services are available to anyone affected by crime and trauma throughout the wider Hastings area. This includes Hastings, Flaxmere, Havelock North, Clive, Te Awanga, Haumoana, Ocean and Waimarama Beach, to Norsewood, Otane, Waipawa, Porangahou and Waipukurau.

**d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)** *

Jane Grant is our local Service Coordinator and has recently been employed to manage our Hawkes Bay volunteer programme. Jane was previously employed by Victim Support as a professional Support Worker. Jane contributes a terrific breadth of relevant experience along with an academic background in social work.

Lydia Allan is our Area Manager - Eastern Bay of Plenty/Eastern. Lydia has overall responsibility for the Service Coordinators in her district. She has experience with staff and volunteer management, recruitment, training and performance development. Lydia is also responsible for developing regional activity and budgets.

Volunteer Support Workers are at the heart of Victim Support. In Hastings we have a team of highly trained and skilled volunteers who deliver our frontline services 24/7.

| | |
|---|---|
| **Is your organisation GST registered?** | Yes |
| **If yes, what is your GST number** | 53 044 026 |
| **Alternatively, upload a document with this information** | hawkes_bay__hastings_budget.pdf 356.02 KB · PDF |
| **Alternatively, upload a document with this information** | hawkes_bay__hastings_budget.pdf 356.02 KB · PDF |
| **Alternatively, please upload a document with this information** | hawkes_bay__hastings_budget.pdf 356.02 KB · PDF |
| **A. Total cost of project / service *** | $65,377.62 |
| **B. Total funds available *** | $47,823.93 |
| **C. Difference between total cost and total funds available *** | $17,553.69 |
| **D. Amount requested annually *** | $4,000.00 |
| **Date applied** | Tuesday 23 April 2019 |
| **Source of funding** | The Kingdom Foundation |
| **Type of funding, eg a loan, a grant** | Grant |
| **What will it be used for?** | Introductory Training Programme |

| | |
|---|---|
| **Amount requested** | 3,500.00 |
| **Is it confirmed?** | No |
| **If you are still waiting for a response, when will you know the outcome?** | Saturday 1 June 2019 |
| **Date applied** | Thursday 1 March 2018 |
| **Product/service name** | Grant |
| **Amount of funding received?** | $3,500.00 |
| **Have you completed an annual report and financial accounts for this project or service?** | Yes |
| **Please include a copy of your latest annual report and financial accounts with your application.** | vsannualreport2018.pdf 5.27 MB - PDF |
| **If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts.** | certificate_of_incorporation.pdf 21.72 KB - PDF |
| **Tick this box to confirm the above is true and correct. *** | I agree |

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Application No. 64 -NZ Council of Victim Support Groups Inc



charities commission
Komihana Kaupapa Atawhai

# Certificate of Registration

**New Zealand Council Of Victim Support Groups Incorporated**

Registration number: CC26219

This is to certify that New Zealand Council Of Victim Support Groups Incorporated was registered as a charitable entity under the Charities Act 2005 on 19 June 2008.

Sid Ashton
Chair

Trevor Garrett
Chief Executive

# PROVISIONAL BUDGET*

*Income and Expenditure for 2019/2020*

## Hawkes Bay - Hastings

Victim Support
Manaaki Tangata

| Income | Hawkes bay | Hastings |
|---|---|---|
| *Grants Confirmed* | | |
| - | $ - | $ - |
| *Applications Submitted* | | |
| The Kingdom Foundation | $ 3,500.00 | $ 1,540.00 |
| Hastings District Council (This application) | $ 4,000.00 | $ 4,000.00 |
| *Applications Scheduled* | | |
| Napier City Council | $ 4,000.00 | $ - |
| Hawkes Bay Foundation | $ 6,000.00 | $ 2,640.00 |
| Eastern and Central Community Trust | $ 6,000.00 | $ 2,640.00 |
| First Light Foundation | $ 6,000.00 | $ 2,640.00 |
| Infinity Foundation | $ 4,000.00 | $ 1,760.00 |
| Trust House Foundation | $ 4,000.00 | $ 1,760.00 |
| *Fundraising* | | |
| 2019 Victim Support Lottery | $ 1,300.00 | $ 573.69 |
| National Office Contribution** | $ 109,785.49 | $ 47,823.93 |
| | $ 148,585.49 | $ 65,377.62 |
| **Expenses** | | |
| Staff related Expenses | $ 79,452.96 | $ 34,959.30 |
| Volunteer expenses | $ 6,800.00 | $ 2,992.00 |
| ICT | $ 1,780.00 | $ 783.20 |
| Administration Expenses | $ 1,900.00 | $ 836.00 |
| Domestic Travel and accommodation | $ 1,200.00 | $ 528.00 |
| Communications and Fundraising | $ - | $ - |
| Training | $ 2,800.00 | $ 1,232.00 |
| Area Office Overheads*** | $ 54,652.53 | $ 24,047.11 |
| | $ 148,585.49 | $ 65,377.62 |

* Victim Support is currently in the process of preparing budgets for the 2019/20 financial year. This is a provisional budget based on figures from the 2018/19 financial year.

** Victim Support receives funding for contracted services with the Ministries of Justice, Health, and Social Development. This funding is insufficient to meet all operating costs, and Victim Support relies on additional funding from the community to retain our services.

*** Area costs are costs incurred at Area level which relate to multiple local hubs, including the salary of the Area Manager and regional level volunteer activities and training. For the purposes of demonstrating costs accurately in this application, these costs are apportioned evenly across all hubs in the Bay of Plenty Eastern operating Area.

**Kev Carter**

**From:** HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
**Sent:** Tuesday, 30 April 2019 4:59 PM
**To:** Community Grants
**Subject:** HDC - Annual Contestable Grants - Application Form [#283]

| | |
|---|---|
| Name of organisation | 4YOUthNZ |
| Daytime Contact Phone Number | 0221626306 |
| Email | 4youthnz@gmail.com |
| Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? | No |
| Name | Desiree Cornelissen |
| Position | Facilitator/Director |
| Email | 4youthnz@gmail.com |
| Daytime Contact Phone Number | 0275860093 |
| Name | Nadine Geyer |
| Position | Facilitator/Director |

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| | |
|---|---|
| Email | 4youthnz@gmail.com |
| Daytime Contact Phone Number | 0221626306 |
| Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee. | Yes, I/we wish to present to the Community Grants Subcommittee |
| Please indicate if you are applying for *Seed Funding or an **Establishment Grant: | Seed Funding |
| i. Which of the current and future needs of our community are you addressing? | Assisting youth into training, skill development, and jobs<br>Creating safe and sustainable communities free of waste and crime<br>Promoting participation in recreation, arts and cultural activites |

a. What activity/s are within the scope of your project/service?

As occupational therapist we recognise that engaging in meaningful activities in a safe environment support the development of knowledge, skills, connections, networks and resilience (Salvy, Roemmich, Bowker, Romero,Stadler, & Epstein, 2008).

We are planning to facilitate a hui before starting the program to promote participation in recreational, arts and cultural activities. The purpose of the hui is to include youth in the planning phase of the program. Coming together with the youth will give us "a window to look through, to view" what is meaningful to them. To determine

which activities they enjoy doing and activities they don't, in order to foster their ownership and empower them in the decision making phase.

We have already started networking with youth in the community regarding activities to develop communication, listening, leadership and teambuilding skills that are transferrable and could support youth in many aspects of their lives including jobs.

Activities include team sports, crafts, cooking, focus group sessions, social networking and peer support with homework if needed.

**b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?**

Anticipated outcomes

- Provide a place for youth to belong, where they feel safe, where they feel comfortable and confident to engage in activities that are meaningful to them.

- Have developed soft skills including communication, listening, leadership, teamwork, problem solving and community skills that are transferrable to support youth in many aspects of their lives including work and training

- Promoting participation in activities to give youth something to look forward to by exploring different interests, promoting learning and offer new social opportunities (Salvy, Roemmich, Bowker, Romero,Stadler, & Epstein, 2008)

Measures of success

- A record of the number of youth participating in the program.

- Identify benefit to youth through quarterly feedback surveys from the young people participating in the program.

- Identify benefit to the community through quarterly feedback surveys from family/whānau, Hastings library staff and Hastings District Council staff (Kaitiaki included).

| | |
|---|---|
| **c. The process – how will you carry out your project or service, and** | A program run once a week for a group of approximately 20 youth. During school term on a weekday after school. Day to be confirmed at the hui. Venues in Hastings Central Area under consideration include Hastings City Art Gallery, Hasting Baptist Church basketball court, Hastings sports centre. |

| | |
|---|---|
| where will it be delivered? * | We are two registered occupational therapists that will facilitate the program. Some sessions will be delivered by collaborating organisations and/or individuals |
| d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) * | Collaboration with:<br>o Participants<br>o family/whānau,<br>o Hastings library staff<br>o Hastings District Council staff (Kaitiaki included).<br>o Other youth organisations and individuals in the area |
| Is your organisation GST registered? | No |
| Item | We have a paper forecast to submit dependent on outcome of Hui |
| A. Total cost of project / service * | $30,000.00 |
| B. Total funds available * | $0.00 |
| C. Difference between total cost and total funds available * | $10,000.00 |
| D. Amount requested annually * | $10.00 |
| Source of funding | In progress COGS and Hastings Council |

| | |
|---|---|
| Have you completed an annual report and financial accounts for this project or service? | No |
| Tick this box to confirm the above is true and correct. * | I agree |

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

## Hastings District Council

## Annual Contestable Grants - Application Form

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### 1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

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### 2.0 Open and Closing Dates

**Applications open 1 Marchand close 30 April each year.**

**Grants are available from 1 July each year.**

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

## 3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

---

## PART ONE - Eligibility Criteria

### A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

### B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

iii. Must have a current Health & Safety Policy and plan

iv. Must have a current Child Protection Policy where applicable
v.

### C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

# PART TWO – APPLICATION FORM

## Section A - Tell us about your organisation

### i. Organisation details

Organisation Name: Royal New Zealand Foundation of the Blind (t/a Blind Foundation)

Postal Address: Private Bag 99941

City and Postcode: Newmarket, Auckland 1149

Phone: 355 6900 Mobile Phone: .....

Email: grants@blindfoundation.org.nz Website: www.blindfoundation.org.nz

### ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☐ **Yes**** ☒ ~~No~~

**If yes, please enclose a copy of the certificate/s

### iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

| Name | Position | Email | Phone (day) |
|---|---|---|---|
| Rick Hoskin | Chairman | rhoskin@blindfoundation.org.nz | 09 355 6900 |
| Judy Small | Deputy Chair | jsmall@blindfoundation.org.nz | 09 355 6900 |
| Sandra Budd | Chief Executive | sbudd@blindfoundation.org.nz | 09 355 6900 |
| Greg Hurn | Chief Financial Officer | ghurn@blindfoundation.org.nz | 09 355 6900 |
| Cherie McClintock | General Manager, Fundraising | cmcclintock@blindfoundation.org.nz | 09 355 6900 |
| | | | |
| | | | |

### iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

**These hearings will be held in May each year**

~~YES ___ I /we wish to present to the Community Grants Subcommittee~~

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: ~~Seed Funding~~ Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

**Section B - Tell us about your project or service for which you are seeking funding:**

**i. Which of the Current and Future Needs of our community are you addressing?**

- ☒ ~~Assisting youth into training, skill development, and jobs~~
- ☒ ~~Supporting and attracting businesses to provide jobs and revenue into the local economy~~
- ☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☒ ~~Creating an appealing district identity and visitor/student/business destination~~
- ☒ ~~Creating safe and sustainable communities free of waste and crime~~
- ☐ Promoting participation in recreation, arts, and cultural activities

**ii. Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

The Blind Foundation provides specialised wrap around services for people who are blind or with low vision. From counselling to adjust to vision loss and the impact on a person's life and their relationships, to rehabilitation services to get people to be as mobile and independent as possible, to access adaptive equipment and technology to be able to read and communicate, to providing opportunities for socialisation, stimulation and recreation. Without these free specialist services people losing their vision stop being able to safely carry out everyday tasks,

move around their home and the community, and participate in the activities that have made up their former lives. Most major eye diseases are age-related so with an ageing population, the prevalence of vision loss is growing. People on limited incomes cannot afford private professional services, often have other health/disability needs, and are prone to isolation and depression. Hawke's Bay is served from our Napier office with mobile staff visiting people in their own homes and in community based locations. To enhance the quality of life and wellbeing of clients our staff and volunteers support the local social group that provides regular activities and peer support, provide assistance and support for people into recreation of their choosing, run regular activities for recreation, socialisation and stimulation, and work with local clubs and groups to support the provision of inclusive activities. There are 273 clients in the Hastings District, 195 of whom are over 65. In the last year 37 new clients in Hastings were registered.

b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

We carry out a client satisfaction survey with over 200 people contacted each month. Each year we have a roadshow around the country for members and associates of the Blind Foundation to provide their feedback directly to the Board and senior management. These "Let's Talk" sessions inform the way we deliver services and have led to some significant changes.

- People with vision loss that receive counselling sessions come to terms with their sight loss (Number of people receiving counselling services).
- They access the range of other services they need to maximise their functioning (Number of rehabilitation services accessed, satisfaction reported)
- Clients try out different options of equipment and technology to find the best suited for them (Number of clients accessing Adaptive Communications and Adaptive Technology service). They are trained to be confident using a range of adaptive equipment and technology. (Satisfaction reported).
- Clients actively participate in social and recreation groups that are run or supported by the Blind Foundation and those in their local communities (Groups in the community, number of participants).
- Volunteers are available to provide support, guidance and companionship for people to enjoy community life. (Number of volunteers, roles of volunteers, ongoing engagement of volunteers)

c. **The process** – how will you carry out your project or service, and where will it be delivered?

While clients can drive to the Napier service centre to receive services, attend training or try out the range of assistive technology, our staff based there are mobile and ensure that transport is not a barrier to receiving services as, of course, people who lose their vision are no longer able to drive. Many are older, have limited incomes, may have other mobility issues, may not have partner or family support, and cannot easily access transport. Our staff travel into Hastings District to visit them in their own homes or other community spaces. They may show them ways to navigate their homes and local community using tactile clues or learning to use a cane, they may learn how to keep safe cooking, sticking "bump-on" raised bumps on appliances to help with identifying settings, use adapted equipment or demonstrate the usefulness of high contrast to assist with limited vision. Activities are run in the community - perhaps a gallery trip, a tandem bike ride or one of the regular Hastings activities such as Hastings Vision Impaired bowling held weekly at Heretaunga Bowls Club and Social group that meets fortnightly for peer support and friendship. We are reliant on our pool of trained volunteers who provide support, guidance and may assist with transport to appointments and activities.

d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

Staff serving Hastings District include Adaptive Communications & Adaptive Technology Instructor, Counsellor, Needs Assessor, Rehabilitation Instructor, and Recreation and Volunteer Coordinator. Where there is a specialist required that is not based in the area our staff from further afield, such as based in Palmerston North come into the area. The Recreation and Volunteer Coordinator liaises with community activity providers - sports, arts and social - to advise and support them accommodating the needs of blind and low vision to be included. This may be on a one on one basis or working with them to adapt an activity that makes it accessible for people with disabilities. We are strongly involved in the work of the Access Alliance, a collaboration of disability organisations working to raise awareness of the accessibility needs of people with disabilities. We also work alongside Blind Sport, Halberg and other sports providers to support people into the activity of their choice and work closely with other blindness organisations such as Macular Degeneration NZ, Glaucoma NZ and other vision specialists to promote the need for greater support for eye health.

iii. **Identify the anticipated budget for the year 1 July to 30 June -** where appropriate please include copies of quotes.

**Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.**

| Item | Amount |
|---|---|
| Salary related | $ 300,084.00 |
| Other staff costs | $ 4,262.00 |
| Office costs | $ 6,964.00 |
| Property costs | $ 3,676.10 |
| Rent | $ 51,175.00 |
| Utilities | $ 4,708.00 |
| Cleaning | $ 10,711.00 |
| Travel | $ 35,781.00 |
| Equipment | $ 2,767.00 |
| Programme costs | $ 1,874.00 |
| Depreciation | $ 21,099.00 |
| (A) Total Cost | $ 443,101.10 |

**Project/Service Income e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.**

| Income Source | Amount |
|---|---|
| Government contracts | $ 157,381.00 |
| Grants | $ 7,166.66 |
| Rent | $ 3,000.00 |
| Other fundraising | $ 270,553.44 |
| | $ |
| NB: Govt contracts figure is 2.06% of national | $ |
| allocation based on the proportion of clients from | $ |
| Hastings District. | $ |
| | $ |
| (B)Total Income | $ 438,101.10 |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| **A. Total cost of project / service** | $ 443,101.10 |
| **B. Less total funds available** | $ 438,101.10 |
| **Difference** | $ 5,000.00 |
| **Amount requested** | $ 5,000.00 |

**iv. Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: Friday, 23 March 2018

Project/Service name/s: Tandem bikes and Community & Life Enrichment Service

Amount/s of funding received? $3,200

**v. Please include a copy of your organisation's latest financial accounts with your application.**

## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation

- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:

i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;

ii. A procedure for dealing with accidents & incidents;

iii. A procedure for dealing with potential emergencies;

iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.

- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name Pam Baillie Position in organisation: Senior Trusts & Grants Fundraiser

Signature:..... Date: .....

Blind Foundation

Beyond vision loss

**2019-20 Budget for Hawkes Bay area**
including 5 staff + administrator
and Napier Service Centre

**EXPENDITURE**

| | | |
|---|---|---|
| Salary related | $ | 300,084.00 |
| Other staff costs | $ | 4,262.00 |
| Office costs | $ | 6,964.00 |
| Property costs | $ | 3,676.10 |
| Property rental | $ | 51,175.00 |
| Utilities | $ | 4,708.00 |
| Cleaning | $ | 10,711.00 |
| Travel | $ | 35,781.00 |
| Equipment | $ | 2,767.00 |
| Programme costs | $ | 1,874.00 |
| Depreciation | $ | 21,099.00 |
| **TOTAL** | **$** | **443,101.10** |


Blind
Foundation
Blind Foundation
Year in Review
2018

# Contents


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# Making a difference for people with sight loss

The Blind Foundation exists to support people who are blind or have low vision to do the things they want to do, and enable them to fully participate in society. With your support, we are making a substantial difference for individuals and communities throughout New Zealand.

As New Zealand's population ages so is the incidence of sight loss increasing. For this reason, one of our main focuses this year has been reaching more people who would benefit from our support – and to make it easier for people to connect with us.

We are pleased to report that our focus on making it easier for people to connect with us has been working. The number of people reaching out to the Blind Foundation rose from three per day, to seven per day, and it's pleasing to have been there to help with practical and emotional support.

In the pages following, you will read about new technology, shifting attitudes and removing barriers that get in the way of people who are blind or have low vision doing what they want. You will also find stories about people with sight loss, empowered to do the things they want to in life.

We remain committed to our four strategic priorities: Independent Living; Access for all; Reaching more people and Building a foundation for the future.

With your support, we are changing the game to create a more accessible New Zealand that gives people with sight loss the freedom and independence that is their right.

Thank you to all the Blind Foundation volunteers, supporters and staff who have been part of making a major difference this year for New Zealanders who are blind or have low vision.

**Naku te rourou nau te rourou ka ora ai te iwi.**



**Sandra Budd**
Chief Executive



**Rick Hoskin**
Board Chair

# Who we help together

From young ones born with sight difficulties, right through to our oldest generation whose sight has deteriorated with time, every day we help Kiwis who are blind or have low vision find the best ways to do the things they want in life.

**People with low vision have limited useful sight, even with their best pair of glasses.**

All across New Zealand, from Cape Reinga to Bluff, you help us visit people in their homes to find solutions together. From making cups of tea and doing the washing, reading the news and using a smart phone, to taking the bus to work or study, or connecting in with like-minded others in the community – no goal is too big or too small.



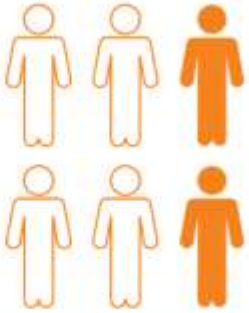
**"The tuition I have had has been very caring and I don't know what more I could have asked for."** - John (79)



**"Using my white cane I strolled to the shops. I'd never had the confidence, since I lost more vision, but I did it… and I'll do it tomorrow too. I felt great."** - Jo (90)

**One third of the people the Blind Foundation help have Macular disease.**

The four most common eye diseases causing blindness and partial sight in New Zealand are age-related macular degeneration (AMD), diabetic retinopathy, glaucoma and cataracts.



Over the past year, more people came to us for help. The numbers increased from 3 people every day to 7 people every day.

2017



2018



**12,847**
**Total clients**

**5,710**
Rehabilitation sessions delivered

**796**
Clients and their families received counselling services

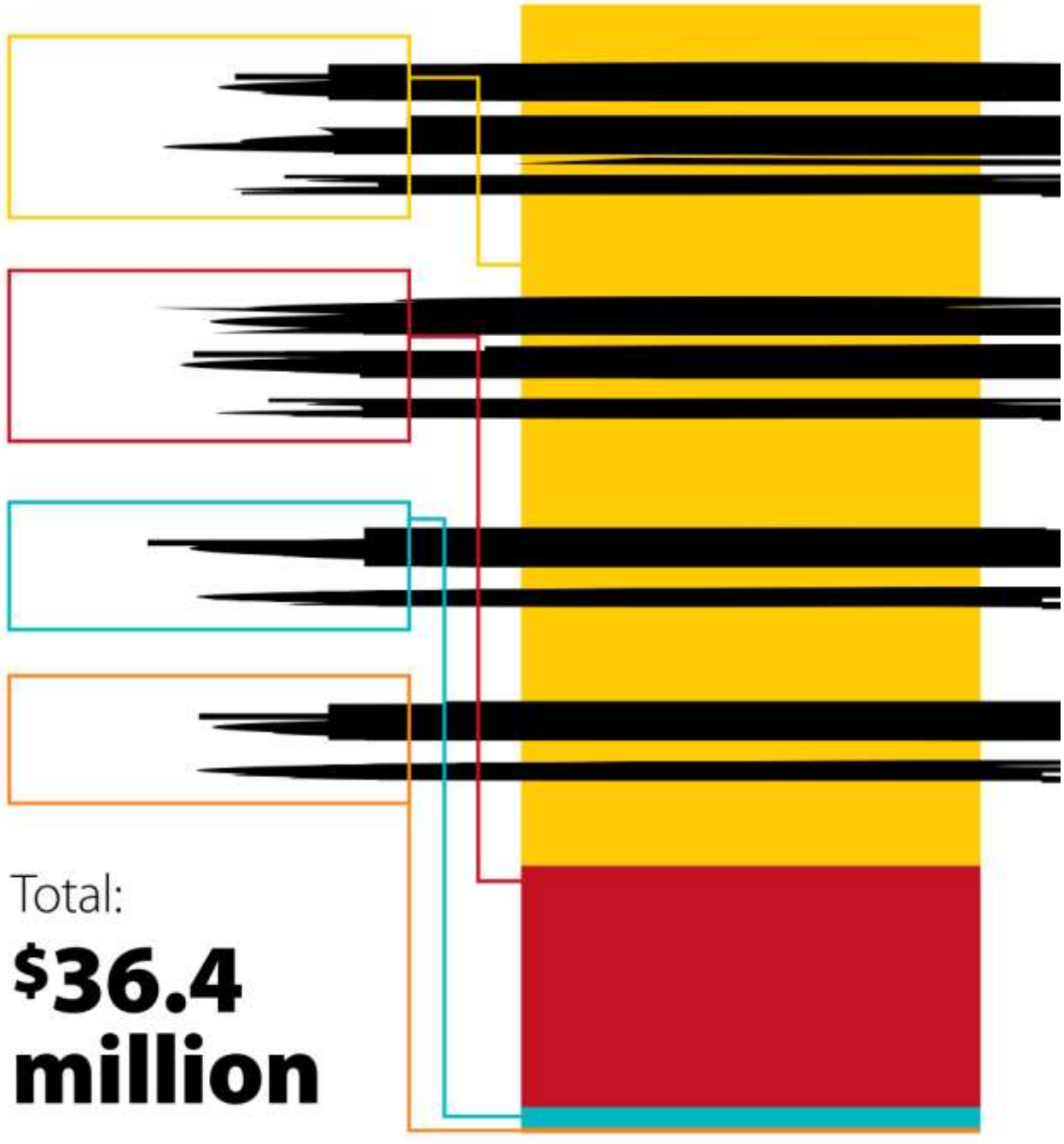
**379**
Clients received employment support

**1,308**
Clients received technology support

**481,000**
Talking books and magazines delivered to our library members across NZ.

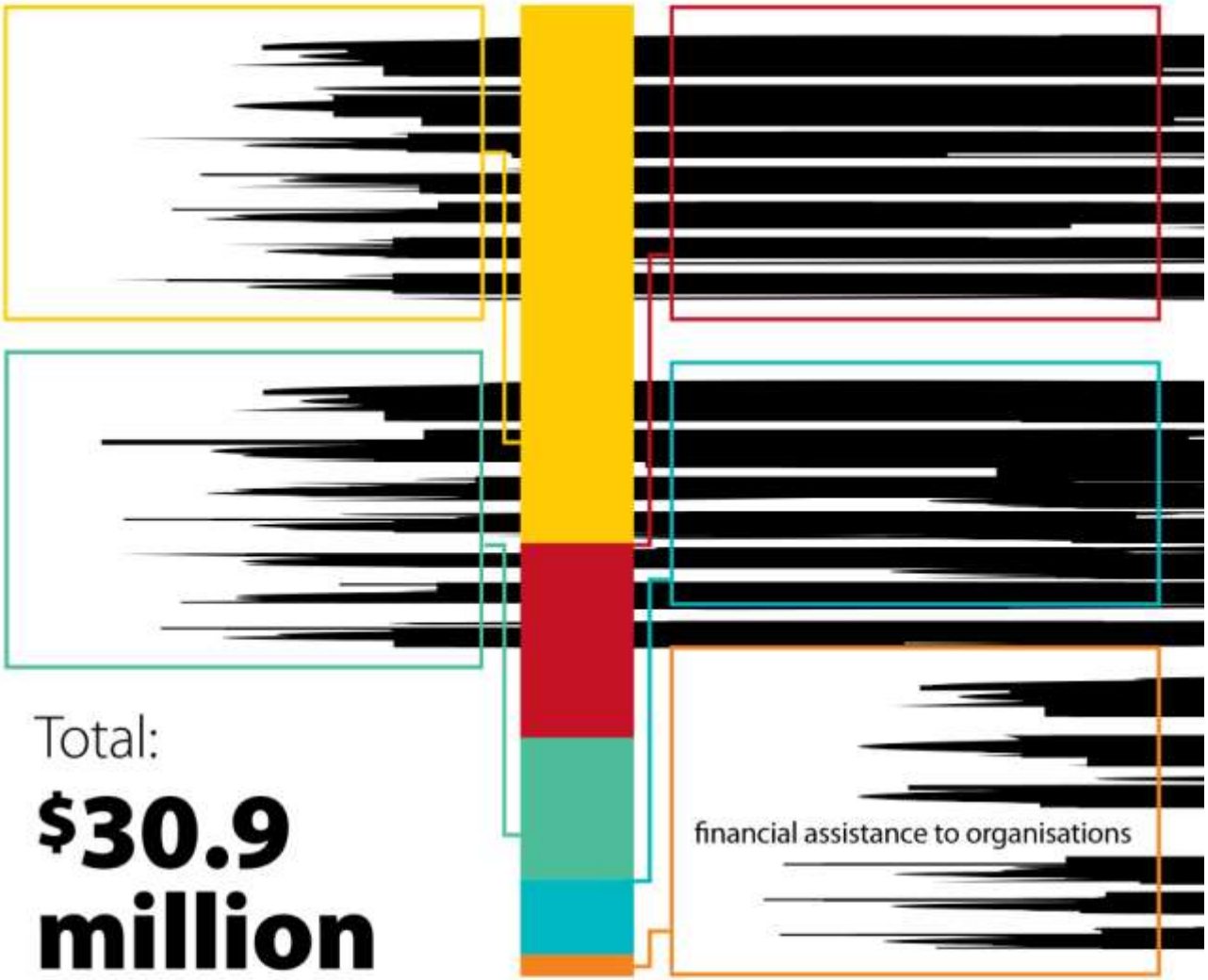
# How we raised our money

With the help of our generous supporters we raised $36.4 million to support New Zealanders who are blind or have low vision.



# How we spent our money

We spent $30.9 million on services and support for New Zealanders who are blind or have low vision.




| | |
|---|---|
| Expenditure on services benefiting blind & low vision New Zealanders | $30.9 million |
| Expenditure on fundraising | $6.0 million |
| Expenditure on governance and other indirect costs | $0.4 million |
| **Total expenditure** | **$37.3 million** |

# Inspiring Independence

A big part of what we do every year, with your support, is help New Zealanders adjust to sight loss, retain their independence and achieve more than they ever thought possible. We do this by providing practical and emotional support including counselling, helping people learn new adaptive skills for day-to-day living like shopping, cooking, and getting around independently.

**Here are just two of the many people we help every year.**



# Stevi & Halo's story

**Thanks to you, the future's looking bright for 21 year old Stevi.**

"Having Halo come into my life has been amazing. Without her, every aspect of my life would be so different…

I was born with a rare eye condition that seriously affects my vision. Before Halo, things were hard. I couldn't go out on my own and I felt very isolated.

That changed when Halo came into my life.

The first time I walked to town by myself I was so happy. I had just gone to meet my friend, such a simple thing, but something that I'd never been able to do by myself before. It felt really great, I was so emotional.

Without Halo, I don't know if I would have gone to university. I doubt I would have to be honest. Even though Halo can't do my assessments, just knowing that I have the independence to actually go out whenever I want, gives me the drive to achieve new things.

Having a guide dog makes me feel better about myself.



Stevi with her guide dog Halo.

I adore Halo and her cheeky personality. She works hard and is really compassionate, always tuned in to how I'm feeling and what's going on around us. Halo also loves carrots, which I find very cute."

What a bright future Stevi has ahead of her – with Halo by her side.

**Every year, around 100 guide dog puppies are born at the Blind Foundation's breeding centre in Manurewa, Auckland. With support of our expert staff, teams of volunteers, and supporters like you, they train for two years to become guide dogs.**

# Tom's story

Tom isn't the type of man who asks for help lightly.

Born with only one good eye, he's approached life with a mix of Kiwi courage, humour and optimism. It got him through the war and safely home again to start a business and raise a family.

Tom will tell you it's been a good life. But when he suddenly lost the sight in his good eye and his vision turned into a haze, he sensed his "spark beginning to fade."

"As soon as I contacted the Blind Foundation for help they were brilliant. I've had people who are just absolutely dedicated. Honestly, they should get a medal. Really, they should!"

Blind Foundation specialist staff have been there for Tom right from the beginning.

"I have the confidence to face up to my changing world of darkness now that I have the dedication of an organisation that really cares. They have looked after me, visited me and supplied with me different types of equipment to use."

Being able to still get around with limited vision is particularly important for a social person like Tom. Because of your support we've been able to offer him advice and reassurance about continuing to safely use his mobility scooter. And we're at Tom's side at home too, giving him the tools and helping him adapt to his changing environment.

"Without the Blind Foundation, life would be a pit of darkness. It would be my problem on my shoulders and that would be it. But now I have people who know all about blindness to share my problem with. There is no greater organisation."



# Changing the game with attitudes and access

With your support we are not only able to change the lives of individuals affected by sight loss, we are also wanting New Zealand to do better at taking eye health seriously, and we are advocating for accessible, inclusive communities.

We are committed to making the world a better place for people who are blind or have low vision. We believe people with sight loss should be able to navigate public transport, access the same information available to everyone else, and pursue the career of their dreams, without unnecessary barriers.

The good news is, now more than ever, the opportunities are here to make a real difference by helping to remove barriers and educate New Zealand about how we can embrace an inclusive society, where everyone gets a fair go.



**NZ Bus staff, Blind Foundation trainers, clients and their new guide dogs.**

**Some highlights from FY18 include:**

# Exploring the possibilities of voice-controlled smart speakers

Entirely voice operated, a smart speaker has no buttons to push or screens to navigate, making the mainstream technology of great interest to our community.

With support from Internet NZ, we developed the Blind Foundation 'skill' on Amazon Alexa in 2018. Billed as a world-first for a blindness organisation, the Blind Foundation skill gives users instant access to our treasured library of 18,000+ books and magazines.

Many people describe our library as a lifeline, and we are excited to be harnessing this emerging technology to provide another way for people to access the books and magazines they love, and to stay connected with the world around them.

Thank you to Milford Asset Management for their partnership with the Blind Foundation library, and the thousands of New Zealanders whose support enables us to continue to provide the much loved library service.

In 2019 we also opened a new 'accessible hub' in the Dunedin office, funded by the Dr Marjorie Barclay Trust. It demonstrates what smart technology is capable of doing around the home. Inside the room is a smart speaker, linked to other appliances such as blinds, fans and lights, controlled using voice commands.

**"What thrilled me about Alexa [the smart speaker] was the speed of the response. The other thing was that I didn't have to push and find buttons. It was just the sheer simplicity and convenience of it all."** - Trevor



# Progressing access to information with the Marrakesh Treaty

Everyone deserves the right to access the same information and unfortunately, for those who are blind or have low vision, having access to information in a format they can read is a challenge worldwide. Once introduced, the Marrakesh Treaty will make a real difference to the wealth of information people who are blind or have low vision can access.

**Access to information is a major barrier: It is estimated that less than 10% of published information generally available is also accessible to those with a print disability.**

Over the year, the Blind Foundation and Blind Citizens NZ worked closely with the New Zealand government as it progressed towards ratifying the Marrakesh Treaty.

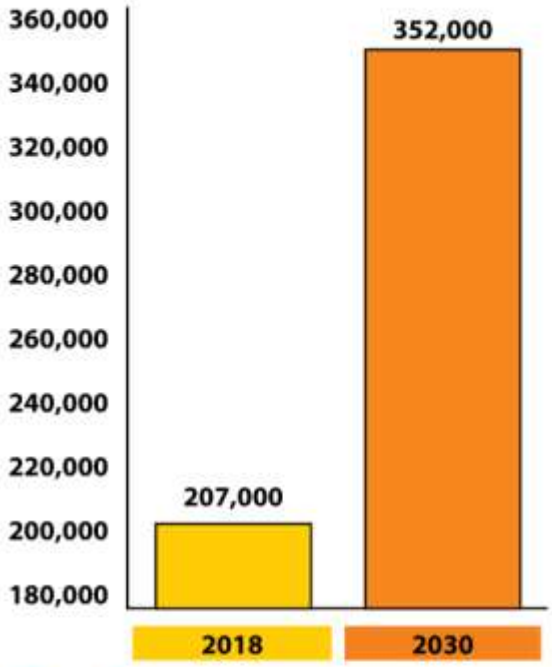
In the information age, unlocking access to information is another way to overcome the challenges people with blindness or low vision often face in education, employment and social inclusion.

**The Marrakesh Treaty is an international treaty allowing copyright exceptions for accessible versions of books and other copyrighted works for people with a print disability, and this includes those who are blind or have low vision.**

# Supporting better access to eye care services in New Zealand

The number of Kiwis with sight loss is rising as our population ages. We also know that 75% of blindness and low vision in New Zealand is avoidable through treatment or prevention.

Being involved in the Eye Health Coalition is one of the ways we're influencing eye health being taken seriously. Made up of eye health professionals, service providers and consumer organisations, we began working collaboratively with parliamentarians and ministry officials to improve access to eye health services for all New Zealanders.




**It is estimated the number of people with age-related macular degeneration, the leading cause of blindness in New Zealand, will rise from 207,000 today to 352,000 in 2030 (an increase of 70%).**

# Supporting businesses to open doors for blind and low vision people

A study across New Zealand, Canada and Australia found people with sight loss are significantly less likely to be employed full time compared to their sighted counterparts. In New Zealand, the full time employment rate of people who are blind or have low vision was 32%.

More often than not, the gap around employment of people with disabilities isn't the people themselves – it's how workplaces are setup to include them.

In recognising there is great appetite from New Zealand businesses to be inclusive of people with disabilities, we setup Access Advisors to help them achieve this.

Access Advisors is just getting started, and has already made waves by showing the impact accessibility can bring to business.

This initiative would not have been possible without your support, and the enthusiasm of businesses to embrace accessibility.



# Removing access barriers from the top

Ask any Kiwi who is blind or has low vision, or indeed any person with a disability, to tell you a story of when they have faced barriers to doing the things they want to in life. More than likely, they will be able to tell you many.

After gaining commitment to introduce accessibility legislation or accessibility standards from five of the seven parliamentary parties in the 2017 election, the Access Alliance's Access Matters campaign shifted into an exciting phase of working closely with government and policy makers to put accessibility at the heart of a more inclusive Aotearoa New Zealand.

The Blind Foundation has played a leading role in driving this work forward, and in April hosted an event with the Access Alliance's community helping people to share their personal stories about access barriers. These formed a key part of the Access Matters campaign in the following months.



Dan and his son Benji

## #MyAccessStory

**"As a parent with low vision wanting to engage with my son's play and physical development, the playground equipment and park benches scattered through the space, with the exception of the bright red plastic slide, is all a natural wooden theme, leaving no colour contrast between the bark covering the floor of the playground and the play equipment. There is no colour contrast to assist me to map my path through the already busy space."** - Dan's Access Story

**Read or share access stories at accessalliance.org.nz**

# Getting involved with our communities

Bringing people together and helping one another is at the heart of what we do at the Blind Foundation. Whether it be kind-hearted volunteers supporting people in their community or participating in fundraising events, people who are blind or have low vision coming together over regular coffee groups (or something more adventurous), or anyone with an interest in advocating for a more inclusive New Zealand – there is plenty going on in communities.

**The following pages provide a snapshot of some of the activities happening in our communities over the year.**



Ocean Stephens outside the Guide Dogs tent, with CEO Sandra Budd, her partner Craig and Guide Dog Jj, after completing the Auckland half marathon



A group of blind and low vision horse riders set out for a trek



After completing the Auckland Marathon, runners posed for a photo with one of our guide dogs




A community event raises funds for Blind Foundation Guide Dogs




A tandem bike team biking the Motukarara rail trail



Jessica Caine and her adorable baby Summer & family collecting for Blind Week



Invercargill support group on an outing for lunch in Riverton




Marathon runners supported team Guide Dogs at the Auckland Marathon



Our puppy mascot Marvel greets school kids



Walking group members check out an art installation at Christchurch Botanical Gardens



Cheerful volunteers at the Retina International World Congress



Christchurch client Fiona Kennedy and her kokedama at an arts and crafts workshop




Puna Lions Clubs members Doug and Ian with coordinator Gloria Scanlon collecting for Blind Week



A group of people came together in Wellington for their local Access for All advocacy workshop



Every monday a group meet in Parnell, Auckland to go on a walk together and chat about life



Zombies chased our clients in a Run for your Feck'n Life event at Spookers Haunted Attraction Scream Park in Auckland



Children challenged themselves at the Blind Foundation 2018 Kids Camp

# Thank you to our wonderful supporters

We are extremely grateful to all our generous supporters, whose kindness enables people who are blind or have low vision, to be self-reliant and to live the life they choose. Many amazing people made a lasting impact by remembering the Blind Foundation in their will. This is a unique gift that leaves a lasting legacy.

**We thank each of you for sharing our vision of a life without limits.**

Auckland Council

Auckland Council - Dog Registrations

Audrey Wapp

Brendan Lindsay

Bruce D Picot

Carolyn Rogers

Christchurch Earthquake Recovery Trust (CERT)

Community Trust of Southland

Dorothy M Cutts

Dunedin City Council

Eric W Wright

Estate Acorn Foundation

Estate of Mr Alan Douglas Harvey

Four Winds Foundation Limited

Gordon Roberts Charitable Trust

Grumitt Sisters Charitable Trust

Helen Miller

Hilda Bottomley Charitable Trust

Hill's Pet Nutrition (NZ) Ltd

Hudson Gavin Martin

Hugh Anderson Charitable Trust

Hugh Green Foundation

Internet NZ

J A Macpherson Charitable Trust

J.B.W. McKenzie Charitable Trust

Jack Jeffs Charitable Trust

Jacqui Kelly

JDS Roberts Charitable Trust

John Beresford Swan Dudding Trust

John Ilott Charitable Trust

John Spencer

Jones Foundation

L W Nelson Charitable Trust

Lake Memorial Trust

Le Va

Liz Marriott

Lottery Grants Board

Marilyn Hoggard

Marlborough District Council

Marsh Family Trust

Maureen Mayne

Maurice Paykel Charitable Trust

Mike Thompson

Montgomery

N H Taylor Charitable Trust

N R Thomson Charitable Trust

Nelson Pine Industries

New World St Martins

Nikau Foundation

Olive Walker

Pamela Maling Memorial Trust

Peter Booth

Quality Hotel Parnell

QuickCircuit Limited

Rata Foundation

Ray Watts Charitable Trust

Reed Charitable Trust

Room-Simmonds Charitable Trust

S M O'Connor

Taumarunui Opportunity Shop

Taupo District Council

Te Pou o Te Whakaaro Nui

Tennyson Charitable Trust

The Fred Ruddenklau Charitable Trust

The Irvine Trust

The Kingdom Foundation

The Law Foundation New Zealand

The Marjorie Barclay Charitable Trust

The Owen and John Whitfield No 1 Fund Charitable Trust

The Owen and John Whitfield No 2 Fund Charitable Trust

The Southern Trust

The Trusts Community Foundation Inc

The Victoria League For Commonwealth Friendship Canterbury

Thomas George Macarthy Trust

Timaru Construction Ltd

Trillian Trust Inc

Trust Waikato

Una and John Kennedy Trust

William Downie Stewart Charitable Trust

Win Skellerup Charitable Trust

Zena & Jack Peat Charitable Trust

Blind Foundation

**National Support Office:**
Awhina House, 4 Maunsell Road, Parnell, Auckland 1052
Private Bag 99941, Newmarket, Auckland 1149

**0800 24 33 33**
generalenquiries@blindfoundation.org.nz | blindfoundation.org.nz
facebook.com/rnzfb @BlindNZ

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

## Hastings District Council

# Annual Contestable Grants - Application Form

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### 1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

---

### 2.0 Open and Closing Dates

**Applications open 1 Marchand close 30 April each year.**

**Grants are available from 1 July each year.**

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

## 3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048).
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

---

## PART ONE - Eligibility Criteria

### A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

### B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

iii. Must have a current Health & Safety Policy and plan

iv. Must have a current Child Protection Policy where applicable

### C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

# PART TWO – APPLICATION FORM

## Section A - Tell us about your organisation

### i. Organisation details

Organisation Name: **Disability Resource Centre (HB) Trust**

Postal Address: **PO Box 2348, Stortford Lodge**

City and Postcode: **Hastings 4153**

Phone: **06 873 8208** Mobile Phone: **027 451 2881**

Email: **supportservices@drchb.org.nz** Website: **www.drchb.org.nz**

### ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☑ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s

### iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

| Name | Position | Email | Phone (day) |
|---|---|---|---|
| **Terry Moys** | **Chairperson** | **t.a.moys@xtra.co.nz** | **027 364 0540** |
| **Kathleen Rodgers** | **Deputy Chair** | **sashrodgers@gmail.com** | **022 541 5679** |
| **Gray Ruffell** | **Executive Member** | **info@grayruffell.co.nz** | **027 303 1079** |
| **Bronwyn Erickson** | **Executive Member** | **bronlee@gmail.com** | **027 536 6013** |
| **Amataga Iuli** | **Executive Member** | **amataga.iuli@hbdhb.govt.nz** | **027 234 3359** |
| **Sue Robson** | **General Manager** | **gm@drchb.org.nz** | **027 246 9541** |
| | | | |

iv. **Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.**

**These hearings will be held in May each year**

YES ☑ I /we wish to present to the Community Grants Subcommittee

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: (**Seed Funding**) ~~Establishment Grant~~

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

**Section B - Tell us about your project or service for which you are seeking funding:**

i. **Which of the Current and Future Needs of our community are you addressing?**

- ☐ Assisting youth into training, skill development, and jobs
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ☐ Creating safe and sustainable communities free of waste and crime
- ☑ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

**"Battle of the Catwalk" – Live Performance.**

**Disability Resource Centre (HB) Trust are working in partnership with Idea Services (IHC) to put on a Production with a "Catwalk" theme to be held in October 2019.**

**The stars of the show will be clients from Disability Resource Centre and clients from Idea Services. There will also be a handful of students involved.**

**We require funding to pay for a drama coach/teacher (Jenny Oliver) who will work with our clients for 2 hours per week at $50 (+ GST) per hour over the period August to October.**

**We also need to hire a venue and pay for some costumes to be designed. Lighting and sound equipment will need to be paid for also and we'd like to do some advertising.**

**We will have 25 clients with disabilities performing in the production with family, friends and members of the public in the audience.**

**We would also invite pupils/teachers from the Havelock North Special Needs Unit and pupils/teachers from Kowhai Special School and Fairhaven.**

The aims of the project are to:

- **Promote participation and inclusion in the community for disabled people by performing to members of the public in the artistic forms of music, dance and acting**
- **Strengthen the partnership between Idea Services and Disability Resource Centre**
- **Foster interagency friendships**

- Build the confidence of our clients
- Encourage clients to look beyond our production and join theatre groups
- Show special needs students and the general public what can be accomplished with the right support

We ran a joint production last year and we have a video of this if you would like to see it. It was run on a shoestring budget and we have learned lots of positive lessons from this.

We are now confident that our clients will be able to WOW the audience with the "Catwalk" themed production this year, and we may even be able to get our hands on some World of Wearable Arts outfits for the occasion – even if these are just displayed on mannequins.

b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

We believe the main benefits of this project will be:

- Participation for people with disabilities in a community event in the artistic forms of music, dance, acting
- Confidence building for the people performing in the production
- Showcasing the talents of the performers to the general public

These benefits will be demonstrated best by video footage of our clients across various stages of the production process so that a measurable growth of confidence can be clearly shown - this will include not only footage of the end production but also footage and interviews with performers before, during rehearsals, and after the final performance. The audience's response will also be measured via video footage.

c. **The process** – how will you carry out your project or service, and where will it be delivered?

Show will be advertised in Community Newspapers, on facebook and through our already established networks.

Costumes to be designed by Angela Elliott (Designer/costumier/dressmaker).

The clients who wish to participate in the production will attend drama classes for 2 hours per week. "Stars" of the show who would like to be interviewed and videotaped will be identified. Interviews/rehearsals will be videotaped at various times throughout the life of the project.

Clients will learn the story and the dance moves that go along with the songs that have been selected by the drama coach.

Lighting and sound equipment/props will be arranged at the venue.

On the day of the live show there will be a final dress rehearsal and then the live show will be held in October 2019 (venue yet to be confirmed but is likely to be at Lindisfarne College).

Video coverage of the live show will take place and we will also ask members of the public if they enjoyed the show and would like to say a few words on the video.

Clients will be interviewed following the show to measure the success of the project.

d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

The people who will be involved in the project will be

- Disability Resource Centre staff (Karen Elliott – key contact person 027 444 0748) https://drchb.org.nz https://www.facebook.com/drchb/
- Disability Resource Centre clients
- Idea Services staff (Leeanne Douglas – key contact person 021 730 288) https://ihc.org.nz/idea-services
- Idea Services clients
- College students (Lindisfarne College TBC)
- Drama coach/teacher (Jenny Oliver, Director of "Monarch Life") https://www.monarchlife.co.nz/
- Designer/costumier/dressmaker (Angela Elliott, Managing Director "How Ridiculous Costuming") https://www.facebook.com/how.ridiculous.costuming)
- Sound and Light Technician (Nicholas Batey, Manager Implexis Productions) https://www.facebook.com/Nick.M.J.Batey

This is a collaborative partnership between all parties above. We do recognise however that it would have been more suitable for one joint funding application from the two Organisations (Idea Services and DRC) however this has not occurred, and we have been advised by Idea Services that they have secured their half of the funding.

The budget therefore is our half of the funding required.

We will be looking to prepare joint funding applications for future projects/ ventures.

For this project we have also applied for funding to "The Rehabilitation Welfare Trust". This closed on 15th April 2019 and will go to their meeting in May 2019.

iii. **Identify the anticipated budget for the year 1 July to 30 June** - where appropriate please include copies of quotes.

**Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.**

| Item | Amount |
|---|---|
| Venue Hire (TBC) | $ 400.00 approx. |
| Drama Coach | $ 1,000.00 |
| Designer/Costumier/Dressmaker | $ 1,500.00 |
| Sound and Light Technician | $ 2,250.00 |
| Advertising – ¼ page ad Napier Courier & Hastings Leader | $ 598.00 |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| (A) Total Cost | $ 5,748.00 |

**Project/Service Income e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.**

| Income Source | Amount |
|---|---|
| Have applied for funding for the same purposes with | $ |
| Rehabilitation Welfare Trust and decision is pending | $ |
| | $ |
| Our Organisation would have to continue some form | $ |
| Of fundraising to ensure this production goes ahead | $ |
| | $ |
| | $ |
| | $ |
| (B)Total Income | $Nil |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| **A. Total cost of project / service** | $5,748.00 |
| **B. Less total funds available** | $Nil |
| **Difference** | $5,748.00 |
| **Amount requested** | $5,748.00 |

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: **Not Applicable**

Project/Service name/s: **Not Applicable**

Amount/s of funding received? **$ NIL**

v. **Please include a copy of your organisation's latest financial accounts with your application.**

## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation

- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:

    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;

    ii. A procedure for dealing with accidents & incidents;

    iii. A procedure for dealing with potential emergencies;

    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.

- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name: **Sue Robson** Position in organisation: **General Manager**

Signature: ..... Date: 26/4/2019

Ministry of Economic Development
Companies Office

# CERTIFICATE OF INCORPORATION

## DISABILITY RESOURCE CENTRE HAWKES BAY TRUST

231857

This is to certify that DISABILITY RESOURCE CENTRE HAWKES BAY INCORPORATED was incorporated under the Charitable Trusts Act 1957 on the 27th day of June 1984 and changed its name to DISABILITY RESOURCE CENTRE HAWKES BAY TRUST on the 30th day of November 2007.

Neville Harris

Registrar of Incorporated Societies
13th day of December 2007

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 13 Dec 2007 13:17:15 NZT

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charities commission
Komihana Kaupapa Atawhai

# Certificate of Registration

**Disability Resource Centre Hawkes Bay Trust**

Registration number: CC24187

This is to certify that Disability Resource Centre Hawkes Bay Trust was registered as a charitable entity under the Charities Act 2005 on 12 May 2008.

Chair
Charities Commission

Chief Executive
Charities Commission

**Alison Shapland**

**From:** Alison Shapland
**Sent:** Tuesday, 2 April 2019 9:51 a.m.
**To:** Alison Shapland
**Subject:** FW: Funding for DRC Show

**From:** Karen Elliott
**Sent:** Monday, 1 April 2019 10:04 a.m.
**To:** Alison Shapland <supportservices@drchb.org.nz>
**Subject:** FW: Funding for DRC Show

Email from Jenny

**From:** Jenny Oliver <jenny@monarchlife.co.nz>
**Sent:** Monday, 1 April 2019 9:06 a.m.
**To:** Karen Elliott <scopze@drchb.org.nz>
**Subject:** FW: Funding for DRC Show

Hi Karen

Thanks for the opportunity to quote for the Show
Quotes are exclusive of GST

**Jenny Oliver**
**'Monarch Life'**
**Director**

$1000 – 20 hours at $50 an hour

---

**Angela Elliott**
**'How Ridiculous'**
**Designer, costumier, dressmaker**

$1500
Costume materials, op-shopping, buying clothing, labour

---

**Nicholas Batey**
**Sound and Light Technician**

Set decorations - 5250
Labour, set design, equipment, including data projection, tech support for setup, rehearsals, show night and pack down
$2000

1

## Alison Shapland

**From:** Jillene Seddon <Jillene.Seddon@nzme.co.nz>
**Sent:** Wednesday, 10 April 2019 12:54 p.m.
**To:** Alison Shapland
**Subject:** Quote for advertising and followup editorial opportunity.

Good afternoon Alison

Thank you for your enquiry of interest into our community papers for your production.

Print cost Napier Courier and Hastings Leader
2 options available -
Quarter Page ad - cost $299 + gst per paper
Half Page ad - cost $450 + gst per paper
I understand that you will be approaching businesses to help fund promoting your production. So I have kept pricing to a minimum.

Please let me know if this comes within your budget, otherwise I can price on smaller size advertisements.

We can talk further on the editorial article with our editor Rachel Wise closer to the event. This will be an occasion where they would like to look at a story involving the cast.

regards Jillene

**JILLENE SEDDON**
MEDIA SPECIALIST

D: 06 8730800 etxn 56422 M: 021 497 210
E: jillene.seddon@nzme.co.nz

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# Performance Report

Disability Resource Centre Hawkes Bay Trust
For the year ended 30 June 2018

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Crowe Horwath
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Crowe Horwath
New Zealand Audit Partnership
Member Crowe Horwath International

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Hastings 4156 New Zealand

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INDEPENDENT AUDITOR'S REPORT

To the Beneficiaries of Disability Resource Centre HB Trust

Opinion

We have audited the performance report of Disability Resource Centre HB Trust (the Trust) on pages 6 to 23, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 30 June 2018, the statement of financial position as at 30 June 2018, and the statement of accounting policies and other explanatory information.

In our opinion:

a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable; and

b) the performance report on pages 6 to 23 presents fairly, in all material respects,:

- the entity information for the year ended 30 June 2018;
- the service performance for the year ended 30 June 2018; and
- the financial position of the Trust as at 30 June 2018, and its financial performance, and cash flows for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

Basis for Opinion

We conducted our audit of 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 International Standards on Auditing (New Zealand) (ISAs (NZ)), and of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000. Our responsibilities under these standards are further described in the *Auditor's Responsibilities for the Audit of the Performance Report* section of our report.

We are independent of the Trust 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, the Trust.

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Crowe Horwath.
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**Responsibilities of the Trustees 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 the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Trustees are responsible for assessing the Trust'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 Trust 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 as a whole 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) and ISAE (NZ) 3000 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) and ISAE (NZ) 3000, 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, including performing procedures to obtain evidence about and evaluating whether the reported outcomes and outputs and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable. 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

Crowe Horwath
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opinion on the effectiveness of the Trust'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 Trust'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 Trust to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represent the underlying transactions and events in a manner that achieves fair presentation.

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.

Crowe Horwath

**Crowe Horwath New Zealand Audit Partnership**
CHARTERED ACCOUNTANTS
27 August 2018

# Entity Information

## Disability Resource Centre Hawkes Bay Trust
## For the year ended 30 June 2018

### Legal Name of Entity

Disability Resource Centre Hawkes Bay Trust (the Trust)

### Entity Type and Legal Basis

Charitable Trust and Registered Charity

### Registration Number

Charitable Trust Registration Number 231057

Charities Registration Number CC 24187

### Entity's Purpose or Mission

To promote opportunities and facilities for the independence, mobility, and recreation of people with disabilities , to provide occupational, social and personal opportunities and facilities, to distribute information, aids and financial assistance and to foster, encourage and support the work of people with disabilities.

### Entity Structure

**Trust Structure:** Our Trust Constitution states that the Board shall consist of not more than seven (7) not less than three (3) three Trustees. We currently have four Trustees plus one (1) executive officer position.

**Operational Structure:** Our operations are managed by a team of sixteen (16) paid employees. We employ a General Manager, one support service manager, one receptionist, one information and communication coordinator, two employment consultants, one supervisor, four coordinators & five support workers.

### Main Sources of Entity's Cash and Resources

The Trust has received its income from a mixture of government contracts, fee for service and grants.

### Entity's Reliance on Volunteers and Donated Goods or Services

The Trust does not rely on volunteers or donated goods or services.

### Physical Address

204 Nelson Street South, Hastings 4122

### Postal Address

PO Box 2348, Hastings 4153

# Approval of Financial Report

## Disability Resource Centre Hawkes Bay Trust
## For the year ended 30 June 2018

The Trustees are pleased to present the approved financial report including the historical financial statements of Disability Resource Centre Hawkes Bay Trust for year ended 30 June 2018.

APPROVED

Terry Moys

Chairperson

Date 27/8/2018

# Statement of Service Performance - Turning Point

## Disability Resource Centre Hawkes Bay Trust
## For the year ended 30 June 2018

### Description of Entity's Outcomes

Confident and independent people who are empowered to achieve goals and participate in their local communities.

| | 2018 | 2017 |
|---|---|---|
| **Description and Quantification of the Entity's Outputs** | | |
| Number of participants in the programme | 47 | 45 |
| Total number of hours spent within the programme | 17,461 | 20,032 |
| The programme includes the following activities: | | |
| Volunteering within the community (hours) | 1,239 | 1,644 |

### Additional Information: Feedback

**2018 Feedback**

"...It's been lovely working with you both, and we really appreciate how everyone at DRC has gone out of their way to welcome and support Destiny. She really enjoys her activities with you and has matured and learnt a lot, not just about the activity content but more importantly the social interactions involved." (Claire Porter, Senior Practitioner Open Home Foundation of NZ)

"Morena Christine, Jerry is going with Tony today to kapahaka at Pukepuke marae thank you for arranging this Maria."

"Kia ora Christine, Tony and koro had an awesome day with idea whanau whom are actually whanau, he has 3 aunties working so it was great for catch up and what a tuneke programme he loved it, thank you, thank you nan (Maria)."

"Just wonderful! Can't wait to read the next edition. Lovely to see Richard's smiling face and to learn that Roy is being kept on his toes!"

(feedback from Ros Rowe, founder/Co-ordinator Leg-Up Trust after viewing the "Roaming Reporters" newsletter compiled & composed by our Turning Point clients.)

# Statement of Service Performance - Scopze

## Disability Resource Centre Hawkes Bay Trust
## For the year ended 30 June 2018

### Description of Entity's Outcomes

People who are cared for and supported to have a happy and good life.

| | 2016 | 2017 |
|---|---|---|
| **Description and Quantification of the Entity's Outputs** | | |
| Number of participants in the programme | 16 | 14 |
| Total number of hours spent within the programme | 11,725 | 10,311 |
| The programme includes the following activities | | |
| Volunteering within the community (hours) | 897 | 369 |

### Additional Information: Feadback

**2018 Feedback**

"I love working with the Police, delivering pamphlets and going on Patrol. It is great belonging to a group that helps to keep my community safe." Blair on Community Patrol (CPNZ)

"I felt important directing children and cheering them on. I hope I can do this again. I loved the sushi lunch and the goodie bag I was given."

Beth re Volunteering at the Weetbix Triathlon

"Leanne (my daughter) has been with Scopze, Hastings, since January of this year. She is unable to talk, but her expressions and actions show she enjoys going each day and learning new things. Since attending Scopze there has been a big improvement in Leanne. She is a lot happier and enjoys joining in all activities. As she has been included in all activities it has helped to stimulate her which has resulted in Leanne having less seizures. She has made some lovely friends which she likes to be around." Mother, Vicky Whitaker

"I have made skirts, tops and a warm vest at sewing. I am very proud of myself and put photos on face book to show everyone what I have made." Jane

Client Barry- re helping with Meals on Wheels (what he said was "Meals", "wheels", "People", "ice cream"). What he means is he enjoys meeting people and giving them a meal. he loves the ice cream that Eunice gets him at the end of the run.

# Statement of Service Performance - Network Personnel

Disability Resource Centre Hawkes Bay Trust
For the year ended 30 June 2018

Description of Entity's Outcomes

People who are working in open and inclusive employment for equitable pay moving closer to financial independence.

| | 2018 | 2017 |
|---|---|---|
| Description and Quantification of the Entity's Outputs | | |
| Clients placed into work over the year | 23 | 16 |

Additional Information: Feedback

2018 Feedback

"Working has given me a bit more money to pay bills, which is great, but more than the money side of things, it's given me something to focus on and keep me occupied. What matters most is having a job to support a family and have something to do with my time. It keeps me out of trouble!"

"And also it's helpful to myoverall health to keep me more active and to get out more. I'm notsitting around - I'm out walking around and doing stuff and being active. Going up and down ladders helps my fitness too - that's anotherblessing from this job...."

"...My mental health has improved since I've been here -because I'm focusing on things I enjoy here, like giving caravansmakeovers. I'm proud to tell people I'm working and enjoying it, and ithelps my self-esteem..."

"...My life is much better than before because I can wake upin the morning and have something to look forward to - going to work and doingsomething that I enjoy. I've improved my speed, my self-esteem, and Ilike to go the extra mile to try and find things that need to be done." John (job seeker whowas placed into work and reached 12 months employment)

"Oriana has been with Network Personnel at Disability Resource Centre for quite some considerable time now,and I would like to thank you personally, as her Employment Consultant. Although Oriana had receivedsupport in previous employment she was not able to sustain the placement due to her many issues relating to being on the Autism Spectrum."

"When we saw the opportunity of being an Assistant to a Dog Groomer it seemed like a perfect placement due to her affinity with dogs. However, she would not have been able to have remained there without your input and interventions."

"I know you have spentconsiderable time with the owners of the business initially to have encouragedthem to even consider Oriana for the position, but on an ongoing basis to notonly negotiate about disability issues but also to encourage and support themhaving an employee with multiple disabilities which are not always immediatelyrecognized or visible...but are significant. Also the various ongoing talksregarding pay and hours....which have been significant as Oriana doesn'tunderstand any of that!!"

"Roberta is the actual groomer andwhilst she has built up a good relationship with Oriana she herself has beensupported by yourself Mark, on a regular basis. This has been veryimportant and will continue to be so whilst Oriana works there. So manythings happen in a days work which can cause a sensory meltdown for Orianaso it has been very beneficial. I know that you and Robertacontinue to discuss Oriana's work and her capabilities, and planning to extendher duties. Such as Oriana starting to phone owners when their dogs areready which is all helping to build on her confidence not just with the peoplebut in using the actual phone (which is an abstract thing for many people onthe autistic spectrum)."

"I don't think that Oriana's dyslexiahad been understood to have been as severe as it is, so it was great to worktollaboratively to help work out strategies together.....for example...puttingcoloured symbols on the various products used for bathing the dogs....(thereare 17 different shampoos and treatments)..so when Roberta has assessed a dogsneeds she writes down a "recipe" of the symbols and colours on a little whiteboard so Oriana can be independent at that stage to complete the tasks. Iknow that using a timer helps her know how long to do each task, as the conceptof time doesn't mean anything to Oriana....and never will do I suspect!!"

Statement of Service Performance - Network Personnel

"Initially it had been hoped thatOriana would be able to work 20 hours a week on a regular and long termbasis....and as much as Oriana wanted to achieve this she just couldn't copewith it. When she worked the higher hours prior to Christmas her generalhealth and mental health and well being were compromised and she wasexhausted....she just couldn't function and when she came home she collapsedasleep. So I want to thank you for "managing" this with the employers sothat they understood, as although they had wanted her for 20 plus hours a week,they would retain her on lesser hours. I don't think that would have happenedif you hadn't been involved Mark."

"I have noticed a greaterconfidence with Oriana since she started the position at the Dog Groomersand I am sure with ongoing support from people like yourself Mark, Oriana willcontinue to grow.....it's a very long haul I know....tiny tinystepsl!"

"Whilst it could be said thatOriana's work place is relatively "sheltered" Oriana has been able to gainskills and build up her stamina, confidence and resilience, and for thehours which she does work she is a valuable member of their workforce....noneof this would have been possible without your support and diligence."

"I, as Oriana's Grandmotherand Carer want to thank you for always being available to hear any of herproblems and issues, and for managing them with the owners of the businesstherefore enabling the good will to continue the placement."

"So, thank you Mark for allyou have helped Oriana achieve so far and we look forward to working with yougoing forward into the future. ...aswe both know, support in the workplace (and in the Community) will needto be ongoing for Oriana due to her various disabilities but especially beingon the Autism Spectrum."

Grandmother Jo Bromley

CROWE HORWATH NEW ZEALAND

Performance Report : Disability Resource Centre Hawkes Bay Trust Page 12 of 23

# Statement of Financial Performance

## Disability Resource Centre Hawkes Bay Trust
## For the year ended 30 June 2018

| | NOTES | 2018 | 2017 |
|---|---|---|---|
| **Revenue** | | | |
| Donations, fundraising and other similar revenue | 1 | 62,404 | 58,636 |
| Revenue from providing goods or services | 1 | 783,851 | 765,050 |
| Interest, dividends and other investment revenue | 1 | 17,965 | 39,230 |
| Total Revenue | | 842,220 | 862,916 |
| **Expenses** | | | |
| Volunteer and employee related costs | 2 | 710,351 | 762,067 |
| Costs related to providing goods or service | 2 | 166,858 | 143,969 |
| Grants and donations made | 2 | 10,947 | 8,163 |
| Other expenses | 2 | 78,306 | 70,961 |
| Total Expenses | | 966,538 | 985,160 |
| Surplus/(Deficit) for the Year | | (124,320) | (122,243) |

The accompanying notes form part of, and should be read in conjunction with these financial statements.

# Statement of Financial Position

## Disability Resource Centre Hawkes Bay Trust

## As at 30 June 2018

| | NOTES | 30 JUN 2018 | 30 JUN 2017 |
|---|---|---|---|
| **Assets** | | | |
| Current Assets | | | |
| Bank accounts and cash | 3 | 298,651 | 108,734 |
| Debtors and prepayments | 8 | 34,265 | 35,718 |
| Investments | 3 | 100,000 | 869,416 |
| Total Current Assets | | 430,916 | 1,043,868 |
| Non-Current Assets | | | |
| Property, Plant and Equipment | | 675,371 | 766,598 |
| FNZ Limited Client Fund Account | | 497,196 | - |
| Total Non-Current Assets | | 1,172,567 | 766,598 |
| Total Assets | | 1,603,483 | 1,810,466 |
| **Liabilities** | | | |
| Current Liabilities | | | |
| Creditors and accrued expenses | 4 | 42,586 | 44,748 |
| Employee costs payable | 4 | 40,267 | 114,793 |
| Unused donations and grants with conditions | 4 | 949 | 6,913 |
| Other current liabilities | 4 | - | - |
| Total Current Liabilities | | 83,801 | 166,454 |
| Total Liabilities | | 83,801 | 166,454 |
| Total Assets less Total Liabilities (Net Assets) | | 1,519,682 | 1,644,012 |
| **Accumulated Funds** | | | |
| Accumulated surpluses or (deficits) | 6 | 1,519,682 | 1,644,012 |
| Total Accumulated Funds | | 1,519,682 | 1,644,012 |

The accompanying notes form part of, and should be read in conjunction with these financial statements.

# Statement of Cash Flows

## Disability Resource Centre Hawkes Bay Trust
## For the year ended 30 June 2018

| | 2018 | 2017 |
|---|---|---|
| **1. Cash Flows** | | |
| **Cash Flows from Operating Activities** | | |
| Cash receipts | | |
| Donations, fundraising and other similar receipts | 54,836 | 58,292 |
| Receipts from providing goods or services | 750,340 | 781,590 |
| Interest, dividends and other investment receipts | 22,945 | 37,942 |
| Net movement in GST | 5,715 | - |
| Total Cash receipts | 833,836 | 858,224 |
| Cash payments | | |
| Payments to suppliers and employees | (957,163) | (894,274) |
| Donations or grants paid | (300) | (8,163) |
| Net movement in GST | - | (6,974) |
| Total Cash payments | (957,463) | (909,411) |
| Total Cash Flows from Operating Activities | (123,627) | (51,187) |
| **Cash Flows from Investing and Financing Activities** | | |
| Cash receipts | | |
| Sale of fixed assets | 14,784 | 1,222 |
| Sale of investments | 799,416 | 100,584 |
| Total Cash receipts | 814,200 | 101,806 |
| Cash payments | | |
| Purchase of fixed assets | (1,656) | (79,855) |
| Purchase of investments | (500,000) | - |
| Funds advanced to related parties | (1,000) | (1,000) |
| Total Cash payments | (502,656) | (80,855) |
| Total Cash Flows from Investing and Financing Activities | 311,544 | 20,951 |
| Total Cash Flows | 187,917 | (30,236) |

| | 2018 | 2017 |
|---|---|---|
| **2. Movement in Cash Balances** | | |
| Cash and cash equivalents at beginning of period | (108,734) | (138,970) |
| Cash and cash equivalents at end of period | 296,651 | 108,734 |
| Total Movement in Cash Balances | 187,917 | (30,236) |

| | 2018 | 2017 |
|---|---|---|
| **3. This is represented by:** | | |
| Bank accounts and cash | 296,651 | 108,734 |

The accompanying notes form part of, and should be read in conjunction with these financial statements.

# Statement of Accounting Policies

## Disability Resource Centre Hawkes Bay Trust
## For the year ended 30 June 2018

### Basis of Preparation

Disability Resource Centre Hawkes Bay Trust ("the Trust") has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses 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.

### Tier 2 PBD Accounting Standards Applied

The Trustees have adopted the following Tier 2 PBE Accounting Standards in the preparation of these accounts:

- PBE IPSAS 28 Financial Instruments: Presentation
- PBE IPSAS 29 Financial Instruments: Recognition and Measurement
- PBE IPSAS 30 Financial Instruments: Disclosures

The impact of the adoption is to revalue investments to market value at balance date, refer to the policy on financial instruments.

### Goods and Services Tax (GST)

The Trust 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

The Trust 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 90 days or less.

### Revenue Recognition

Donations, fundraising and other similar receipts with no "use or return" condition attached are recorded as revenue when received. Donations, fundraising and other similar receipts with a "use or return" condition attached are recorded as revenue as the conditions are met. Service receipts are recorded as revenue as the service/event is provided, based on the actual service provided as a percentage of the total service to be provided. Interest income is recognised as it accrues, using the effective interest method.

### Expenses

Expenses have been classified on their business function.

Statement of Accounting Policies

## Receivables

Accounts Receivable are stated at their estimated net realisable value.

## Payables

Accounts Payable represent liabilities for goods and services provided to the Trust prior to the end of the financial year which are unpaid. Accounts Payable are recorded at the amount o cash required to settle those liabilities.

## Unused donations, grants with conditions and revene received in advance.

Unused donations, grants with conditions and revenue received in advance are recorded when revenue is received but either has a "use or return" condition that has not been met or where services have not been provided but the income received.

## Property, Plant and Equipment

Property, Plant and Equipment are recognised at cost less aggregate depreciation. Depreciation has been calculated using the following rates as allowed for taxation purposes at the time of acquisition using the straight line method with the exception of buildings,which are based on estimated useful life.

| | |
|---|---|
| Land | 0 -2.5% |
| Buildings | 2- 2.5% |
| Plant and Equipment | 2.5 - 80.4% |
| Office Equipment | 30 - 48% |
| Motor Vehicles | 21 - 25% |

## Employee Entitlements

A current liability for annual leave accrued is recognised in the Statement of Financial Position. There is also a liability recognised relating to the provision of the CEO's retirement package.This is equal to the present value of the estimated future cash and Property, Plant and Equipment outflows as a result of employee services provided at balance date.

## Going Concern

Notwithstanding deficit results over the past two years the Trust has sufficient financial resources to operate for the foreseeable future, therefore the performance report has been prepared on a going concern basis.

## Financial Instruments

A financial instrument is any contract that gives rise to a financial asset of one entity and financial liability or equity instrument in another entity.

Financial Instruments are comprised of cash and cash equivalents, and investments.

### Initial recognition and measurement

Financial assets and financial liabilities are recognised initially at fair value plus transaction costs attributable to the acquisition, except for those carried at fair value through surplus or deficit, which are measured at fair value.

Financial assets and financial liabilities are recognised when the reporting entity becomes a party to the contractual provisions of the financial instrument.

### Derecognition of financial instruments

Financial assets are derecognised when the contractual rights to the cash flows from the financial asset expire, or if the entity transfers the financial asset to another party without retaining control or substantially all risks and rewards of the asset.

### Subsequent measurement of financial assets

The subsequent measurement of financial assets depends on their classification, which is primarily determined by the purpose for which the financial assets were acquired. Management determines the classification of financial assets at initial recognition into one of four categories defined below, and reevaluates this designation at each reporting date.

All financial assets except for those classified as fair value through profit or loss are subject to review for impairment at least at each reporting date. Different criteria to determine impairment are applied to each category of financial assets, which are described below.

The classification of financial instruments into one of the four categories below, determines the basis for subsequent measurement and whether any resulting movements in value are recognised in the reported surplus and deficit or other comprehensive revenue and expense.

(i) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. The entity's cash and cash equivalents fall into this category of financial instruments.

After initial recognition such financial assets are subsequently measured at amortised cost using the effective interest method, less provision for impairment.

(ii) Financial assets at fair value through surplus or deficit

Financial assets at fair value through surplus or deficit include financial assets that are either classified as held for trading or that meet certain conditions and are designated at fair value through surplus or deficit upon initial recognition. The entity's held for trading financial assets include investments within the entity's investment Portfolio. The investment portfolio includes listed equities, managed funds, NZ fixed interest and cash.
Assets in this category are measured at fair value with gains or losses recognised in the surplus or deficit for the year. The fair values of financial instruments in this category are provided by the Investment Manager and are determined by reference to active market transactions or using a valuation technique where no active market exists.

### 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.

# Notes to the Performance Report

## Disability Resource Centre Hawkes Bay Trust
## For the year ended 30 June 2018

| | 2018 | 2017 |
|---|---|---|
| **1. Analysis of Revenue** | | |
| Donations, fundraising and other similar revenue | | |
| Presbyterian Support | 6,500 | 6,150 |
| Grants and Donations | 55,904 | 52,489 |
| Total Donations, fundraising and other similar revenue | 62,404 | 58,656 |
| Revenue from providing goods or services | | |
| Accident Compensation Corporation | 31,774 | 26,233 |
| Client Contribution | 7,943 | 8,155 |
| Ministry of Social Development (High Needs Job Support) | 58,461 | 49,810 |
| Ministry of Health and HBDHB | - | 316 |
| Ministry of Social Development (Supported Employment and Vocational Services) | 597,536 | 594,700 |
| NZ Federation of Disability Information Centres Inc | 46,187 | 45,504 |
| Sundry | - | 75 |
| Ministry of Social Development (Transition) | 19,558 | 38,221 |
| Rents Received | 995 | 2,535 |
| Total Revenue from providing goods or services | 761,851 | 765,050 |
| Interest, dividends and other investment revenue | | |
| Dividends Received | 400 | 300 |
| Interest Received | 20,447 | 38,938 |
| Fair Value Gains/(Losses) on Financial Assets | (2,882) | - |
| Total Interest, dividends and other investment revenue | 17,965 | 39,230 |
| Total Revenue | 842,220 | 862,936 |

| | 2018 | 2017 |
|---|---|---|
| **2. Analysis of Expenses** | | |
| Volunteer and employee related costs | | |
| Seminars and Conferences | 1,448 | 5,315 |
| Staff Recruitment | 4,183 | 641 |
| Staff Training | 900 | 3,905 |
| Travel Expenses | 2,377 | 2,209 |
| Wages and Salaries | 701,443 | 750,277 |
| Total Volunteer and employee related costs | 710,351 | 762,067 |
| Costs related to providing goods or services | | |
| ACC Levies | 1,634 | 2,484 |
| Advertising | 3,094 | 2,759 |
| Assets Under $500 | 1,096 | 1,335 |
| Bank Fees | 827 | 1,363 |
| Board of Trustees | 9,520 | 7,933 |
| Cleaning | 18,782 | 17,774 |
| Consumables | 258 | - |

Notes to the Performance Report

| | | |
|---|---|---|
| Computer Expenses | 19,289 | 17,512 |
| Entertainment | 7,843 | 7,588 |
| General Expenses | 386 | 1,454 |
| GN Development | 12,584 | - |
| Inclusive Communities | 511 | - |
| Insurance | 16,258 | 28,559 |
| Light, Heat & Power | 7,655 | 7,370 |
| Module Costs | 220 | 261 |
| Motor Vehicle Expenses | 14,125 | 8,636 |
| Printing, Stationery & Postage | 10,456 | 9,193 |
| Professional Fees | 4,226 | 3,327 |
| Rates | 5,941 | 6,005 |
| Rent | 481 | 716 |
| Repairs & Maintenance | 7,601 | 9,440 |
| Security Expenses | 722 | - |
| Sports, Recreation and Education | 1,341 | 1,880 |
| Staff Supervision | 2,918 | - |
| Subscriptions & Licences | 4,894 | 3,708 |
| Supplies - Tea Room | 2,772 | 4,616 |
| Telephone & Tolls | 9,440 | 10,857 |
| Total Costs related to providing goods or services | 166,858 | 143,969 |
| **Grants and donations made** | | |
| Barry Whelan Trust | 10,647 | 8,103 |
| Donations and Grants | 300 | - |
| Total Grants and donations made | 10,947 | 8,103 |
| **Other expenses** | | |
| Accountancy Fees | 6,210 | 6,804 |
| Audit Fee | 6,200 | 5,500 |
| Depreciation | 61,488 | 57,858 |
| Interest - Other | 87 | - |
| Loss on Sale of Fixed Assets | 3,391 | - |
| Provision for Doubtful Debts | 1,000 | 1,000 |
| Total Other expenses | 78,396 | 70,961 |
| Total Expenses | 966,550 | 905,160 |

| | 2018 | 2017 |
|---|---|---|
| **3. Analysis of Assets** | | |
| **Bank accounts and cash** | | |
| Westpac 02 Account | 699 | 845 |
| Westpac 04 Account | 92,165 | 12,258 |
| SBS 00 Account | 203,303 | 95,409 |
| Petty Cash | 800 | 132 |
| Total Bank accounts and cash | 296,651 | 108,734 |
| **Debtors and prepayments** | | |
| Accrued Interest | - | 2,176 |
| Prepayments | 10,588 | 14,916 |

Notes to the Performance Report

| | | |
|---|---|---|
| Accounts Receivable | 31,048 | 10,498 |
| Goods & Services Tax | (7,336) | 8,127 |
| Total Debtors and prepayments | 34,265 | 35,718 |
| | | |
| Investments | | |
| SBS Term Deposit (Current) | 130,000 | 699,416 |
| FNZ Limited Investment Portfolio (Non-current) | 497,196 | - |
| Total Investments | 527,196 | 889,416 |
| | | |
| Total Assets | 526,112 | 1,043,089 |

| | 2018 | 2017 |
|---|---|---|
| 4. Analysis of Liabilities | | |
| Creditors and accrued expenses | | |
| Accounts Payable | 13,004 | 10,824 |
| Client Funding in Advance | 286 | 338 |
| Income in Advance | - | 130 |
| Sundry Creditors | 26,635 | 33,855 |
| Total Creditors and accrued expenses | 42,585 | 40,748 |
| | | |
| Employee costs payable | | |
| Employee Costs Payable | 40,267 | 114,793 |
| Total Employee costs payable | 40,267 | 114,793 |
| | | |
| Unused donations and grants with conditions | | |
| Unused Grants and Donations with Conditions | 949 | 6,913 |
| Total Unused donations and grants with conditions | 949 | 6,913 |
| | | |
| Other current liabilities | | |
| Rounding | - | - |
| Total Other current liabilities | - | - |
| | | |
| Total Liabilities | 83,801 | 166,454 |

2018

| Asset Class | Opening Value | Purchases | Sales/Disposals | Depreciation | Closing Value |
|---|---|---|---|---|---|
| Land | 315,998 | | | 721 | 315,277 |
| Buildings | 264,034 | | | 12,931 | 251,103 |
| Motor Vehicles | 127,437 | | 32,797 | 27,605 | 67,035 |
| Plant & Equipment | 26,508 | 2,300 | 800 | 6,568 | 21,436 |
| IT Equipment | 32,622 | 1,656 | 170 | 13,582 | 20,526 |
| Total | 766,598 | 3,956 | 33,776 | 61,407 | 675,371 |

2017

| Asset Class | Opening Value | Purchases | Sales/Disposals | Depreciation | Closing Value |
|---|---|---|---|---|---|
| Land | 316,719 | | | 721 | 315,998 |
| Buildings | 276,964 | | | 12,931 | 264,034 |
| Motor Vehicles | 121,846 | 36,447 | | 30,856 | 127,437 |
| Plant & Equipment | 25,383 | 9,854 | 1,223 | 7,306 | 26,508 |
| IT Equipment | 4,909 | 33,556 | | 5,843 | 32,622 |
| Total | 745,621 | 79,857 | 1,223 | 57,657 | 766,598 |

## 6. Accumulated Funds

| | 2018 | 2017 |
|---|---|---|
| Accumulated Funds | | |
| Opening Balance | 1,644,012 | 1,766,255 |
| Accumulated surpluses or (deficits) | (124,330) | (122,243) |
| Total Accumulated Funds | 1,519,682 | 1,644,012 |
| Total Accumulated Funds | 1,519,682 | 1,644,012 |

## 7. Inclusive Communities New Zealand Ltd (ICNZ)

| | 2018 | 2017 |
|---|---|---|
| Opening Balance | - | - |
| Plus | | |
| Loan | 45,000 | 45,000 |
| Funds Advanced | 12,877 | 11,877 |
| Total Plus | 57,877 | 56,877 |
| Less | | |
| Provision for Non Recovery | (57,877) | (56,877) |
| Total Less | (57,877) | (56,877) |
| Total Inclusive Communities New Zealand Ltd (ICNZ) | - | - |

The Trust owns 100% of the shares in ICNZ. This entity has not traded and has an immaterial balance in the balance sheet and therefore it has not been consolidated.

## 8. Tier 2 PBE Accounting Standards Applied

The Trustees have adopted the following Tier 2 PBE Accounting Standards in the preparation of these accounts:

- PBE IPSAS 28 Financial Instruments: Presentation
- PBE IPSAS 29 Financial Instruments: Recognition and Measurement
- PBE IPSAS 30 Financial Instruments: Disclosures

The impact of the adoption is to revalue investments to market value at balance date, refer to the policy on financial instruments.

## 9. Commitments

There are no commitments as at 30 June 2018 (2017: nil).

## 10. Contingent Liabilities and Guarantees

There are no contingent liabilities and guarantees as at 30 June 2018 (2017: nil).

## 11. Related Parties

ICNZ is a related party by virtue of being owned by the Trust since 1 July 2014, refer to note 7 for details of transactions during the year.

During the 2016 financial year, the CEO and Board negotiated a retirement package for the CEO when they retire on 13 August 2017. The was recognised as an expense during the 2016 financial year of $47,407 with a corresponding liability of $47,407 recognised. During the 2017 year, this liability was remeasured to $63,005, with the additional $15,598 recognised as an expense. This was settled in the 2018 financial year. Part of the settlement included purchasing a vehicle from the Trust at 50% of it's carrying value. The vehicle was sold for $14,703.

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

# PART TWO – APPLICATION FORM

## Section A - Tell us about your organisation

### i. Organisation details

Organisation Name: CENTENARY LEGACY TRUST

Postal Address: P.O. Box 253

City and Postcode: NAPIER 4140

Phone: 06 8454164 Mobile Phone: 027 222 6502

Email: selwyn.hawthorne@extra.co.nz Website: cso.napier.co.nz/centenary-legacy-trust

### ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☑ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s APPENDIX 1

### iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

| Name | Position | Email | Phone (day) |
|---|---|---|---|
| Mark Goodson | Chairman | mgoodson@willislegal.co.nz | 06 835 3229 |
| Kerry Marshall | Trustee | kerrymarshall@gmail.com | 06 833 7088 |
| Viv Kerr | Trustee | viv.kerr@hawkesbaydhb.govt.nz | 06 878 8109 |
| Charles Ropitini | Trustee | charles.ropitini@napier.govt.nz | 027 548 4682 |
| Stephen Hensman | Trustee | s.hensman@ths.school.nz | 06 844 2159 |
| Selwyn Hawthorne | Trustee,Fundraising | selwyn.hawthorne@xtra .co.nz | 06 845 4164 |
| Joy Hamer | Secretary | hamerjoy33@gmail.com | 027 498 8394 |

### iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

**These hearings will be held in May each year**

YES I /we wish to present to the Community Grants Subcommittee

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

**Section B - Tell us about your project or service for which you are seeking funding:**

i. **Which of the Current and Future Needs of our community are you addressing?**

- [x] Assisting youth into training, skill development, and jobs
- [ ] Supporting and attracting businesses to provide jobs and revenue into the local economy
- [ ] Assistance and advice for people in need due to older age, adverse circumstances
- [ ] Creating an appealing district identity and visitor/student/business destination
- [ ] Creating safe and sustainable communities free of waste and crime
- [ ] Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

THE AIM OF OUR 2 YEAR OLD TRUST IS TO RAISE FUNDS TO SUBSIDISE THE COSTS OF INTERNSHIPS FOR IDENTIFIED YEAR 12/13 HAWKES BAY SECONDARY STUDENTS WHO HAVE COMPLETED THE HBDHB EDUCATION PROGRAMME. THE SUCCESSFUL INTERNS WILL BE FROM IDENTIFIED LOW INCOME FAMILIES, LARGELY PASIFIKA/MAORI BACKGROUND. THE AIM IS TO HELP BREAKDOWN FINANCIAL BARRIERS TO A CAREER PATHWAY IN THE LOCAL HEALTH SECTOR. THE STUDENTS WILL BE SELECTED FORMALLY IN A PROCESS WITHIN ALL 18 HAWKES BAY COLLEGES HEADED BY STEPHEN HENDMAN (CHAIR H.B. SECONDARY SCHOOLS PRINCIPALS ASSOCIATION) THE SELECTED INTERNS (2 IN 2018) WILL HAVE HAD HEALTH SECTOR EXPOSURES THROUGH HBDHB'S PROGRAMME INCUBATOR FACILITATED BY THE BOARDS EDUCATION + DEVELOPMENT DEPARTMENT IN THE JUNE - SEPTEMBER TERMS. AFTER SELECTION THE STUDENTS BECOME FULL TIME TRAINEES IN THE MONTHS OF DECEMBER + JANUARY. PLEASE REFER TO APPENDIX 2 + 3

b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

All Selected Interns Will Have Shown A Desire To Return/Remain in Hawkes Bay And Become Inspirational Showing Other Underprivileged, Ethnic Fellows That With Some Additional Financial Assistance, Their Potential Can Be Realised With A Higher Aspirational Target.
In Her Interview Tymeka Impressed With Her Aim To Show Her 4 Younger Siblings That With The Right Assistance That The Sky Is The Limit.

Please Refer To Appendix 3

c. **The process** – how will you carry out your project or service, and where will it be delivered?

We Have Selected Our First 2 Interns And Their Initial Training Is Now Complete.
Tymeka Had A Double Experience Because Part Way Through, She Had An Apendectomy But Was Only Laid Up For 1 Week.
It Was Great To Receive Reports On Progress After 4 Weeks Training And Again After 8 Weeks.
Councillor Travers Must Have Been Thrilled To Have Met With Both Tymeka And Gloria Who Had Completed Their Secondary Education At Hastings Girl's High School.
We Will Keep Tabs On These Interns With A View To Assisting Them During Holidays.

Please Refer Appendix 4

d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

CENTENARY LEGACY TRUST (CLT) CHAIRMAN MARK GOODSON

H.B. DISTRICT HEALTH BOARD.

ALL 18 SECONDARY SCHOOLS / COLLEGES WITHIN HBDHB's FOOTPRINT

CLT TRUSTEES.

MARK GOODSON CHAIRMAN mgoodson@willislegal.co.nz

KERRY MARSHALL kerrymarshall@gmail.com

CHARLES ROPITINI charles.ropitini@napier.govt.nz

STEPHEN HENSMAN stephen@hensman.co.nz

VIV KERR viv.kerr@hawkesbaydhb.govt.nz

SELWYN HAWTHORNE selwyn.hawthorne@xtra.co.nz

CLT SECRETARY JOY HAMER hamerjoy33@gmail.com

iii. **Identify the anticipated budget for the year 1 July to 30 June** - where appropriate please include copies of quotes.

**Project/Service Costs** e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

| Item | Amount |
|---|---|
| QUOTATION FROM HBDHB FOR TRAINING TO BE | $ |
| UNDERTAKEN DURING THE ~~2020~~ 2019/20 YEAR | $ 30,622.20 |
| | $ |
| NEARLY ALL OF OUR COSTS ARE UNDERWRITTEN | $ |
| BY THE RSA INCLUDING AT THIS STAGE, STATIONARY, | $ |
| PRINTING, POSTAGE, ACCOUNTANCY AND AUDIT FEES | $ |
| | $ |
| MINIMAL BANK FEES WHEN WE ARE ATTEMPTING | $ |
| TO NEGOTIATE OUT OF WITH THE ANZ BANK | $ 65.00 |
| | $ |
| | $ |
| (A) Total Cost | $ 30,687.20 |

**Project/Service Income** e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

| Income Source | Amount |
|---|---|
| RSA Annual Grant (Second of Five) | $ 10,000.00 |
| RSA Pension Day Raffle Proceeds $180 x 26 | $ 4,680.00 |
| Sundry Donations | $ 1,000.00 |
| Applications To Community + Gaming | $ |
| Trusts To Be Undertaken. | $ 10,000.00 |
| | $ |
| | $ |
| | $ |
| | $ |
| (B)Total Income | $ 25,680.00 |

**Please work out below the amount of funding being requested.**

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

| Income Source | Amount |
|---|---|
| A. Total cost of project / service | $ 30,662 |
| B. Less total funds available | $ 25,680 |
| Difference | $ 4982 |
| Amount requested | $ 5000.00 |

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: 2018

Project/Service name/s: Annual Contestable Grant

Amount/s of funding received? $ 7500

v. **Please include a copy of your organisation's latest financial accounts with your application.**

Our Financials are with the Accountant at the Moment But I will bring the Report to the Grants Subcommittee Meeting.

## Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation
- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
    ii. A procedure for dealing with accidents & incidents;
    iii. A procedure for dealing with potential emergencies;
    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.
- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name SELWYN HAWTHORNE Position in organisation: TRUSTEE (FUNDRAISING)

Signature: ..... Date: 30 APRIL 2019

Appendix 1





**From:** DIA - Charities Services [mailto:email@charities.govt.nz]
**Sent:** Monday, 2 October 2017 7:04 PM
**To:** Mark Goodson
**Subject:** Registration Approval

INTERNAL AFFAIRS
Te Tari Taiwhenua

DIA - CHARITIES SERVICES
120 Victoria Street, Wellington 6011
P.O. Box 30-112, Lower Hutt 5040
New Zealand
Fax +64 4 382 3595
Freephone 0508 242 748
Website www.dia.govt.nz www.charities.govt.nz

**02 October 2017**

Dear Mark Goodson

**Re: Registration of Centenary Legacy Trust Board**

I am pleased to advise that your application to register Centenary Legacy Trust Board as a charity has been successful. Your official Registration Number is CC54812.

Details about Centenary Legacy Trust Board are now publicly available on the Charities Register at www.charities.govt.nz. As proof of registration can be obtained by visiting our website and performing a search of a charity's name or registration number we no longer issue certificates of registration.

Being a registered charity brings with it some obligations. These include:

• sending an Annual Return to Charities Services each year (refer to the link below). Your first Annual Return is due before 30 September 2018; and

• notifying Charities Services of changes to the name, address for service, balance date, rules, purposes or officers no later than three months after the effective date of the change. You may use the Update Details form available on our website. We will need to check that the changes made do not affect your registration status.

Failure to meet these obligations may result in your charity losing its charitable status. Please ensure that all future officers are also made aware of these obligations.

Please note that the financial reporting requirements for registered charities are changing from 1 April 2015. Information, templates and guidance notes are available on our website. Stay up to date on these changes, upcoming workshops and other relevant information by checking our website and regular "Charities News Alert" newsletters regularly.

For further guidance or information, please contact us on our free information line 0508 242 748 or email info@charities.govt.nz

Yours sincerely,

Penelope Edgerley
Team Leader Registration

The following information may be helpful:

Annual Returns http://www.charities.govt.nz/im-a-registered-charity/annual-returns/

Update Details http://www.charities.govt.nz/im-a-registered-charity/update-charity-details/

Tax and donee status http://www.charities.govt.nz/apply-for-registration/how-to-apply/tax-information/

APPENDIX 2

## Address To University of the 3rd Age. 15 March 2019.

1

*The new term, "Poverty of Hope" amongst school-leavers was first spoken of when the keynote speaker at the Napier RSA's 2015 AGM, former Commissioner for Children, Dr Russell Wills, addressed the gathering and from that members unanimously endorsed the establishment of a Trust that would afford opportunities to youth who may see their employment future as being hopeless, yet could, with our help for those who are underprivileged, and those who support us, go on to fulfil their potential and in so doing give much in return to our community now and into the future while inspiring successive school-leavers. The eminent Dr Wills has returned to Hastings as Consultant General and Community Paediatrician at the HB District Health Board.*

*Much young talent in many fields leaves our local community and there is a need to provide an incentive for school-leavers to stay and eventually contribute to our local society. For many young school-leavers the cost of living away from home to study and achieve employment goals will often stall a preferred career path, hence the CLT support for health-related careers undertaken locally by our upcoming talent with the support of our DHB.*

*From an employer's perspective the opportunity to assess a young aspirant undertaking work experience for future training in an internship leading to possible employment without a commitment can be a rare bonus.*

CENTENARY LEGACY TRUST ; 2

*Napier Soldier's Club opened 1916. With several iterations over the years it has become The Royal New Zealand Returned and Services Association.*

*The Napier RSA's Centennial in 2016 duly created the Centenary Legacy Trust to implement several of Dr Wills' inspirational solutions to our current society's dilemma.*

*The structure of our Board of Trustees is;*

*Mark Goodson, Chairman, Solicitor and Partner, Willis Legal.*

*Viv Kerr, Manager Education & Development Department at HBDHB.*

*Stephen Hensman, Principal Taradale High School, Chair HB Secondary School Principals Association.*

*Dorothy Paki, CEO Napier RSA.*

*Kerry Marshall, Retired, former Corporate Services Director EIT HB.*

*Charles Ropitini, Strategic Maori Advisor to Napier City Council.*

*Joy Hamer JP, Secretary.*

*Selwyn Hawthorne, Retired, Trustee representing Napier RSA, voluntary fundraiser.*

*These talents give Napier's RSA Centenary Legacy Trust an amazing range and depth of experience with the ability to make sound decisions in all fields.*

## Our targeted aspirants;

*The afore-mentioned year 12/13 students will be selected formally in a process within local High Schools headed by Stephen Hensman, a CLT Trustee, (Principal Taradale High School, Chair, HB Secondary School Principals Association). The students will have attended the national award winning "Programme Incubator" taster sessions available to all 18 secondary schools within the HBDHB footprint facilitated by the Education and Development Department of the HBDHB of which Viv Kerr another CLT Trustee is the manager.*

## Programme Incubator;

*Programme Incubator began in 2007 with one school (Flaxmere College a 1 A decile school) and has grown over the past 10 years to work with 20 schools in the Hawke's Bay region. In addition HB DHB facilitates Programme Incubator for both South Canterbury DHB and Southern DHB. The model could be taken nationally at some stage in the future. Programme Incubator won the Supreme Award by taking out the Top Prize in the EEO Trust Work and Life Awards in 2011... as well as the prize in the category Tomorrow's workforce... The programme and related programmes continue to receive strong support from the Principals and staff at HB Secondary Schools.*

*The development of the health sector workforce for the future has many challenges. individual, community, institutional and societal.*

*The future New Zealand health sector workforce is not only about quantity. It is also about equity and inequality, clinical and non clinical, primary and secondary. Because of these complexities it requires a response that comprehensively and progressively addresses the multiple factors that impact on its direction.*

*Programme Incubator is a Hawke's Bay District Health Board initiative, developed to impact on these workforce issues, and is assisting in creating a process of industry intervention within the secondary school environment leading to high 'take up' of careers in the sector.*

*One of the strategies of Programme Incubator is to introduce students to the 'touch' and 'feel' of health. The programme focuses on achieving results, using leadership conversations for effectiveness, with frameworks that engage learning, while generating a sense of feel for the health sector.*

*Programme Incubator is an effective conduit of information to students and whānau on a range of health and well being messages including: primary health, mental health, current health issues and emergency response information.*

*Programme Incubator aims to develop a regionally competent and appropriate workforce that is able to*

*understand how to best apply health practices and address community health issues throughout New Zealand that include.*

*(1) Awareness of range and depth of careers in the health sector*

*(2) Equity in Maori and Pacific staff representation*

*(3) Staff shortages and retention issues in rural based DHBs.*

*The partners in Programme Incubator are:*

*Hawke's Bay DHB*

*South Canterbury DHB*

*Southern DHB*

## How do we do this;

*Identified students come on site to the Hastings Hospital for three sessions where they meet and engage with a range of health professionals. There are at least two different health professionals in each session, giving them a broad range of the different options available. They have opportunities to dress up in scrubs, practice airway management and put fillings into teeth. Through stories and experiences from health professionals, students are introduced to the wide range of career options within the health sector while learning valuable health and well-being messages.*

## What is the need?

*According to a recent report, it is estimated we will need 380 extra specialists to meet the OECD average by 2021, and that we will need up to 25,000 nurses by the year 2030. Our community is soon going to have a large aging population that will need more services than those we currently provide – so it is vital that we encourage students/young people to work in this sector. Yet aging is not the only sector within health... as the population grows and becomes more and more diverse the health and social sectors will require a much greater number of well trained professionals in all fields of Health and the related Social sector.*

*The concept of the trust is to encourage as much as it is possible to do so, talented young people to their communities so they can*

- *help bring about change in dealing with issues such as staff shortages and retention in rural Hawke's Bay,*

*This is about ensuring equity in Maori and Pacific representation amongst health professionals.*

## Programme Incubator;

*The HB DHB works hard at bringing about better awareness of the range and depth of careers available in the health service among young people.*

- *Health tasters (years 9 & 10)*
- *Health careers expo and earn and learn (years 10 & 11)*
- *Year 12 & 13 – incubator programme, youth symposiums, work experience.*
- *Transition to tertiary study and a career through the internships.*

***The Centenary Legacy Trust's role is in supporting the best into an 8 week internship at DHB prior to tertiary study.***

## How did we select Tymeka and Olivia?

*All those in the incubator programme were given info about the trust and the support available for the internship.*

*Two trustees and staff from the DHB then shortlisted and interviewed the candidates.*

*It was a difficult decision. The enthusiasm and interest and talent of these young people was for me inspiring. After deliberation we selected Tymeka and Olivia.*

*At the end of their eight week internship they gave a presentation to the RSA members about their experience and they are now at Otago University settling into their studies.*

**Quote from Tymeka after her time in the rehab ward "I got to see how closely they are able to work with their patients they care for. Why I found it so inspiring, if you'd call it that, was the passion and enthusiasm you can see in the patients and physios and this passion rubs off."**

**Quote from Olivia "Throughout my first week I began to notice how well the staff members work together and get jobs done fast. It opened my eyes to the people who are behind the scenes yet play a very large role in the movement of the hospital."**

**And after her week with the theatre staff "This was the best week for me because it was actual work experience. Very hands on and the surgeons and nurses all explained things very well. It made me want to become a surgeon and completely changed my view on theatre. I believe that it would be a job I could definitely do and without this internship I wouldn't have been able to get a good view of what it is actually like and whether I can handle it."**

*The Centenary Legacy Trust is satisfied that we have given these two young people better awareness of the range and depth of careers available in the health service and also the knowledge that people are concerned for and looking out for them. Ongoing support will be available if they need it.*

*We know that there is disproportionate representation of Maori health and to be able to encourage and support young people into health and social services, young people who might otherwise fall by the wayside, is our aim.*

*I thank you for this opportunity to promote the Centenary Legacy Trust, a charitable organisation that is fulfilling a very important role in giving disadvantaged students assistance as they are at a vital stage in their future career choice.*

Selwyn Hawthorne,

Trustee, Centenary Legacy Trust

Phones 06 845 4164 027 222 6502

selwyn.hawthorne@xtra.co.nz

APPENDIX 3

HAWKE'S BAY District Health Board Whakawāteatia

# Centenary Legacy Trust / HBDHB Internship Application Form

**Please Note:** Centenary Legacy Trust / HBDHB will use the information you provide on your application form, and additional information you may provide in the future, for administering our internship programme. We will not disclose this information to any other person or organisation, except in connection with the above purpose.

| | |
|---|---|
| Date of Application: | |
| Name: | |
| Home Address: | |
| Postal Address: (if different from above) | |
| Telephone: | |
| Cell Phone: | |
| Email: | |
| Gender: | |

**WHICH ETHNIC GROUPS DO YOU BELONG TO?**
**(Please tick the box/es which apply to you)**

| | | | |
|---|---|---|---|
| New Zealand European ☐ | Maori ☐ Iwi: | Pacific Island ☐ Please specify: | Other ☐ Please specify: |

**HEALTH STATUS**

Have you ever had an injury or medical condition, including those caused by a gradual process, disease or infection which may be aggravated or further contributed to by the tasks of the position applied for? **YES NO**

If you answered yes to the question immediately above, please provide details and describe any technical aids, equipment or adaptations to the workplace which you need to make your work easier and/or increase your performance...

**POLICE CHECK**

A police check is required for:

(a) all new employees: and

(b) all existing employees who are changing roles within the organisation (unless a check has been undertaken within the last six months).

Do you agree to undertaking a police check? **YES NO**

Have you ever been charged or convicted of a criminal offence, or are you awaiting a hearing of charges in court (refer to Criminal records (clean Slate) Act 2004)? **YES NO**

If you answered yes to the question immediately above, please provide details...

| |
|---|
| School/Tertiary institution currently attending: |
| Name of tertiary institution where you intend to study (if currently in school): |
| How did you learn about this internship? |
| Are you the recipient of any other scholarship? if so please provide details: |

Academic Background:
Please tick your NCEA level of achievement to date and provide a copy of your NZQA record of learning.

| | | | |
|---|---|---|---|
| NCEA Level 1 | ☐ Achieved | ☐ Merit | ☐ Excellence |
| NCEA Level 2 | ☐ Achieved | ☐ Merit | ☐ Excellence |
| NCEA Level 3 | ☐ Achieved | ☐ Merit | ☐ Excellence |

Supporting material:
Please outline how a Centenary Legacy Trust /HBDHB Internship will assist you with your career aspirations by either:

1. providing a short written submission (no more than 500 words)
OR
2. providing a video submission

Please return completed form to:

**Programme Incubator**
**Education & Development**
**Hawke's Bay District Health Board**
**Private Bag 9014**
**Hastings 4156**

Or email to chanelle.deslandes@hbdhb.govt.nz

Health - Love it

# RSA Legacy Trust /Programme Incubator Internships

26 November – 21 December 2018
&
7 January – 1 February 2019

Applications closing date Friday 28 September (end of term 3)

- Email Year 13 Programme Incubator students advertising internship opportunity. Ask for expressions of interest.
- Advise Programme Incubator school coordinators of students who showed an expression of interest.
- Schools to select students based on NZQA financial hardship criteria. Students asked to apply using application form developed by HBDHB Programme Incubator.

Shortlist 1 – 12 October

- Shortlist applications (Viv / Chanelle / Trust member).
- Shortlist sent to RSA trust for approval.
- Shortlist applicants notified and invited for interview (Viv / Chanelle / Trust member).

Interviews 15 – 26 October

- Interviews.

Trust Meeting

29 October – 9 November

- Successful applicants notified and invited with their parent / caregiver to meet Viv / Chanelle / Trust member about internship and expectations.

26 November

- Internships commence.

HIPPENDIX 4

# Napier Returned and Services' Association Incorporated

34 Vautier Street, Napier NZ. PO Box 253, 4140

Est. 1916

Centenary Legacy Trust RSA Napier

TYMEKA WAWATAI OLIVIA BELL

## Centenary Legacy Trust Presentation of Interns




On Tuesday 22nd January 2019 the team from the Centenary Legacy Trust invited members, community and partners to meet and greet this year's interns Olivia and Tymeka. Part of the presentations by the Trustees discussed the selection criteria used to select these students for the program. THIS FUNCTION WAS ATTENDED BY GERALDINE TRAVERS + MALCOLM DIXON (HDC COUNCILLORS)

These students have now completed the program. They spoke of their experiences and the benefits they have gained with the internship. They both enjoyed the opportunity to take questions from the floor and are thankful for the Centenary Legacy Trust, HBDHB, and Napier RSA for supporting and providing this program.

Presented by the Trust's Secretary Joy Hamer, was the recognition of a very helpful and supportive Charlie Strong. Charlie has been hands on supporting and helping the Centenary Legacy Trust and notably his large contributions as the Raffles co-ordinator on Pension Tuesdays. With these raffles the trust has been growing its funds on a regular basis. Thank you Charlie we will miss you as the Raffles co-ordinator.

This has been our first students to participate in the purpose of our Trust and with the support of our RSA and the wider community we do hope to be able to increase the number of students each year.

For more information or to chat through how you can assist please speak with Selwyn Hawthorne at email or phone. selwyn.hawthorne@xtra.co.nz Ph (06) 845 4164 mob 027 222 6502

**How do I contribute and support our Centenary Gift, our Legacy?**

.... by leaving your contribution at Reception, the Bar, or Norfolk Lounge Restaurant, or use the form on the back of the Trust brochure available from the bar.

**All contributions will be personally acknowledged**

Please contact Reception for further details or to speak with one of the team about our Trust. Centenary Legacy Trust, Napier RSA, P.O Box 253, Napier 4141

Telephone 06 8357629 Email reception@rsanapier.co.nz

*Centenary Legacy Trust established in our 100th year.*