



Heart of our community
Manawa ō tō tātou hapori

Annual Report 2018



Contents

About Us – Our Vision & Values

Our Board & Staff

Chair's Report

Manager's Report

Our Sponsors

Where our income comes from

Facts & Figures

Statement of Financial Performance

Statement of Financial Position

Operating, Project & Programme Income & Expenses

Notes to the Financial Statements

Audit Report



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 celebrated its 25th anniversary in 2018 and continues to service Katikati's 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, seminars and involvement with elderly and 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. Katikati Community works alongside other local agencies and organisations to make sure the best outcome is achieved for the community we 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



David Marshall (Chair),
Anu Bhardwaj,
Irene Maxwell-Curnock,
Jenny Hobbs,
Anne Henry



Melody, Sandy, Laura, Sally, Jan, Amanda, Allan



Chairman's Report



Our Year in Review

Due to adoption of our new constitution, this year's AGM is earlier in the year than previously to provide a more timely report on the achievements of the Centre for the prior calendar year. My thanks to staff, our accountant, and auditor for working together to ensure we could report fully by the end of May.

With Allan, our manager, now well settled into his role the Board have been delighted with his enthusiasm and leadership of our very productive team at the Centre. I know it has been a steep learning curve for Allan, but his proactive approach and willingness to engage in the community has brought new opportunities and partnerships to the Community Centre.

Celebrating 25 years of serving the Katikati community was a significant milestone. Thanks to staff and volunteers for a great celebration which was well attended despite the intermittent rain.

The refurbishment of the Centre, and in particular the development of our new meeting room incorporating the old St John ambulance bay is a significant additional resource, complemented by the outside deck.

The Board is working with Allan to ensure our Centre responds to the needs in our community and becomes less reliant on external funding for its day to day operations.

The Board thank the entire staff team and volunteers for their support and enthusiasm in delivering the services of the Community Centre in a professional and positive manner. It is you who are the heart of our Centre and impact our community in such a positive manner.

The commitment and input from all board members has been excellent, and I thank them for their support and enthusiasm this past year. Despite many attempts we have not yet identified a candidate for the Board who would bring the strategic financial perspective we would desire, but the search continues. Jenny Hobbs was our only board member who had served more than 3 years and we have benefited greatly for the experience she brought to the Board when the remainder of us joined. Jenny has now stepped down from the Board and we thank her for her tremendous input and support to the Community Centre and wish her well in her new endeavours.

We have implemented a process for appointment of new board members to ensure we have a wide representation of ages, ethnicities, and skills. We are keen to recruit 2-3 additional board members currently. If you are interested and able to offer skills in areas such as finance, governance, law, or community engagement please approach one of the Board members for an application form.

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



Nine months have now passed since I started my role as centre manager at the Katikati Community Centre and I am delighted how much we have achieved as a team in this short space of time. We are investing in our people, information technology and building infrastructure to ensure we can future proof our community centre and stay relevant to the community for years to come.

We have been fortunate to welcome back Amanda Earl into the Team Leader Programmes, Promotion and Information role following Diana Donker's departure from the community centre. Amanda has previously invested four years into the community centre during 2013 – 2017 and comes into the role excited about the new changes and updates that we are gradually implementing.

Renovations of our new multi-purpose room have now been completed and we have received positive feedback from our users as a result of this transformation. Users particularly enjoy making use of the easily accessible outdoor area for lunch breaks and utilising the green space as an extension of their workshop or meeting. My appreciation goes out to Sally Goodyear (Administrative Assistant) who directly managed this extensive project.

Celebrating twenty-five years serving the community was a key highlight in 2018. We celebrated people who have had significant involvement in the operation of the Community Centre past and present along with key stakeholders including St Johns, Western Bay of Plenty Council, Red Cross, SuperGrans and Toi-Ohomai. There was face painting for children, articles highlighting key milestones of the Community Centre's history, an opportunity to time stamp your name on the concrete slab in the then nearly-completed multipurpose room and performances from the Tongan brass band and local artist Bree Rose. The community also had an opportunity to vote on three chosen local themes (native fish, local walks, local areas) for the purpose of naming the rooms we hire out to the community. The community voted in favour of various native fish which have now replaced our previous names we associated our rooms with.

Much of the work we do for the community could not be achieved without the generous support of our funders. We would like to thank all our supporters for helping us support our community.

Lottery Grants Board

Western BOP Council

Tertiary Education Commission

Acorn Foundation

Creative Communities NZ

Lions Club Katikati

Tauranga Energy Consumer Trust (TECT)

Ministry of Social Development (MSD)

Bay of Plenty District Health Board

Community Organisation Grants Scheme

Living Décor

Oranga Tamariki

2019 is going to be an exciting year with the rollout of new emerging technologies being the most significant. Fibre will be installed, our telecommunications will transition to Voice over Internet Protocol (VOIP), we are building a bespoke Customer Relationship Management (CRM) system to capture more valuable data, online bookings of rooms, bi-monthly online newsletter and transitioning our server over to the cloud. All this investment in technology will allow us to work more efficiently, enhance our reach and connections with community and make more accurate strategic planning decisions for the future.

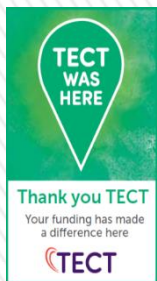
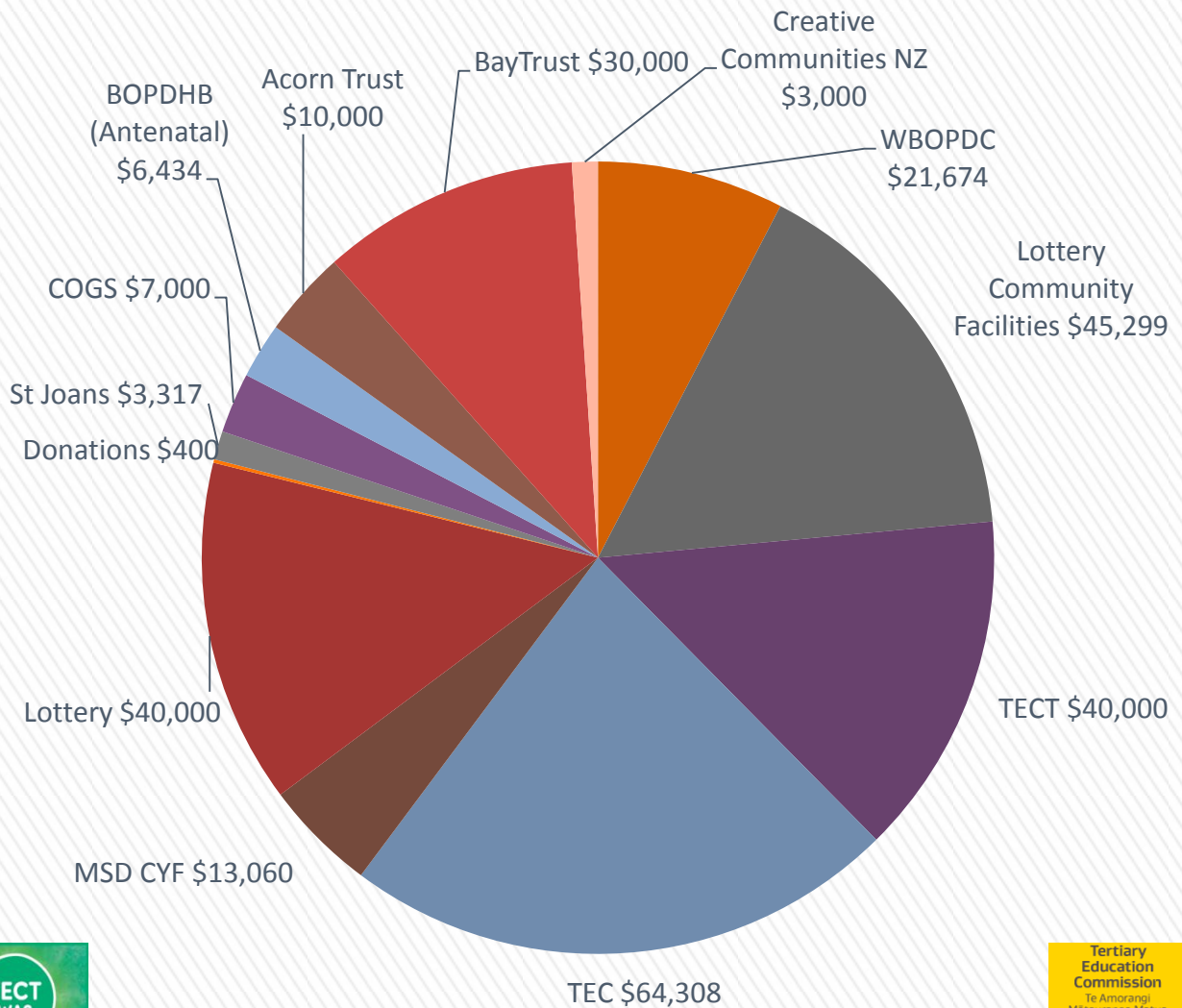
Finally, I would like to thank my team who have embraced the need for change and work very hard at delivering quality programmes and services to our community. Thank you to our Katikati Community Centre board for taking a visionary approach to growing the capability of the Community Centre.

Allan Wainwright

Manager

Katikati Community Centre

Our Sponsors 2018



Lottery Grants Board
Te Puna Tahua
LOTTO FUNDS FOR YOUR COMMUNITY



Where our income comes from...





Facts & figures

1400 Visitors
every month

30+ enquiries
daily

Established
March 1993

Katikids After School Programme

- <40 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

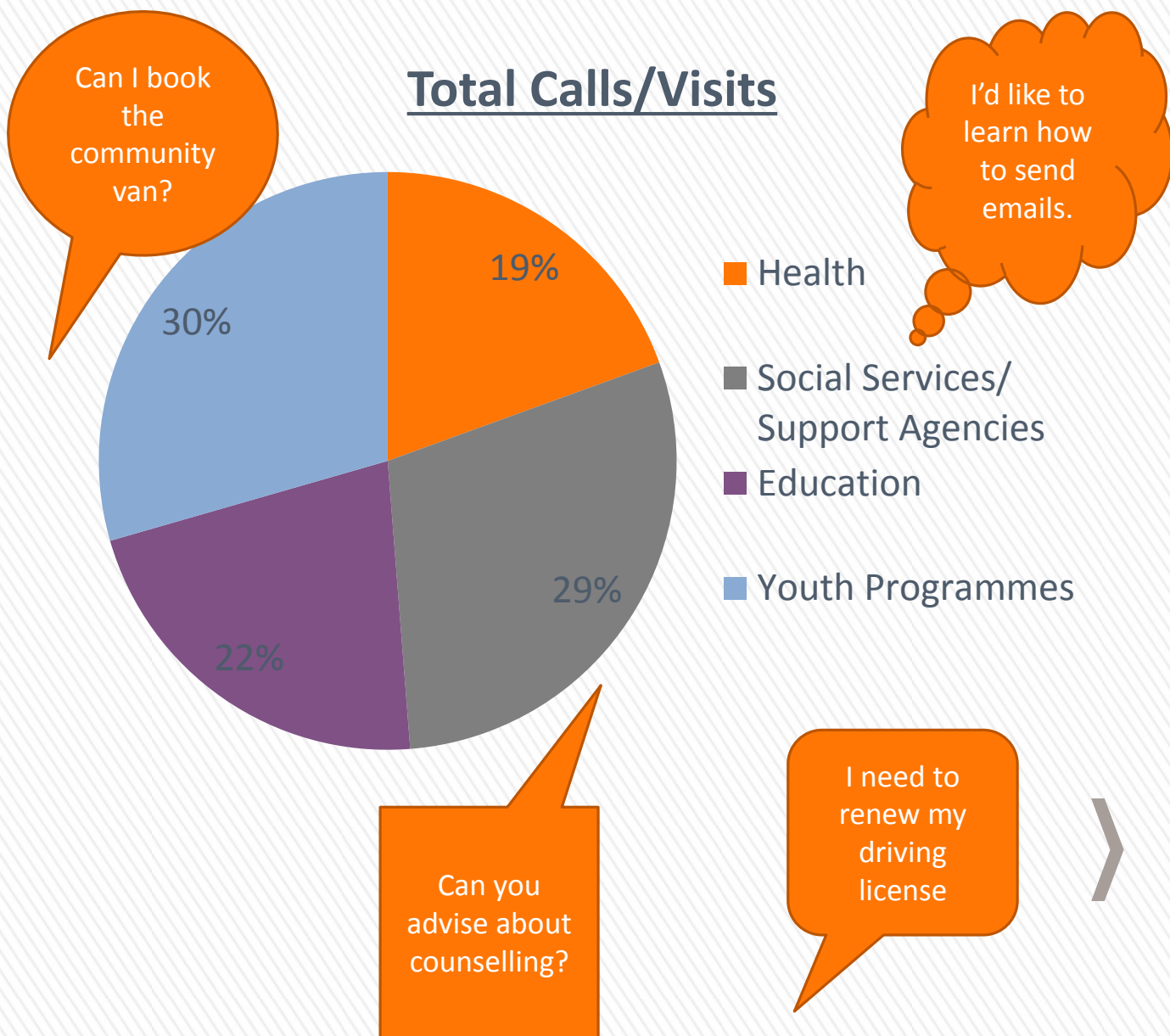


So why do people contact the Centre?



Every day is different and every day brings a different question. By far the best source of information are our expert staff, 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?”

	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 financial position

“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





Operating, project & programme income & expenses

DETAIL

2018

2017

Income & Expenses Analysis

Income			
Operating & Project	1	194,311	219,670
School Holiday Programme (SHP)	2	92,298	93,307
Breakaway Holiday Programme (BHP)	3	12,000	13,000
Youth at Risk (YAR)	4	17,964	17,964
Mpowa	5	72,996	73,726
After School Programme (ASP)	6	66,060	60,381
Adult & Community Education (ACE)	7	68,790	59,253
Community Education Self Funded (CE)	8	25,492	28,317
Total Income		549,912	565,618
Programme Expenses			
Operating & Project	1	211,824	235,861
School Holiday Programme (SHP)	2	98,686	95,698
Breakaway Holiday Programme (BHP)	3	15,255	14,176
Youth at Risk (YAR)	4	18,177	17,891
Mpowa	5	63,874	72,358
After School Programme (ASP)	6	49,041	51,949
Adult & Community Education (ACE)	7	64,206	66,776
Community Education Self Funded (CE)	8	34,171	40,159
Total Programme Expenses		555,236	594,868
Total Income & Expenses Analysis		(5,323)	(29,250)



Statement of Accounting Policies

“How did we do our accounting?” NOTES TO AND FORMING PART OF THE PERFORMANCE REPORT



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

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)

Statement of Accounting Policies

“How did we do our accounting?” NOTES TO AND FORMING PART OF THE PERFORMANCE REPORT



(Continued)

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

2018

2017

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



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

Bring it on!



Heart of our community
Manawa ō tō tātou hāpori

