



Heart of our community
Manawa ō tō tātou hapori

Annual Report 2017



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About Us



Our Vision

- *Katikati is a thriving community where everyone feels supported and connected*

Our mission

- *A centre for inspiration, wellbeing, 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

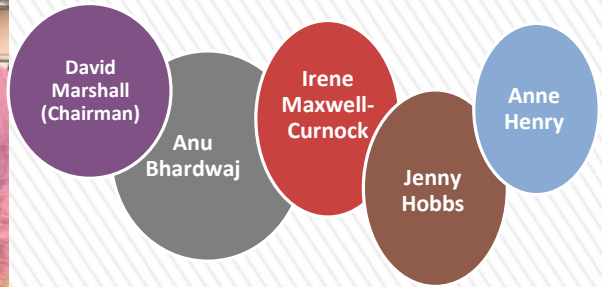
The Katikati Community Centre has been at the heart of the Community for 25 years, servicing a small but rapidly growing, diverse population.

It is an information, support and activity centre linking our rural community with social and health services and also provides a broad range of programmes and activities. These include after school and school holiday programmes, adult and community education classes, expos, seminars and involvement with youth. The programmes and activities are well attended, and well loved by the community.

As the population grows and demographics change, so do the needs of the community. It is critical for social agencies and community organisations to 'check in' with each other and make sure they are doing their best for the communities they serve.

We want to ensure that the Katikati Community Centre has a bright future and remains at the heart of the Katikati community for as long as it is wanted and needed.

Our Board & Staff



2017



Sandie Wieser,
Katikids

Izzy
Macmillan,
Katikids

Suzanne
Roberts,
Information &
Booking

Sally
Goodyear,
Admin

Melody Bishop,
Mpowa Youth

Diana Donker,
Adult Learning

Jan de Faye,
Child/Youth

Laura Te
Walter, Katikid

Chris Ridder,
Manager

Introducing...



Allan Wainwright
Our new Centre
Manager



Chairman's Report



2017/18 has been a busy period for the Board, with considerable time committed to finding the right person to take on the management of the Centre. The Board is confident that in Allan Wainwright we have secured a high energy, competent Manager who will lead the Community Centre forward to the benefit of our communities.

Chris Ridder's retirement after 23 years was a significant milestone in the 25 year history of our vibrant Community Centre. Chris had built the Centre's services over the years to establish a Centre with a great reputation with locals, funders, and the wider Western Bay of Plenty region. Chris can take immense pride in the excellent reputation the Community Centre enjoys and the sound financial situation of the Community Centre that she passes on to Allan.

The Board's Organisational Health Survey in 2017, as well as confirming the many excellent aspects of the Centre, also highlighted some areas for focus. As a result the Board focused on some initial steps to improve processes for staff appraisals and salary reviews. Strategic Pay Not for Profit salary survey was purchased and alignment of remuneration and job specifications is in progress. Employment Contracts have also been updated and will be renewed for each employee over the remainder of 2018.

The Society's Constitution from 1991 was significantly out of date and irrelevant so a new Constitution has been developed by the Board and placed on the web-site for review prior to our AGM where ratification will be sought.

The Board has taken a keen interest in the four community research projects now completed as providing important insights as to how the Community Centre can evolve to better meet the needs of our community. Allan will be leading this strategic alignment going forward.

The Board wants to thank all staff for their support and enthusiasm in delivering the services of the Community Centre in a professional and positive manner. You are the heart of our Centre that touches our community in so many ways.

We want to thank all staff for working together well and keeping the Community Centre functioning well during the interim between the departure of Chris in June, and the commencement of Allan as Manager in late August. In particular we are grateful for the team of Jan, Diane and Sally for stepping up to lead the organisation through this period.

The commitment and input from all Board Members has been excellent. It has been a hectic year for the Board but they have remained united in seeing the strategic direction of the Community Centre being realised for the betterment of the whole community.

We have positions available for 1-3 additional board members, allowing people with fresh ideas and energy to join. If interested and able to offer skills in areas such as finance, governance, law, or community engagement please approach one of the Board members.

Finally I want to acknowledge the support and encouragement from the community, our volunteers and our sponsors – without you this invaluable community asset would not exist.

David Marshall

Board Chairman on behalf of the Board: Anu Bhardwaj, Anne Henry, Jenny Hobbs, Irene Maxwell-Curnock, David Marshall & Allan Wainwright (Manager).



Manager's Report



I was thrilled to hear the positive news of being successfully appointed to the role of Centre Manager for the Katikati Community Centre. My wife Gabriela and I have recently built our first home in Omokoroa (the suburb of Katikati), after spending six years living in Auckland. I bring thirteen years of community recreation experience to the role and I have a strong passion for making a difference in people's lives through health and wellbeing.

I would like to acknowledge Chris Ridder's twenty three-year contribution to the Katikati Community Centre. In my first month of employment it has been evident that Chris and her team have earned a substantial amount of respect from the community by being readily available to support the growing needs of the community. I have big boots to fill.

With the aid of a grant from the Lottery Community Facilities Fund, renovations are well underway to extend the space of our room adjacent to what was formerly the St John's ambulance garage. The wall separating the two spaces has now been removed and once completed; the extended multipurpose space will cater for the needs of larger groups and activities.

We have been successful in receiving a scholarship from TechSoup to develop a comprehensive IT strategy through a series of online workshops. Once we update our current software, we will be able to work more efficiently, connect with a wider audience in the community and spend less time on laborious administrative tasks and more time engaging with the community. The IT strategy will be completed by the end of 2018.

Suzanne Roberts (Info and Booking Coordinator) will be leaving the Katikati Community Centre on Wednesday 10 September to pursue a part-time administration role at the Katikati Medical Centre. Suzanne has invested eight years delivering outstanding customer service to our community and her immense knowledge of the local community has been highly valued. We will miss Suzanne's bubbly personality and her methodical approach with her work.

The Katikati Community Centre will be celebrating our 25th anniversary on Saturday 24 November. Planning is well underway to deliver a family-friendly event which will showcase the history of the community centre.

We would like to acknowledge and thank the ongoing support of our funders:-

Lottery Grants Board
Western BOP District Council
Tertiary Education Commission – TEC
Acorn Foundation
Bay Trust

Tauranga Energy Consumer Trust – TECT
Ministry of Social Development
BOPDHB (antenatal)
SkyCity Hamilton
Community Organisation Grants Scheme (COGS)

We would also like to acknowledge the Katikati Lions Club and Living Décor who very kindly supply and service the beautiful plants in our reception free of charge.

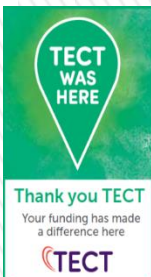
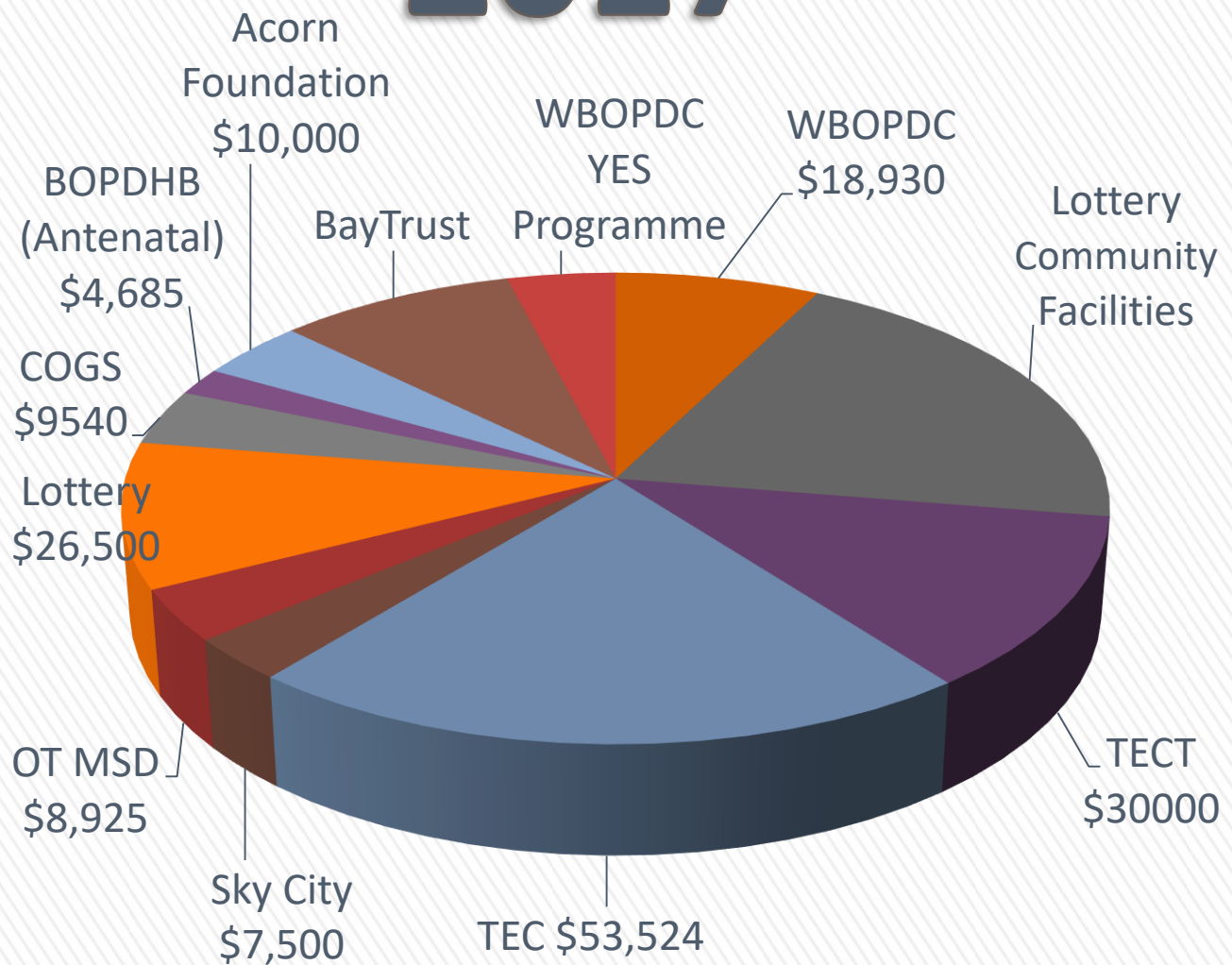
I am excited about the future opportunities to connect with our community and ensure the Katikati Community Centre continues to evolve with the growing needs of our diverse community.

Allan Wainwright
Manager
Katikati Community Centre



Our sponsors

2017





Facts & figures

1400 Visitors
every month

30+ enquiries
daily

Established
March 1991

Katikids After
School
Programme

- **20-30** children engaged in fun activities after school every day

School Holiday
Programme

- **80 – 120** children per day
- **55 - 70** separate activities
- **26** part-time, paid tutors
- Over **30** adult volunteers
- Over **30** student volunteers
- Breakaway programme for 11 – 17 year-olds

Adult &
Community
Education

- **120+** Courses per year
- **1,000** learners annually

Community
Centre
(Information &
Advisory
Service)

- **120+** enquiries per week
- Between **300 & 500** people use the centre each week
- Over **20** health professionals, social service providers & Community Groups use the centre regularly

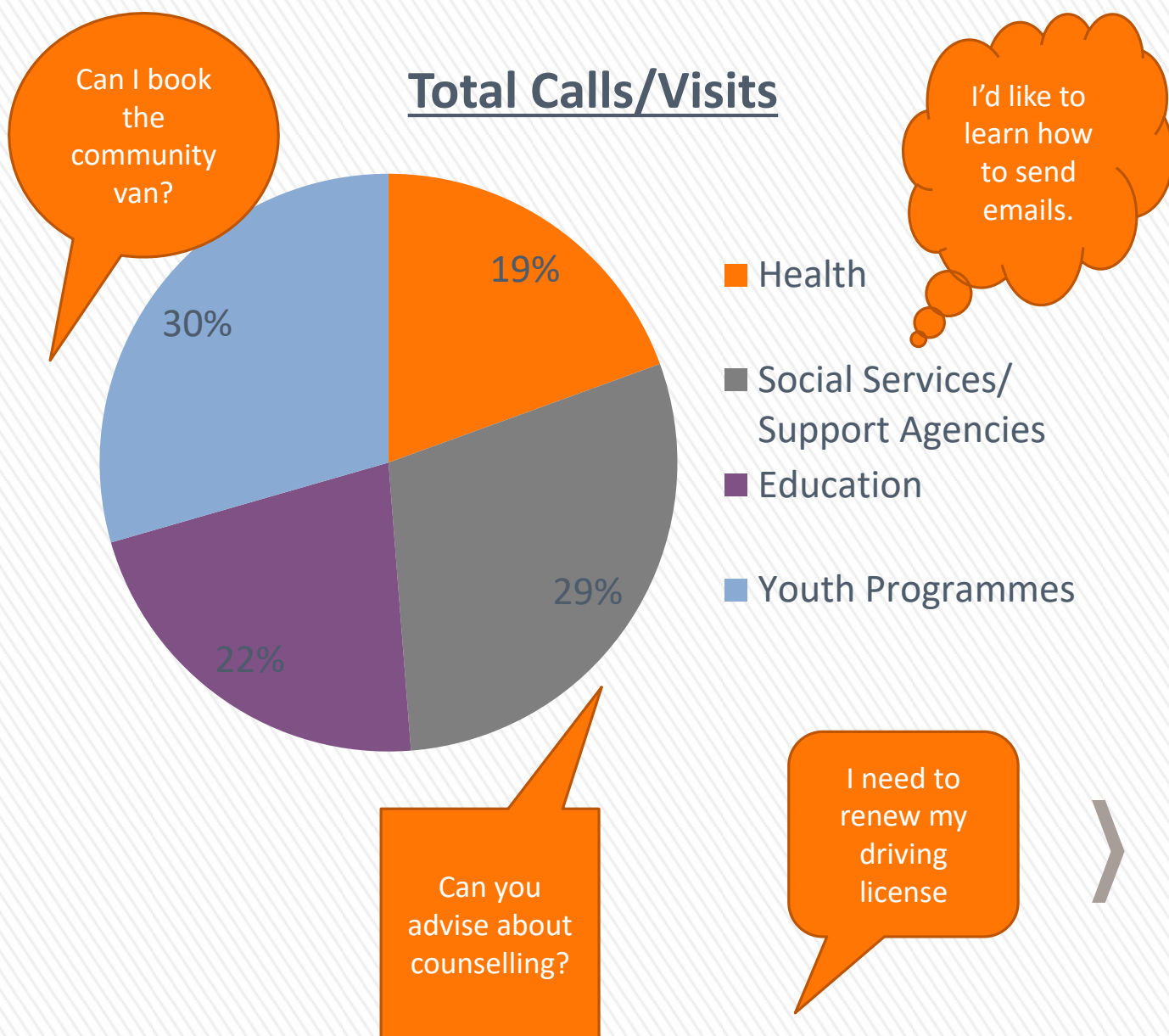


So why do people contact the Centre?



Every day is different and every day brings a different question. By far the best source of information is our expert, Suzanne Roberts, who fields calls and enquiries about all manner of things.

Total Calls/Visits





Statement of financial performance

“How was it funded?” and “What did it cost?”

STATEMENT OF FINANCIAL PERFORMANCE

| | Note | Dec-17 \$ | Dec-16 \$ |
|---|------|---------------------|------------------------|
| INCOME | | | |
| Government Grants/Contracts | | 154,363 | 146,065 |
| Other grants & Sponsorship | | 252,778 | 162,935 |
| Programme Fees | | 118,887 | 119,575 |
| Rental Income | | 36,348 | 45,887 |
| Donations | | 800 | 3,361 |
| Interest Received | | 2,442 | 2,780 |
| | 7 | <u>565,618</u> | <u>480,603</u> |
| EXPENSES | | | |
| Operating and Programme Expenses | | 214,641 | 143,766 |
| Wage Expenses | | 380,227 | 304,887 |
| Total Expenditure | 7 | <u>594,868</u> | <u>448,653</u> |
| | | <u>-29,250</u> | <u>31,950</u> |
| CASH SURPLUS | | <u>-29,250</u> | <u>31,950</u> |
| Depreciation | 6 | 5,844 | 4,626 |
| | | <u>-35,094</u> | <u>27,324</u> |
| Transfer from Asset Replacement Reserve | | 35,000 | - |
| NET SURPLUS(- Deficit) | | <u><u>-\$94</u></u> | <u><u>\$27,324</u></u> |





Statement of financial position

“What the entity owns” and “What the entity owes”

STATEMENT OF FINANCIAL POSITION

| | Note | Dec-17 \$ | Dec-16 \$ |
|----------------------------|------|------------------|------------------|
| CURRENT ASSETS | | | |
| Cash in Westpac Bank | 8 | 250,124 | 220,870 |
| Westpac Term Investment | | 42,261 | 40,894 |
| Accounts Receivable | | 4,483 | 8,434 |
| | | <hr/> | <hr/> |
| Total Current Assets | | 296,868 | 270,198 |
| Less | | | |
| CURRENT LIABILITIES | | | |
| Accounts Payable | | 71,234 | 20,116 |
| Prepaid Income | | 74,618 | 91,900 |
| GST Payable | | 2,214 | 817 |
| | | <hr/> | <hr/> |
| Total Current Liabilities | | 148,066 | 112,833 |
| WORKING CAPITAL | | 148,802 | 157,365 |
| NON CURRENT ASSETS | | | |
| Investments | | | 70,000 |
| Shares | | 7,700 | |
| Fixed Assets | 6 | 303,742 | 26,048 |
| | | <hr/> | <hr/> |
| | | \$460,244 | \$253,413 |
| | | <hr/> <hr/> | <hr/> <hr/> |



Operating, project & programme income & expenses



| | Schedule | Dec-17 \$ | Dec-16 \$ |
|-------------------------------------|----------|------------------|-----------------|
| INCOME | | | |
| Operating and Project Income | 1 | 219,670 | 173,752 |
| School Holiday Programme | 2 | 93,307 | 88,947 |
| Breakaway Programme | 3 | 13,000 | 12,300 |
| Youth at Risk | 4 | 17,964 | 17,964 |
| Mpowa Youth | 5 | 73,726 | 46,658 |
| After School Programme | 6 | 60,381 | 49,809 |
| Community Education / Centre Funded | 7 | 28,317 | 26,075 |
| Community Education / TEC Funded | 8 | 59,253 | 65,098 |
| | | 565,618 | 480,603 |
| LESS PROGRAMME EXPENSES | | | |
| Operating and Project Expenses | 1 | 235,861 | 134,081 |
| School Holiday Programme | 2 | 95,698 | 88,494 |
| Breakaway Programme | 3 | 14,176 | 12,263 |
| Youth at Risk | 4 | 17,891 | 17,945 |
| Mpowa Youth | 5 | 72,358 | 41,692 |
| After School Programme | 6 | 51,949 | 42,737 |
| Community Education Self Funded | 7 | 40,159 | 42,620 |
| Adult & Community Education Funded | 8 | 66,776 | 68,821 |
| Total Programmes | | 594,868 | 448,653 |
| CASH SURPLUS | | -\$29,250 | \$31,950 |

Note 8

CURRENT ASSETS

Cash at Bank

| | Dec-17 | Dec-16 |
|---|------------------|------------------|
| Westpac Cheque Account 00 | 29,891 | 11,569 |
| Westpac Cheque Account 01 | 23,562 | 19,203 |
| Westpac Account 02 - Youth at Risk | 9,191 | 10,718 |
| Westpac Account 03 - Wages/Administration | 58,400 | 72,662 |
| Westpac Account 04 - SHP & Breakaway | 33,358 | 29,731 |
| Westpac Account 05 - Asset & Building Maintenance | 56,659 | 20,995 |
| Westpac Account 06 - Mpowa Youth | 33,165 | 55,992 |
| Westpac Cheque Account 07 | 5,898 | - |
| Total Cash in Bank | \$250,124 | \$220,870 |



Statement of Accounting Policies

"How did we do our accounting?"

NOTES TO AND FORMING PART OF THE PERFORMANCE REPORT



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 Performance Report of the Society has been prepared according to generally accepted accounting practice.

Basis of Preparation

Katikati Community Resource Centre is preparing its Performance Report under the External Reporting Board XRB A1 Framework Tier 3 Not-For-Profit Standard for Public Benefit Entity Simple Format Reporting

Measurement Base

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost and accruals 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.

- o **Trade Receivables:** Trade receivables are recognised at estimated realisable value.
- o **Investments:** Investments are stated at cost.
- o **Property, Plant & Equipment:** Property, plant and equipment are recorded at cost less accumulated depreciation.
- o **Depreciation:**
Depreciation has been calculated to allocate the cost of the assets over their estimated useful lives, as shown on Schedule 1.
- o **GST:** The financial statements have been prepared on a GST exclusive basis.
- o **Income Tax:** The society has charitable status and is exempt from income tax.
- o **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

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 (2016; it is anticipated that some \$70,000 will be spent on upgrading the premises and to this extent funds within accumulated funds have been earmarked).

3. Related party transactions

The society was in a joint venture with St Johns, where the society leased land and buildings from the joint venture on normal trading terms, the assets have now been taken over and the joint venture ended. Apart from this there were no related party transactions during the year.

St John Resource Centre Katikati as part of its winding up has distributed the assets to St John Katikati and Katikati Community Resource Centre Inc.

- Katikati Community Resource Centre has been apportioned net assets at cost including the building, some cash, and some shares.
- St John Katikati Area Committee have forgiven the loans owed to them and has been apportioned some cash and some shares

4. 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 | 3,930 | - | 2,902 | 6,832 |
| Community Education (CE) | 3,680 | - | 704 | 4,384 |
| Adult & Community Education (ACE) | 2,970 | - | 704 | 3,674 |
| Youth at Risk | - | 2,260 | - | 2,260 |
| Mpowa Youth | 6,240 | 2,517 | 522 | 9,279 |
| After School Programme | - | 4,400 | 410 | 4,810 |
| | \$16,820 | \$9,177 | \$5,242 | \$31,239 |





BRUCE W
WARDEN
LIMITED

CHARTERED ACCOUNTANTS

INDEPENDENT AUDITORS REPORT

To the members of the Katikati Community Resource Centre.

Report on the Financial Statements

We have audited the attached statements of the Katikati Community Resource Centre on pages 6 to 20, which comprises the statement of financial performance, statement of financial position, statement of cash flows and notes for the year ended 31st December 2017. We were not requested to audit the statement of service performance, and accordingly this statement has not been included in our audit.

Trustee's Responsibility for the Performance Report

The trustee'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 trustee's 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 International Standards on Auditing (New Zealand). 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.

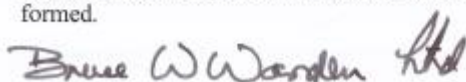
Other than in our capacity as auditor we have no relationship with, or interest in the Katikati Community Resource Centre.

Unqualified Opinion

In our opinion, the performance reports for the Katikati Community Resource Centre on pages 6 to 20 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 4 on which we do not express an opinion.

Restriction on Use of Our Report

This report is made solely to the trustees 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 trustees for our audit work, for this report or for the opinions we have formed.


Bruce W Warden Ltd
Chartered Accountant

Katikati
29th May 2018



Bring it on!

