

ANNUAL REPORT
1 April 2004 - 31 March 2005



Social Services Waikato

Nga whakaritenga mahi
Toko i te Ora ki Waikato



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Trustees

Jim Annett (Chairperson)
Bill Anderson
Anne Bennett
Gail Campbell
Stephanie Hutchinson
Sandra Metcalfe
Mike Noonan
Sonny Wilson

Staff

Bev Gatenby	Chief Executive
Jane Stevens	Community Advisor
Hope Simonsen	Community Advisor
Sandra Larsen	Project Co-Ordinator
Nick de Reus	Office Manager
Suzie Longdell	Communications

Our Mission

To support social services

Hei hapai, hei maia, i te mahi, toko i te ora, ki te taumata.

To Achieve the Best in all Things

Pursue with the utmost excellence
our place with the world in which we live,
that remains always a jewel
for our children and grandchildren,
for just a while,
take time to smell the roses
and hear the sweet song of the kokako.

He Taumata Whakaaro

Whaia kia pai rawa atu, te noho a te tangata me tona ao kia piri pono tonu hei taonga mo nga tamariki me nga mokpuna a, te aha, kia whakata, ki rongo ki te haunga a te rohi me te tangi a te kokako.

*Buddy Te Whare
Kaumatua*





1 April 2004 – 31 March 2005

Community Advisory Service

The Community Advisory Service has provided support for over seventy community organisations. The most common support requests are for fundraising, governance, employment relationships, strategic planning, policy development and meeting facilitation.

Coordination, Relationship Building and Networks

Social Services Waikato coordinates a number of networks and groups including:

- Managers Forum
- Coordinators and Fieldworkers Network
- Waikato Regional Community Houses Network
- Waikato Youth Workers' Collective
- Network of Services for Children with Disabilities

Advocacy and Facilitation

Social Services Waikato has provided facilitation and advocacy for a variety of forums and steering groups including:

- A social development forum in Hamilton with Prime Minister Helen Clark
- A meeting between Deputy Prime Minister Michael Cullen and Social Service Managers, with over 50 people in attendance
- A community sector forum with Honourable Judith Tizard, Honourable Georgina Beyers (Chair of Social Services Select Committee) and MP Tim Barnett (Private Secretary to Minister for the Community Sector)
- Charities Commission workshops where over 160 people attended the two workshops outlining the proposed Commission and seeking feedback
- A forum discussing the Financial Reporting Act, which was attended by more than 80 people, providing them with an opportunity to comment on proposed changes to the financial reporting required of charities and incorporated societies
- A forum regarding the Social Worker Registration Board in which 90 people were given the opportunity to learn about requirements and processes for social worker registration

Contributions to National Community Sector

Social Services Waikato contributed to the national community sector in a variety of ways, including:

- Facilitation of a regional sector organising group for the Waikato Community Forum, involving over a 100 participants in March 2004 with ongoing involvement in the National Hui in May 2004
- Participation in development of the proposal for a Research Centre for the Not-for Profit Sector
- Membership of the Board of the New Zealand Federation of Voluntary Welfare Organisations and the Board of the Funding Information Service
- Membership of the New Zealand Council of Social Services and providing assistance with the National conference in Hamilton
- Participation in the National Working Group considering employment issues in the Community Sector and the New Zealand Association for Adolescent Health Development



Training and Education

Social Services Waikato have had more than 560 people attend a range of training opportunities, mostly involving one day workshops with a wide variety of speakers and trainers.

- “Financial Issues in the Community Sector”, with UNITEC
- “Workplace Wellbeing” Taumaranui and Hamilton, with the Mediation Service, Department of Labour
- “Lobbying”, with MP Tim Barnett
- “Applying for Funding”, Tokoroa, Hamilton, Paeroa and Cambridge with other funders
- “Peer Mentoring”, Thames, Taumaranui and Hamilton, with Aly McNicoll
- “IT for Managers”, Hamilton
- “The Privacy Act”
- “Capacity Building and Community Funding”, Carol Lukas from the Wilder Center, US
- Partnered with UNITEC to provide the Diploma in Not for Profit Management in the Waikato

Scholarships

Social Services Waikato awarded 40 scholarships for tertiary study and awarded two Community Mental Health grants for training.

Trust Waikato Child and Family Awards

Coordination of the 2004 awards, a wonderful celebration of caring work in the community.

The Tindall Foundation Fund Management

Thirteen grants were made to organisations around the region for family and community services.

Funding was made available to a number of Social Services Waikato projects including the Regional Community Houses conference, Privacy Act training and Community Organisation Resource Development



Recipients of a Trust Waikato Child & Family Award
True Colours Charitable Trust

Resources and Information

Kumara Vine Social Services Waikato quarterly newsletter delivered to over 500 organisations

Student Placement guide

Sample Policies Resource

Resource library

www.socialserviceswaikato.org.nz

Capacity Building of Social Services Waikato

- Diversification of funding
- Strengthening of Maori involvement in The Social Services Waikato Trust
- Revisions to Trust Deed to strengthen representation and community involvement in the Trust
- Development of further administration support and office systems
- Development of employment policies, handbook and conditions
- Two staff members completed the Postgraduate Diploma in Not for Profit Management, University of Waikato
- One staff member completed her doctorate
- Two staff members presented papers at the Australia New Zealand Third Sector Research conference in Brisbane, 2004



Chief Executive's Report

Towards the end of 2004, we contracted an independent review of our services. The results clearly showed that people in community organisations find the services we provide make a positive difference to their capacity to do their work. While we can do more to raise awareness of the services we provide, we have much to be proud of in the work we do.

Our community advisors have continued to provide wonderful support to individual community organisations, once again to over 70 organisations in this financial year. We are able to assist with governance, strategic planning, policy development, employment relationships and a host of other issues that community organisations face.

We now facilitate five different networks in which people from community organisations come together regularly to find out about each other's work and look for ways to collaborate or to advocate on common issues. Over 560 people attended the training opportunities we have provided to build the skills of people in the sector. The training has traversed a range of topics including workplace wellbeing, financial management, fundraising, peer mentoring, IT development, privacy policies and lobbying skills. All aim to strengthen the capacity and in some cases, assist with legal compliance, of community organisations. Once again we have distributed almost \$40,000 in scholarships to people in the sector completing tertiary study. This has also been our second year acting as a fund manager for The Tindall Foundation, a partnership bringing a range of benefits to community organisations in the greater Waikato.

Midway through the year we took on at short notice the coordination of the Trust Waikato Child and Family Awards. With their already well established format and reputation for a wonderful celebration of people in the community, the Awards have become a welcome addition to our work.

The many relationships between government organisations and community organisations continue to be of prime interest in the community sector. The current government has been very interested in the social services provided within the community sector and we have been able to provide a number of opportunities for community sector people here to meet and talk with government leaders

and key officials. And there has been much for community organisations to comment on, including the then proposed Charities Commission, proposed changes to the Financial Reporting Act and the establishment of the Social Worker Registration Board.

Social Services Waikato has been increasingly recognised for the contribution we make as a regional organisation to national discussions and organisations. I am privileged to be on the Board of the New Zealand Federation of Voluntary Welfare Organisations. Hope Simonsen was elected to the Board of the Funding Information Service. We have contributed to the New Zealand Council of Social Services national conference, the working group developing a proposal for a national research centre for the community sector, and the work of the Community Sector Taskforce. The latter work we have seen as very important because it is part of developing a sound infrastructure for the sector, both regionally and nationally. Our involvement has prompted stronger links with Arts Waikato, Sport Waikato, iwi, alternative education and environmental groups, so that infrastructure across the breadth of the sector in our region is being established through our joint work.

Our financial position is strong with an increasing diversification of funding and we have continued to build our own internal capacity. This year we have developed sound and constructive employment policies which will serve us well for the future and strengthened our administration systems. During the year, three staff members completed postgraduate qualifications directly relevant to our work with community based social services. Looking ahead, we expect several exciting developments to come to fruition, particularly extending our community advisory service through the appointments of Te Kaiwhakarite (Iwi Community Advisor), a Youth Development Advisor, a Community Advisor based in Thames and an IT Community Advisor.

As always, I want to thank the magnificent team of people involved in Social Services Waikato, our kaumatua, trustees and staff. What a pleasure it is to work with each and every one.

Bev Gatenby
August 2005



Chairperson's Report

I am delighted to present my Annual Report for the year ending 31 March 2005.

As I reflect on the year I strongly believe our organisation has excelled in the achievement of its mission – TO SUPPORT SOCIAL SERVICES. The extent of this support is clearly demonstrated through the activities outlined in Chief Executive, Bev Gatenby's Annual Report.

The year has seen considerable change and significant growth; some of the highlights:

The Trust Waikato Child and Family Awards, organised by Social Services Waikato, were an outstanding celebration of the wonderful work done for children and families by so many individuals and organisations in our community. Trust Waikato has contracted our services to organise the event for the next 3 years.

Our Trust Deed changes have been completed and the document now reflects our direction to more independence from Trust Waikato. The deed outlines the need for diversity of trustees and the process for selection of future trustees will be more public and transparent. In line with the changes this Annual Meeting has been advertised and is open to members of the public.

Under the revised trustee selection process we have this year welcomed 3 new trustees – Gail Campbell, Sonny Wilson and Bill Anderson. They bring a wealth of diverse knowledge and experience to the trust.

The annual Strategic Planning exercise involving trustees and staff is a fun event and a team building opportunity. This year we confirmed our strategic direction which includes the placement of Community Advisors around the region. The first such placement outside of Hamilton will soon occur in the Thames/Hauraki area.

The trust's reason for being is to provide capacity building in the social services sector. Social Services Waikato is a unique model nationally and is widely acknowledged as an excellent template for local solutions to local issues. Bev Gatenby has established very strong and necessary links with national bodies such as the Community Sector Taskforce, NZ Federation of Voluntary Welfare Organisations and the Funding Information Service and these links feed back into the local community.

However, we do have some concern at Government's apparent intention to control capacity building within the sector from a national level and from within Government itself, whereas the community and community organisations would seem more responsive to local initiatives from within the community sector. Social Services Waikato is a unique and successful model for capacity building within the community sector.

The year ahead – Bev Gatenby's report has alluded to the exciting growth occurring right now and our trust is excited about the external review of Social Services Waikato commissioned by Trust Waikato. The review will involve conversations with a range of stakeholders and I am sure it will confirm our direction and provide a platform for the future.

Thanks – the list is extensive and I apologise to all those in the wider community who have had associations with our organisation over the year, your contact contributes to our worth, I cannot name you individually but I thank you generally.

To our tireless Chief Executive Bev Gatenby and her staff, thank you for your commitment and hard work.

To our kaumatua, Buddy Te Whare, your wisdom and sense of humour are treasured.

To my fellow trustees, thank you for your energy and for giving so generously of your time and experience. The trust is in good heart and with the 3 new trustees joining "the originals", Sandra Metcalfe, Stephanie Hutchinson, Anne Bennett and Michael Noonan, we have a great team. Your support and friendship are valued.

To our funders – thanks to Trust Waikato, The Tindall Foundation, J R McKenzie Trust, Youth Worker Training Fund and WEL Energy Trust.

To our professional advisors – accountant David Bluett and honorary solicitor, Simon Ellis, thank you for your support.

This has been an incredibly satisfying year – let us celebrate all that has been achieved and look forward with optimism to a year of exciting growth and support for social services in our community.

Jim Annett
August 2005

Audit Report

We have audited the financial report. The financial report provides information about the past financial performance of The Social Services Waikato Trust and its financial position as at 31 March 2005. This information is stated in accordance with the accounting policies.

The Trustees Responsibilities

The trustees are responsible for the preparation of a financial report, in accordance with New Zealand law and generally accepted accounting practice, which fairly reflects the financial position of The Social Services Waikato Trust as at 31 March 2005 and the results of its operations for the year ended 31 March 2005.

Auditors' Responsibilities

It is our responsibility to express an independent opinion on the financial report presented by the trustees and 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:

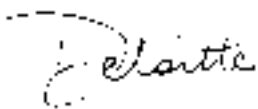
- the significant estimates and judgements made by the trustees in the preparation of the financial report, and
- whether the accounting policies are appropriate to the trust's circumstances, consistently applied and adequately disclosed.

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 which we considered necessary in order to provide us with sufficient evidence to obtain reasonable assurance that the financial report is free from material misstatements, whether caused by fraud or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial report. Other than in our capacity as auditor we have no relationship with or interests in The Social Services Waikato Trust.

Unqualified Opinion

We have obtained all the information and explanations that we have required. In our opinion the financial report fairly reflects the financial position of The Social Services Waikato Trust as at 31 March 2005 and the results of its operations for the year ended on that date.

Our audit was completed on 4 August 2005 and our unqualified opinion is expressed as at that date.



HAMILTON, NEW ZEALAND

CHARTERED ACCOUNTANTS

THE SOCIAL SERVICE WAIKATO TRUST

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2005**

**DIRECTORY
AS AT 31 MARCH 2005**

CHIEF EXECUTIVE:	B Gatenby
TRUSTEES:	J W Annett I A Bennett M J Noonan S C Hutchinson G Campbell G Wilson S L Metcalfe W Anderson
DATE OF DEED:	3 May 2001
BENEFICIARIES:	Community groups, projects and programmes providing social services in the area formerly served by Trust Bank Waikato Limited.
POWERS OF INVESTMENT:	The Trustees have the power to invest the Trust Funds in any form of investment authorised by the law of New Zealand for the investment of Trust Funds.
ACCOUNTANTS:	Beattie Rickman Hamilton
AUDITOR:	Deloitte Hamilton
BANKERS:	Westpac Branch - Hillcrest
PRINCIPAL ACTIVITIES:	Supporting Social Services

THE SOCIAL SERVICE WAIKATO TRUST
STATEMENT OF FINANCIAL PERFORMANCE
CHILD & FAMILY AWARDS
FOR THE YEAR ENDED 31 MARCH 2005

	2005 \$	2004 \$
INCOME		
Donations	18,210	-
Sponsorship	28,600	-
Ticket Sales	6,570	-
	<u>53,380</u>	<u>-</u>
DIRECT EXPENSES		
Advertising	4,810	-
Catering	12,671	-
General	4,705	-
Wages	16,289	-
Travel	236	-
Entertainment	5,022	-
	<u>43,733</u>	<u>-</u>
SURPLUS	<u>9,647</u>	<u>-</u>

STATEMENT OF FINANCIAL PERFORMANCE
PROFIT & LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2005

	2005 \$	2004 \$
SURPLUS - CHILD & FAMILY AWARDS	<u>9,647</u>	<u>-</u>
BUSINESS INCOME		
Contract Income	-	4,870
Donations	401,060	390,200
Interest Received	12,211	8,245
J R McKenzie	-	12,000
Projects Income	7,235	7,865
Sundry Income	7,770	3,560
Tindall Foundation	71,000	60,000
Distribution - Human Services Training Trust	-	19,663
	<u>499,276</u>	<u>506,403</u>
	<u>508,923</u>	<u>506,403</u>

**STATEMENT OF FINANCIAL PERFORMANCE
PROFIT & LOSS ACCOUNT**

	2005 \$	2004 \$
EXPENSES		
Accident Compensation Levies	1,213	816
Accountancy	3,709	5,632
Advertising	77	1,316
Audit Fee	2,250	2,250
Bank Charges	169	209
Computer	1,132	1,576
Consulting Fees	8,000	-
Conference & Meetings	4,372	9,201
Donations	1,070	1,500
Entertainment	1,725	1,008
General	3,011	2,680
Insurance	406	339
Lease of McGregor House	7,500	7,500
Legal	-	357
Lease - Vehicle	7,466	7,466
McGregor House Expenses	3,695	2,332
Newsletter	4,702	3,116
Projects	16,999	17,513
Postage & Stationery	8,097	3,572
Printing	4,482	1,356
Recruitment Costs	3,646	2,886
Scholarships	39,232	39,721
Tindall Foundation - Grants (Note 7)	55,000	45,000
Subscriptions & Memberships	1,338	1,031
Supervision Fees	1,137	967
Telephone & Tolls	5,205	3,001
Travel	1,422	3,410
Training and Development	9,456	7,023
Vehicle	6,858	14,457
Wages	239,654	213,097
Website	472	1,597
	<hr/>	<hr/>
Depreciation	443,495	401,929
	12,248	10,658
	<hr/>	<hr/>
TOTAL EXPENSES	455,743	412,587
	<hr/>	<hr/>
NET SURPLUS	53,180	93,816
	<hr/>	<hr/>


**STATEMENT OF MOVEMENTS IN EQUITY
FOR THE YEAR ENDED 31 MARCH 2005**

	2005 \$	2004 \$
Opening Balance	168,555	74,739
Net Surplus	53,180	93,816
	<hr/>	<hr/>
CLOSING BALANCE	221,735	168,555
	<hr/>	<hr/>


**STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2005**

	Note	2005 \$	2004 \$
EQUITY		221,735	168,555
CURRENT LIABILITIES			
Westpac Cheque Account Payables	2	62,212	3,311 63,405
		62,212	66,716
		283,947	235,271
 Represented by:			
CURRENT ASSETS			
Westpac Cheque Account		18,978	
Westpac Cash Management		192,263	160,448
Westpac Funding Cheque Account		37	2,588
Westpac Funding Cash Management Account		15,754	16,090
Westpac McGregor House Account		1,066	3,026
Westpac Term Investment - 01	3	19,663	19,663
Accrued Interest		713	716
Accounts Receivable		938	279
		249,412	202,810
NON CURRENT ASSETS			
Property, Plant & Equipment	4	34,535	32,461
		283,947	235,271

For and on behalf of the Trustees who authorised the issue of these financial statements on the date shown below.



 Authorised Trustee *J.W. ANNETT*



 Authorised Trustee

29 / 7 / 05.
 Date

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2005**

1. STATEMENT OF ACCOUNTING POLICIES

Reporting Entity

The Social Service Waikato Trust is a charitable trust incorporated under the Charitable Trust Act 1957.

The financial statements of the entity are general purpose financial statements which have been prepared according to generally accepted accounting practice with any exceptions detailed below.

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 trust.

Specific Accounting Policies

The following specific accounting policies, which materially affect the measurement of financial performance and financial position, have been applied.

Differential Reporting Exemptions

The trust qualifies for differential reporting as it is not publicly accountable and is not large as defined in the Framework for Differential Reporting. The trust has taken advantage of all available differential reporting exemptions.

Accounts Receivable

Accounts receivable are stated at their estimated realisable value.

Property, Plant & Equipment

Property, plant & equipment are stated at cost less accumulated depreciation.

When an item of property, plant & equipment is disposed of, any gain or loss is recognised in the statement of financial performance and is calculated as the difference between the sale price and the carrying value of the item.

Depreciation

Depreciation is charged on an appropriate basis so as to write off the cost of the fixed asset to their residual value over their expected economic lives. The rates and basis of depreciation are as follows:

Office Equipment	11.4%-60% DV
Motor Vehicles	31.2% DV
Fixtures & Fittings	11.4% DV

Investments

Investments have been recorded at cost.

Goods and Services Tax

The Trust is not registered for Goods and Services Tax. Accordingly, the financial statements have been prepared on a GST inclusive basis.

Leased Property

The entity leases property, plant and equipment.

Finance leases, which effectively transfer substantially to the entity all of the risks and benefits incidental to ownership of the leased item, are capitalised at the present value of the lease payments. The leased assets and corresponding liabilities are disclosed, and the leased assets are depreciated over the period for which the entity is expected to benefit from their use.

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

Taxation

The Social Service Waikato Trust is exempt from Income Tax under section CB4(i)(e) as a result of being granted charitable status by the Inland Revenue Department.

Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in the prior year.

2. PAYABLES

	2005	2004
	\$	\$
Accounts Payable	12,617	15,065
Accrued Wages	3,679	2,535
Accrued Holiday Pay	6,916	7,105
Scholarships Payable	39,000	38,700
	<u>62,212</u>	<u>63,405</u>

3. WESTPAC TERM INVESTMENT - 01

In July 2002 the Human Services Training Trust transferred their sole asset of a \$19,663 investment to The Social Service Waikato Trust. This is recorded as the Westpac Term Investment - 01.

It is a requirement of receiving the funds from Human Services Training Trust that the original funds are to be invested. Interest received is to be used for grants to be administered by the Social Services Waikato Trust.

4. PROPERTY, PLANT & EQUIPMENT

2005 Year

	Cost	Accum Depn	Book Value	Depn
Office Equipment	40,682	20,737	19,945	8,180
Motor Vehicles	26,141	19,395	6,746	3,059
Fixtures & Fittings	9,024	1,180	7,844	1,009
	<u>75,847</u>	<u>41,312</u>	<u>34,535</u>	<u>12,248</u>

2004 Year

	Cost	Accum Depn	Book Value	Depn
Office Equipment	26,360	12,557	13,803	6,040
Motor Vehicles	26,141	16,336	9,805	4,447
Fixtures & Fittings	9,024	171	8,853	171
	<u>61,525</u>	<u>29,064</u>	<u>32,461</u>	<u>10,658</u>

5. COMMITMENTS

The following amounts have been committed to by the trust but are not recorded in either the statement of financial position or the statement of financial performance.

	2005 \$	2004 \$
5.1 NON-CANCELLABLE OPERATING LEASE COMMITMENTS		
Current	12,477	14,966
Non-current	3,750	16,227
	<u>16,227</u>	<u>31,193</u>

6. CONTINGENT LIABILITIES

There are no contingent liabilities at 31 March 2005 (2004 - Nil).

7. TINDALL FOUNDATION GRANTS

During the year the Trust received \$71,000 from the Tindall Foundation for the purpose of allocating donations to groups, and for projects, in the supporting communities, families and social services programme area.

As at 31 March 2005 the Trust had identified eligible groups and paid out \$55,000 of these funds. The remainder has been allocated to projects initiated by the Social Services Waikato Trust.

8. EVENTS SUBSEQUENT TO BALANCE DATE

There are no matters or events that have arisen, or been discovered, subsequent to balance date that would require adjustment to, or disclosure in these financial statements.



Social Services Waikato

Nga whakaritenga mahi
Toko i te Ora ki Waikato

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