

**KATIKATI COMMUNITY RESOURCE CENTRE
INCORPORATED**

FINANCIAL STATEMENTS

YEAR ENDED 31ST DECEMBER 2013

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2013**

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**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2013**

DIRECTORY

CHAIRPERSON:	Nathalie Thomas
SECRETARY:	Heather Jerram
TREASURER:	Alan Dodwell
MANAGER/ADMINISTRATOR:	Chris Ridder
GOVERNANCE BOARD:	Alan Dodwell Bruce Duske Kevin Williamson Nathalie Thomas Heather Jerram Eris Boyack
BANKERS:	Westpac P.O. Box 161 KATIKATI
AUDITORS:	Bruce W Warden Chartered Accountants P.O. Box 223 KATIKATI
DATE OF INCORPORATION:	8-Mar-91
INCORPORATION NO:	HN501666
IRD NO:	61-308-830
CHARITIES COMMISSION REG NO	CC21919

**KATIKATI COMMUNITY RESOURCE CENTRE
AUDIT REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2013**



B R U C E W
W A R D E N

CHARTERED ACCOUNTANTS

Audit Report

To the members of the Katikati Community Resource Centre Incorporated.

We have audited the financial reports on pages 4 to 6. The financial report provides information about the past financial performance of the Katikati Community Resource Centre Inc. and its financial position as at 31st December 2013. This information is stated in accordance with the accounting policies set out on page 7.

The Committees Responsibilities

The committee is responsible for the preparation of a financial report which fairly reflects the financial position of the society as at the 31st December 2013 and the results of its operations for the year ended on that date.

Auditors Responsibilities

It is our responsibility to express an independent opinion on the financial report presented by the committee, and to report our 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 judgements made by the committee in the preparation of the financial report; and
- Whether the accounting policies are appropriate to the Katikati Community Resource Centre Incorporated circumstances, consistently applied, and adequately disclosed.

We conducted our audit in accordance with New Zealand Auditing Standards. We planned and performed our audit so as to obtain all the information and explanations we considered necessary in order to provide us with sufficient evidence to obtain reasonable assurance that the financial report was free from material misstatements, whether caused by fraud or error. In forming our opinion we also evaluated the overall adequacy of the presentation of the information in the financial report.

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

Unqualified Opinion

We have obtained all the information and explanations we have required.

In our opinion, the financial report on pages 4 to 6 fairly reflects the financial position of Katikati Community Resource Centre Inc. as at the 31st December 2013, and the results of its operations for the year ended on that date.

Our audit was completed on 9th April 2014 and our unqualified opinion is expressed as at that date.

Bruce W Warden
Chartered Accountants

KATIKATI



**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2013**

STATEMENT OF FINANCIAL PERFORMANCE

	Schedule	Dec-13 \$	Dec-12 \$
INCOME			
Rent Received		41,081	39,689
Brochure Advertising		-	321
Photocopying Income		570	553
Donations Received		974	3,216
Health & Wellbeing Exhibitor Fees		-	1,774
Health & Wellbeing Exhibitor Donations		-	4,175
BOPD Health Board-Information Services		3,410	20,300
BOP District Health Board-Antenatal		6,090	6,091
Lottery Community Grant (also schedule 3)		20,500	24,000
CYF Contracting Services (also schedule 3)		8,925	8,925
NZ Community Trust		4,000	2,500
Bay of Plenty Community Trust Donation		15,000	0
WBOP District Council		17,563	17,034
COGS		4,800	9,500
Acorn Trust		5,126	5,000
Sport BOP		1,500	0
Interest Received		4,702	4,963
		134,241	148,041
Less EXPENSES			
Administration Expenses	2)	123,304	142,661
Standing Charges	2)	8,659	9,416
Charges to Internal Programmes(Note 5)		-21,229	-26,047
Total Expenditure		110,734	126,030
		23,507	22,011
Less Programme Deficits			
School Holiday Programme	3a)	2,391	4,460
Breakaway Programme	3b)	-25	-4
Youth at Risk	3c)	-6	-210
After School Programme	4)	1,769	191
Community Education Self Funded	5)	7,815	10,170
Adult & Community Education	6)	2,547	7,913
Total Programmes		14,491	22,520
		9,016	-509
CASH SURPLUS			
Depreciation	1)	3,777	4,652
		5,239	-5,161
Transfer to Asset Replacement Reserve		2,000	-
		\$3,239	-\$5,161
NET SURPLUS(- Deficit)		\$3,239	-\$5,161

The notes and statement of accounting policies form part of and should be read in conjunction with this statement

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2013**

STATEMENT OF MOVEMENT IN EQUITY

	Dec-13 \$	Dec-12 \$
EQUITY		
Accumulated Funds Brought Forward	197,251	202,412
Net Surplus/ - Deficit for year	3,239	-5,161
Increase in Reserves	2,000	-
	5,239	-5,161
Total Recognised Revenue & Expenses for Year	5,239	-5,161
Equity at End of Year	202,490	197,251
 Analysed as:- GENERAL FUND		
Opening Balance	166,251	171,412
Surplus (- Deficit) for Year	3,239	-5,161
	169,490	166,251
 ASSET REPLACEMENT RESERVES FUND		
Brought Forward	31,000	31,000
Additions in Year	2,000	-
Closing Balance	\$33,000	\$31,000
Total Equity	\$202,490	\$197,251

The notes and statement of accounting policies form part of and should be read in conjunction with this statement

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2013**

STATEMENT OF FINANCIAL POSITION

	Dec-13	Dec-12
	\$	\$
CURRENT ASSETS		
Westpac Cheque Account 00	6,430	9,074
Westpac Cheque Account 01	5,182	1,937
Westpac Account 02 - Adult & Community Education	11,377	11,245
Westpac Account 03 - Wages	62,611	56,622
Westpac Account 04 - School Holiday Programme	25,824	4,863
Westpac Account 05 - Asset Replacement Reserve	19,702	19,177
Westpac Account 06 - Administration	103	350
Westpac Term Investment - Wages	36,584	35,031
Westpac Term Investment - Breakaway	10,000	-
Accounts Receivable	6,485	4,749
	<hr/>	<hr/>
Total Current Assets	184,298	143,048
 Less CURRENT LIABILITIES		
Accounts Payable	9,796	8,262
Prepaid Income	64,116	31,895
GST Payable	3,699	4,225
	<hr/>	<hr/>
Total Current Liabilities	77,611	44,382
 WORKING CAPITAL	 106,687	 98,666
 NON CURRENT ASSETS		
Investments		
St John Resource Centre - Katikati Inc	70,000	70,000
Fixed Assets (as per schedule 1)	25,803	28,585
	<hr/>	<hr/>
	\$202,490	\$197,251
	<hr/> <hr/>	<hr/> <hr/>

Christine Ridder

Nathalie Thomas

MANAGER/ADMINISTRATOR

CHAIRPERSON





DATE 9 April 2014

DATE 9 April 2014

The notes and statement of accounting policies form part of and should be read in conjunction with this statement

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2013**

STATEMENT OF ACCOUNTING POLICIES

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

1. Statement of Accounting Policies

Reporting Entity

Katikati Community Resource Centre Inc. (the Society) is incorporated as a society under the Incorporated Societies Act 1908. The financial statements of the Society have been prepared according to generally accepted accounting practice.

Measurement Base

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis are followed by the society.

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

Property, plant and equipment are recorded at cost less accumulated depreciation.

Depreciation

Depreciation has been calculated to allocate the cost of the assets over their estimated useful lives, as shown on Schedule 1.

GST

The financial statements have been prepared on a GST exclusive basis.

Income Tax

The society has charitable status and is exempt from income tax.

Leases

The society leases buildings from St John Resource Centre – Katikati Inc.

Operating lease payments where the lessors effectively retain substantially all of the risks and benefits of ownership of the lease items are included in the determination of the net surplus in equal instalments over the lease term.

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.

Differential Reporting

The Society qualifies for differential reporting as it is not publicly accountable and it is small. The Society has taken advantage of all available differential reporting exemptions.

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.

2. Commitments and contingencies

The society did not have any capital commitments or contingent liabilities at year end (2012:nil)

3. Related party transactions

The society is in a joint venture with St Johns, the society leases land and buildings from the joint venture on normal trading terms, apart from that there were no related party transactions during the year.

4. Subsequent events

There were no significant events after balance date.

5. Room Rental, Administration and Photocopying Expenses

Income from internal programmes represent charges made to specific programmes to reflect their actual cost.

Programme	Rental	Administration	Photocopying	Totals
School Holiday Programme	5,520	-	1,455	6,975
Community Education (CE)	3,240		834	4,074
Adult & Community Education (ACE)	4,560	1,440	834	6,834
Youth at Risk	-	1,400	-	1,400
After School Programme	-	1,470	476	1,946
	\$13,320	\$4,310	\$3,599	\$21,229

Schedule 1

KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
 FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013
 SCHEDULE OF FIXED ASSETS AND DEPRECIATION

Asset	Cost	Book	Gain/Loss	Capital	Depreciation		Accum	Book
	Price	Value	on	Profit	Rate	Deprec		
	\$	01/01/13	Disposal		Mth		31/12/13	31/12/13
	\$	\$					\$	\$
Plant and Equipment at Cost								
Ceiling Fans	565	50			12	DV	521	44
Computer Workstation	660	102			12	DV	568	92
Filing Cabinet	299	45			12	DV	259	40
Computer - Share of	572	-			12	DV	572	-
Brochure Stand	304	8			12	DV	304	-
Overhead Projector	549	3			12	DV	549	-
Panasonic Facsimile	399	2			12	DV	399	-
Filing Cabinet	176	44			12	DV	136	40
Display Cabinet	2,385	635			12	DV	1,814	571
Filing Cabinet	298	28			12	CP	298	-
Whiteboard – share of	2,110	-			12	CP	2,110	-
Sidewalk Sign	565	235			12	CP	367	198
Data Projector – share of	2,735	-			12	CP	2,735	-
Outdoor Sign	1,415	304			12	CP	1,247	168
Laminator	999	-			12	CP	999	-
Leasehold Improvements	2,894	2,198			12	CP	783	2,111
Leasehold Improvements	27,376	21,218			12	CP	6,979	20,397
Computer Toshiba Notebook	1,300	258			12	CP	1,300	-
Computer Toshiba Notebook	1,300	258			12	CP	1,300	-
Heat Pump - Share of	1,722	862			12	CP	1,032	690
Computer - notebook	1,888	-			12	CP	1,888	-
Photocopier	6,995	-			12	CP	6,995	-
Computer-notebook	1,555	-			12	CP	1,555	-
Eftpos	959	-			12	CP	959	-
Computer Toshiba Notebook	1,404	-			12	CP	1,404	-
Computer Server	2,261	905			12	CP	2,261	-
Computer Toshiba Notebook	809	539			10	CP	594	215
Computer Toshiba Notebook	1,300	867			10	CP	953	347
Panasonic Projector	995		995		5	CP	124	871
Total	66,789	28,561	995				41,005	25,784
							3,772	
Furniture and Fittings at Cost								
Curtains	2,419	24			12	DV	2,400	19
Carpets	993	-			12	CP	993	-
TOTAL	70,201	28,585	995				44,398	25,803
							3,777	

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2013**

SCHEDULE 2 TO THE FINANCIAL STATEMENTS

	Schedule <u>2</u>	Dec-13 \$	Dec-12 \$
DIRECT EXPENSES			
ADMINISTRATION EXPENSES			
Advertising		4,638	4,528
Annual General Meeting		126	80
Antenatal Expenses		4,081	4,779
Audit Fees		715	715
Bank Charges		6	14
Catering		26	54
Cleaning		3,238	3,572
Computer Consumables		685	349
Fees		105	153
Gifts & Vouchers		14	385
Health & Wellbeing Expo Costs		-	5,935
Low cost Assets		-	1,391
Printing, Stationery, Post		959	2,198
Refreshments		521	224
Repairs and Maintenance		2,491	3,177
Resource Material		43	454
Subs and Donations		25	137
Supervision		85	-
Telephone		950	912
Training		165	561
Travelling		1,016	693
Volunteer		469	274
Wages-Staff		102,040	112,076
Employer Contribution		906	-
Total Administration Expenses		<u>123,304</u>	<u>142,661</u>
STANDING CHARGES			
ACC Levy		886	2,195
Rent		6,336	6,336
Insurance		1,437	885
Total Standing Charges		<u>8,659</u>	<u>9,416</u>
TOTAL		<u>\$131,963</u>	<u>\$152,077</u>

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2013**

SCHEDULE 3a TO THE FINANCIAL STATEMENTS

SCHOOL HOLIDAY PROGRAMME INCOME & EXPENDITURE

	Schedule <u>3a</u>	Dec-13 \$	Dec-12 \$
INCOME			
Lottery Community		5,500	10,000
CYF Contracting Services		-	5,500
Ministry of Social Development(SHP)		23,962	16,000
NZ Community Trust		4,000	5,500
SHP - Activity Fees		<u>35,304</u>	<u>35,914</u>
Total Income		68,766	72,914
EXPENSES			
SHP - Advertising		1,490	941
SHP - Photocopying & Stationery		1,124	1,084
SHP - Bus Hire & Travel		5,504	6,623
SHP - Course Material		3,428	2,792
SHP - Entry Fees		14,007	12,906
SHP - Tutor Wages		10,402	7,866
SHP - Employer Contribution		20	-
SHP - Tutor Fees		6,828	12,277
SHP - Cleaning		217	278
SHP - First Aid Supplies		97	98
SHP - Resource Materials		107	-
SHP - General Expenses		134	20
SHP - Additional Staffing		9,283	4,569
SHP - Employer Contribution		169	-
SHP - Volunteer Expenses		265	138
SHP - Refreshments		623	536
SHP - Staff Travel		10	168
SHP - Telephone		786	732
SHP - Training		87	-
SHP - Donation		50	-
SHP - Uniforms		-	91
SHP - Sports Equipment		1,018	-
SHP - Computer Maintenance		619	417
Wages-Holiday Programme Coordinator		<u>14,890</u>	<u>25,838</u>
Total Expenses		71,158	77,374
Total School Holiday Programme Surplus (-Deficit)		<u><u>-\$2,392</u></u>	<u><u>-\$4,460</u></u>

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2013**

SCHEDULE 3b TO THE FINANCIAL STATEMENTS

BREAKAWAY HOLIDAY PROGRAMME INCOME & EXPENDITURE

	Schedule <u>3b</u>	Dec-13 \$	Dec-12 \$
INCOME			
Ministry of Social Development (Family and Community Services)		10,000	9,000
Total Income		10,000	9,000
EXPENSES			
Breakaway Expenses		3,842	3,480
Breakaway Wages		<u>6,133</u>	<u>5,516</u>
Total Expenses		9,975	8,996
Total Breakaway Holiday Programme Surplus (-Deficit)		<u><u>\$25</u></u>	<u><u>\$4</u></u>

SCHEDULE 3c TO THE FINANCIAL STATEMENTS

YOUTH AT RISK INCOME & EXPENDITURE

	Schedule <u>3c</u>	Dec-13 \$	Dec-12 \$
INCOME			
Ministry of Social Development (Child Youth and Family)		17,964	8,982
Total Income		<u><u>17,964</u></u>	<u><u>8,982</u></u>
EXPENSES			
Youth at Risk - Expenses		1,578	764
Youth at Risk - Wages		<u>16,380</u>	<u>8,008</u>
Total Expenses		17,958	8,772
Total Youth at Risk Surplus (-Deficit)		<u><u>\$6</u></u>	<u><u>\$210</u></u>

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2013**

SCHEDULE 4 TO THE FINANCIAL STATEMENTS

AFTER SCHOOL PROGRAMME INCOME & EXPENDITURE

	<u>4</u>	\$	\$
INCOME			
Ministry of Social Development (OSCAR)		9,325	12,000
Work & Income OSCAR Subsidy		6,442	15,612
ASP - Activity Fees		13,323	7,652
Total Income		29,090	35,264
 EXPENSES			
ASP - Advertising		231	155
ASP - Photocopying & Stationery		660	595
ASP - Travel Costs		-	38
ASP - Materials		233	528
ASP - Room Rental Costs		2,000	2,000
ASP - Supervisors Wages		16,001	18,045
ASP - Employer Contribution		447	-
ASP - Assistants Wages		7,591	6,972
ASP - Cleaning		41	33
ASP - Computer Consumables		269	187
ASP - First Aid Supplies		16	3
ASP - Resource Materials		-	14
ASP - Supervisor Fees		-	122
ASP - Gifts		51	95
ASP - Refreshments		951	1,355
ASP - Phone		855	802
ASP - Subscriptions		-	22
ASP - Coordinators Wages		-	2,000
ASP - Training		43	61
ASP - Conference Fees		-	413
ASP - Uniforms		-	545
ASP - Administration		1,470	1,470
Total Expenses		30,859	35,455
 Total After School Programme Surplus (-Deficit)		-\$1,769	-\$191

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2013**

SCHEDULE 5 TO THE FINANCIAL STATEMENTS

COMMUNITY EDUCATION SELF FUNDED INCOME AND EXPENDITURE

	Schedule	Dec-13	Dec-12
	<u>5</u>	\$	\$
INCOME			
Community Education Self Funded Fees		24,891	23,810
Sponsorship		-	2,323
		<hr/>	<hr/>
Total Income		24,891	26,133
 EXPENSES			
CE - Advertising		2,843	2,628
CE - Photocopying & Stationery		834	1,175
CE - Coordinators Wages		7,435	7,073
CE - Tutor Wages		2,657	1,042
CE - Tutor Fees		14,213	17,346
CE - Room Hire		3,640	2,990
CE - Travel		90	-
CE - Refreshment Costs		75	87
CE - Materials		739	659
CE - Phone & Internet Costs		180	183
CE - Administration Wages(enrolments, etc)		-	3,120
		<hr/>	<hr/>
Total Expenses		32,706	36,303
		<hr/>	<hr/>
Total Community Education Surplus (-Deficit)		<u>-7,815</u>	<u>-10,170</u>

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2013**

SCHEDULE 6 TO THE FINANCIAL STATEMENTS

ADULT AND COMMUNITY EDUCATION INCOME AND EXPENDITURE

	Schedule	Dec-13	Dec-12
	<u>6</u>	\$	\$
INCOME			
TEC Funding		60,598	56,699
Adult & Community Education Fees		<u>7,789</u>	<u>8,251</u>
Total Income		68,387	64,950
EXPENSES			
ACE - Advertising		8,324	7,884
ACE - Photocopying & Stationery		1,012	1,459
ACE - Administration Costs		1,611	1,850
ACE - Coordinators Wages		22,306	21,219
ACE - Employer Contribution		373	-
ACE - Tutor Wages		15,587	13,112
ACE - Tutor Fees		12,169	14,545
ACE - Room Hire		5,860	5,070
ACE - Repair & Maintenance		110	55
ACE - Resource Material		21	155
ACE - Insurance (25% share)		295	295
ACE - Travel		1,078	1,243
ACE - Training		86	50
ACE - Volunteer Expenses		269	157
ACE - Refreshment Costs		200	261
ACE - Tutor Gift		71	129
ACE - Materials		452	511
ACE - Phone & Internet Costs		540	550
ACE - Computer Consumables		571	1,198
ACE - Administration Wages (enrolments)		-	3,120
Total Expenses		<u>70,935</u>	<u>72,863</u>
Total Adult & Community Education Surplus (-Deficit)		<u><u>-\$2,548</u></u>	<u><u>-\$7,913</u></u>