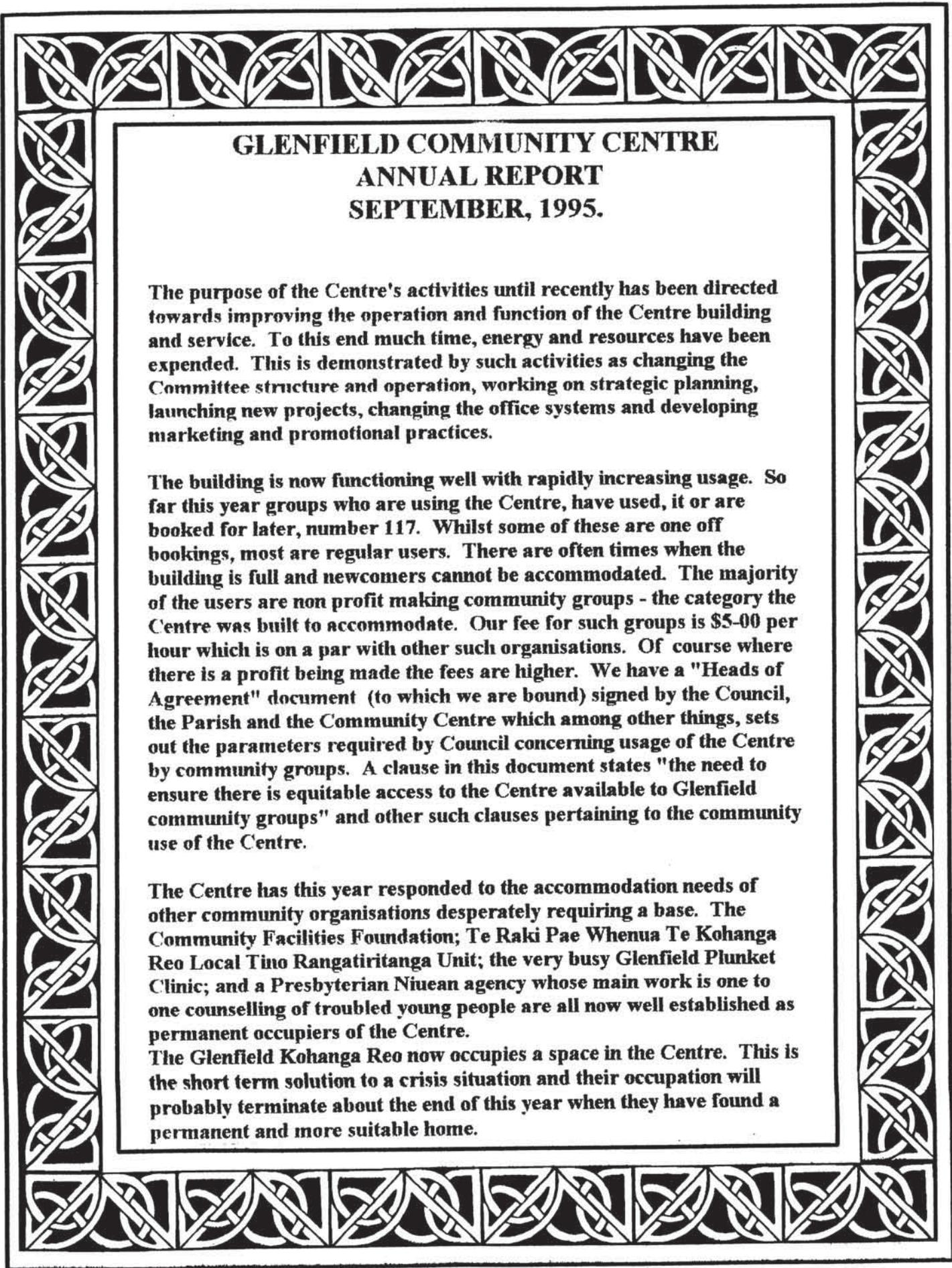


**GLENFIELD  
COMMUNITY  
CENTRE**

**ANNUAL REPORT**

**1994/95 YEAR**



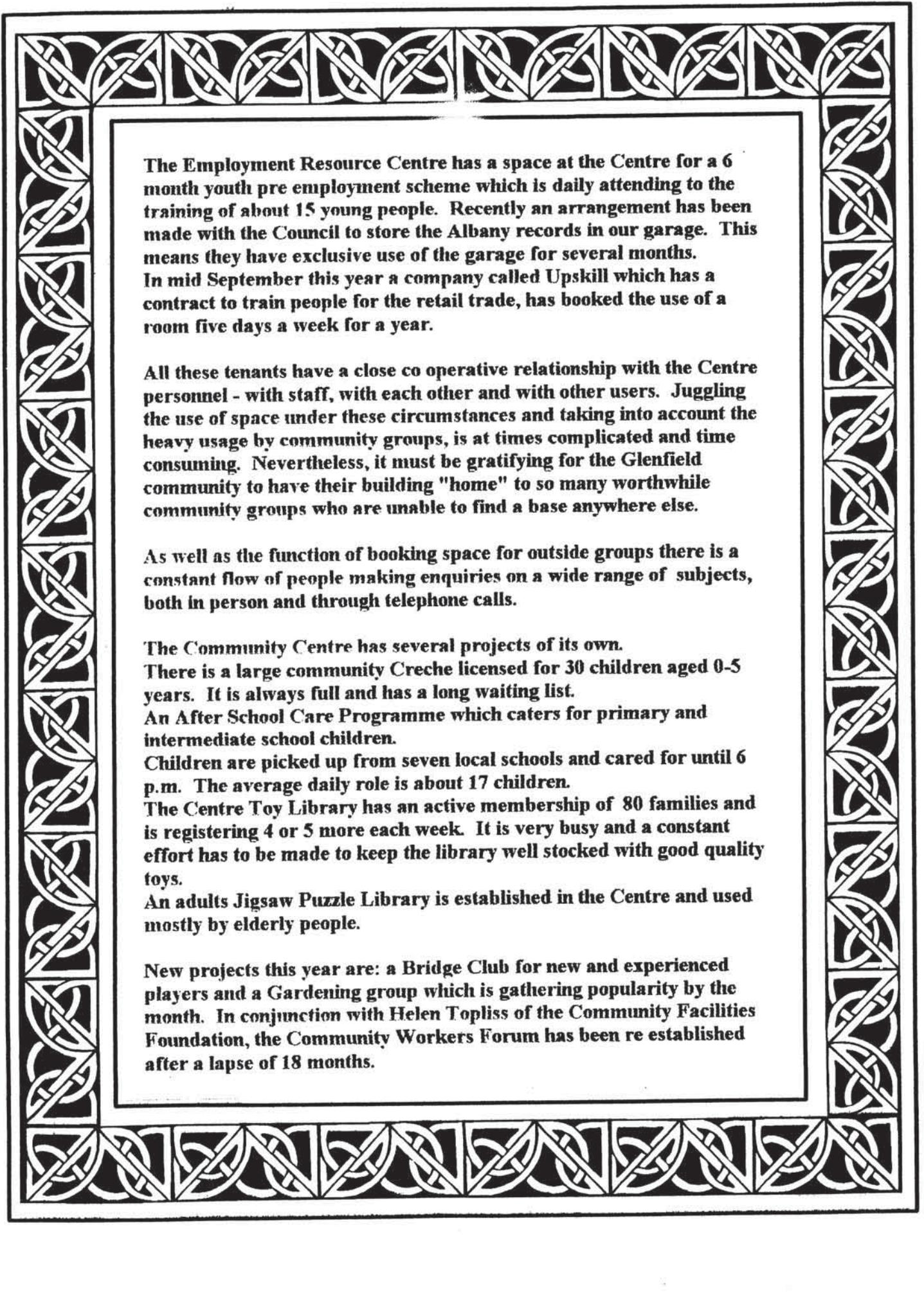
**GLENFIELD COMMUNITY CENTRE  
ANNUAL REPORT  
SEPTEMBER, 1995.**

The purpose of the Centre's activities until recently has been directed towards improving the operation and function of the Centre building and service. To this end much time, energy and resources have been expended. This is demonstrated by such activities as changing the Committee structure and operation, working on strategic planning, launching new projects, changing the office systems and developing marketing and promotional practices.

The building is now functioning well with rapidly increasing usage. So far this year groups who are using the Centre, have used, it or are booked for later, number 117. Whilst some of these are one off bookings, most are regular users. There are often times when the building is full and newcomers cannot be accommodated. The majority of the users are non profit making community groups - the category the Centre was built to accommodate. Our fee for such groups is \$5-00 per hour which is on a par with other such organisations. Of course where there is a profit being made the fees are higher. We have a "Heads of Agreement" document (to which we are bound) signed by the Council, the Parish and the Community Centre which among other things, sets out the parameters required by Council concerning usage of the Centre by community groups. A clause in this document states "the need to ensure there is equitable access to the Centre available to Glenfield community groups" and other such clauses pertaining to the community use of the Centre.

The Centre has this year responded to the accommodation needs of other community organisations desperately requiring a base. The Community Facilities Foundation; Te Raki Pae Whenua Te Kohanga Reo Local Tino Rangatiritanga Unit; the very busy Glenfield Plunket Clinic; and a Presbyterian Niuean agency whose main work is one to one counselling of troubled young people are all now well established as permanent occupiers of the Centre.

The Glenfield Kohanga Reo now occupies a space in the Centre. This is the short term solution to a crisis situation and their occupation will probably terminate about the end of this year when they have found a permanent and more suitable home.



**The Employment Resource Centre has a space at the Centre for a 6 month youth pre employment scheme which is daily attending to the training of about 15 young people. Recently an arrangement has been made with the Council to store the Albany records in our garage. This means they have exclusive use of the garage for several months. In mid September this year a company called Upskill which has a contract to train people for the retail trade, has booked the use of a room five days a week for a year.**

**All these tenants have a close co operative relationship with the Centre personnel - with staff, with each other and with other users. Juggling the use of space under these circumstances and taking into account the heavy usage by community groups, is at times complicated and time consuming. Nevertheless, it must be gratifying for the Glenfield community to have their building "home" to so many worthwhile community groups who are unable to find a base anywhere else.**

**As well as the function of booking space for outside groups there is a constant flow of people making enquiries on a wide range of subjects, both in person and through telephone calls.**

**The Community Centre has several projects of its own.**

**There is a large community Creche licensed for 30 children aged 0-5 years. It is always full and has a long waiting list.**

**An After School Care Programme which caters for primary and intermediate school children.**

**Children are picked up from seven local schools and cared for until 6 p.m. The average daily role is about 17 children.**

**The Centre Toy Library has an active membership of 80 families and is registering 4 or 5 more each week. It is very busy and a constant effort has to be made to keep the library well stocked with good quality toys.**

**An adults Jigsaw Puzzle Library is established in the Centre and used mostly by elderly people.**

**New projects this year are: a Bridge Club for new and experienced players and a Gardening group which is gathering popularity by the month. In conjunction with Helen Topliss of the Community Facilities Foundation, the Community Workers Forum has been re established after a lapse of 18 months.**

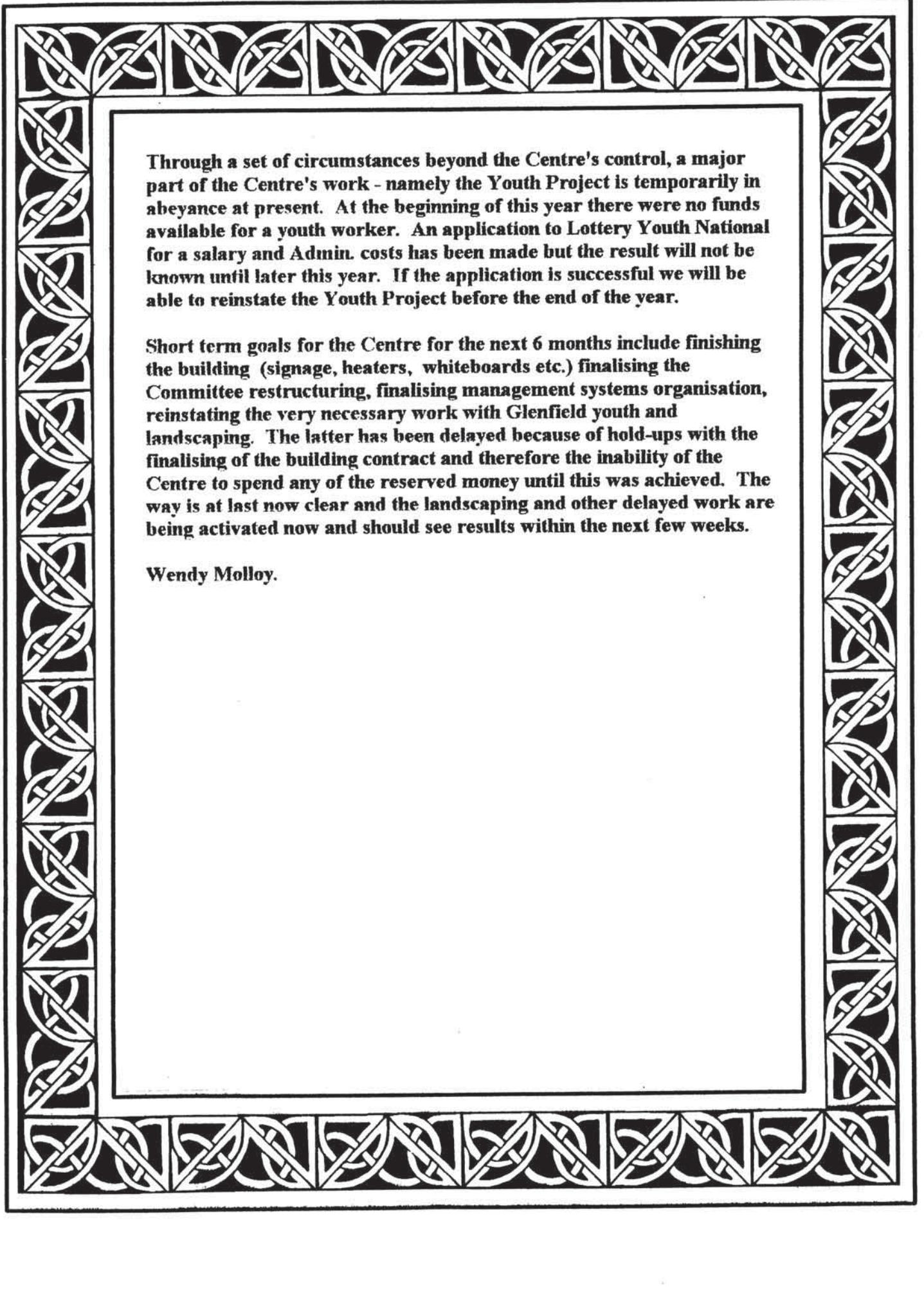
**Weekly statistics show that in an average week there are about 150 phone calls, 75 visitor enquiries, and nearly 2,000 people coming through the doors. There are, of course, many weeks when a particularly large event takes place which escalates the door figures well beyond the average.**

**The Community Centre links with the community are represented by the number of user groups, permanently based groups, Centre Projects, enquiries by phone and by personal visits, and by involvement with other agencies - either by reciprocal use of services or by representation on their committees. These are: West Shore Home Care, Mainstreet Committee, Mayfield development group, Community Facilities Foundation, Community Education Advisory Committee, Community Houses/Centres Co-ordinators group, Auckland District Council of Social Services, Auckland Regional Council of Social Services, Out of School Care Network, Plunket Committee, North Shore Youth Network, Glenfield Youth Council, Glenfield College, Income Support, Glenfield Community Board, Parish, Justice Department, Police, Probation, CAB. Area Office, Employment Service, Housing N.Z., RHA, Massey University, Westshore Arts Council.**

**The Community Centre employs, in one way or another, 12 staff. Of these, 2 are full-time, 8 part time, and 2 itinerant. The Creche has 4 part time workers, The After School Care Programme 3 workers, the office 1 full-time permanent co-ordinator, 1 full-time Task Force Green worker (6 months) and one 3 days a week Community Task Force worker (6 Months) The cleaning is achieved either by all the staff or when available, Community Service people from Probation. The grass is cut by an outside contractor when required.**

**The Employment Service workers - i.e. Task Force workers - are in a job transition situation. The Centre has a philosophical commitment to ensuring that while they are with us they gain as many skills as possible. Hence much time on the part of permanent workers is put into constructive supervision.**

**Part of the fund-raising over the last 12 months has been in the form of applying to businesses for goods. As a result we have acquired a Fax machine, much second hand furniture and goods for garage sales. In addition we have had many donations for small raffles.**



Through a set of circumstances beyond the Centre's control, a major part of the Centre's work - namely the Youth Project is temporarily in abeyance at present. At the beginning of this year there were no funds available for a youth worker. An application to Lottery Youth National for a salary and Admin. costs has been made but the result will not be known until later this year. If the application is successful we will be able to reinstate the Youth Project before the end of the year.

Short term goals for the Centre for the next 6 months include finishing the building (signage, heaters, whiteboards etc.) finalising the Committee restructuring, finalising management systems organisation, reinstating the very necessary work with Glenfield youth and landscaping. The latter has been delayed because of hold-ups with the finalising of the building contract and therefore the inability of the Centre to spend any of the reserved money until this was achieved. The way is at last now clear and the landscaping and other delayed work are being activated now and should see results within the next few weeks.

Wendy Molloy.

## **Glenfield Creche 1995 Annual Report**

**Roll:            111 Regular Children  
                  21 Under 2's  
                  90 Over 2's**

**Waiting List: 26 Children**

**Daily Use:    30 Children**

The creche continues to flourish, providing an essential social and educational outlet for parents and children alike, in Glenfield and its surrounds. We have enjoyed very good support from parents for social events, for day to day maintenance, and for fund-raising over this year, which makes for a happy atmosphere.

As the Early Childhood Service evolves professionally there continue to be many changes and challenges. These keep everyone on their toes as we strive to provide the best we can. Our staff remain the same and this reflects in the stability of the children.

### **Staff Training**

Over term 1 and 2 this year, we as a staff, participated in a Professional Development course where Andy Dean, from the Auckland College of Education, spent approx. 15 hours with us. This proved very beneficial for our professional direction, both as a team and individually.

Soudy has nearly completed her first year of a 2 year course entitled 'Family Day Care Giver' through Manakau Polytech. On completion of this course, along with hours worked, she will gain 80 points.

### **Fund-raising**

This year we have enjoyed greater support and success. Our best sources of extra revenue have been through raffles and a most enjoyable mulled wine evening with early childhood related retailers. We have recently begun building up new stocks of books and indoor and outdoor toys and games. This has added immeasurably to our programme and certainly makes an impression on parents.

## **Community Support**

We have been extremely fortunate to have been approached by two service groups:

### **Lions Club**

The Lions club offered to take us on as their project and provide funds, labour and material to build a pergola over our outside deck. This has been based on a plan drawn by Chris Richards (GCC). We have progressed to the stage of having submitted for a permit; and look forward to it's completion with the onset of summer.

### **Roundtable**

The Roundtable are at present having plans drawn for a large concrete pool area, where a shed for outdoor equipment can be erected, a seat built around the palm, and possibly a bark pit surrounding the jungle gym. This will be invaluable for our programme year round.

### **Students**

A.I.T health-care students and nannies continue to access our service for experience.

### **Publicity**

Earlier this year we became the subjects of an article published in "Baby" magazine concerning types of day-care available and criteria in choosing the most suitable facility. This proved lots of fun, and some parents discovered hidden talents in their children that continue to be published.

On behalf of myself, Margaret, Jennifer and Soudy; I would like to thank all those who provided their support happily, from Centre management to parents and grandparents. Your input is necessary to our output.

I would personally like to record my appreciation for, and admiration of, the sterling job Margaret, Jennifer and Soudy achieve.

Thank You  
Jill Douglas

## **Glenfield Toy Library 1995 Annual Report**

Although I have not quite been here for a year I have seen lots of changes. When I started the members list was very inaccurate as people who were not registered were borrowing toys and I had no resources but finally all was well.

Organising the toy library has been a challenge but I built up a good relationship with the users who seemed happy to see a friendly face. The mums and dads liked to stop and have a chat and often I picked up some handy hints regarding toys and storage.

The member list kept growing by the week (from 47 to 71 by the end of June) and I often needed to buy more toys as the cupboards got very empty.

Also I have held some raffles which were very popular to raise some money for videos which were needed as we didn't have any. We charged \$1 per fortnight which is very cheap compared to a video shop and the parents were fantastically happy about it.

Toy Library has recently struck up a very good relationship with the After School Care programme. We have worked alongside each other in raffles and toys as well. We combined games we both had that were missing pieces and were able to make full sets. As a result of this I gave A.S.C.P. free membership which was gratefully received.

I hope that the newly independent group managing the toy library will keep letting A.S.C.P. use the toys because it is rewarding working alongside another project.

I would like to thank Deirdre for helping out with the toy library when the new group started managing it because I found it difficult to work with them as their plans were so different to mine.

Thank you also to Wendy for all her support during my time here.

Margaret Davis

## Glenfield After School Care 1995 Annual Report

I started at the Glenfield Community Centre as supervisor of the A.S.C.P. at the beginning of the 3rd term in 1994. I have found it to be a very fulfilling enjoyable job.

Our enrolment figures fluctuate from time to time, due to changes in the parents' work or home situations. At the beginning of the year some of our older children left and we now find, with our new enrolments, the majority are between five and eight year olds.

Although we now have some competition from a Day Care Centre starting a similar programme we find this hasn't affected us very much.

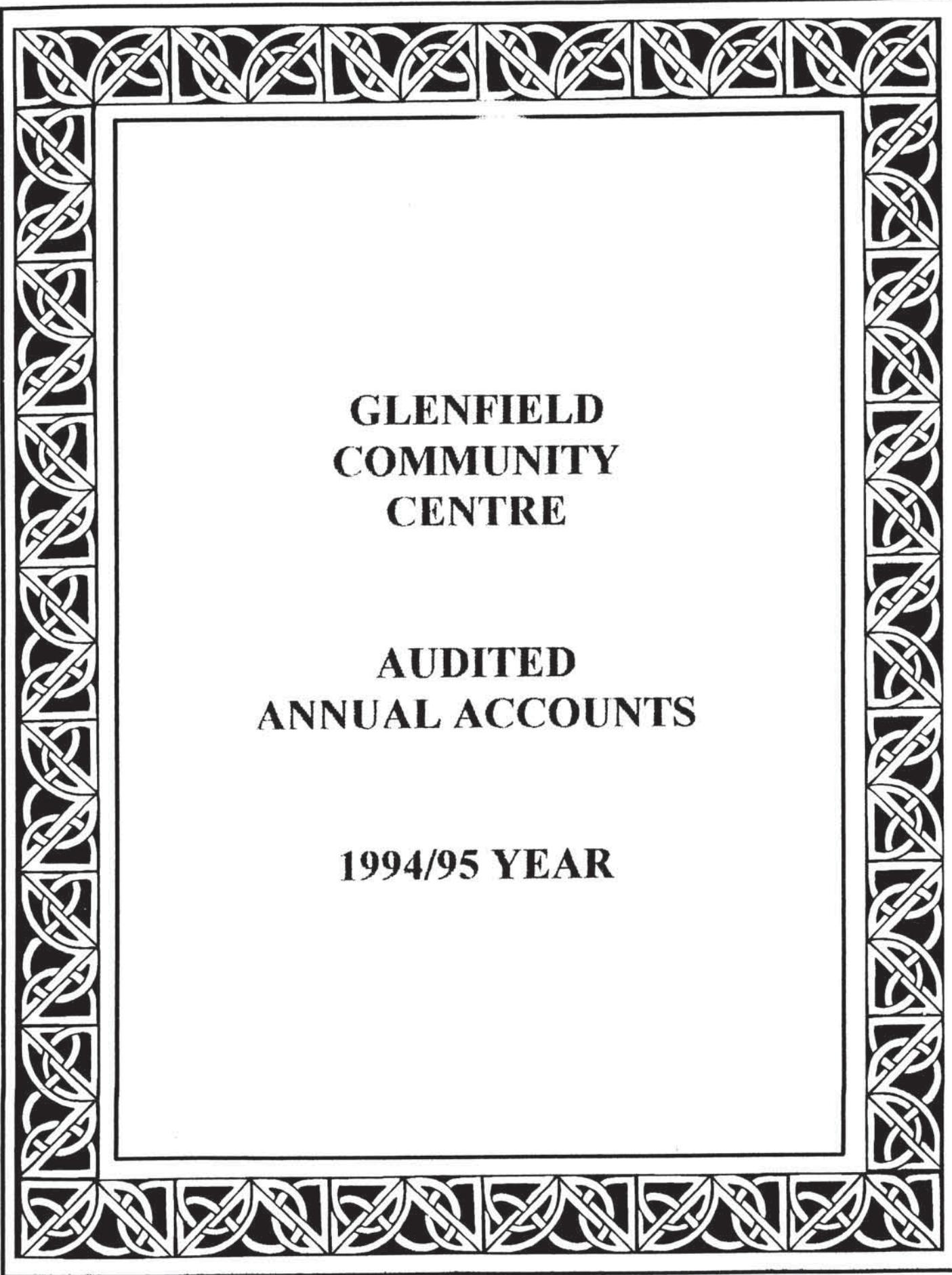
We have advantages because of our position. We are able to agree to take the children to music and swimming lessons; to the library to get reference books to help with homework and projects, or to take out reading books or return them; to the Mall to buy anything needed for school the next day. This is very helpful to parents whose jobs don't enable them to get back in time to do this.

Last year we had a Halloween party and we are planning another this year. The children enjoy parties, they like making decorations for special themes and dressing up. Our Christmas party was held at the Y.M.C.A. It was fun for them to use the equipment there. I have been running birthday parties there for three years and they are very popular.

Our Fundraising this year has been raffles and a sleepover party which was a great success. Margaret and I loved being awake until 3 a.m. We plan to have another one at the end of the year, as we have had requests from parents and children and we have to fundraise for equipment we need. If anyone has any games they could donate we would be very grateful.

I was given a lovely surprise good luck party before going into hospital in August and I appreciated it very much. I am grateful to Amanda for acting as relief supervisor for me.

Wendy Brown



**GLENFIELD  
COMMUNITY  
CENTRE**

**AUDITED  
ANNUAL ACCOUNTS**

**1994/95 YEAR**

**Auditors Report**

To the Reader's of the financial report of the Glenfield Community Centre

I have audited the financial report contained herein. The financial report provides information relating to the transactions for the past year of the Glenfield Community Centre and bank balances as at 30.6.95.

**Management Committee's Responsibilities**

The Management Committee is responsible for the preparation of a financial report which fairly reflects the financial position of the Glenfield Community Centre as at 30.6.95 and of the results of operations ended 30.6.1995.

**Auditor's Responsibilities**

It is my responsibility to express an independent opinion on the financial report presented by the Management Committee and report my opinion to you.

**Basis of Opinion**

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

- the significant estimates and judgments made by the Management Committee in the preparation of the financial report.

I conducted my 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 in order to provide me with sufficient evidence to give assurance that the financial report is 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 report.

Other than in my capacity as auditor I have no relationship with or interest in the Glenfield Community Centre.

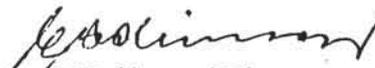
My opinion is limited in respect of control over receipts from After School Care, Crèche and general fundraising activities and there are no practical audit procedures to determine the effect of this limited control.

In this respect alone I have not obtained all the information and explanations that I have required.

In my opinion the financial report contained herein fairly reflects the financial transactions of the Glenfield Community Centre for the year ended 30<sup>th</sup> June 1995.

My audit report was completed on 15<sup>th</sup> September 1995 and my qualified opinion is expressed as at that date.

15.9.95  
Takapuna

  
C.M. Robinson ACA  
Chartered Accountant

**GLENFIELD COMMUNITY CENTRE**  
**STATEMENT OF RECEIPTS AND PAYMENTS FOR YEAR ENDED 30 JUNE 1995**

Receipts	1994/1995	1993/1994
Opening Balance	2593.03	6653.37
North Shore City Grant	31520.00	31520.00
Room Hire, Course Fees etc	8582.79	3176.87
Role Players Group	119.92	0.00
Task Force Green	11053.79	760.89
Donations - Sundry	529.50	786.85
Donations - Plunket	0.00	1000.00
Donations - Birkenhead RSA	1000.00	0.00
Donations - Glenfield Parish	17500.00	17500.00
Photocopying	1113.95	0.00
Sale of Power NZ Shares	3512.00	0.00
Fundraising - Sausage Sizzles and Other	4575.24	1485.09
Interest - Cheque and Current Account	196.58	200.73
Interest - Call Account	0.00	496.25
Lotteries Trust	0.00	25000.00
ASB Trust	0.00	42300.00
Alliance Construction - Initial Clean	0.00	700.00
ACC Reimbursement	88.20	0.00
Internal Affairs (to Youth Project)	29475.00	0.00
GST Refunds	41366.96	0.00
GST Received	7451.37	0.00
Misc	149.48	68.90
	<u>161627.81</u>	<u>365648.95</u>
<b>Payments</b>		
Auditor	0.00	250.00
Wages	55971.98	41833.92
ACC Levy	579.74	836.87
Electricity	2602.92	1626.95
Telephone	1623.79	1091.61
Stationery and Postage	1156.81	492.08
Consumable Supplies	528.99	405.09
Rates and Water Rates	3149.09	1043.94
Insurance	947.49	0.00
Repairs and Maintenance	1276.36	354.11
Equipment Purchases	560.00	168.56
Opening Day Expenses	147.78	0.00
Meetings, Courses, Subs	0.00	35.56
Advertising	199.77	115.06
Fundraising Expenses	3774.41	984.56
Building Expenses etc	3749.48	315303.82
Photocopy Expenses	260.00	500.00
Glenfield Youth Project - Internal Affairs chq	29475.00	0.00
Grants - Toy Library	0.00	-200.00
Craft Course Expenses	0.00	1231.92
Miscellaneous	873.62	306.52
GST over refunded - Repay to IRD	614.29	0.00
GST on Payments	2404.35	-3324.65
Closing Balance	51731.94	2593.03
	<u>\$161,627.81</u>	<u>\$365,648.95</u>

**Opening & Closing Balances Represented By:**

	1 July 1994	30 June 1995
Cheque Account	272.58	23064.26
Hit Account	29.82	0.00
Call Account	33.99	0.00
Trust Account	0.00	27500.00
Building Fund Cheque Account	2256.64	1167.68
	<u>2593.03</u>	<u>51731.94</u>

**Cheque Account Reconciliations**

Cashbook Balance	23064.26
less outstanding deposits	-55.00
plus outstanding cheques	1943.14
As per Bank Statement 251	<u>\$24,952.40</u>

**Building Fund Cheque Account Reconciliation**

Cashbook Balance	1167.68
Plus unrepresented Cheques	17500.00
As per Bank Statement 40	<u>\$18,667.68</u>

**Trust Account Reconciliation**

Cashbook Balance	27500.00
less outstanding deposits	-17500.00
As per Bank Statement 1	<u>\$10,000.00</u>

**GLENFIELD COMMUNITY CENTRE - CRECHE**  
**STATEMENT OF RECEIPTS AND PAYMENTS FOR YEAR ENDED 30 JUNE 1995**

Receipts	1994/1995	1993/1994
<b>Opening Balance</b>	<b>3300.11</b>	<b>24204.03</b>
Fees	24514.96	11599.89
Ministry of Education Grants	38647.49	39462.01
Fundraising	1743.33	164.29
Interest - Current Account	59.30	163.05
Interest - Hit Account	10.98	31.59
Interest - Term Account	49.90	362.50
Interest - Fundraising A/c	0.63	0.00
ACC Experience Rating Reimbursement	163.03	0.00
ASC Cleaning	0.00	320.72
ASC Phone	0.00	103.88
GCC Cleaning	0.00	106.91
GST Received	8011.33	0.00
	<u>76501.06</u>	<u>76518.87</u>
 <b>Payments</b>		
Wages	59876.57	56282.34
ACC Levy	962.73	1081.35
Cleaning Wages	0.00	2087.00
Petty Cash	551.14	506.69
Telephone	920.03	825.12
Stationery and Postage	13.00	92.14
Consumable Supplies	817.44	781.19
Repairs and Maintenance	215.21	671.33
Equipment Purchases	510.49	3475.89
Photocopy	0.00	373.65
Advertising	34.37	48.59
Electricity, Rates, Water Rates	0.00	528.79
Training, Courses, Subs	0.00	2072.47
Fundraising Expenses	592.43	202.67
Admin, Accounting etc	32.90	1999.22
Miscellaneous	13.17	237.56
GST on Payments	5801.77	1952.76 <i>Net</i>
<b>Closing Balance</b>	<b>6159.81</b>	<b>3300.11</b>
	<u>\$76,501.06</u>	<u>\$76,518.87</u>

**Opening & Closing Balances Represented By:**

	1 July 1994	30 June 1995
Cheque Account	2143.88	5814.18
Hit Account	1156.23	-4.49
Fundraising Account	0.00	350.12
Investment Account	0.00	0.00
	<u>3300.11</u>	<u>6159.81</u>

**Cheque Account Reconciliations**

Cashbook Balance	5814.18
less outstanding deposits	0.00
plus outstanding cheques	1930.98
As per Bank Statement 198	<u>\$7,745.16</u>

**Fundraising Cheque Account Reconciliation**

Cashbook Balance	350.12
less outstanding deposits	0.00
plus outstanding cheques	12.00
As per Bank Statement 2	<u>\$362.12</u>

**GLENFIELD COMMUNITY CENTRE - AFTER SCHOOL CARE  
STATEMENT OF RECEIPTS AND PAYMENTS FOR YEAR ENDED 30 JUNE 1995**

<b>Receipts</b>	<b>1994/1995</b>	<b>1993/1994</b>
Opening Balance	-2427.58	-276.11
Fees	29069.38	21216.96
Interest	24.86	39.78
Grants - Lotteries Trust	0.00	10500.00
Donations	0.00	10.00
GST Received	3633.62	0.00
	<u>\$30,300.28</u>	<u>\$31,490.63</u>

<b>Payments</b>		
ACC Levy	0.00	382.15
Wages	20334.32	25389.67
Taxis	4918.59	4827.71
Petty Cash	921.36	755.57
Telephone	0.00	103.88
Electricity, Rates, Water Rate	0.00	497.93
Stationery and Postage	8.94	0.00
Consumable Supplies	397.49	413.08
Equipment Purchases	0.00	326.67
Admin - Acctg	0.00	1332.81
Cleaning	0.00	320.72
Photocopying	0.00	5.30
Volunteers Expenses	0.00	157.50
Advertising	61.67	0.00
Bank Fees	29.62	0.00
Miscellaneous	0.00	58.34
GST on Payments	797.00	-653.12
Closing Balance	2831.29	-2427.58
	<u>\$30,300.28</u>	<u>\$31,490.63</u>

**Opening & Closing Balances Represented By:**

	<u>1 July 1994</u>	<u>30 June 1995</u>
Cheque Account	-2611.33	2831.29
HR Account	183.75	0.00
	<u>-\$2,427.58</u>	<u>\$2,831.29</u>

**Cheque Account Reconciliations**

Cashbook Balance	2831.29
less outstanding deposits	-
plus outstanding cheques	781.42
As per Bank Statement 162	<u>\$3,612.71</u>

*Handwritten mark*

9 Anakiwa Place  
Takapuna

November 3, 1995

Mr. K Griffen  
C/- Glenfield Community Centre  
P.O.Box 40-112  
Glenfield

Dear Ken:

**Toy Library**

I am returning the Toy Library statements which I am happy to have included in the Glenfield Community Centre statements to 30th June 1995 which I audited a month or two ago. The qualification expressed in my report concerning the difficulty in verifying that all income of the Centre has been recorded certainly applies in this case. I am however re-assured by the acceptance of your Committee that the statements show all the income due to this particular enterprise.

Sincerely,



C. M. Robinson

**GLENFIELD COMMUNITY CENTRE TOY LIBRARY  
STATEMENT OF RECEIPTS AND PAYMENTS  
FOR YEAR ENDED 30 JUNE 1995**

**RECEIPTS**

Opening Balance	184.74
Rentals and Memberships	2190.70
Interest	1.66
Fundraising	103.55
Refunds	55.75
	<u>\$2,536.40</u>

**PAYMENTS**

Toy Purchases	1679.57
Photocopy Expenses	56.19
Repairs and Maintenance	127.90
Stationery	128.55
Toy Library Federation Subs	45.00
Closing Balance	499.19
	<u>\$2,536.40</u>

**Cheque Account Reconciliation**

Cashbook Balance	499.19
less outstanding deposits	-230.95
plus outstanding cheques	25.00
Balance as per Statement No. 53	<u>\$293.24</u>

  
CHAIRPERSON 20/10/95  
GLENFIELD COMMUNITY CENTRE

TREASURER  
GLENFIELD COMMUNITY CENTRE  
26/10/95

GA