Katikati Community Resource Centre Incorporated

PERFORMANCE REPORT

Year ended 31st December 2018

Trading as:



Heart of our community Manawa ō tō tātou hapori

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Performance Report | Katikati Community Centre

Directory

Katikati Community Centre For the year ended 31 December 2018

Chairperson

David Marshall

Secretary

Anne Henry

Treasurer

Vacant

Manager

Allan Wainwright

Governance Board

David Marshall Jennifer Hobbs Anne Henry Irene Maxwell-Curnock Anu Bhardwaj

Chartered Accountant

Ivan Martinovich C/- Our Accountant Limited 9 George Street Hamilton 3214

Auditor

Bruce W Warden Limited Accountant P.O. Box 73 Katikati

Bankers

Westpac

Contact Details

Address:

45 Beach Road, Katikati 3129

Telephone:

(07) 549 0399

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www.facebook.com/katikaticommunity/

Entity Information

Katikati Community Centre For the year ended 31 December 2018

'Who are we?' and 'Why do we exist?'

Legal Name of Entity

Katikati Community Resource Centre Incorporated

Entity Type and Legal Basis

Incorporated and Registered Charity

Registration Number

Charity Registration Number: Incorporated Society Number: GST Number: CC21919 HN/501666 061-308-830

Trading as: Katikati Community Centre - Heart of our Community Manawa tō ō tātou Hapori

Our Vision

"Katikati is a thriving community where everyone feels supported and connected"

Our Mission

"A centre for inspiration, well-being, growth and enjoyment"

Desired Outcomes

A key player in the unified provision of services in the Katikati community where needs are met and relationships are strong.

Entity Structure

Governance Board

Katikati Community Resource Centre currently has 5 board members that constitutes our governance board, including three executive officer positions: chairman, secretary and treasurer (currently vacant).

Operational Structure

Katikati Community Resource Centre is run by a team of seven paid employees. The organisation employs a manager, a team leader - programmes, promotion and information, an information and bookings coordinator, a team leader - child and youth services, a youth programmes coordinator, an after school programme supervisor and an administrative assistant. The centre also employees over 20 casual staff to assist with the delivery of its programmes.

Main Sources of Entity's Income

Katikati Community Resource Centre receives its income from room rental, programme charges, government contracts/grants, philanthropic trusts, donations and other grants

Performance Report Katikati Community Centre

Statement of Service Performance

Katikati Community Centre For the year ended 31 December 2018

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

Programmes

Information & Advisory Services

- Information enquiries
- Smartphone support for the elderly
- Pregnancy & Parenting classes

Children & Youth Services

- School Holiday Programme
- Breakaway Holiday Programme
- After-school Programme

Adult & Community Education

- Community Education/Funded and Self-Funded

Over 8,000 enquiries annually Weekly drop in service Three classes annually Averaging 100 children/youth daily Over 30 youth daily Averaging 30 children daily

Over 900 learners annually

Outcomes

Information & Advisory Services

Provided up to date, complete and relevant information to the community with links to service providers, community support groups and health professionals

Increased the ability of families/whanau and individuals to meet their own personal and social needs thus improving the community health and well-being.

Children & Youth Services

Provided programmes and services that helped young people build their social, interpersonal and communication skills, that enhanced learning, built self-esteem and self-confidence and created an awareness of their environment. Work with youth at risk to improved life outcomes in the areas of health, education and social outcomes resulting in young people feeling stronger, more connected to, and supported by their communities.

Adult & Community Education

Provided Tertiary Education Commission funded courses that target learners whose initial learning was not successful: raised foundation skills; strengthened social cohesion and enhanced learners ability to participate in society and economic life. The courses have a strong focus on literacy, numeracy, digital literacy, Te Reo, NZ sign language and English as a second language.

Provided centre-funded courses for adults with a focus on health, cultural and social issues that promoted personal, economic and social well-being, and contributed to more involvement in the community.

Provided opportunities to learn new skills or improve existing skills at minimal costs.

Performance Report | Katikati Community Centre



BRUCE W WARDEN

LIMITED

ACCOUNTANTS

INDEPENDENT AUDITORS REPORT

To the members of the Katikati Community Resource Centre Incorporated.

Report on the Financial Statements

We have audited the attached statements of the Katikati Community Resource Centre Incorporated on pages 7 to 13, which comprises the statement of financial performance, statement of financial position, statement of cash flows and notes for the year ended 31st December 2018. We were not requested to audit the statement of service performance, and accordingly this statement has not been included in our audit.

Governance Board's Responsibility for the Performance Report

The Governance Board's are responsible for the preparation and fair presentation of the performance report in accordance with the Public Benefit Entity Simple Format Reporting Standard – Accrual (Not for Profit) Standard and for such internal control as the board determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on those parts of the performance report which are subject to our audit. We conducted our audit in accordance with generally accepted standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the performance report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the performance report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the performance report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the performance report.

Other than in our capacity as auditor we have no relationship with, or interest in the Katikati Community Resource Centre Incorporated.

Unqualified Opinion

In our opinion, the performance reports for the Katikati Community Resource Centre Incorporated on pages 7 to 13 are prepared in all material respects in accordance with the Public Benefit Entity Simple Format Reporting Standard – Accrual (Not for Profit) Standard apart from the statement of service performance on page 5 on which we do not express an opinion.

Restriction on Use of Our Report

This report is made solely to the board in accordance with the requirements of their constitution. 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 board for our audit work, for this report or for the opinions we have formed.

Bruce W Warden Ltd
Accountant

Katikati 16th April 2019

Statement of Financial Performance

Katikati Community Centre For the year ended 31 December 2018

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

	NOTES	2018	2017
Revenue			
Government Grants/Contracts		152,784	154,363
Other Grants & Sponsorship		225,516	252,778
Programme Fees		130,804	118,887
Rental Income & Services		37,223	36,348
Donations		1,199	800
Interest, dividends and other investment revenue		2,386	2,442
Total Revenue		549,912	565,618
Expenses			
Operating and Programme Expenses		170,886	220,364
Wage Expenses		384,349	374,504
Total Expenses		555,236	594,868
Net Surplus/(Deficit) before Adjustments		(5,323)	(29,250)
Adjustments			
Depreciation		4,685	5,844
Transfer from Asset Replacement Reserve		-	(35,000)
Total Adjustments		4,685	(29,156)
Surplus/(Deficit) for the Year		(10,008)	(94)

Statement of Changes in Equity

Katikati Community Centre For the year ended 31 December 2018

	2018	2017
Equity		
Opening Balance	460,247	253,413
Increases		
St John Resource Committee - Net Assets Gifted	-	241,928
Total Increases	-	241,928
Decreases		
Loss for the Period	10,008	94
Reduction of Asset Replacement Reserve	-	35,000
Total Decreases	10,008	35,094
Total Equity	450,239	460,247

Statement of Financial Position

Katikati Community Centre As at 31 December 2018

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

	NOTES	31 DEC 2018	31 DEC 2017
Assets			
Current Assets			
Bank accounts and cash	5	155,207	250,126
Accounts Receivable		6,363	5,156
Term Deposit		43,738	42,261
GST Receivable		882	
Total Current Assets		206,190	297,543
Non-Current Assets			
Property, Plant and Equipment		359,341	303,742
Investments		5,417	7,700
Total Non-Current Assets		364,758	311,442
Total Assets		570,947	608,985
Liabilities			
Current Liabilities			
Accounts Payable		46,479	71,514
GST Payable		-	2,605
Income in Advance		74,230	74,618
Total Current Liabilities		120,708	148,738
Total Liabilities		120,708	148,738
Total Assets less Total Liabilities (Net Assets)		450,239	460,247
Equity			
Accumulated funds		450,239	460,247
Total Equity		450,239	460,247

Signed for and on behalf of the board;

Allan Wainwright

Manager

1 / 1 / 2 / 2 / 2

Date:

David Marshall .

Chairman

Date:

Statement of Cash Flows

Katikati Community Centre For the year ended 31 December 2018 Cash Basis

"How the entity has received and used cash"

	2018	2017
Cash Flows		
Operating Activities		
Grants, Contracts, Sponsorship and Donations	370,798	390,659
Programme Fees	130,804	118,887
Payments to suppliers and employees	(568,907)	(519,235)
Dividends and Interest received	2,386	2,442
Rent Income and Services	36,325	40,299
Net Cash Flows from Operating Activities	(28,594)	33,052
Investing Activities		
Proceeds from sale of investments	2,283	_
Payment for property, plant and equipment	(67,122)	(2,431)
Net Cash Flows from Investing Activities	(64,839)	(2,431)
Financing Activities		
Other cash items from financing activities		-
Net Cash Flows from Financing Activities		-
Net Cash Flows	(93,433)	30,621
	2018	2017
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	292,387	261,764
Cash and cash equivalents at end of period	198,944	292,385
Untitled Formula	(93,443)	30,621

Notes to the Performance Report

Katikati Community Centre For the year ended 31 December 2018

'How did we do our accounting?'

1. Statement of Accounting Policies

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.

Specific Accounting Policies

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

- Trade Receivables: Trade receivables are recognised at estimated realisable value.
- Investments: Investments are stated at cost.
- Property, Plant & Equipment: Plant, property and equipment are recorded at cost less accumulated depreciation.
- **Depreciation:** Depreciation has been calculated to allocate the cost of the assets over the estimated useful lives, as shown in the depreciation schedule.
- **GST**: The Katikati Community Centre 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 (please see changes in accounting policies).
- **Income Tax:** Katikati Community Centre is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.
- **Grants:** Grants received are recognised in operating revenue, unless specific conditions attach to a grant and repayment of the grant is required where these conditions are not met. In these cases, the grant is treated as a liability until the conditions are met.

Changes in Accounting Policies

All accounting policies are consistent with previous years with the exemption of the policy in relation to the following;

GST on accounts receivable and payable are now stated inclusive of GST (all other areas of the financial statements are prepared on a GST exclusive basis which is consistent with previous years).

Presentation of Wages

In the Statement of Financial Performance and the Income & Expenses analysis the presentation of all wages and KiwiSaver payments are grouped together.

In both cases the prior year figures have also been adjusted.

2. Commitments and Contingencies

The Katikati Community Centre did not have any capital commitments or contingent liabilities at year end (2017: Nil)

Performance Report | Katikati Community Centre

3. Related Party Transactions

There were no related party transactions during the year (2017: St John Katikati Area Committee apportioned net assets at cost including the building, some cash, and some shares to Katikati Community Centre and forgave loans owed to them).

4. Room Rental and Administration - Internal Programmes

 $Income from \ Internal\ programmes\ represent\ charges\ made\ to\ specific\ programmes\ to\ reflect\ their\ actual\ cost.$

Programme	Rental	Administration	Total
School Holiday Programme (SHP)	4,110		\$4,110
Community Education (CE)	3,680		\$3,680
Adult & Community Education (ACE)	5,822		\$5,822
Youth at Risk (YAR)		2,260	\$2,260
Mpowa Youth	6,240	3,650	\$9,890
After School Programme (ASP)		6,606	\$6,606
Total	\$19,852	\$12,516	\$32,368

	2010	2011
5. Cash at Bank		
Wespac Account - 00	7,855	29,891
Wespac Account - 01	24,453	23,562
Wespac Account - 02	1,725	9,192
Wespac Account - 03	6	58,401
Wespac Account - 04	15,432	33,358
Wespac Account - 05	64,682	56,660
Wespac Account - 06	38,310	33,165
Wespac Account - 07	1,874	5,899
Wespac Account - 09	870	-
Total Cash at Bank	155,207	250,126

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Income & Expenses Analysis and Schedules

Katikati Community Centre For the year ended 31 December 2018

Income & Expenses Analysis	201
Operating & Project 1 194,311 School Holiday Programme (SHP) 2 92,938 Breakaway Holiday Programme (BHP) 3 12,000 Youth at Risk (YAR) 4 17,964 Mpowa 5 72,996 After School Programme (ASP) 6 66,060 Adult & Community Education (ACE) 7 68,790 Community Education Self Funded (CE) 8 25,492 Total Income 5 78,912 Programme Expenses 2 98,686 Operating & Project 1 21,824 School Holiday Programme (SHP) 2 98,686 Breakaway Holiday Programme (BHP) 3 15,255 Youth at Risk (YAR) 4 18,177 Mpowa 5 6,374 After School Programme (ASP) 6 49,041 After School Programme (ASP) 6 49,041 Adult & Community Education (ACE) 7 64,206 Community Education Self Funded (CE) 8 34,171 Total Income & Expenses Analysis	
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Lottery Community Facilities45,299Lottery Community Grant40,000MSD - Info & Advice8,598	
Lottery Community Grant 40,000 MSD - Info & Advice 8,598	4,68
MSD - Info & Advice 8,598	50,00
	26,50
D. T. 10 1	8,92
Bay Trust Grant 30,000	
COGS Grant 3,500	9,54
NZ Community Trust Grant -	22,00
TECT Community Development -	30,00
WBOP District Council 21,674	28,93
Photocopying 42	6

	DETAIL 2	018	2017
Interest Received	1.7	778	1,615
Dividends Received		508	341
Other Income		-	486
Total Operating & Projects Income	194,3	311	219,670
Operating & Projects Expenses			
ACC Levies	1,:	134	947
Advertising	3,5	595	6,840
Annual General Meeting Expenses		-	142
Antenatal Expenses	3,7	226	3,107
Audit Fees		900	900
Bad Debts		271	
Bank Fees		26	
Catering		466	213
Cleaning	5,3	309	3,990
Computer Expenses	3,4	427	3,725
Community Research	2,	450	7,400
Consulting & Accounting	5,4	468	372
Database Expenses		600	
Electricity	3,	761	3,702
Enrolmy Credit Card (Stripe) Fee A/c		50	
General Expenses		195	
Gifts & Vouchers		415	647
Health & Safety Costs		-	625
Insurance	ن,3	806	3,447
Interest		-	2
Legal expenses	7,	787	
Low Cost Assets		155	818
Marketing	1,	178	
Office Expenses		489	
Photocopier monthly charge	1,	619	
Printing & Stationery	1,	949	1,305
Refreshments	1,	418	64
Repairs and Maintenance	6,	144	6,98
Resource Materials		290	
Centre Renovations 2017	4,	506	63,29
Security	1,	697	1,66
Subscriptions/Donations/Fees/Reg (302)		191	50
Telephone & Internet (306)	1,	006	1,62
Supervision/Mentoring		170	17
Training		498	213
Travel	2,	064	16
Volunteer		324	57
Wages	158,	195	149,82
Staff Expenses	19	390	

YES Programme Expenses & Wages		-	3,273
Charges to Internal Programmes		(32,368)	(31,239
Total Operating & Projects Expenses		211,824	235,863
Total Operating & Projects		(17,513)	(16,191
	DETAIL	2018	201
School Holiday Programme (SHP)			
SHP Income			
SHP - OSCAR Subsidies		1,015	
SHP - Activity Fees		44,765	40,707
SHP - Creative Bay of Plenty		750	8,000
SHP - Acorn Foundation		10,000	9,000
SHP - Sky City Hamilton Community Trust		5,000	5,000
SHP - Ministry of Social Development (OSCAR)		30,668	30,600
SHP - Donations		100	
Total SHP Income		92,298	93,30
SHP Expenses			
SHP - Advertising		1,372	2,71
SHP - Bus Hire & Travel		9,772	7,72
SHP - Cleaning		34	293
SHP - Consumables (course materials)		2,673	3,159
SHP - Computer Expenses		505	24
SHP - Entry & Activity Fees		14,873	7,30
SHP - General Expenses		202	810
SHP - Photocopying & Stationary		17	2,35
SHP - Refreshments		290	64
SHP - Rent & Room Hire		4,110	3,93
SHP - Resource Materials		180	503
SHP - Telephone & Internet		702	84
SHP - Training		361	7.
SHP - Tutor Fees & Travel		955	5,27
SHP - Volunteer expenses		50	26
SHP - Uniforms		1,176	2
SHP - Wages		61,415	59,540
Total SHP Expenses		98,686	95,69
Total School Holiday Programme (SHP)		(6,388)	(2,391
	DETAIL	2018	201
. Breakaway Holiday Programme (BHP)			
BHP - Income			
BHP - Ministry of Social Development		12,000	12,000

BHP - Acorn Foundation Funding		-	1,000
Total BHP - Income		12,000	13,000
BHP Expenses			
BHP - Breakaway Holiday Programme - Expenses		92	-
BHP - Bus Hire & Travel		1,843	-
BHP - Consumables (Course materials)		-12	3,630
BHP - Entry & Activity Fees		2,583	-
BHP - General Expenses		26	-
BHP - Refreshments		158	-
BHP - Wages		10,553	10,546
Total BHP Expenses		15,255	14,176
Total Breakaway Holiday Programme (BHP)		(3,255)	(1,176)
	DETAIL	2018	2017
4. Youth at Risk (YAR)			
YAR Income			
YAR - Ministry of Social Development		17,964	17,964
Total YAR Income		17,964	17,964
YAR Expenses			
YAR - Administration		2,260	2,260
YAR - Consumables (Course materials)		-	106
YAR - Wages		15,917	15,525
Total YAR Expenses		18,177	17,891
Total Youth at Risk (YAR)		(213)	73
	DETAIL	2018	2017
5. Mpowa			
Mpowa Income			
Mpowa - Bay Trust		17,000	37,000
Mpowa - Creative Tauranga		1,792	1,000
Mpowa - Donation		200	500
Mpowa - Lottery Community		35,000	25,000
Mpowa - Mpowa Activity Fees		4	878
Mpowa - Mpowa - Funding			5,000
Mpowa - TECT		15,000	-
Mpowa - WBOP District Council		4,000	4,348
Total Mpowa Income		72,996	73,726
Mpowa Expenses			
Mpowa - Advertising		69	96
Mpowa - Administration		•	6,240
Mpowa - Cleaning		9	-
Mpowa - Computer Expenses			170

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Mpowa - Consumables (Course materials)	4	141	-
Mpowa - Entry & Activity Fees	2,1	155	8,919
Mpowa - Youth Survey			2,507
Mpowa - Low Cost Assets		-	638
Mpowa - Management Fee	3,6	550	2,517
Mpowa - Photocopying & Stationary		55	686
Mpowa - Refreshments	(535	588
Mpowa - Rent & Room Hire	6,2	240	
Mpowa - Repairs & Maintenance	1	120	
Mpowa - Resource Materials	1	114	919
Mpowa - Supervision/Mentoring	7	798	470
Mpowa - Subscriptions/Reg Fees		320	320
Mpowa - Telephone & Internet	9	963	269
Mpowa - Training	6	666	339
Mpowa - Travel	3	325	994
Mpowa - Uniforms	1	160	
Mpowa - Wages	46,6		46,686
Total Mpowa Expenses	63,8	74	72,358
Total Mpowa	9,1	.22	1,368
	DETAIL 20	018	2017
. After School Programme (ASP) ASP Income			
ASP - OSCAR Subsidy	4,5	15	11,370
ASP - Activity Fees	51,5	46	36,886
ASP - Ministry of Social Development (OSCAR)	10,0	00	12,125
Total ASP Income	66,0	60	60,381
ASP Expenses			
ASP - Advertising		-	880
ASP - Administration	6,6	06	4,400
ASP - Cleaning		-	250
ASP - Computer Expenses	1,2	.78	376
ASP - Consumables (Course materials)	5	556	429
ASP - General Expenses	1	.16	646
ASP - Gifts		-	73
ASP - Low Cost Assets	2	217	336
ASP - Photocopying & Stationary		51	433
ASP - Refreshments	2,0)30	2,289
ASP - Rent & Room Hire	2,0	00	2,000
ASP - Repairs & Maintenance		75	
ASP - Resource Materials	2	251	210
ASP - Subscriptions		61	61
ASP - Telephone & Internet	1	.22	980
ASP - Training	1	.30	872

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Katikati Community Centre For the year ended 31 December 2018

NAME	COST	COST OPENING VALUE	PURCHASES	DISPOSALS METHOD	RATE	DEPRECIATION	DEPRECIATION CLOSING ACCUM DEP	CLOSING VALUE
Buildings								
Leasehold Improvements - 2004	2,894	1,789	1	TS -	3.00%	87	1,192	1,702
Leasehold Improvements - 2005	27,376	17,347	1	TS -	3.00%	821	10,850	16,526
Building - 45 Beach Road	281,105	281,105	1	TS -	0.00%	1	1	281,105
Westinghouse Dishwasher - 2018	800	1	800	TS -	13.50%	σ	6	791
Westinghouse Oven - 2018	1,206	1	1,206	- SL	7.00%	7	7	1,199
Westinghouse Stove Top - 2018	825	1	825	TS -	7.00%	5	5	820
Garage Renovation - 2018	50,745	1	50,745	- SL	0.00%	•	1	50,745
Total Buildings	364,951	300,241	53,576	,		929	12,063	352,888
Office Equipment								
Ceiling Fans	565	28	1	- DV	12.00%	m	540	25
Computer Workstation	099	61	1	- DV	10.00%	9	605	55
Display Cabinet	2,385	1	1	- DV	10.00%	I	2,385	1
Filing Cabinet	299	26	1	- DV	10.00%	3	276	23
Filing Cabinet	176	26	1	DV	10.00%	8	153	23
Sidewalk Sign	565	77	1	- SL	6.50%	37	525	40
Whiteboard	2,110	1	1	- DV	24.00%	1	2,110	1
Data Projector	2,735	1	1	- SL	15.50%	1	2,735	1
Laminator	666	1	1	- SL	18.60%	1	666	•
Heat Pump	1,722	122	1	- SL	10.00%	122	1,722	1
Photocopier	6,995	1	1	- SL	36.00%		6,995	1
Computer Notebook	1,555	1	1	- SL	48.00%	1	1,555	1
Computer Server	2,261	1	1	- SL	40.00%	1	2,261	
Computer Toshiba Notebook	1,300	1	1	- SL	40.00%	1	1,300	1

NAME	COST	COST OPENING VALUE	PURCHASES	DISPOSALS METHOD	МЕТНОВ	RATE	DEPRECIATION	DEPRECIATION CLOSING ACCUM DEP	CLOSING VALUE
Panasonic Projector	995	1	1	1	SL	30.00%	1	995	
Panasonic Projector	995	I	1		SL	30.00%	1	995	1
Calnar Cash Register	798	80	1	1	SL	40.00%	80	798	,
Photocopier - Toshiba	5,900	1,652	1	1	SL	36.00%	1,652	5,900	
Eftpos Machine	850	89			SL	48.00%	89	850	
Dell Optiplex Computers x 4	2,431	1,361	,	1	SL	48.00%	1,167	2,237	194
Projector - 2018	1,689	1	1,689	1	SL	17.50%	197	197	1,492
Sound System - 2018	2,818	1	2,818	1	SL	17.50%	329	329	2,490
Navigator Sign - 2018	2,200	1	2,200		SL	7.00%	06	06	2,110
Total Office Equipment	43,003	3,501	6,707	1			3,756	36,551	6,452
Total 4	407,955	303,742	60,284	1			4,685	48,614	359,341

Depreciation Schedule

