

# 23<sup>RD</sup> ANNUAL REPORT



GLENFIELD COMMUNITY  
CENTRE INC. 2000

## HISTORY

The Centre site, on the corner of Glenfield Road & Bentley Ave has been owned by the Methodist Church since the early 1900's.

At the time the district was known as Mayfield but it was changed to Glenfield to avoid confusion with Mayfield in the South Island.

In 1915, the community and parish erected in one day a building to be used as a Community Church.

Initially it was used as a church by many denominations until they established their individual places of worship. it also acted as a meeting place for the wider community.

In 1975 the co-operating Anglican/Methodist Parish of Glenfield, Greenhithe and Albany and a community group held a public meeting to discuss community needs.

In response to an expressed need for a Community Centre the Parish offered their site and the Church building for the community use.

Another small building was provided by the Takapuna City Council.

In 1981, a Youth Project building was established on the site also by the Takapuna City Council from Sport and Recreation funds.

After the original T.C.C. building was destroyed by fire, the Youth Project vacated their building and it became the Community Centre.

In the late 1980's a long term lease of the site was granted by the Parish and planning for a new purpose built Community Centre began.

The existing Centre was again destroyed by fire and replaced by the Council with a temporary building.

In early 1994 the new Centre was finished and occupied.

## MISSION STATEMENT

To provide those in the community not catered for elsewhere  
with affordable and appropriate space  
and skilled support personnel and resources  
in order to enable self-determination and responsibility  
and to provide a focus and identity  
for the Glenfield Community.

## PURPOSE

The purpose of the Community Centre  
is to recognise and respond to  
the social, cultural, recreational and educational needs  
in the community  
and to find ways to meet those needs  
with specific recognition for those who have least opportunity  
to participate in decision making in the community.

## GOALS

To administer and maintain the Community Centre building  
To provide services to families in Glenfield  
To be a source of information and referral  
To respond to community needs  
To be a Centre of community activity  
To develop and maintain a service to young people in Glenfield  
To increase community awareness of the Centre's resources  
To be accountable to the community, and funding bodies.



## THE GLENFIELD COMMUNITY CENTRE

The Glenfield Community Centre is a modern purpose built facility which replaced several small buildings on the site owned by the Glenfield Anglican/Methodist Church. the historic church has been integrated with the Centre and ministerial offices and church counselling rooms are also located in the building.

The Centre also includes a self contained Crèche which at present operates five mornings and three afternoons a week.

The Centre has six rooms available for casual or regular bookings, the Glenfield Plunket office and clinic and offices which are tenanted by community groups such as:  
Glenfield Community Facilities Foundation  
North Harbour Tongan Community, Beneficiaries Advocates, the Health Advocates and the North Shore Baha'i Community.

More than thirty community groups hold regular meetings. They include Service Organisations, Parental Support Groups, Craft Groups, Spiritual Groups, Substance Abuse Support Groups And Educational Groups.

Local MPs, businesses and council groups hold public meetings and staff training.

## CHAIRPERSON'S ANNUAL REPORT

**STAFF:** Thanks to the commitment and dedication of the Administration staff the Centre has become an increasingly busy and successful establishment serving the interests of many diverse community groups. Of course success is only achieved with hard work and good attitudes and our able Administrator Gill Barlow assisted by Lisa Fenech and volunteer Joan McLean who have demonstrated these virtues in good measure.

Gill has exercised many initiatives including instituting an After School Care and School Holiday Programme both of which are very well supported and clearly meet a community need. Thanks to Nicola Harvey, Debbie Harvey and Christine Olsen and helpers for their enthusiasm in running the programmes.

**CRECHE:** Here again we are very fortunate with our staff, as Licensee I have been very impressed with their professional applications and commitment to the wellbeing of the Crèche. Jenny Boyd (Supervisor) and Ellison McGowan (Assistant Supervisor) and the staff are to be congratulated for their enthusiasm and achievements throughout the year. Regrettably Nicola Harvey, who has served the Crèche with enthusiasm is heading off overseas to broaden her experience, our best wishes go with her. The Education Review Office gave the Crèche a very positive write up particularly regarding staff and management procedures and resources. We are of course mindful of the importance of the Education Department funding and appreciate that it makes the continuance of the good work a possibility. Glenfield Rotary made a much-appreciated grant to the Crèche towards purchasing a sunshade canopy for cover over the sandpit and for improvements to the ventilation of the rooms. The canopy has allowed the children a much-extended use of the sandpit.

**FINANCIAL:** Chas Bennett replaced Satish Samsi as our accountant. Satish resigned because of ill health. Chas has worked well with Gill in further streamlining our accounts. The accounts are very demanding on administration at times as there are several hundred individual accounts in respect of the children to be dealt with besides salaries and the all-demanding Centre accounts. Very special thanks to Barry Goodin for undertaking the current audit at very short notice. Barry replaced Minda Dowdswell who due to work commitments has been unable to accept the assignment. It is much appreciated that Barry has kindly consented to audit our accounts next year.

**MAINTENANCE AND SECURITY:** The cost and complexity of maintaining and servicing a public building never ceases to amaze. Constant vigilance is required to keep the systems and services up to standard. Cleaning, security, alarms, fire services, plumbing, electric systems, domestic and other appliances all demand frequent and often immediate attention. My thanks to Graham Cameron for his support and expertise not only as Vice Chairperson but also in our handyman role in tackling all those odd jobs which besides saving the Centre money enabled us to keep furnishings and fittings functioning adequately.



**FOOD CENTRE:** The matter of Resource Consent for the Food Centre provided Governance and Church quite some stress throughout the Year. Council Planners believed that the Centre was at fault in allowing the activity, which they considered it to be outside our zoning. Subsequently events proved this not to be the case. The Church was thereby enabled to obtain resource consent to continue the operation that of providing affordable food to Beneficiaries and low income groups.

**GENERAL:** Thanks once again to Council and Community Board for their grants. Without such help the economics of the Centre would not be viable. Thanks also to the Lottery Board and Work & Income for grants enabling After School care to be set up. Finally my appreciation to all members of Governance for their commitment, regular attendance at meetings where some quite difficult matters needed to be dealt with.

After serving three years as Chairperson, I have decided to call it a day and not seek re-election to the position. At times it has been a roller coaster ride but I like to think that with Governance and staff support difficult issues have been dealt with in all conscience. The Centre is in good heart and is blessed with dedicated staff. With continued support from Council and the Community Church, I am sure that the Centre will continue to provide strong service to the Glenfield Community. My thanks go to all of you for your support and comradeship throughout the term of my service as Chairperson and Licensee.

*Hugh Bruce Powell*

## CENTRE ADMINISTRATOR'S REPORT

This year has been extremely satisfying from a managerial point of view. The Centres' occupancy has increased significantly due to on-going marketing, the holiday programme which was piloted last year is growing from strength to strength and a new project started in the 2<sup>nd</sup> term, After School Care which has taken off to an extremely good start.

The Centre is very fortunate to have such a talented and devoted team of staff working together for the good of the Centre. I thank them all for the dedication and professionalism that they show on a daily basis. A special mention, and thanks to Joan Mclean our long standing volunteer who has unselfishly devoted her time to the Centre over the past 6 years.

The Centre has always taken a positive approach to staff development and training this year has been no exception, with all staff having the opportunity to take advantage of this.

This year has seen the fine-tuning of our financial accounts, the Centre and Crèche accounts are now segregated making it easier for funding bodies to clearly see where the funds have been spent, thanks to the efforts of Chas Bennett the Centre's accountant.

Unfortunately my concerns over parking have yet to be resolved and this problem has been highlighted with the re-development of the Glenfield Mall.

The Centre office was broken into over the Easter break, it was very fortunate that nothing was taken, this addressed the need to re-evaluate our security arrangements.

Thank you to the North Shore City Council Discretionary Grants board; the Centre's School Holiday Programme received funds allowing 50 children to participate in a conservation and water safety based programme over the summer break. The 2<sup>nd</sup> Annual Ethnic Festival was once again a huge success, thanks to the funding from the board, which enabled the Centre to hire staging and sound system equipment.

Throughout my time as Administrator I have been fortunate enough to work alongside Bruce Powell, who has been very supportive and caring. With his kind words and wisdom I have learnt so much, sadly this year he will be stepping down as Chairperson. I would personally like to thank him for the extraordinary devotion he has shown not only as a Chairperson but also as the Crèche Licensee, his presence will be sorely missed by all. Thank you to all members of Governance for their contributions over the past year and for the patronage from Community groups, it's wonderful to see the Centre being used to its full potential, long may this continue.

*Gillian Barlow*



## CRECHE REPORT

The Crèche has had a very quiet operating year. Systems are now fine-tuned and apart from day to day excitement the programme operates consistently. We are strongly aware that the community appears very transient and the Kindergartens still take a large portion of our older children. Settling children into our environment and welcoming new families takes time and often our Crèche is the first point of contact with a pre-school facility. We are conscious of being friendly and professional in our contacts.

The Crèche currently employs five full time staff. Full time staff came into effect due to the re-structuring of part-time positions. Janine Dick joined us in early May and we are happy to have her as part of the team.

We have pleasure in passing on the news that both Ellison McGowan and Nicola Harvey completed their Diploma Course at the end of 1999. It should be the aim of every Crèche to have professional and competent staff and the Centre is certainly pro-active in allowing the staff to pursue further training.

This year has cemented the building of effective and supportive communication with the Centre Management. The Crèche feels they are an integral part of the Centre and our needs are always met promptly.

The staff continues to reflect and review our policies and charter and update our procedures at regular staff meetings. The bottom line is that staff enjoy working with the children that come to us and we continue to maintain a small but steady waiting list.

General maintenance of the building and gardens have been maintained well. The Crèche had a new barn style door installed at the front and this has proved to be a very satisfactory form of managing our point of entry.

The Rotary Club of Glenfield gave the Crèche a fund-raising cheque of \$800.00 for the purpose of a sandpit sunshade awning. It has also enabled us to install a new gate off the Fire Exit deck and also complete the barn door.

A pleasing development for the Crèche is the number of training institutions using the Crèche as a field base training Centre.

I would like to take this opportunity to thank the staff for their ongoing diligent work and devotion to the Crèche.

*Jenny Boyd*



# AUDITORS REPORT

To the readers of the Financial Statements of the Glenfield Community Centre.

I have audited the financial report included in the Annual Report of the Glenfield Community Centre Incorporated for the year ended 30<sup>th</sup> June 2000. The financial statements provide information about the past financial performance of the Centre and its financial position as at 30<sup>th</sup> June 2000. This information is stated in accordance with the accounting policies set out.

## **Governance Group's Responsibilities**

The Governance Group is responsible for the preparation of the financial statements which give a true and fair view of the financial position of the Glenfield Community Centre Incorporated as at 30<sup>th</sup> June 2000 and results of its operations for the year ended 30<sup>th</sup> June 2000.

## **Auditor's Responsibilities**

It is my responsibility to express an independent opinion on the financial statements presented by the Governance Group 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 judgements made by the Governance Group in the preparation of the financial report.
- Whether the accounting policies are appropriate to the Centre's circumstances, consistently applied and adequately disclosed.

I conducted my audit in accordance with generally accepted auditing standards in New Zealand. 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 reasonable 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 statements. Other than in my capacity as auditor, I have no relationship with or interest in the Glenfield Community Centre.

## **Unqualified Opinion**

I have obtained all the information and explanations I have required. In my opinion:

- proper accounting records have been kept by the Governance Group as far as appears from my examination of its records.
- The financial reports comply with generally accepted accounting practice.
- The financial report gives a true and fair view of the financial position of the Glenfield Community Centre as at 30<sup>th</sup> June 2000 and the results of its operations for the year ended at that date.

My audit was completed on the 21<sup>st</sup> August 2000 and my unqualified opinion is expressed as at that date.



Barry Goodin  
ACA, ACCM, ANZIM

# **NOTES TO THE FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2000**

## **STATEMENT OF PERFORMANCE**

- Note 1: AFTER SCHOOL CARE – This program commenced in April 2000. A nine seated van is being leased to assist with transport for the children.
- Note 2: ACCRUAL FOR ACC – An adjustment of the accrual created in the 1998/ 1999 year, which was over estimated.
- Note 3: DEPRECIATION – Depreciation was introduced this year on all fixed assets. Previously depreciation was being calculated on Office Equipment only.

## **STATEMENT OF POSITION**

- Note 4: FIXED ASSETS – The asset totals listed are net of depreciation
- Note 5: ACC ACCRUAL – ACC is no longer paid in arrears, therefore a nil accrual for ACC owing is shown for the 1999/ 2000 year.
- Note 6: PREVIOUS YEAR EQUITY ADJUSTMENTS \$504.51 – An adjustment of \$404.51 was necessary to bring the GST Settlement account into balance. Also an adjustment of \$100 was made to show the increase in the amount held in Petty Cash being \$200.



# ACCOUNTING POLICIES AND NOTES TO THE ACCOUNTS

## For the year ended 30 June 2000

### 1. STATEMENT OF ACCOUNTING POLICIES

#### Measurement Base

The measurement method is historical cost. Reliance has been placed on the fact that the Community Centre is a going concern. Accrual accounting is used to match expenses and revenues.

#### Differential Reporting

The Community Centre is a qualifying entity under the framework for differential reporting issued by the Institute of Chartered Accountants of New Zealand. As at balance date the entity has no public accountability and was also considered not large, the entity has taken advantage of the reporting exemptions available within the Differential Reporting Framework.

#### Taxation

Glenfield Community Centre is a charitable organisation and is exempt from income tax.

#### Particular Accounting Policies.

##### Accounts Receivable

Accounts Receivables are shown at their expected realisable value.

##### Fixed Assets

Fixed Assets are stated at cost less accumulated depreciation.

Category	Cost	Accum. Depn.	Book Value 2000	Book Value 1999
Buildings	919,326	18,334	900,992	913,592
Office Equipment	7,029	4,434	2,595	1,960
Creche Outdoor Equip	2,392	454	1,938	2,097
Creche Indoor Equip	1,466	293	1,173	487
Furniture & Fittings	112,755	11,164	101,591	111,168
Totals	1,042,968	34,679	1,008,289	1,029,304

**Land**

The Community Centre has a long term non-commercial lease over the land on which the building is sited.

**Depreciation**

The building has been depreciated so as to expense its cost on a straight line basis. All other fixed assets have been depreciated on a diminishing value basis.

The rates applied are:

Buildings	2%
Office Equipment	20%
Creche Outdoor Equipment	20%
Creche Indoor Equipment	20%
Furniture, Fittings & Appliances	10%

**GST**

The Community Centre is registered for GST. Hence the financial reports are shown GST exclusive.

**2. CHANGES IN ACCOUNTING POLICIES**

Depreciation has been calculated on all assets as from 1 July 1999. Prior to that date depreciation was calculated on Office Equipment only. There have been no other changes to accounting policies during the year.



**GLENFIELD COMMUNITY CENTRE  
STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2000**

<b>ASSETS</b>	<b>1999/ 2000</b>	<b>1998/ 1999</b>
<b>CURRENT ASSETS</b>		
Cash and Bank Accounts	79,626.58	65,912.50
Debtors	15,104.05	14,043.07
<b>Total Current Assets</b>	<u>94,730.63</u>	<u>79,955.57</u>
<b>FIXED ASSETS</b>		
	Note 4	
Buildings	900,991.73	913,591.54
Office Equipment	2,595.39	1,960.12
Creche Outdoor Equipment	1,938.03	2,096.89
Creche Indoor Equipment	1,172.43	487.54
Furniture & Fixtures	101,591.24	111,168.09
<b>Total Fixed Assets</b>	<u>1,008,288.82</u>	<u>1,029,304.18</u>
<b>TOTAL ASSETS</b>	<b>1,103,019.45</b>	<b>1,109,259.75</b>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Creditors	2,883.36	2,716.20
Advance from Customers	2,520.98	2,996.18
Goods and Services Tax	11,088.82	7,792.28
PAYE Payable	2,955.03	2,757.62
Holiday Pay Accrual	8,767.90	6,364.83
ACC Accrual		Note 5
Union Dues Payable		2,136.07
		44.11
<b>Total Current Liabilities</b>	<u>28,216.09</u>	<u>24,807.29</u>
<b>TOTAL LIABILITIES</b>	<b>28,216.09</b>	<b>24,807.29</b>
<b>NET ASSETS (ASSETS - LIABILITIES)</b>	<u><b>1,074,803.36</b></u>	<u><b>1,084,452.46</b></u>
<b>EQUITY</b>		
Accumulated Fund	1,084,452.46	1,057,166.84
Previous Year Adjustments	504.51	Note 6
Retained Earnings	(10,153.61)	477.75
<b>TOTAL EQUITY</b>	<u><b>1,074,803.36</b></u>	<u><b>1,084,452.46</b></u>

## THE NORTH SHORE TONGAN COMMUNITY

Social Worker – George Tui is available to give assistance to Tongan families on the North Shore; by providing information and advice, counselling, home based social work, referrals and interpretation.

Ph: George Tui on 443-1539 or after hours on 025-912-545

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## GLENFIELD COMMUNITY PROJECT

The Glenfield Community Project has been running for approximately 3.5 years. It still comprises:

The Glenfield Food Shop, which is run by beneficiary volunteers, provides low cost basic food items for those in need. Free fresh bread is available each day as is other free items when they become available. The shop hours are Monday to Friday 9.00am to 4.30pm and Saturday 9.00 to 11.00am.

The Community Lounge provides daily meals with the large cooked meals being available on Tuesday's and Friday's. Free Tea, Coffee and conversation is also available daily.

Throughout the year they also provide activities like Easter Egg decorating and Celebratory meals like the Christmas Lunch. Market days are also held to recycle household goods to the community. The Food Bank is still available and is currently providing approximately 60 food parcels each month.

Advocacy, support, counselling and a variety of practical help is also available. All enquiries can be directed to 444-2711.

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## THE GLENFIELD ANGLICAN/METHODIST COMMUNITY CHURCH

The Glenfield Methodist Church was built in 1915 on the Community Centre site. The current congregation continues the long tradition of community concern and service.

Counselling is available through the church offices.

Sunday worship is at 9.30am and all are welcome.

The Church employs Anglican Priest, the Reverend Chris Richards who can be reached at the Church's Centre office, Tuesday to Friday on 444-2711.



## **GLENFIELD COMMUNITY ACTIVITIES**

A Community Organisation committed to the Glenfield area and its residents.

To be a resource of information, skills and knowledge.

To co-ordinate activities such as Fun in the Parks, Concerts, Picnics and Training.

Runs programmes on safety and Injury Prevention in Glenfield and the wider community.

Ph: Helen Topliss on 443-3756

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## **THE ROYAL NEW ZEALAND PLUNKET SOCIETY**

Plunket provides a Well Child health service to all New Zealand families with children under 5 years of age.

The Plunket rooms are open all weekdays (except Public Holidays) for parents to weigh their babies.

Plunket Clinic days are:

Wednesday's 10am to 12noon and 1.00 to 3.30pm

Thursday's 8.30am to 12noon and 1.00 to 3.30pm

Friday's by appointment only

For information on groups and for appointments:

Ph: Vivienne Haybittle on 444-8479

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## **BENEFICIARIES ADVOCACY**

Beneficiaries Advocate provides advice, information and advocacy for Beneficiaries and people on low incomes, regarding eligibility to Income Support.

Monday & Friday 9.00am to 12.00noon and  
Tuesday to Thursday 9.00am to 3.00pm

Ph: Pam for an appointment on 444-9543

## HEALTH ADVOCATES TRUST

Health Advocates Trust is independent of service providers and of purchasers and is contracted under the Health and Disability Commissioner's Act.

They provide free, confidential information and support to consumers who feel their rights under the Health and Disability Service Consumer 'Code of Rights' may have been breached.

Ph: Hera Thompson on 441-9001

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## NORTH SHORE BAHA'I COMMUNITY

The North Shore Baha'i Community provides an information/administration office which is based at the Centre.

Currently there are no regular office hours.

A regular meeting is held at their offices every Monday evening from 7.00pm onwards.

Ph: Corrina on 479-4701

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## OUT OF SCHOOL CARE PROGRAMMES

The Glenfield Community Centre's After School Care Programme and School Holiday Programme are Community Based.

The After School Care operates from 3.00 – 6.00pm Monday to Friday during School Terms and the School Holiday Programme operates from 9.00am – 3.00pm Monday to Friday during School Holidays.

Our aim is to provide a secure environment and a challenging programme, which attempts to cater for individual needs and interests.

For more information or bookings contact the Centre on 444-5023.

## GOVERNANCE GROUP

Hugh Bruce Powell (Chairperson), Graham Cameron (Vice Chairperson),  
Marylyn Watling (Minutes Secretary), Gillian Barlow (Secretary),  
Chas Bennett (Treasurer), Gael Duffill, Marlene Pinnegar, Kingsley Moody,  
John Keeble, Sue Nelhams, Heather Brown.

## CONTACT DETAILS

CNR BENTLEY AVENUE & GLENFIELD ROAD  
GLENFIELD

P O BOX 40-112  
GLENFIELD

Phone/Fax: 444-5023





## REGULAR USER GROUPS

AA Glenfield	24 Morriggia Place	Glenfield
AA North Harbour	34a Gordon Avenue	Milford
Amiga Auckland Ltd	P O Box 24-467	Royal Oak
Auckland Bethel Community Church	253 Wairau Road	Glenfield
Auckland Mental Health	P O Box 331-180	Takapuna
Baha'i Faith	P O Box 33-514	Takapuna
Children's Art Classes	3/11 Arcadia Crescent	Glenfield
Children's Ballet Classes	c/- 3/11 Sanders Avenue	Takapuna
Christian Outreach Centre	P O Box 40-013	Glenfield
Eckankar Centre of Auckland	P O Box 33-195	Takapuna
English for new New Zealanders	Private Bag 92-006	Auckland 1020
Garden Group	7 Park Road	Glenfield
Glenfield Toastmasters	43 Stanaway Street	Northcote
Hillcrest Lions	P O Box 36-037	Northcote
Korean Language Classes	1/13 Arcadia Crescent	Glenfield
Kumon Maths	1/15 Kiteroa Terrace	Rothsay Bay
Marion Cundy	50 The Avenue	Albany
North Shore Sai Centre	c/- P O Box 13-718	Onehunga
NZ Charter of Health Practitioners	39 Longburn Road	Henderson
Paul Lim	20 Ridgewood Crescent	Birkenhead
Rangitoto Tecorians	77 Pemberton Avenue	Glenfield
Reiki Group	c/- 1132 Huia Road	Waitakere City
Self Defence Classes	c/- 28 Bass Road	Albany
Sri Chinmoy Centre	c/- 9a Hope Street	Grey Lynn
St John Training Services	8 Harrison Road	Mt Wellington
Suma Ching Hai International	27 Paramu Avenue	Birkdale
Takapuna Youth Justice	P O Box 78-901	Grey Lynn
Toastmasters One Hour Club	P O Box 40-049	Glenfield
U3A (Ancient History Group)	11 Allender Drive	Torbay
Yasmina School of Dancing	2/6 Gladys Avenue	Glenfield