

# ANNUAL REPORT

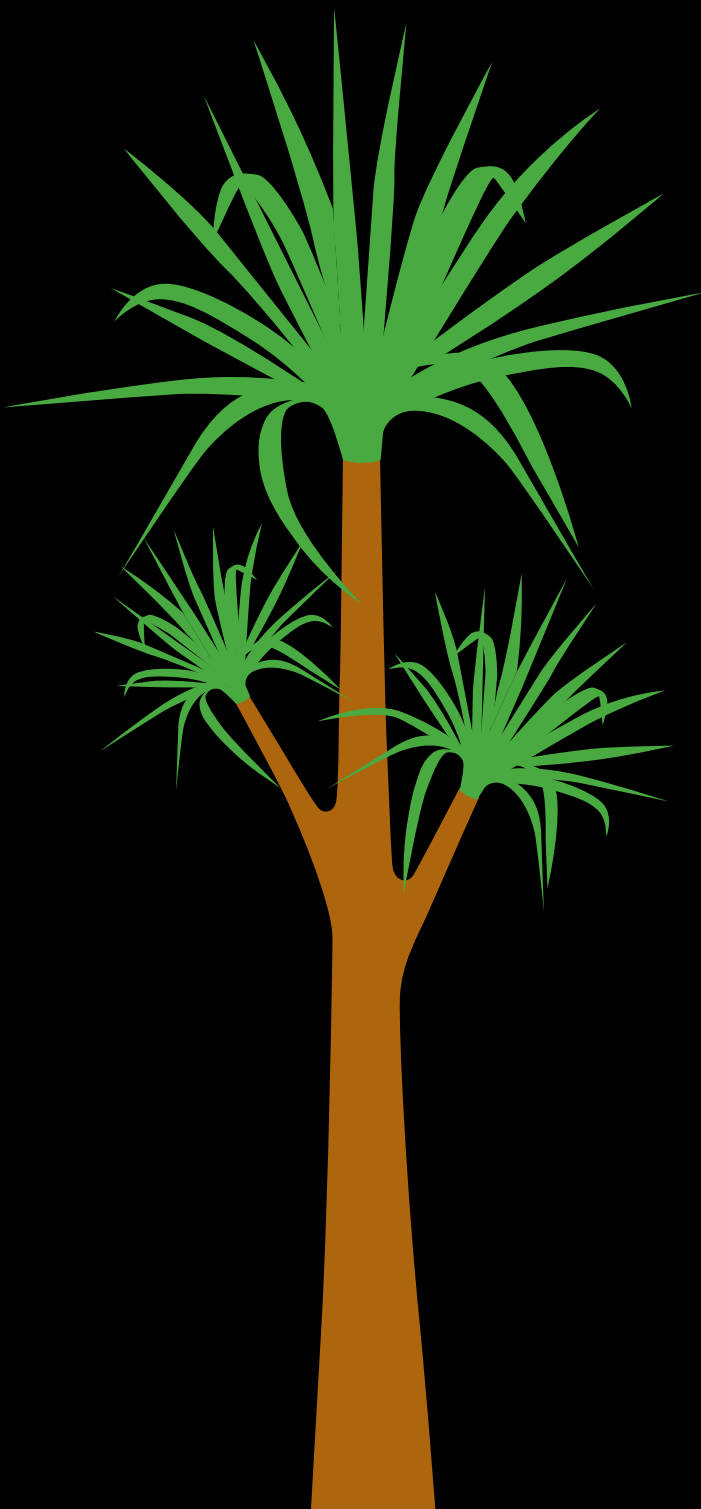
1 APRIL 2017 TO 31 MARCH 2018

## COMMUNITY WAIKATO

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*"Thriving Communities"*

Hapori Mauriora





## Our Mission

**Fostering the development of skills, knowledge and connections.**

Ta matou mahi  
Tona piringa katoa, ko te hurahia te whakaaronui  
Mai i te tau, i te Marama, ia rangi  
Ko te whakato kakano te mahi  
Ko te whakakii kete matauranga te hiahia  
Ko te hapai, ko te maia i te huarahi whakamua  
Kia tau ki te taumata e whakaarotia ana  
Tona piringa katoa, ko te hurahia te whakaaronui  
Tihei Mauri ora.

Our job is to unearth the wisdom  
Through the years, months and each day  
Our role is to plant seeds  
To fill baskets of knowledge for everyone's benefit  
To support and enhance the way forward  
To reach towards the pinnacle of what we think and do  
Gathered together under our mantle  
Working together, unearthing the wisdom  
Behold, it is the breath of life

Buddy Te Whare  
Kaumatua  
2001- 2009

*In loving memory of Buddy (Morehu) Te Whare MNZM  
1-10-1937 to 19-3-2009*



# Community Waikato Team 2017/2018

## **Kaumatua**

Taki Turner

## **Kuia**

Ratauhinga Turner

## **Trustees**

|                  |                  |
|------------------|------------------|
| Clint Baddeley   | Chairperson      |
| Erana Brewerton  |                  |
| Melissa Gibson   |                  |
| Amanda Hema      |                  |
| Alison Nation    |                  |
| Lenadeen Simpson | Vice Chairperson |

## **Staff**

|                      |                                    |
|----------------------|------------------------------------|
| Holly Snape          | Chief Executive                    |
| Kim Cable            | Marketing & Communications Manager |
| Robyn Couchman       | Administration Support             |
| Anne Douglas         | Administration Manager             |
| Sally Fenwick Ridley | Training & Funding Manager         |
| Sarah Gibb           | Community Advisor                  |
| Karen Stockmann      | Community Advisor                  |
| Gary Thompson        | Kaiwhakarite                       |
| Aroha Waetford       | Community Advisor                  |

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# Community Waikato 2018 Annual Chairperson's Report



Ko hea, ko hea te maunga whakarongo hau e mihi nei  
nekeneke mai, nukunuku mai.  
Kua whakataukitia  
Ko Tītīrangi ki runga,  
ko Ngāti Oneone ki te whenua  
Ko Te Eketuoterangi te tangata,  
Tīhei mauri ora.

An Annual General Meeting gives an organisation an opportunity to reflect on the past year; matters progressed, goals realised or not. I present my first report as newly appointed Chair of Community Waikato feeling both privileged to be involved in such an organisation and somewhat daunted by the enormity of potential possibilities.

This year, the Board has continued to battle the challenges that I am sure face all NGO's. Firstly, the challenge of time and human resources. Board members are busy in their own personal and professional lives but nevertheless find time, not only to attend regular meetings, but also to bring their considerable expertise to bear in matters such as the development of policy, strategic planning and various other things.

Secondly, there is the perpetual challenge of funding. It is always difficult for organisations to be asked to provide services when it is under resourced. Without the generosity of philanthropic organisations and government funding Community Waikato's work could not continue. I therefore particularly want to thank Trust Waikato, Lottery and COGS, WEL Energy, Hamilton City Council, DV Bryant for your trust and continuous support. I also want to acknowledge the relationship we have with the Tindall Foundation and the Len Reynolds Trust.

Thirdly, I want to pay tribute to Clint Baddeley, a great servant of the Waikato Region and an advocate for social justice and community. Clint from us all I want to thank you for your generosity, your aroha and your amazing contribution that you have made to the region and in particular Community Waikato. Clint resigned suddenly in June due to ill health. We wish Clint a speedy recovery.

In saying thanks, I could not fail to mention the dedicated, amazing and passionate staff of Community Waikato. Holly and her team have worked both internally and externally with passion and drive to achieve our vision of "Thriving Communities" by fostering the development of skills, knowledge and connection of community organisations in the Waikato Region. To Taki and Ratau our kaumātua, I want to thank you two for always being there for us, your commitment, enthusiasm and your wise counsel.

As an organisation we continue to build capability amongst our whānau, hapū and community groups. We are committed to developing collaboration with in the sector and we are still working through the Hub concept – virtual and/or physical. We are developing our own capability and capacity to better understand and engage with Māori by building our knowledge around the treaty, te reo and tikanga.

I conclude my report by once again acknowledging my fellow trustees, our Kaumātua, Holly and the staff, thank you. I also want to thank you the community for your unwavering support of our organisation. There is still much to do, we still need to sought out opportunities and seek ways to building long-term resilience in the sector. It is our job to empower and resource our communities to achieve their aspirations. Greatness doesn't happen without trying to achieve anything.

I want to leave you with this quote from Amster Reedy: 'It doesn't matter how far back your culture goes, it's how far forward you take your culture that counts'.

Ka hoki au ki tōku whare ki Te Poho o Rāwiri  
Ko Tūranganui ā kiwa e tere rā,  
Ko Te Toka a Taiau.  
Ki te mauri rā o tōku iwi,  
Te mana o te kupu, o te kōrero,  
Ka puta ki te whaiāio,  
Ki te ao mārama,  
Tēnā koutou, tēnā koutou katoa.

**Lenadeen Simpson**



# Chief Executive's Annual Report 2017 – 2018



## Introduction

I said in my previous report that change is inevitable and this year has certainly been no different both operationally and in terms of our leadership. Clint Baddeley stood down as chair of the board. His contribution to Community Waikato had been profound. He has been a strong leader on the board and provided me with support and level headed advice. We will certainly miss his contribution to our team. We also said farewell Aroha Waetford, our Community Advisor. Aroha brought a real eye for detail to her role and her background in law contributed greatly to the development of submissions to council and government and the development of Community Waikato resources.

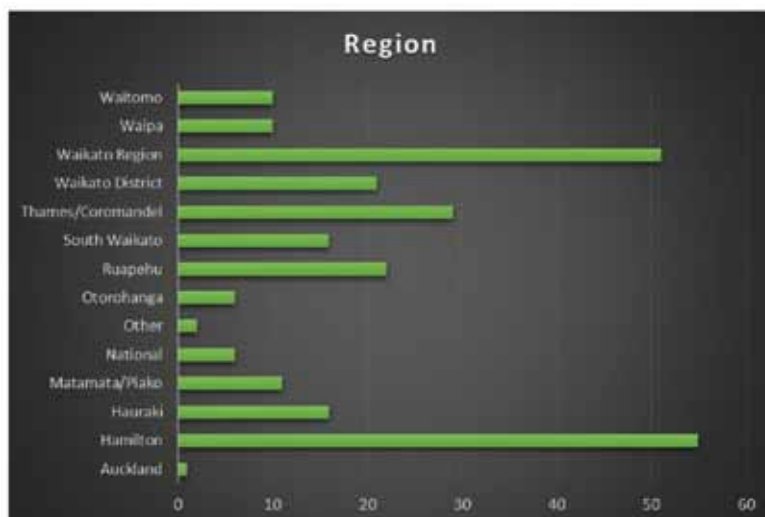
While the one on one advisory service remains a core service offered by Community Waikato, we continue to explore new ways to contribute to building long-term resilience in the sector. To do this, we have sought out opportunities to create resources for the sector, through partnering with local business and in specialist areas. This has resulted in a Health and Safety resource tailored to the needs of Marae and the Not-for-profit sectors. We are also building relationships with community organisations around the country to extend our knowledge of the national context regarding the community sector.

## Key Services

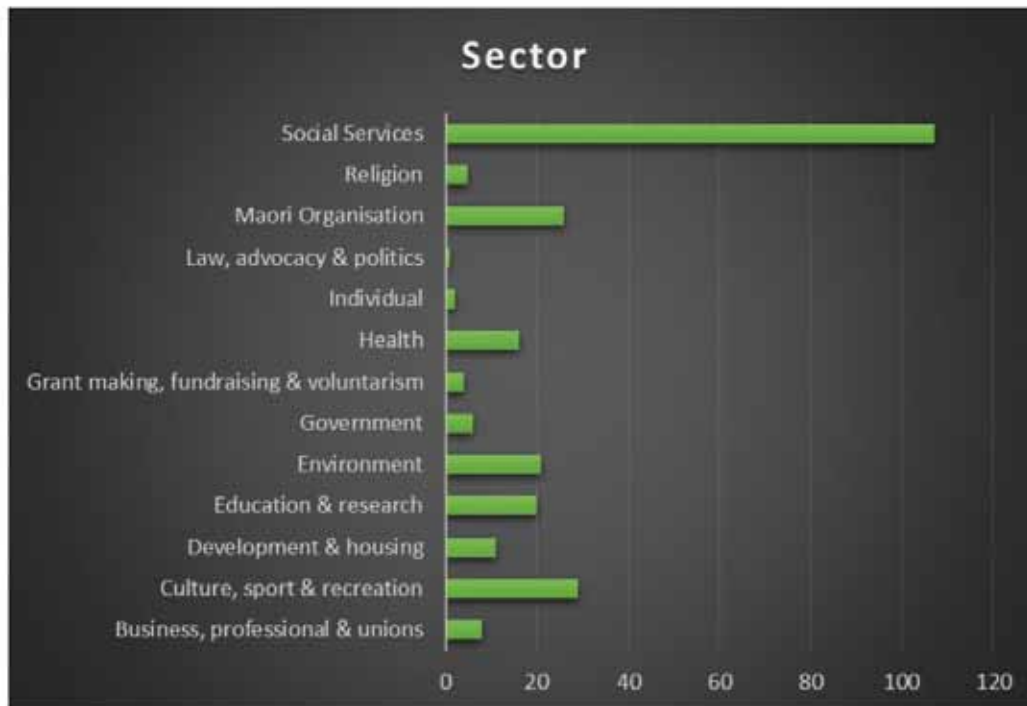
### **One to One Advisory Service**

The one to one advisory service continues to provide a tailored response to the needs of each organisation who engage the support of an advisor. The Advisor staff travel around the greater Waikato Region to provide the service face to face. This also enables Community Waikato to connect with our varied and unique communities and to establish a localised understanding of our regional community assets and community needs.

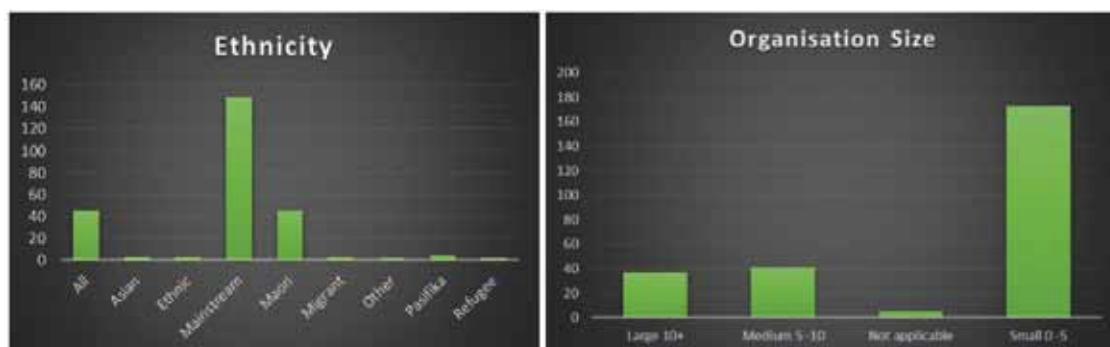
Of the 256 organisations that Community Waikato worked with, only 3 of these came from outside our immediate region or were from organisations with a national presence. 202 were from a community within Waikato Region and 51 of which indicated they worked at a regional level around the Waikato.



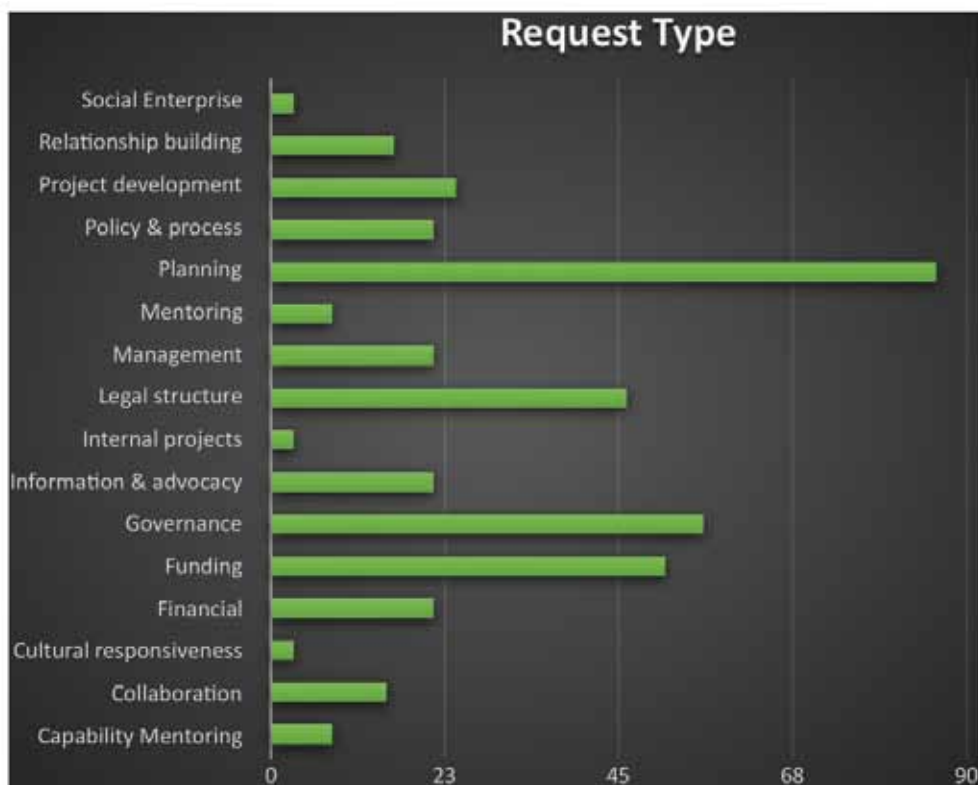
Most groups Community Waikato worked with identified as social service organisations. But Community Waikato also engages with a wide range of community groups and individuals from Cultural groups and Health Organisations through to Environmental groups and Researchers. While our focus is on the community and social service sector, we at times engage with groups from the Sports or Arts sectors, where there is a strong community/social service connection.



The vast majority of organisations that access our services identify as 'Mainstream' and most are small, with around 0-5 paid staff. Around 18% of the groups who request our services identify as a 'Maori' organisation. We also continue to engage with organisations who represent various ethnicities.



The most common type of service request is for planning, including strategic planning, annual planning and financial planning. This is encouraging as planning is key to building and maintaining a robust community organisation. Governance support and training also features well in our service requests data. With organisations valuing robust leadership, and some groups experiencing change in their governance boards, it is positive to see a desire on behalf of boards to build their skills and work together to induct new board members.



## Funding

Community Waikato administers funds on behalf of the Tindall Foundation and the Len Reynolds Trust. This allows us with the opportunity to distribute funding around the Waikato region on behalf of these Trusts.

The Tindall Foundation aims to contribute to a stronger New Zealand by supporting families and social services and through strengthening the community sector. Community Waikato distributed \$84000 on behalf of the Tindall Foundation in 2017. This funding went to 64 groups around the Waikato region.

The Len Reynolds Trust aims to build partnerships with Waikato communities by supporting education, the environment and social wellbeing. They have recently reflected this strongly through restructuring the funds to better reflect these strategic priorities. There are now 4 funding rounds for the Len Reynolds Trust, each representing one of the key strategic priorities of the Trust. In the last year there were 170 applications to the Len Reynolds Trust and they distributed \$478451 funds to 151 community organisations in the Waikato region.

Community Waikato also gave out \$5000 worth of small grants to contribute towards 10 rural events around the Waikato Region.

## Training

The training offered at Community Waikato continues to be well attended. There has been a continued interest from external providers targeting education to the not-for-profit sector. Community Waikato regularly examines the range of training that is available and works to fill the gaps to ensure the sector has access to the kinds of topics that promote organisational capability. The Funding workshops delivered around the region continue to be popular and well attended. Community Waikato also developed a series of Health and Safety workshops after developing a Health and Safety resource designed for Marae and Community Organisations.



| <b>Training</b>                                      | <b>Attendees</b> |
|--|------------------|
| <b>Conference</b>                                    |                  |
| Thriving in the 21st Century                         | 189              |
| <b>Financial Capability</b>                          |                  |
| Budgets and financial statements - 14 Jun 2017       | 9                |
| Xero - 12 Jul 2017                                   | 17               |
| Coromandel Funding workshop - 24 May 2017            | 21               |
| Coromandel Funding workshop - 8 Feb 2018             | 19               |
| Hamilton Funding workshop - 13 Feb 2018              | 57               |
| Hamilton Funding workshop - 17 Feb 2018              | 39               |
| Hamilton Funding workshop - 17 Mar 2018              | 35               |
| Hamilton Funding workshop - 22 Nov 2017              | 48               |
| Hamilton Funding workshop - 6 Sep 2017               | 38               |
| Hamilton Funding Workshop - 8 Mar 2018               | 38               |
| Huntly Funding workshop - 12 Apr 2017                | 18               |
| Ngaruawahia Funding workshop - 12 Apr 2017           | 14               |
| Ngatea Funding workshop - 24 May 2017                | 32               |
| Paeroa Funding workshop - 7 Mar 2018                 | 23               |
| Waihi Funding workshop - 9 Feb 2018                  | 31               |
| Whitianga Funding workshop - 9 Feb 2018              | 21               |
| Thames Funding workshop - 8 Feb 2018                 | 36               |
| Free hands on funding workshop - 15 Jun 2017         | 31               |
| Morrinsville Matamata Funding workshop - 26 Apr 2017 | 21               |
| <b>Compliance</b>                                    |                  |
| Health and Safety South Waikato - 24 Mar 2018        | 2                |
| Health and Safety Thames - 1 Mar 2018                | 15               |
| Health and Safety Whangamata - 1 Mar 2018            | 1                |
| Health and Safety Workshop Coromandel - 2 Mar 2018   | 4                |

|  |    |
|--|----|
| Health and Safety Workshop North Waikato - 10 Mar 2018           | 2  |
| Health and Safety Workshop Te Kuiti - 27 Mar 2018                | 24 |
| Health and Safety Toolbox - 27 Feb 2018                          | 25 |
| Tokoroa Legal Education - 16 Nov 2017                            | 5  |
| Hamilton Employment Law Series - 27 Apr 2017                     | 18 |
| <b>Governance and Leadership</b>                                 |    |
| Leadership Learning Programme - 3 Oct 2017                       | 18 |
| Leadership Learning Programme - 7 Feb 2018                       | 17 |
| Coaching and Mentoring - 14 Mar 2018                             | 19 |
| Governance - 21 Sep 2017   | 14 |
| Risk Management - 26 Oct 2017                                    | 12 |
| Treaty Workshop - 20 Sep 2017                                    | 23 |
| <b>Operational Capability</b>                                    |    |
| 2017 Retreat for Chairs & Managers of Comm Groups - 19 Dec 2017  | 2  |
| Building your Brand - 30 Aug 2017                                | 8  |
| challenging situations - 21 Jun 2017                             | 10 |
| Diverse Teams, Diverse Communities: Making it Work - 28 Mar 2018 | 3  |
| Employability skills - 28 Jun 2017                               | 8  |
| Evaluation 101: Proving and improving - 4 Oct 2017               | 21 |
| Facebook - 7 Jun 2017  | 12 |
| Graphic facilitation - 13 Sep 2017                               | 1  |
| Identify the labour market - 26 Jul 2017                         | 10 |
| Marketing - 11 Oct 2017  | 11 |
| Performance Report Workshop - 8 Nov 2017                         | 1  |
| Planning your PD - 9 Nov 2017                                    | 6  |
| Privacy Commissioner - 15 Mar 2018                               | 31 |

## **Communications**

Community Waikato uses 4 key platforms to communicate with the sector and our key stakeholders. The Bulletin is a weekly email that informs the sector about the events, training and funding opportunities that are coming up over the ensuing month. The Kumara Vine is a quarterly publication that includes updates about issues impacting the sector, advisor tips and stories about one or two community organisations working in the region. Community Waikato has a regular slot on Free FM 89.0 where we interview social service agencies, community groups and individuals working in the sector. The show is broadcast around the region but we also are able to disseminate the podcast for community organisations to use in the promotion of their own organisation. Community Waikato also uses Facebook to share the successes of organisations within our region, to promote issues topical to the sector and to post the podcast of our Free FM interviews.

## **Networking**

Networking is central to facilitating conversations around collaboration and generating connections throughout the sector. In 2017 Community Waikato hosted the second sector specific conference, 'Connect, Inspire, and Thrive'. The conference attracted 189 attendees and was an excellent opportunity to network with community and social service organisations right around the region. It was also a great opportunity for local funders to get a greater insight into the work that is happening in the region and the energy and knowledge possessed by those driving the grassroots initiatives in our communities.

Community Waikato has also been exploring the concept of creating a community hub. We have heard from community organisations an appetite for co-location to reduce overhead and office costs. Our research around the country on community hubs around New Zealand also indicate that with good design, co-located spaces foster opportunities for collaboration and innovation. This work is ongoing and Community Waikato is seeking partners to continue the consideration of a Community Hub for the Waikato region.

## **Championing the Sector**

A core role of Community Waikato is to ensure those in a position to make decisions that impact our sector have the information they need to make an informed decision. We continue to build and maintain constructive relationships with those across the political spectrum both at a local and central government level. We also encourage community organisations from the Waikato Region to update us about the issues that are impacting their work so that we are able to inform local and central government through face to face meetings and formal submissions.

Over the previous year we have given formal submissions and informal feedback to government about some key decisions that would have a direct impact on the not for profit sector. In particular, we have been committed to conversations about the potential impact of the ICLD and these conversations have continued into 2018.

We also have a role on the board of Community Networks Aotearoa – a national body that supports umbrella and membership based community organisations. This role enables us to raise regional issues in Wellington and to grow an understanding of successes and challenges for the sector on a national level.

## **Treaty of Waitangi**

Community Waikato has been working on building knowledge around the Treaty of Waitangi. Along with working with an external provider to deliver a Treaty Workshop, we have instigated a range of internal activities, such as regular waiata practice, a Matariki workshop and the team have engaged in basic Te Reo classes. This is a part of our ongoing commitment to building our understanding of The Treaty of Waitangi and Tikanga.

## Conclusion

The work we do at Community Waikato is only possible because of the commitment of our funders, who provide the support that we need to carry out our work. We appreciate how fortunate we are to have local funders who recognise the value of investing in capacity building. Without your contribution we would not be in a position to provide the support that we do for the Waikato community sector.

I would like to thank the team at Community Waikato. The skills, knowledge, passion and commitment the team brings to their roles is an inspiration. The staff at Community Waikato often put in long hours, travelling around the region and meeting people and organisations in evenings and on weekends to make sure we are accessible and available to the sector as needed. I appreciate the willingness the whole team has to go above and beyond to meet the needs of the organisations who engage us.

I would like to acknowledge the work of the Community Waikato Board who have provided us with guidance and leadership. I have thoroughly appreciated the support and direction the board provides me and the Community Waikato Team. In particular, I would like to thank Clint Baddeley. Clint who has lead the board through a capacity building exercise, to strengthen our board and to 'walk our own talk'. Sadly, Clint had to leave the board during this process due to ill-health. I would also like to acknowledge the work Lenadeen Simpson has done picking up this leadership role and continuing our capability strengthening work.

Our Kaumatua and Kuia, Taki and Ratau Turner have continued to provide us with cultural support and have helped guide us through our learning. I would like to thank Taki and Ratau for their ongoing commitment to our organisation and their cultural leadership and support.

Finally, I would like to thank all those people who are working at the grassroots of our community. Your work promotes social justice, equity and self-determination. We understand the many sacrifices you make, the extra hours you commit and amount of heart you bring to your work. You undertake this work with dignity and integrity. We are in awe of what you achieve in our communities with such limited resources.

Thank you.





**COMMUNITY  
WAIKATO**

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*"Thriving Communities"*

Hapori Mauriora

# **Performance Report**

The Community Waikato Trust  
As at 31 March 2018



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# Entity Information

## The Community Waikato Trust For the year ended 31 March 2018

The core business of Community Waikato is supporting strong communities. We are a charitable trust providing capacity building, strengths enhancing services for community organisations throughout the Waikato region. We work to strengthen community organisation so that they can be effective and sustainable to maintain social well being within their own communities.

### Legal Name of Entity

The Community Waikato Trust

### Entity Type and Legal Basis

Charitable Trust

### Registration Number

CC 24579

### Entity's Purpose or Mission

#### Thriving Communities

Fostering the development of skills, knowledge and connections of community organisations in the Waikato region.

### Entity Structure

Community Waikato has volunteer board members:

Clint Baddeley (Chair)

Erana Brewerton

Melissa Gibson

Amanda Hema

Alison Nation

Lenadeen Simpson Brown

### Main Sources of Entity's Cash and Resources

Community Waikato's activities are funded by grants from various funding bodies. A key source of funding comes from Trust Waikato.

### Main Methods Used by Entity to Raise Funds

Community Waikato's main method of raising funds is by submitting funding applications throughout the year to statutory and philanthropic funders.

### Entity's Reliance on Volunteers and Donated Goods or Services

Community Waikato board is made up of volunteers.

### Physical & Postal Address

33 Victoria Street, Hamilton Central, Hamilton, Waikato, New Zealand, 3204

PO BOX 1367, Waikato Mail Centre, Hamilton, Waikato, New Zealand, 3240



# Approval of Financial Report

The Community Waikato Trust  
For the year ended 31 March 2018

The Trustees are pleased to present the approved financial report including the historical financial statements of Community Waikato for year ended 31 March 2018.

APPROVED

A handwritten signature in black ink that reads "Clint Baddeley".

Clint Baddeley

Chair

Date ..... 26/6/18

A handwritten signature in black ink, appearing to be "Alison Nation".

Alison Nation

Trustee Treasurer

Date ..... 26/6/18





# Statement of Service Performance

## The Community Waikato Trust For the year ended 31 March 2018

### Description of Entity's Outcomes

The core business of Community Waikato is supporting strong communities. We are a charitable trust providing capacity building, strengths enhancing services for community organisations through the Waikato region. We work to strengthen community organisations so that they can be effective and sustainable to maintain social well being within their own communities.

Community Waikato works one to one with community organisations to support their capacity and we provide training, support and advice to organisations about: governance, management, planning (operations, strategic, financials and funding), financial systems, funding applications, accountability, legal structures, risk management, compliance and some employment matters.

We are a Fund Manager for the Tindall Foundation and the Len Reynolds Trust and distribute funds to social service community organisations throughout the Waikato region.

The outcomes for our community are that individuals and organisations have increased knowledge and skills. Organisations are more confident, connected and strengthened by the knowledge and skills provided through Community Waikato support along with organisations have greater capacity (more sustainable, robust, better systems and governance) because of Community Waikato support.

## Description and Quantification of the Entity's Outputs

| <b>Community Waikato Advisory Service</b>     | <b>2018</b> | <b>2017</b> |
|---|-------------|-------------|
| Hamilton                                      | 55          | 68          |
| Hauraki                                       | 15          | 13          |
| Matamata/Piako                                | 11          | 17          |
| Otorohanga                                    | 6           | 7           |
| Ruapehu                                       | 22          | 31          |
| South Waikato                                 | 16          | 15          |
| Thames Coromandel                             | 30          | 21          |
| Waikato                                       | 21          | 23          |
| Waipa   | 10          | 10          |
| Waitomo                                       | 10          | 9           |
| Waikato region                                | 51          | 60          |
| Other regions                                 | 7           | 5           |
| Pre development                               | 2           | 0           |
| <b>Total no of organisations worked with:</b> | <b>256</b>  | <b>279</b>  |

| <b>Community Waikato Training</b>   | <b>2018 Number of courses</b> | <b>2018 Number of participants</b> | <b>2017 Number of courses</b> | <b>2017 Number of participants</b> |
|-------------------------------------|-------------------------------|------------------------------------|-------------------------------|------------------------------------|
| Short course (external facilitator) | 14                            | 222                                | 5                             | 85                                 |
| Short course (internal facilitator) | 9                             | 114                                | 22                            | 192                                |
| Funding workshops                   | 17                            | 522                                | 14                            | 310                                |
| Symposium/Conference                | 1                             | 189                                | 1                             | 93                                 |
| Unitec                              | 0                             | 0                                  | 2                             | 31                                 |

| <b>Tindall Foundation Grants</b> | <b>2018</b> | <b>2017</b> |
|----------------------------------|-------------|-------------|
| Number of organisations funded   | 64          | 58          |
| Total funding distributed        | \$84,000    | \$103,590   |
|                                  |             |             |
| <b>Len Reynolds Trust Grants</b> |             |             |
| Number of organisations funded   | 151         | 139         |
| Total funding distributed        | \$476,451   | \$459,626   |



# Statement of Financial Performance

The Community Waikato Trust  
For the year ended 31 March 2018

|  | NOTES | 2018             | 2017             |
|--|-------|------------------|------------------|
| <b>Revenue</b>                                   |       |                  |                  |
| Donations, fundraising and other similar revenue | 1     | 1,359,496        | 1,382,048        |
| Revenue from providing goods or services         | 1     | 155,712          | 25,704           |
| Interest, dividends and other investment revenue | 1     | 11,625           | 10,980           |
| <b>Total Revenue</b>                             |       | <b>1,526,832</b> | <b>1,418,732</b> |
| <b>Expenses</b>                                  |       |                  |                  |
| Volunteer and employee related costs             | 2     | 607,607          | 591,316          |
| Costs related to providing goods or service      | 2     | 289,596          | 160,039          |
| Grants and donations made                        | 2     | 597,663          | 579,504          |
| Other expenses                                   | 2     | 31,541           | 40,484           |
| <b>Total Expenses</b>                            |       | <b>1,526,408</b> | <b>1,371,343</b> |
| <b>Surplus/(Deficit) for the Year</b>            |       | <b>424</b>       | <b>47,389</b>    |

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



# Statement of Financial Position

The Community Waikato Trust  
As at 31 March 2018

|   | NOTES | 31 MAR 2018    | 31 MAR 2017    |
|---|-------|----------------|----------------|
| <b>Assets</b>   |       |                |                |
| <b>Current Assets</b>                                   |       |                |                |
| Bank accounts and cash                                  | 3     | 337,703        | 208,980        |
| Debtors and prepayments                                 | 3     | 6,019          | 6,160          |
| <b>Total Current Assets</b>                             |       | <b>343,722</b> | <b>215,140</b> |
| <b>Non-Current Assets</b>                               |       |                |                |
| Property, Plant and Equipment                           | 5     | 80,030         | 108,277        |
| <b>Total Non-Current Assets</b>                         |       | <b>80,030</b>  | <b>108,277</b> |
| <b>Total Assets</b>                                     |       | <b>423,752</b> | <b>323,417</b> |
| <b>Liabilities</b>                                      |       |                |                |
| <b>Current Liabilities</b>                              |       |                |                |
| Creditors and accrued expenses                          | 4     | 88,466         | 52,746         |
| Other current liabilities                               | 4     | 90,660         | 26,470         |
| <b>Total Current Liabilities</b>                        |       | <b>179,126</b> | <b>79,216</b>  |
| <b>Total Liabilities</b>                                |       | <b>179,126</b> | <b>79,216</b>  |
| <b>Total Assets less Total Liabilities (Net Assets)</b> |       | <b>244,625</b> | <b>244,201</b> |
| <b>Accumulated Funds</b>                                |       |                |                |
| Accumulated surpluses or (deficits)                     | 6     | 244,625        | 244,201        |
| <b>Total Accumulated Funds</b>                          |       | <b>244,625</b> | <b>244,201</b> |

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Cash Flows

The Community Waikato Trust  
For the year ended 31 March 2018

|   | 2018           | 2017            |
|---|----------------|-----------------|
| <b>Cash Flows from Operating Activities</b>                     |                |                 |
| Donations, fundraising and other similar receipts               | 1,423,685      | 1,381,589       |
| Receipts from providing goods or services                       | 157,514        | 52,401          |
| Interest, dividends and other investment receipts               | 9,310          | 11,272          |
| GST   | 3,856          | 1,140           |
| Payments to suppliers and employees                             | (866,032)      | (767,859)       |
| Donations or grants paid  | (597,663)      | (579,878)       |
| <b>Total Cash Flows from Operating Activities</b>               | <b>130,670</b> | <b>98,665</b>   |
| <b>Cash Flows from Investing and Financing Activities</b>       |                |                 |
| Payments to acquire property, plant and equipment               | (4,248)        | (13,298)        |
| Cash Flows from Other Investing and Financing Activities        | -              | (7,001)         |
| <b>Total Cash Flows from Investing and Financing Activities</b> | <b>(4,248)</b> | <b>(20,298)</b> |
| <b>Net Increase/ (Decrease) in Cash</b>                         | <b>126,422</b> | <b>78,367</b>   |
| <b>Cash Balances</b>  |                |                 |
| Cash and cash equivalents at beginning of period                | 121,498        | 43,131          |
| Cash and cash equivalents at end of period                      | 247,921        | 121,498         |
| <b>Net change in cash for period</b>                            | <b>126,423</b> | <b>78,367</b>   |

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



# Statement of Accounting Policies

## The Community Waikato Trust For the year ended 31 March 2018

### **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.

### **Goods and Services Tax (GST)**

The entity 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.

### **Income Tax**

Community Waikato is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### **Bank Accounts and Cash**

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

### **Changes in Accounting Policies**

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

# Notes to the Performance Report

## The Community Waikato Trust For the year ended 31 March 2018

|   | NOTES | 2018             | 2017             |
|---|-------|------------------|------------------|
| <b>1. Analysis of Revenue</b>                                 |       |                  |                  |
| <b>Donations, fundraising and other similar revenue</b>       |       |                  |                  |
| Blue Sky Community Trust                                      |       | -                | 3,000            |
| Community Org Grant Scheme (Cogs)                             |       | 38,500           | 23,000           |
| D V Bryant Trust Board  |       | 4,000            | -                |
| Donations   |       | -                | 5,000            |
| Fundraising Income  |       | 147              | 398              |
| Gallagher Charitable Trust                                    |       | 2,200            | -                |
| Hamilton City Council   |       | 20,000           | 25,000           |
| Len Reynolds Trust  |       | 598,286          | 592,917          |
| Lion Foundation   |       | 2,500            | -                |
| Lottery Grants Board  |       | 50,000           | 49,999           |
| Momentum Waikato  |       | -                | 5,000            |
| Southern Trust  |       | 15,000           | 10,000           |
| Te Puni Kokori - Maori Dev pilot                              |       | -                | 25,200           |
| Tindall Foundation  |       | 84,494           | 113,223          |
| Tindall Foundation Admin Allocation                           |       | 11,265           | 11,110           |
| Tindall Foundation projects                                   |       | 28,165           | 20,190           |
| Trust Waikato   |       | 518,700          | 500,000          |
| Waikato Regional Council Hamilton                             |       | 3,000            | -                |
| Wel Energy Trust  |       | 47,430           | 24,480           |
| Unspent grant funding current year                            | 4     | (90,660)         | (26,469)         |
| Unspent grant income b/fwd from previous year                 |       | 26,469           | -                |
| <b>Total Donations, fundraising and other similar revenue</b> |       | <b>1,359,496</b> | <b>1,382,048</b> |
| <b>Revenue from providing goods or services</b>               |       |                  |                  |
| Conference 2017 "Thriving in the 21st century".               |       | 65,675           | -                |
| Altus (Health & Safety resource)                              |       | 33,520           | -                |
| Back Office services  |       | 1,826            | 1,200            |
| Capability Mentoring  |       | -                | 5,000            |
| Car park hireage - Bruntons                                   |       | 2,304            | 2,261            |
| ConnectInspire Symp11-10-16                                   |       | -                | 2,513            |
| CW Facilitated training                                       |       | 2,800            | 1,050            |
| CW Mentoring & coaching                                       |       | 100              | 280              |
| Office lease - NZCTU  |       | 12,000           | 4,000            |
| Other Revenue   |       | 8,146            | 3,983            |
| Venue Hire  |       | 1,768            | 4,071            |
| Workshop Income   |       | 27,573           | 1,346            |
| <b>Total Revenue from providing goods or services</b>         |       | <b>155,712</b>   | <b>25,704</b>    |

**Interest, dividends and other investment revenue**

|   |               |               |
|---|---------------|---------------|
| Interest Income   | 11,625        | 10,980        |
| <b>Total Interest, dividends and other investment revenue</b> | <b>11,625</b> | <b>10,980</b> |

|       |      |      |
|-------|------|------|
| NOTES | 2018 | 2017 |
|-------|------|------|

**2. Analysis of Expenses****Volunteer and employee related costs**

|   |                |                |
|---|----------------|----------------|
| ACC   | 1,016          | 1,479          |
| Coaching & Mentoring                              | 3,210          | 2,554          |
| Staff training                                    | 4,907          | 4,467          |
| Team building/team training                       | 573            | 503            |
| Salaries & Wages                                  | 597,901        | 582,312        |
| <b>Total Volunteer and employee related costs</b> | <b>607,607</b> | <b>591,316</b> |

**Costs related to providing goods or services**

|                                    |        |        |
|------------------------------------|--------|--------|
| Accounting & Payroll               | 949    | 927    |
| Advertising & marketing            | 764    | 399    |
| Altus Health & Safety Resource     | 20,870 | -      |
| Audit                              | 5,743  | 2,043  |
| Bank Fees                          | 250    | 250    |
| Cleaning                           | 4,707  | 4,020  |
| Community Hub                      | 13,626 | -      |
| Computer Consumables & Equipment   | 2,492  | 1,085  |
| Conference 2017                    | 76,107 | -      |
| CW Workshop Expenses               | 20,743 | -      |
| Electricity & Gas                  | 3,840  | 3,726  |
| General Expenses                   | 828    | 606    |
| Governance                         | 3,949  | 2,667  |
| Insurance                          | 7,967  | 7,662  |
| IT Support & IT Maintenance        | 7,069  | 6,731  |
| Kaumataua Services                 | 4,800  | 4,800  |
| Koha                               | 40     | -      |
| Kumara Vine Newsletter             | 1,774  | 1,848  |
| Lease - Anglican Diocese           | 58,000 | 58,000 |
| Mental Health Scholarship          | 1,443  | -      |
| Wel (eval) Trust Waikato (virtual) | -      | 1,129  |
| Motor Vehicle Expenses             | 17,571 | 12,773 |
| Network Meetings                   | 1,844  | 5,498  |
| Office Stationery & equipment      | 1,227  | 1,848  |
| Paper and Photocopier              | 8,358  | 9,639  |
| Postage                            | 172    | 228    |
| Rates - HCC                        | 2,823  | 3,067  |
| Relationship Development           | 203    | 910    |
| Repairs and Maintenance            | 1,005  | 2,767  |
| Resources                          | 199    | 318    |
| Salesforce CRM software & fees     | 3,055  | 1,903  |
| Salesforce CRM support             | 6,264  | 7,060  |
| Scholarships                       | -      | 10,000 |



|   |                |                |
|---|----------------|----------------|
| Security  | 901            | 968            |
| Subscriptions   | 706            | 1,084          |
| Tea & Coffee  | 271            | 349            |
| Telephone & Internet                                      | 4,794          | 4,482          |
| Website   | 3,419          | 1,254          |
| Website (rural)   | 822            | -              |
| <b>Total Costs related to providing goods or services</b> | <b>289,595</b> | <b>160,039</b> |

**Grants and donations made**

|  |                |                |
|--|----------------|----------------|
| Len Reynolds Grants                    | 476,451        | 459,626        |
| Len Reynolds projects                  | 15,428         | 7,654          |
| Tindall Foundation Grants              | 84,000         | 103,590        |
| Tindall Projects                       | 21,784         | 8,634          |
| <b>Total Grants and donations made</b> | <b>597,663</b> | <b>579,504</b> |

**Other expenses**

|                             |               |               |
|-----------------------------|---------------|---------------|
| Depreciation                | 31,541        | 40,484        |
| <b>Total Other expenses</b> | <b>31,541</b> | <b>40,484</b> |

NOTES                      2018                      2017

**3. Analysis of Assets****Bank accounts and cash**

|                                     |                |                |
|-------------------------------------|----------------|----------------|
| Westpac 00                          | 22,160         | 96,677         |
| Westpac 021                         | 200,263        | 2,662          |
| Westpac 20                          | 25,498         | 22,159         |
| Mental Health Term Investment 081   | 19,663         | 19,663         |
| Term Deposit                        | 70,119         | 67,819         |
| <b>Total Bank accounts and cash</b> | <b>337,703</b> | <b>208,980</b> |

**Debtors and prepayments**

|                                      |              |              |
|--------------------------------------|--------------|--------------|
| Accounts Receivable                  | 730          | 2,532        |
| Prepayments                          | 70           | 435          |
| Accrued Interest                     | 380          | 365          |
| GST                                  | 4,839        | 2,828        |
| <b>Total Debtors and prepayments</b> | <b>6,019</b> | <b>6,160</b> |

NOTES                      2018                      2017

**4. Analysis of Liabilities****Creditors and accrued expenses**

|   |               |               |
|---|---------------|---------------|
| Accounts Payable                            | 36,036        | 20,086        |
| Accrued Audit fee                           | 5,200         | 2,000         |
| Accrued Holiday Pay                         | 36,035        | 22,939        |
| Accrued Wages                               | 11,195        | 7,721         |
| <b>Total Creditors and accrued expenses</b> | <b>88,466</b> | <b>52,746</b> |

**Other current liabilities**

|  |          |          |
|--|----------|----------|
| Rounding                               | -        | -        |
| <b>Total Other current liabilities</b> | <b>-</b> | <b>-</b> |

**Other non-current liabilities****Grants Unspent**

|  |               |               |
|--|---------------|---------------|
| Unspent grant - Hamilton City Council      | 5,000         | 5,000         |
| Unspent grant - Len Reynolds Trust         | 40,821        | -             |
| Unspent grant - Tindall Foundation         | 28,345        | 21,471        |
| Unspent grant - Trust Waikato              | 13,700        | -             |
| Unspent grant - Wel Energy Trust           | 2,794         | -             |
| <b>Total Grants Unspent</b>                | <b>90,660</b> | <b>26,471</b> |
| <b>Total Other non-current liabilities</b> | <b>90,660</b> | <b>26,471</b> |

NOTES                      2018                      2017

**5. Property, Plant and Equipment****Motor Vehicles**

|   |               |               |
|---|---------------|---------------|
| Vehicles owned                            | 143,050       | 167,691       |
| Accumulated depreciation - vehicles owned | (109,826)     | (119,400)     |
| <b>Total Motor Vehicles</b>               | <b>33,224</b> | <b>48,291</b> |

**Fixtures and Fittings**

|   |               |               |
|---|---------------|---------------|
| Furniture and fittings owned                            | 74,058        | 74,058        |
| Accumulated depreciation - furniture and fittings owned | (49,174)      | (44,704)      |
| <b>Total Fixtures and Fittings</b>                      | <b>24,884</b> | <b>29,354</b> |

**Office Equipment**

|  |               |               |
|--|---------------|---------------|
| Plant and machinery owned                            | 123,155       | 156,537       |
| Accumulated depreciation - plant and machinery owned | (101,233)     | (125,904)     |
| <b>Total Office Equipment</b>                        | <b>21,922</b> | <b>30,633</b> |

|  |               |                |
|--|---------------|----------------|
| <b>Total Property, Plant and Equipment</b> | <b>80,030</b> | <b>108,277</b> |
|--|---------------|----------------|

Property, Plant & Equipment are stated at cost less accumulated depreciation.

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

|                     |                  |
|---------------------|------------------|
| Motor Vehicles      | 31.2% DV         |
| Fixtures & Fittings | 11.4% - 39.6% DV |
| Office Equipment    | 11.4% - 60% DV   |

NOTES                      2018                      2017

**6. Accumulated Funds****Accumulated Funds**

|                                     |                |                |
|-------------------------------------|----------------|----------------|
| Opening Balance                     | 244,201        | 196,812        |
| Accumulated surpluses or (deficits) | 424            | 47,389         |
| <b>Total Accumulated Funds</b>      | <b>244,625</b> | <b>244,201</b> |
| <b>Total Accumulated Funds</b>      | <b>244,625</b> | <b>244,201</b> |

|  | NOTES | 2018          | 2017          |
|--|-------|---------------|---------------|
| <b>7. Commitments</b>                            |       |               |               |
| <b>Commitments to lease or rent assets</b>       |       |               |               |
| Photocopier lease                                |       | 9,980         | 15,928        |
| Building lease                                   |       | 58,000        | 58,000        |
| <b>Total Commitments to lease or rent assets</b> |       | <b>67,980</b> | <b>73,928</b> |

#### 8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 March 2018 (Last year - Nil).

#### 9. Related Parties

There were no transactions involving related parties during the financial year.

#### 10. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

#### 11. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

# Independent Auditor's Report

## The Community Waikato Trust

### For the year ending 31 March 2018

To the Board of The Community Waikato Trust

#### **Opinion**

I have audited the performance report. The performance report provides information about the past financial performance of The Community Waikato Trust and its financial position as at 31 March 2018.

#### **In my opinion, the accompanying performance report**

- complies with Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) in New Zealand.
- gives a true and fair view of the financial position of The Community Waikato Trust as at 31 March 2018 and its financial performance for the year ended on that date.

#### **The performance report in the above opinion includes:**

- the statement of financial position as at 31 March 2018.
- the entity statement, the service performance, statement of financial performance, statement of cash flows, statement of accounting policies and notes to the performance report for the year ending 31 March 2018.

#### **Additionally, In my opinion**

- the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable.

#### **Basis of Opinion**

I conducted my audit in accordance with International Standards on Auditing (New Zealand). My responsibilities under those standards are further described in the Auditor's Responsibility section of this audit report.

Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the performance report is free from material mis-statement.

Other than my capacity as auditor I have no relationship with, and am independent of The Community Waikato Trust

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### **Responsibilities of the Board**

The Board is responsible for the preparation of the performance report that give a true and fair view of the matters to which they relate and in accordance with Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) in New Zealand and for such internal control as it determines is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report the Board is responsible on behalf of The Community Waikato Trust for assessing the ability of The Community Waikato Trust to operate as a going concern, disclosing as applicable, matters relates to going concern and using the going concern basis of accounting.

## **Auditor's Responsibility**

My objective is to obtain reasonable assurance about whether the performance report as a whole is free from material misstatement whether due to fraud or error, and to issue an auditor's report that includes my opinion.

Reasonable assurance is a high level of assurance, but not a guarantee that an audit conducted in accordance with International Standard on Auditing (New Zealand) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decision of users taken on the basis of the performance report.

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 risks of material mis-statement 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 of the performance report that give a true and fair view of the matters to which they relate 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.

The audit includes performing procedures to obtain evidence about evaluating whether the reported outcomes and outputs and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

An audit includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represent the underlying transactions and events in a manner that achieves fair presentation.

I conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, determine whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern.

I communicate with management and the governing body regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during the audit.



Mark Campbell CA, B Com  
Campbell and Campbell Accounting Consultants  
Hamilton

28 June 2018

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**Community Waikato would like to thank our funders  
whose ongoing support allows us to continue working  
with our communities**



Trust Waikato  
Tindall Foundation  
Len Reynolds Trust  
Wel Energy Trust  
Hamilton City Council  
Lottery Grants Board  
Community Organisation Grant Scheme (COGS)  
Gallagher Charitable Trust  
Lion Foundation  
Southern Trust  
Waikato Regional Council  
Altus







# COMMUNITY WAIKATO

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*"Thriving Communities"*

Hapori Mauriora

**Puke Rangiora House  
33 Victoria Street  
P O Box 1367  
Hamilton 3240  
Email: [info@communitywaikato.org.nz](mailto:info@communitywaikato.org.nz)  
Website: [www.communitywaikato.org.nz](http://www.communitywaikato.org.nz)**