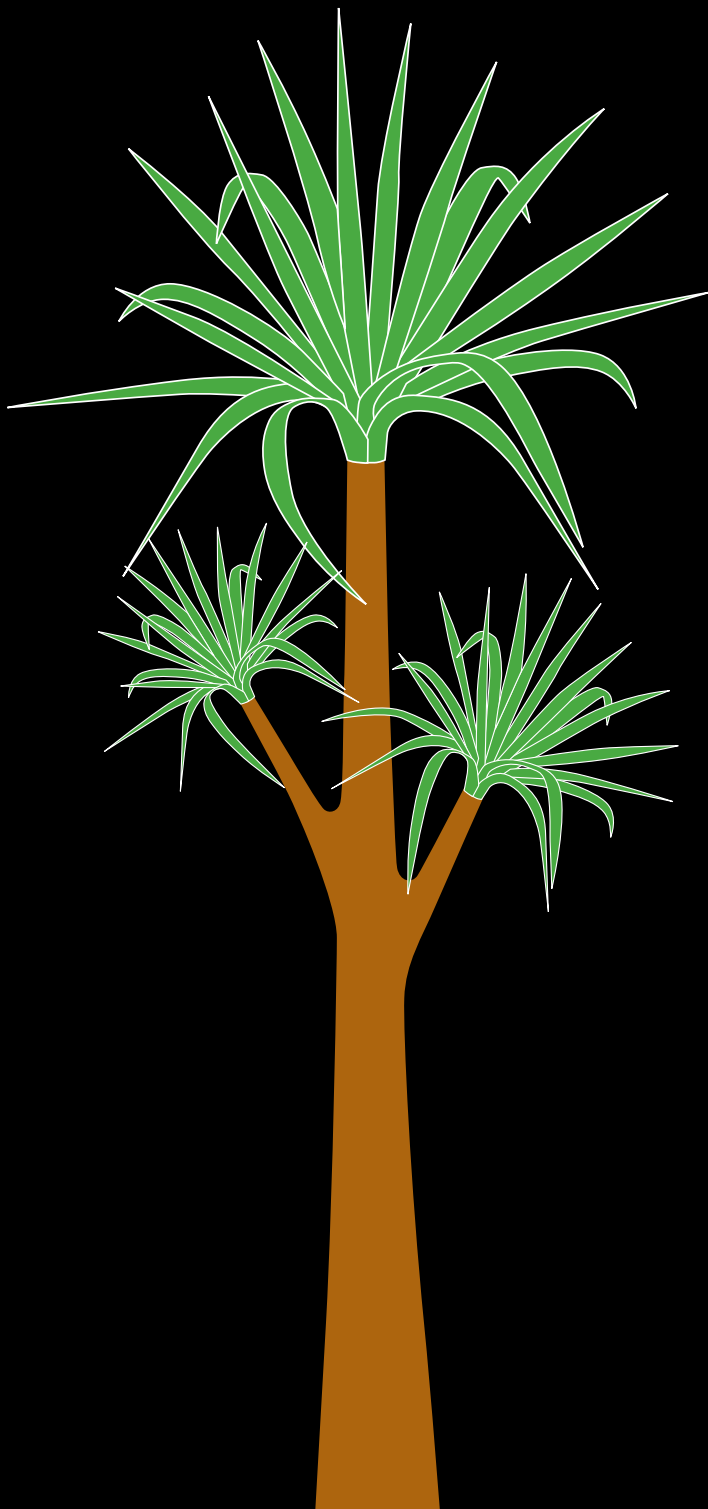


# ANNUAL REPORT

1 APRIL 2012 TO 31 MARCH 2013



## COMMUNITY WAIKATO

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*"Supporting strong communities"*

Hei tautoko kia tuu pakari ai ngaa haapori

## **Our Mission**

**Empower, inspire and grow our Waikato communities.**

**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 2012/2013

## Trustees

Gaye Barton (Chairperson)  
Bernard Lamusse  
Aisha Ross  
Janet Gibb  
Anthony Ririnui  
Rosanne Taylor  
Saffron Moana Middleton  
Missy Lord

## Kaumaatua

Pita Te Ngaru

## Staff

Andrea Goble	Chief Executive
Anne Douglas	Administration Manager
Robyn Couchman	Administration Support
Sally Fenwick Ridley	Training and Communications
Jane Stevens	Senior Advisor
Karen Gillum	Community Advisor
Sarah Gibb	Community Advisor
Rona Buckley	Te Kaiwhakarite
Josiah Teokotai	Community Advisor

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## Pita Te Ngaru Kaumaatua



E wehi ana ki te Atua

E whakahoonore ana i Te Kiingi e noho nei i runga i te taumata tapu o toona whaea o ngoona tuupuna.

Kia piki te kaha, te ora, te maaramatanga ki runga i a ia, te Kaahui Ariki, Te Whare Kaahui Ariki nui tonu.

Paimaarire.

Ki ngaa mate huhua e haere toorere nei, haere koutou ki te huinga o te kaahurangi oti atu ai.

E ngaa reo, e ngaa mana e ngaa karangatanga maha huri noa I ngaa rohe maha, teenaa koutou.

It is with a heavy heart that I have finished my time at Community Waikato. I would like to thank the wonderful staff at Community Waikato and to all those in the community I have supported and who have supported me over the past few years.

It has been an absolute privilege to work alongside the staff of Community Waikato, its Board of Trustees and those in the community who do amazing work for the betterment of our people and our communities.

*Kia niwha te ngaakau ki te whakauu i ngaa mahi atawhai.  
Be resolute of heart to uphold those things that are good.*

Paimaarire

Pita Te Ngaru  
Kaumaatua

# Community Waikato 2013 Annual Chairpersons Report



Since presenting the last annual report, I have become even more aware of the increasing challenges of organisational sustainability for the community sector. The role of Community Waikato as a capacity builder has, in my opinion, become even more critical for the survival and growth of the sector. The importance of collaboration, networking, training and mentoring, providing advice and being a strong cohesive voice for the sector continues to be of vital importance in the work that we are doing.

2012-2013 has been a time that CW management and governance have strengthened their own capacity by looking at new ways of working and reporting. Staff led by CE Andrea Goble have deepened their community connections and continue to provide very effective advice and support to organisations. Governance has engaged in good planning practices, developed policies and strongly supported the direction of management and staff.

Trust Waikato's three yearly review has resulted in very positive outcomes. We have renewal of their funding for three years based on us achieving our outcomes. To that end we have worked with the Kinnect Group commissioned by Trust Waikato to develop a model of organisational effectiveness. Using the annual plan, this model has the potential to ensure that we are outcomes based in our accountability reporting. This model will assist us in our internal and external reporting.

On behalf of board and staff I would like to thank all our major funders – Trust Waikato, MSD, WEL Energy Trust, DV Bryant Trust, Lottery Grants and COGs. I would also like to acknowledge the excellent relationship we have with Wintec and acknowledge the support that has come from them as a result of that relationship.

The strategic plan has been well conceived to give vision and direction to the organisation and the resulting annual plan has clear achievable goals that will: ensure awareness of our services, meet community needs, operate within the principles of the Treaty of Waitangi, advocate for a stronger sector and create an increasingly sustainable organisation.

It is with sadness that we farewell Kaumatua Pita Te Ngaru. During his time at Community Waikato Pita has added great value to the board of Community Waikato with his knowledge of tikanga that he shared so willingly with us. He also supported our strategic planning efforts and helped us as a board to create our vision that is interwoven with Treaty principles.

Unfortunately due to work commitments and changes we also sadly said farewell to Anthony Ririnui, Saffron Moana Middleton and Aisha Ross. These board members have made an excellent contribution to the board. Aisha was instrumental in ensuring that Te Huapai structure and ways of work were put in place. To ensure continuity of this work we have ratified two other board members – Lenadeen Simpson-Brown and Missy Lord. Lenadeen will replace Aisha as chair of Te Huapai. We have also ratified to the board Clint Baddeley – a man who has excellent governance experience. My thanks to all members of the CW board. They role model good governance practice and it is a pleasure to work with them. 2013 has some exciting opportunities for Andrea and her team to make a difference in our sector. The team is enthusiastic, highly skilled and committed and it is a privilege to be in the position of governance and thus be part of this team's energy!

It is with pleasure that I present the 2013 Chair's Annual Report to you the community partners who share and understand our values and work. Together we can strengthen our community!!

***Gaye Barton - Chairperson, Community Waikato***



**COMMUNITY  
WAIKATO**

*"Supporting strong communities"*

Hurahia te whakaaronui

## Strategic Plan 2013 – 2016

**Vision:** Thriving, connected, inclusive communities.

**Mission:** Empower, inspire and grow our Waikato communities.

**Values:** Integrity, social justice and collaboration, manaakitanga, kotahitanga, kaitiakitanga, rangatiratanga.

### Goal 1

Provide and develop relevant and accessible services for our communities.

Effective use of resources to support Ngaa Roopuu Maaori (Maaori community organisations).

### Goal 2

Live the partnership, protection and participation principles embodied in Te Tiriti o Waitangi.

Building internal cultural competence and confidence enabling appropriate responsiveness to Ngaa Roopuu Maaori.

### Goal 3

Engage in advocacy that is informed by partnerships and participation.

Developing long-term sustainable relationships with Ngaa Roopuu Maaori.

### Goal 4

Build our sustainability with a focus on technology, te ao Maaori, financial, measurement and evaluation.

### Goal 5

Grow leadership and share knowledge of the sector and of capacity strengthening.

## Chief Executive's annual report 2012 – 2013



I'm delighted to be able to report that this has been a good year for our internal organisational development and a productive year in terms of our work with our communities. Over this year April 2012 to March 2013 we employed four new staff to replace those who had left and the new team has blended well. In that time we also welcomed four new trustees. This governance team has proved to be competent and strategically minded under the leadership of our Chair. We were sad to say farewell to Saffron Moana Middleton, Anthony Ririnui and Aisha Ross who were members of the board and of Te Huapai. The contributions and leadership of our board members are a key part of the strength of the organisation and our ability to model good governance.

Internal development included a review of progress on our 2010-2013 strategic plan and the development of our new three year plan which is on Page 5. This process enabled our new staff and trustees to be part of the 'why', 'what' and 'how' of our work and what permeates our work – our values, relationships and our strengths based way of working and to incorporate the thinking of Te Huapai our Maaori Advisory Roopuu . Te Huapai provide advice to the board and the CE, support our work with Maaori organisations, our understanding of te ao Maaori and open the way to building relationships with Maaori stakeholders.

Our staff team is experienced, connected and skilled. They have used a strengths based way of working to provide facilitation, advice, information, training, networking, support and advocacy for our Waikato community organisations. New staff were quick to familiarise themselves with the work and with our communities and they have built on the good work of the past and initiated new ways of working that are proving popular and the basis for future development. Part of this has been taking on a role as an MSD registered Capability Mentor which is more of what we do but with a different process.

Added to that we worked through a three yearly review commissioned by Trust Waikato and carried out by the Kinnect Group. That review is at our website. We are very grateful to the community organisations and other stakeholders who participated in the review and gave us great feedback. Thank you. A recommendation of the review was to work on a model of organisational effectiveness. Trust Waikato generously contracted the Kinnect Group to work with us on that model and we have identified the outcomes we want to achieve, how we will measure and monitor them and how we will report on them in future. This will free up some time currently spent on accountability and allow more time to be spent with our community organisations.



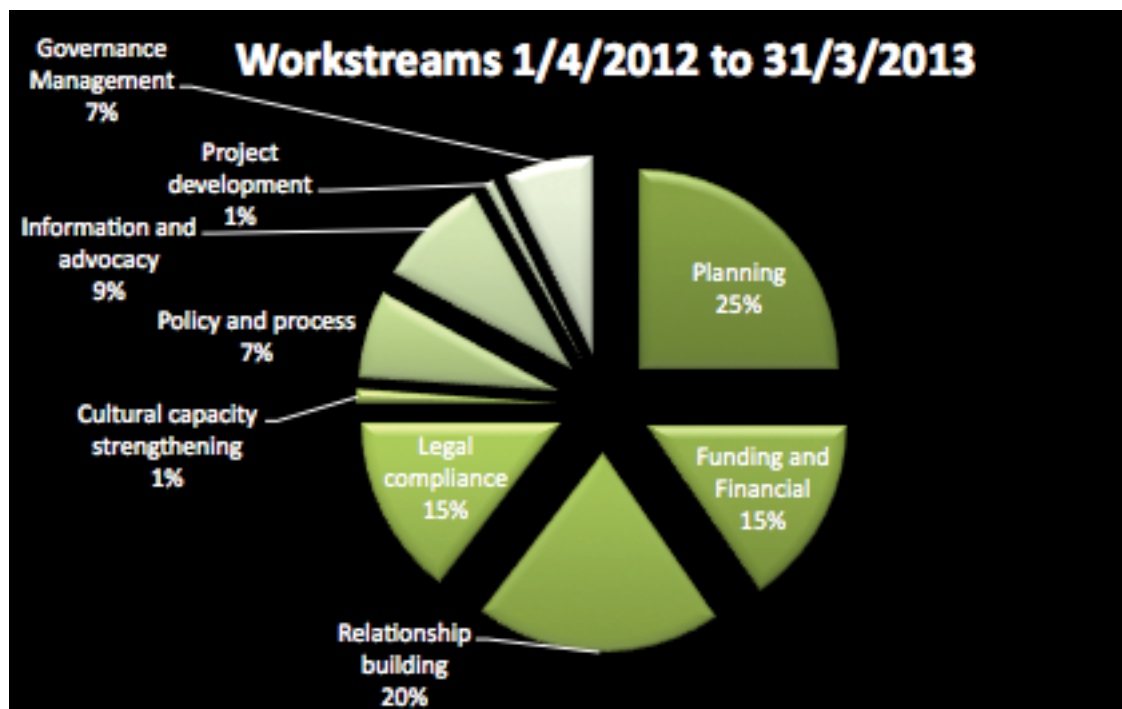
A big loss this year has been our Kaumaatua Pita Te Ngaru. Pita made the difficult decision to step down from the role after suffering ill health and an increasing workload in his own job with Youth Horizons. Pita has played a key role in our wellbeing and in growing our understanding of te ao Maaori and our knowledge of tikanga and te reo over the time he spent with us. We even grew more confident in our singing as he encouraged us to learn new waiata and accompanied us on his guitar. He is greatly missed and we are very grateful to him for the opportunities he has given us as our Kaumaatua.

### Statistics

In the April 2012 to March 2013 year we worked one-to-one with 333 organisations. Of these 143 were based in Hamilton or were regional or national organisations. The other 190 were rural. Community organisations are often small and this shows in our figures. We worked with 220 small organisations, 38 were medium sized and 75 were large.

Often we worked on multiple work streams with these organisations and the total number of work streams was 507. The work streams are shown in the graph.

Training – 27 courses with 386 participants. This included the popular Jim Diers workshops and the UNITEC Graduate Diploma courses.





## Staff

Last year Jane Stevens took on the role of Senior Community Advisor and has been working mainly in the Hauraki and north Waikato districts. She has done some great connecting work and has supported the transport strategies along with the one to one work with organisations.

Karen Gillum our Community Advisor for Hamilton, Waipa and Matamata Piako districts is leading our Capability Mentoring work. Rona Buckley our Kaiwhakarite is leading work with Maaori organisations and supporting us to improve our facilitation skills. Sarah Gibb our Community Advisor for Hamilton, Waitomo and Ruapehu districts has initiated the Awesome Organisations concept and led the team in rolling it out.

In July we found out our application for a Department of Internal Affairs Community Development Scheme focussing on South Waikato had been successful. Josiah Teokotai started in that position in January and is based in an office at TCOSS. A key focus for his work is supporting Pacific and Maaori organisations, connecting up groups in that district and supporting collaborative projects.

Administration Manager Anne Douglas put significant time into our collaboration with Trust Waikato in offering funding workshops around the region and in walking alongside groups needing support with funding, accountability and financial systems for committees and boards. In recent months Anne has started to offer workshops in financial literacy for committees and boards. Robyn Couchman supports the administrative side of Anne's work and juggles reception with invoicing, banking, reconciliations and registering participants for training. This year Robyn took over responsibility for the scholarships with Sally mentoring her into the role.

Communications & Training Coordinator Sally Fenwick Ridley published four issues of Kumara Vine, revamped the website, managed the Tindall funding and reporting, collected stories and organised the extensive training programme.

Sally also supervised two second year social work students on placement with us from Wintec. We think there was real mutual benefit and enjoyment in having the students. We now have a third year social work student on placement until November.

## Scholarships

Each year we offer scholarships to people working in the social services and wanting to engage in relevant study. Each year we are impressed by the recipients of the scholarships – their dedication and commitment to the community and the strength of character they demonstrate.



This year we allocated \$20,100 to 32 students. This was a 30% increase in applicants over previous years and another noticeable difference was the number of men applying – four this year, up on the previous year's one!

## Tindall Foundation fund management

We allocated \$75,030 to 41 organisations from the main funding round and a further \$26,468 to 11 organisations from the project fund. Some of the highlights included Dinner at the Domain in Taumarunui and Ngaruawahia's Community Christmas Party.



*Dinner at the Domain*



*A float at Ngaruawahia's Christmas party*

## Outcomes

Trustees and staff put considerable time into workshops and interviews for the three yearly review commissioned by Trust Waikato. This review demonstrated significant achievements within our strategic goals for 2010- 2013. The new strategic plan 2013-2016 includes outcomes identified as part of the model of organisational effectiveness and we will report against these.

A key outcome is to increase the strength of relationships and networks between Community Waikato and our communities including nga roopuu Maaori.

Relationships are the basis of our work and we have focussed on this as our new staff came on board. We were grateful to trustee and Te Huapai Chair Aisha Ross for introducing our Kaiwhakarite Rona Buckley to various groups in Raukawa and Maniapoto areas. Senior Advisor Jane Stevens introduced Rona to some groups in Waikato Tainui areas of Huntly, Ngaruawahia and Tuakau. The more people are aware of our services and have a relationship with staff the more accessible the service becomes.



*Meremere committee  
signing the incorporation  
of their group*

The relationships build trust which is a key factor in how effective we can be in supporting organisations. These relationships enable us to test the relevance of our services, offer the type of services required and support organisations to be the best they can be. Sometimes that support means being courageous and asking the hard questions needed for an organisation to question their assumptions, reflect on their practice, process or structure, get to a place where they can deal with a situation, move through a sticking point towards development or in some cases they need to decide it's time to close up shop.

The three yearly review noted that community organisations we have worked with reported on a high level of trust and strong, valuable and ongoing relationships with Community Waikato.

### **Strategic plan 2013-2016**

Goal 1 in our plan is to provide relevant and accessible services and the review reported that a large number of respondents note that our services are very accessible, appropriate, respectful, relevant and timely. They noted that we offer practical and useful capacity support, that we were responsive and empathetic to the diversity of needs.

Our outcomes are to increase the relevance and accessibility of our services so that a greater diversity of organisations access them and we grow the strength, length, depth and usefulness of our relationships with Maaori and community organisations.

Awesome Organisations is an initiative Sarah and the team started earlier this year as part of achieving this goal. It is designed to enable busy managers and trustees to take an hour each month to have some concentrated learning in the various areas of running an organisation. Participants are encouraged to meet informally between meetings as this is an opportunity for getting to know others in the sector and set up ongoing peer mentoring and support.

Goal 2 is to develop our organisational competency to be culturally responsive to nga Roopuu Maaori. It builds on our work over the years establishing and consolidating our understanding and practice of the principles of te Tiriti o Waitangi. We have had valuable support from maatua Pita in this area of our growth and development and have had the privilege of several noho marae with the last one in February at Kahotea Marae in Otorohanga where we worked on our strategic plan. The noho marae have given us greater understanding of te ao Maaori and Pita's knowledge has given us some of the history and the wairua of the areas we have been in. We celebrated Matariki and Kingitanga Day in May at the university was a highlight and in June we celebrated Matariki.

Goal 3 will see us engaging in advocacy informed by partnerships and participation. That means we need to be out in the community listening and sharing information, supporting the groups we work with to be effective advocates for their communities and building and maintaining relationships with those who influence our sector and our communities. Our strengths-based way of working is part of our advocacy. We believe that how you speak about things reflects how you think about them and we endeavour to build positive attitudes and confidence and to influence through our language as well as through our practices. A number of participants in the review reported that we had helped them engage in advocacy and that they had a stronger voice as a result of our support.

### Submissions

One more formal part of our advocacy work are the submissions we make each year:

- Hamilton City Council on their 10 year plan
- Green paper on Vulnerable children
- Gambling Harm Reduction Bill
- Auditing and Assurance for Larger Registered Charities
- Fringe benefit tax - recognising salary trade-offs as income
- WEL Energy Trust annual plan

We also worked with Law Commission on the ongoing review of Incorporated Societies Act and organised for the Law Commission team to meet with the Maaori Governance Unit from University of Waikato and Tainui representatives to provide input to the review.

We have continued to work with the Minister's Advisory Group and MSD on Investing in Services for Outcomes.

Goal 4 is to support local community sector leadership and the effectiveness of organisations in meeting the needs of their communities to thrive, be more connected and more inclusive. One aspect of this has been sharing knowledge about the sector which participants in the review of our work felt we were doing well, that we are trusted as a role model, advisory body and in supporting cross-sector partnerships. The rural transport forums are an example of that work as they connect community with the DHB, Regional Council, local authorities and NZ Transport Agency.

Goal 5 is the sustainability of Community Waikato. We aim to increase our effectiveness and efficiency and become more financially secure. Over the last three years we have had some competing priorities including building our engagement with community organisations so in the next three years we need to be consistent about working on our processes, systems and financial security. We have worked hard to ensure we balance our own sustainability with the needs of community organisations.

### Trends

Isolation continues to be an issue for managers and administrators of our small community organisations. This impacts on social wellbeing and on training, professional development and networking which become difficult because there is often no-one else to keep the service going if the manager or administrator attends these events.

Lack of support or clarity from governance groups for the manager is another issue



*Sharing information for advocacy*

that impacts on their ability to do the job well. There may be no job description or a lack of clear expectations or expectations that are unrealistic. We have provided a lot of support in these instances but we know there are more organisations that could do with support and development in these areas. The capability self-assessment and planning that MSD have initiated has potential to address some of these issues.

The changes in criteria for regional funding from Lottery Grants were not well communicated and have thrown a spanner in the works for a significant number of organisations. Along with those changes, the reduction in funding many organisations have experienced means some have reached a point of insolvency without realising it until they call us in to support them through the crisis. This means we have supported several organisations to close down and others are having to cut staff and work through their financial situation to look at how they will become sustainable again.

The need for governance training is increasing as more is expected of governance groups in terms of their strategic leadership, monitoring, legal, financial, employment and fiduciary responsibilities. To meet this need we are running courses in governance, financial literacy and our Advisors are working with groups one to one.

## **Conclusion**

The staff have shown their professionalism in providing the services to the best of their ability, in their community development approach, their collegiality and team based approach to the work ensuring each person works to their strengths which means communities get the best of what the team has to offer.

Our trustees have shown interest and professionalism in their participation and contribution to our governance and to our decision making.

I want to thank our funders for demonstrating confidence in our work through their financial support and through that their support for our community organisations.

I want to thank those people who work tirelessly in our communities for the benefit of us all and to encourage them to use the support we offer to ensure they have the capability and capacity to do their best for their communities.

Community Waikato has developed over this year as new staff brought new ideas, we identified and started work on our new strategic goals, our resources allowed us to try new things and we have worked on our model of organisational effectiveness. We look forward to improving access to our services for all, to developing the services we offer and our own sustainability for the ability it gives us to give our best back to our communities and all our stakeholders.





**COMMUNITY  
WAIKATO**

*"Supporting strong communities"*  
Hei tautoko kia tuu pakari ai ngaa haapori

THE SOCIAL SERVICE WAIKATO TRUST  
(Trading as Community Waikato)

FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013

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**THE SOCIAL SERVICE WAIKATO TRUST**  
(Trading as Community Waikato)

**DIRECTORY**

**AS AT 31 March 2013**

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<b>Chief Executive:</b>	Andrea Goble
<b>Trustees:</b>	G Barton (Chairperson) J Gibb B Lamusse K Lord A Ross A Ririnui (resigned Dec 12) S Moana Middleton R Taylor
<b>Date of Deed:</b>	3 May 2001
<b>Beneficiaries:</b>	Community groups, projects and programmes providing social services in the area formerly served by Trust Bank Waikato Limited.
<b>Powers of Investment:</b>	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.
<b>Auditors:</b>	Haines & Associates Hamilton
<b>Bankers:</b>	Westpac Branch – Hillcrest
<b>Principal Activities:</b>	Supporting Social Services



**THE SOCIAL SERVICE WAIKATO TRUST**  
(Trading as Community Waikato)

**STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDED 31 MARCH 2013**

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	Note	2013 \$	2012 \$
<b>INCOME</b>			
Tindall Foundation	10	100,453	96,188
Donations and Grants	2	692,224	758,532
<b>Total Donations &amp; Grants</b>		<b>792,677</b>	<b>854,720</b>
Interest Received		15,542	15,128
CW Training & Facilitation		2,700	9,692
Venue Hire		4,686	4,795
Office lease		4,530	1,696
Car park Hire		3,211	2,391
Fundraising (Village Press Olive Oil)		455	-
<b>Total Income</b>		<b>823,801</b>	<b>888,422</b>

**THE SOCIAL SERVICE WAIKATO TRUST**  
(Trading as Community Waikato)

	Note	2013 \$	2012 \$
<b>EXPENSES</b>			
Accident Compensation Levies		1,854	2,372
Accountancy		390	944
Advertising		-	344
Audit Fee		1,993	1,943
Bank Charges		132	231
Cleaning		3,958	4,503
Computer consumables		2,249	874
Community Development Scheme (DIA)		2,721	-
Electricity and Gas		4,580	4,898
Kaumātua Services & Te Huapai		2,954	8,285
General		2,801	3,276
Governance		2,351	6,395
Insurance		7,061	4,882
IT Maintenance & Support		3,424	2,835
Legal		4,963	1,863
Lease – Vehicle		534	-
Lease – Photocopier		2,796	2,796
Loss on Disposal		-	-
Marketing		3,060	2,293
Newsletter		7,665	8,626
Network meetings		1,472	3,828
Office Equipment & Resources		376	891
Postage and Stationery		7,019	9,922
Recruitment Costs		-	4,063
Relationship Development		(784)	2,885
Rent and Rates Diocese		60,815	60,640
Rent – Wintec		-	3,043
Repairs and Maintenance		5,158	8,400
Scholarships		22,408	26,109
Subscriptions and Memberships		1,159	1,122
Security		1,197	1,148
Supervision Fees		3,995	6,522
Telephone		7,065	8,601
Training and Development		7,572	11,576
Tindall Foundation Grants	10	78,030	80,500
Tindall Foundation Projects		20,455	4,032
Vehicle running expenses		14,219	17,368
Wages		513,461	555,200
Website		1,164	1,164
Depreciation	7	13,503	15,662
<b>Total Expenses</b>		<b>813,770</b>	<b>886,535</b>
<b>Net operating surplus</b>		<b>10,031</b>	<b>1,887</b>
<b>Less Extraordinary Expenses:</b>			
Write-off CTG loan		-	39,561
<b>Net Surplus / deficit</b>		<b>10,031</b>	<b>(37,674)</b>



The financial statements should be read in conjunction with the notes to the financial statements on pages 20 to 24.

THE SOCIAL SERVICE WAIKATO TRUST  
(Trading as Community Waikato)

STATEMENT OF MOVEMENTS IN EQUITY  
FOR THE YEAR ENDED 31 MARCH 2013

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	2013 \$	2012 \$
Opening Balance	142,672	180,346
Net Surplus	10,031	(37,674)
Closing Balance	<u>152,702</u>	<u>142,672</u>

**THE SOCIAL SERVICE WAIKATO TRUST**  
(Trading as Community Waikato)

**STATEMENT OF FINANCIAL POSITION**  
AS AT 31 March 2013

	Note	2013 \$	2012 \$
<b>EQUITY</b>		<b>152,702</b>	<b>142,672</b>
<b>CURRENT LIABILITIES</b>			
Payables	3	52,870	45,437
Income Received in Advance	5	80,152	62,541
Accrued expenses		80,030	-
		<u>213,050</u>	<u>107,978</u>
		<u>365,754</u>	<u>250,650</u>
Represented by:			
<b>CURRENT ASSETS</b>			
Westpac Cheque Account		19,620	31,446
Westpac Cash Management		149,179	136,057
Westpac Funding Cash		198	198
Westpac Term Investment	6	19,663	19,663
Accrued Interest		367	353
Receivables	4	7,029	10,242
Accrued income		108,304	-
		<u>304,360</u>	<u>197,959</u>
<b>NON CURRENT ASSETS</b>			
Property, Plant and Equipment	7	61,394	52,691
<b>Total Assets</b>		<u>365,754</u>	<u>250,650</u>

For and on behalf of the Trustees who authorised the issue of these Financial Statements on the date shown below.

\_\_\_\_\_  
Authorised Trustee

\_\_\_\_\_  
Authorised Trustee

\_\_\_\_\_  
30 JUNE 2013  
Date



**THE SOCIAL SERVICE WAIKATO TRUST  
(Trading as Community Waikato)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

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**1 STATEMENT OF ACCOUNTING POLICIES**

**Reporting Entity**

The Social Service Waikato Trust (the 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.

Charities Commission No CC 24579

**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 is stated at their estimated realisable value.

**Property, Plant and Equipment**

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

When an item of Property, Plant and 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.



THE SOCIAL SERVICE WAIKATO TRUST  
(Trading as Community Waikato)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013

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1 STATEMENT OF ACCOUNTING POLICIES (continued)

**Depreciation**

Depreciation is charged on an appropriate basis so as to write off the costs 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 and Fittings	11.4%-20% DV

**Investments**

Investments have been recorded at cost.

**Goods and Services Tax**

The Financial Statements are prepared on a GST exclusive basis, with the exception of Accounts Receivable and Accounts Payable, which include GST.

**Leased Property**

The entity leases Property, Plant and Equipment.

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 CW47 of the Income Tax Act (2007).

**Changes in Accounting Policies**

There have been no changes in accounting policies in the current year.



**THE SOCIAL SERVICE WAIKATO TRUST**  
(Trading as Community Waikato)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2013**

**2 DONATIONS AND GRANTS**

	2013	2012
	\$	\$
Trust Waikato	500,000	500,000
Tindall Foundation	100,453	96,188
Lottery Grants Board	-	30,000
Ministry of Social Development	85,000	80,900
Community Response Fund	-	95,004
Thames Coromandel District Council	20,537	21,992
Hauraki District Council	10,000	7,381
WEL Energy Trust	15,000	10,000
Community Org Grant Scheme (COGS)	23,442	11,255
Hamilton City Council	2,600	2,000
D V Bryant Trust Board	15,000	
Department of Internal Affairs (Com Dev Scheme)	20,645	
<b>Total Donations and Grants</b>	<b>792,677</b>	<b>854,720</b>

**3 PAYABLES**

	2013	2012
	\$	\$
Accounts Payable	31,242	24,348
Accrued Expenses	80,030	-
Accrued Wages	15,506	13,299
Accrued Holiday Pay	3,470	5,790
Accrued Audit fee	2,000	2,000
Prepayments	652	
<b>Total Payables</b>	<b>132,900</b>	<b>45,437</b>

**4 RECEIVABLES**

	2013	2012
	\$	\$
GST Refund	4,535	3,391
Accrued Income	108,304	-
Accounts Receivable	2,494	6,850
<b>Total Payables</b>	<b>115,333</b>	<b>10,242</b>

**5 INCOME RECEIVED IN ADVANCE**

	2013	2012
	\$	\$
Ministry of Social Development	20,000	24,999
Tindall Foundation	30,797	22,946
Department of Internal Affairs (Com Dev Scheme)	19,355	
Lion Foundation	4,000	
Community Org Grant Scheme (COGS)	6,000	8,441
Hauraki District Council	-	4,000
Kai Tahu Waikato	-	2,156
<b>Total Income Received in Advance</b>	<b>80,152</b>	<b>62,541</b>



**THE SOCIAL SERVICE WAIKATO TRUST**  
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**6 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 Service Waikato Trust.

**7 PROPERTY, PLANT AND EQUIPMENT**

2013	Cost	Accum Depn	Book Value	Depreciation Expense
Office Equipment	81,767	73,185	8,583	2,630
Motor Vehicles	102,185	71,339	30,845	6,354
Fixtures and Fittings	45,022	23,056	21,967	4,519
<b>Total</b>	<b>228,974</b>	<b>167,580</b>	<b>61,395</b>	<b>13,503</b>

2012	Cost	Accum Depn	Book Value	Depreciation Expense
Office Equipment	81,767	70,316	11,451	3,341
Motor Vehicles	79,741	64,985	14,754	6,691
Fixtures and Fittings	45,022	18,537	26,486	5,630
<b>Total</b>	<b>206,530</b>	<b>153,859</b>	<b>52,691</b>	<b>15,662</b>

**8 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.

		2013 \$	2012 \$
<b>Non-Cancellable Operating Lease Commitments</b>			
Current	Building	58,000	62,317
Non-current	Mazda 3	19,227	125,000
	Photocopier	7,456	
<b>Total</b>		<b>84,683</b>	<b>187,317</b>

**9 CONTINGENT LIABILITIES**

There are no contingent liabilities as at 31 March 2013 (2012 – Nil).



**THE SOCIAL SERVICE WAIKATO TRUST**  
**(Trading as Community Waikato)**

**10 TINDALL FOUNDATION GRANTS**

During the year the Trust received \$100,453 (2012: \$96,188) 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 2013 the Trust had identified eligible groups and paid out \$78,030 (2012: \$80,500) of these funds. The remainder has been allocated to projects initiated by The Social Service Waikato Trust.

**11 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.

**12 RELATED PARTY TRANSACTIONS**

Aisha Ross (Trustee) has undertaken work under 23 IKA Ltd and received payment of \$2552.14 for the Nga Ropu Maori Project. This was considered to be market rate. There were no other related transactions.

**13 NZIFRS**

In July 2011 the External Reporting Board ("XRB") issued EXR A1 Application of Accounting Standards. This allowed certain small and medium sized entities applying New Zealand FRSs and SSAPs before 30 June 2011 to continue to apply New Zealand FRSs and SSAPs. The criteria to continue to apply New Zealand FRSs and SSAPs are that the entity has a statutory obligation to prepare financial statements, they are not large and that there is no public accountability. As the Trust meets these requirements of XRB A1, the financial statements continue to be prepared under FRSs and SSAPs.



## AUDIT REPORT

### TO THE TRUSTEES OF THE SOCIAL SERVICE WAIKATO TRUST FOR THE YEAR ENDED 31 MARCH 2013

I have audited the attached financial statements for The Social Service Waikato Trust. The financial statements provide information about the past financial performance of The Social Service Waikato Trust and its financial position as at 31 March 2013. This information is stated in accordance with the accounting policies set out with these statements.

#### Trustee's Responsibilities

The Social Service Waikato Trust is responsible for the preparation of financial statements which fairly reflects its position as at 31 March 2013 and of the results of its operations for the year ended on that date.

#### Auditor's responsibilities

It is my responsibility to express an independent opinion for the financial statements presented by the Trustees.

#### Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing:

- The significant estimates and judgement made by Trustees in the preparation of the financial statements; and
- Whether the accounting policies are appropriate to the circumstances, consistently applied and adequately disclosed.

I conducted an audit in accordance with generally accepted auditing standards in New Zealand, except that my work was limited as explained below. I planned and performed my audit so as to obtain all the information and explanations which I considered necessary. I obtained sufficient evidence to give a reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming my opinion, I also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in my capacity as auditor, I have no relationship with or interests in The Social Services Waikato Trust.

In my opinion, the financial statements fairly reflect the results of the activities and the financial position of The Social Service Waikato Trust as at 31 March 2013

My audit report was completed on 30 June 2013 and my unqualified opinion is expressed as at that date.



**Graham Haines** CA, ACCM, DipMgtSt  
**Haines and Associates**  
**Hamilton, New Zealand**



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

**Trust Waikato**

**Ministry of Social Development (FACs)**

**Department of Internal Affairs**

- **Community Development Scheme**
- **Lottery Grants Board**
- **Community Organisation Grant Scheme (Cogs)**

**Tindall Foundation**

**Thames Coromandel District Council**

**Hauraki District Council**

**WEL Energy Trust**

**Hamilton City Council**

**Lion Foundation**





# COMMUNITY WAIKATO

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*"Supporting strong communities"*

Hei tautoko kia tuu pakari ai ngaa haapori

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