

31st ANNUAL REPORT



GLENFIELD COMMUNITY
CENTRE INC.

2008

The Following Organisations have permanent offices on site and can be accessed by appointment.

THE ROYAL NEW ZEALAND PLUNKET SOCIETY (Room 4)

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.

For information on groups and for appointments:
Ph: Vivienne Haybittle on 444-8479

ALZHEIMERS NEW ZEALAND (Office A & D)

Making life better for all people affected by dementia

For Information and Support contact your nearest Alzheimers Organisation
0800 004 001

SF AUCKLAND (Office B)

Supporting Families in Mental Illness
Support, Education, Information & Advocacy
For families and Whanau

0800 732 825

BENEFICIARIES ADVOCACY & INFORMATION SERVICE INC. (Room 5)

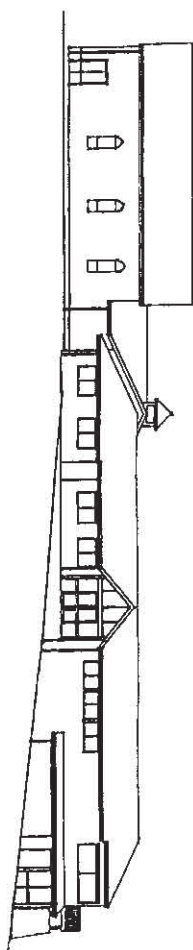
Beneficiaries Advocate provides advice, information and advocacy for Beneficiaries and people on low incomes, regarding eligibility to Income Support.

Phone Pam for an appointment on 444-9543

NORTH SHORE PASEFIKA FORUM (Office C)

Assisting Pacific Islanders in our community
Phone to find out more 483 5010

August – September 2008



Cnr Bentley Avenue and Glenfield Road
P O Box 40112, Glenfield
Phone: 444 5023
email: gcc1@xtra.co.nz
Fax: 444 5024
Website: Coming soon

The Annual General Meeting of the Glenfield Community Centre
Incorporated will be held at
7.30pm on Thursday 25 September 2008

The Incorporated Society of the Centre is made up of all Glenfield residents plus those who live outside the district but have chosen to associate themselves with the Centre by becoming members of the Society. Society membership must be requested before 4 September. If you wish to be nominated for the Governance Group a form must also be returned to the office by 4 September. Forms can be obtained from the office.

The Governance Group (7 members are elected each year) would like to invite your group to attend and participate in this meeting. In addition Centre User Groups are invited to submit a report to be included in our Annual Report. These reports are a good way to see the history of the centre and its place in the community.

The Incorporated Society has a Constitution that in particular has two statements:

'The Centre's philosophy is one of family support and enhancement of community life through a commitment to and active involvement in working at the grass-root level alongside individuals and groups to help them find appropriate support and resources.'

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

The Glenfield Community Centre is pleased to offer the following services:

GLENFIELD EARLY LEARNING CENTRE

A sessional Early Learning Centre that caters for children 1 to 5 years old.

Prebooked sessions

9-11.30am Monday to Friday

12-2.30pm Tuesday to Thursday

Please phone 444 0818 for more information

SCHOOL HOLIDAY PROGRAMMES

The Glenfield Community Centre's School Holiday Programme is Community Based.

School Holiday Programmes operate from 8.00am –4.00pm 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.

Programme details are available one month before each holiday break.

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

Photocopying	B&W 20c per page
	Colour 30c per page
	Coloured Paper 30c per page (limited colours available)
Faxes:	0800 numbers 20c per fax
	Local 50c per fax
	National \$1.00 per fax
A4 Laminations	\$1.50 per page

User Groups can also hire a TV/Video/DVD or Overhead projector for their meetings \$5.00

Available rooms:

Room 1	Seats up to 45 (carpeted)	\$14.40-\$20.25 per hour
Room 2	Seats up to 40 (lino)	\$14.40-\$20.25 per hour
Room 3	Seats up to 20 (carpeted)	\$12.00-\$16.20 per hour
Room 4	Plunket (carpeted)	\$20.25 per hour
	- limited availability	
Room 6	Seats up to 25 (carpeted)	\$12.00-\$16.20 per hour
Room 7	Lounge (carpeted)	\$14.40-\$20.25 per hour
Room 8	Seats up to 15 (carpeted, tea making facilities)	\$12.00-20.25 per hour
	- limited availability	\$20.25 per hour
Mission Hall	Seats up to 75 (carpeted)	

All rooms have collapsible tables and stackable chairs, which should be collapsed and restacked at the end of each meeting.

All hireage will be subject to a minimum charge of two hours.

Cancellation requires 7 days notice to avoid demands for payment.

Social functions: Price to be negotiated with management. Booking is subject to function type and prepayment and a bond may be required.

Maintenance:

The Management of the Community Centre try to maintain each room in a fit and proper state for meetings.

We are however dependant upon our groups to inform us when lights are not working or when chairs are found to be broken.

Defacing of the trestle tables is also of concern to us.

If notified of any maintenance issues we will endeavour to have them fixed immediately.

Glenfield Community Network Meeting

The Glenfield Community Co-ordinator holds the Glenfield Community Network Meeting every second month at the Centre. Please phone for details and/or to be added to the email listing

The following groups run courses throughout the year. Please contact them direct for details

Framework Trust.

Contact 8155113 for more details.

Parent Trust

Contact 376 0400 for more details

Migrant Action Trust (Karen)

Employment Support group for migrants and refugees

Email Karyn: karen_venter1@hotmail.com for more information

The following meet as requested by clients

Calmview Beauty Therapy

Contact Michelle on 09 442 0446 or 027 237 0987

Pranic Healing

Touch energy/healing

Contact Suresh on 021 173 7033 for information

Midwifery Practice

Phone 444 5311 or 027 406 9875 for Noelene

Weekend Counselling

Contact Jacqui Ph 021 186 4219

Avon

Phone Catherine on 3094417 for information

Group bookings are subject to change throughout the year. Please phone to check day and time

MONDAY

AA Glenfield

Meets in room 7 from 7.00pm to 9.00pm.

Phone Jim on 4198272 for information.

Amway Group

Meets in room 1 from 7.30pm to 9.30pm.

Phone Mr Park on 027 243 4749 for information.

Eckankar

Meets in room 6 third Monday and fourth Wednesday of each month.

Phone Lisa on 021 071 6963 for information.

Lims School

English classes for Korean students.

Class held in room 3 from 4.30-6pm.

Contact Mr Lim for more details on 09 420 3433.

Indian Dance Group

Held in room 2 from 6-8pm

Phone Raghu on 021 774 892 for information

Historical Studies

Room 1 from 9.45-11.45 on 2nd Monday of month

TUESDAY

Youthline

Personal development course held in room 7 from 7.00 to 9.30pm.

Phone 361 4170 for information.

WEDNESDAY

Weight Watchers NZ

Held in room 1 from 10-11am

Contact 573 5020 for more information.

Lims School

English classes for Korean students.

Class held in room 3 from 5-6.30pm.

Contact Mr Lim for more details on 09 420 3433.

Korean Zion Church

Meets in Chapel from 7.00 until 9.00pm.

Belly Dancing

Held in room 1 from 7.30-9.30

Contact Jeena on 021 175 7646 for details

Art of Living

Contact Krishna on 520 8792 for details on this group

THURSDAY

Migrant Action Trust MAT

Meets in room 2 from 10.00am to 1.00pm.

Employment support group for migrants and refugees

Email Karyn: karen_venter1@hotmail.com for more information

E.S.O.L Home Tutors (North Shore) Inc.

English language classes held for adult Migrants/Refugees.

Phone 489 2078 for more information.

Meets in the hall from 10.00am to 12.00

Lims School

English classes for Korean students.

Class held in room 3 from 4.30pm to 6.00pm.

Contact Mr Lim for more details on 09 420 3433.

North Shore Sai

Devotional singing group in hall from 7.15pm to 9.15pm.

Contact Ken Beetham on 445 3020.

Bo Ai She

Chinese Mental Health consumer self support organisation.

Meets in room 1 from 12.30pm to 2.30pm on 2nd & 4th Thursdays

Phone 369 0616 for more information.

FRIDAY

Migrant Action Trust MAT

Meets in room 2 from 10.00am to 1.00pm.

Employment support group for migrants and refugees

Email Karyn: karen_venter1@hotmail.com for more information

Iraqi Culture

Bible study for 8-13year olds, similar to Sunday school.

Meets every Friday from 6.30pm to 8.30pm.

Phone Yasmine on 571 6422

Lims School

English classes for Korean students.

Class held in room 3 from 5-6.30pm.

Contact Mr Lim for more details on 09 420 3433

SATURDAY

Chinese New Settlers Services Trust

Group offers culturally and linguistically appropriate services to both Chinese new settlers and the community. Classes held at Centre from 9.00am until 2.00pm. Phone 355 0008 for more information.

Jesus Heals (No charge)

Christian healing meetings held in the hall 2-4pm

Contact Roshan on 443 1733 for more information

Korean Zion Church

Youth group meets in Chapel from 7.00 till 8.00pm.

SUNDAY

Korean Zion Church

Morning service in Chapel from 10.00 till 2.00pm.

North Shore Fijian Christian Fellowship

Service held in chapel from 3.00pm to 7.00pm.

Contact 021 2867473 for more information.

AA North Harbour

Meets in room 7 from 10.30am to 12.00

Phone 08002296757 for more information

Chairman's Report

We can report another year of service to the Glenfield and wider North Shore City community.

Our activities can best be reported by referring members to our annual report to the Council, which is our major funder. Based on that report the Council has renewed our Annual grant for the next three years – subject to our continuing to meet our objectives.

- • The report to Council is attached to this report.

In relation to our various activities I am pleased to report that the Early Learning Centre continues to provide an excellent service to the community – including a high proportion of children whose families qualify for WINZ funding.

In common with most community North Shore early education facilities we are not currently able to offer the so-called '20-Free Hour' facility. This is largely because we are a 'sessional' facility and the 20-Free hours would in fact cause us to lose money.

I would like to record our appreciation for the work of Jenny and her staff and to Frankie who holds the ELC licence on behalf of the Centre.

Our School Holiday Programme has continued to grow and we have heard comments that we provide the best programme in this area.

As members will be aware the rest of our activities are largely related to small office tenants and hirers and users of the various rooms in the centre on a casual basis. I would like to thank them all for their involvement in the work of the Centre.

- • A small booklet detailing our tenants and users is attached to this report.

Since 1994 when this new building was open the centre has operated largely as a dual church-community use facility. Indeed the design of the building, incorporating the listed Mission Hall, was largely based on that dual usage.

It has become apparent that as the centre no longer operates on that basis that we needed to develop a strategic plan to incorporate future uses for those parts of the building no longer used by the church and the Project.

- • A strategic plan has been developed and is attached to this report.

This new direction naturally requires a review of the ownership and use of all the building as set out in the current lease from the Methodist Church of New Zealand. Initial discussions have been held and we look forward to progress on this issue.

Hand in hand with this future planning is the need to upgrade the building and where necessary carry out alterations to match future initiatives.

By coincidence the Council has this year established a Major Facilities Fund to assist community groups to build or redevelop facilities, which bring benefits to the wider community.

We have therefore lodged an application for \$20,000 to carry out a design and cost exercise for the Centre, including \$10,000 for assessment and costs to carry out appropriate repairs and maintenance of the listed Mission Hall – built in one day in 1915.

From this you will see that we have a heavy workload ahead but I am pleased to report that the Governance Group is totally supportive of this drive to revitalise and improve the City's largest Community Centre.

Finally I wish to record my thanks to the Governance Group, Executive and staff for all their fine efforts during the past year and look forward to making great progress in the year ahead.

Glenfield Community Centre (Agreed Schedule 1 July 2007-June 2008)			
North Shore City Council Contract Goals and Initiatives			
Objectives: What benefits are you trying to achieve in the areas of city wellbeing, community relations, disability/aged, youth, arts, community leisure?	Actions: what are the outcomes you want to achieve and list the tasks you are going to do to achieve these outcomes. Who will be involved and how?	Performance Measures: How will you measure the outcomes that have been achieved?	Summary of Compliance with agreed schedule
Relevant Programmes and Services			
Provide the facility for Community use for those providing social, recreational, health, wellbeing and educational opportunities targeting ethnic communities, older persons, youth, children and disabled.	<ul style="list-style-type: none"> A wide range of programmes are on offer to meet the specific needs of ethnic communities, older persons, youth, children and disabled. Facility is available for hire 7 days a week with a wide range of social, recreational and educational opportunities. Increase the capability of the centre to meet community needs by endeavouring to increase afternoon use, by generating partnership opportunities with other local organisations and providing office services as appropriate. 	<ul style="list-style-type: none"> Numbers attending are recorded. Verbal and written feedback is obtained from participants. Number and size of groups, range of services and types of activities are recorded. Verbal and written feedback about the facility is obtained from hirers. Actions are taken to increase afternoon usage. These and the outcome are reported for each 4-monthly period. Contacts are made with other local organisations towards working together for the benefit of the community. Efforts and resulting activities are reported on. Provide services to the community that utilize facility equipment, as appropriate. 	<ul style="list-style-type: none"> Attendance numbers have been recorded throughout the year. Verbal and written feedback has been received from participants Number and size of groups are recorded Verbal feedback has been received about the facility which has resulted in changes in some areas of our operation. Afternoon usage has been increased using special prices and encouraging community service groups to use the centre at these times so that we could offer the rooms at no cost. Community Service groups using the Centre at no cost during the afternoons have meetings that are of benefit to our community. We offer on a regular basis equipment to be used in community meetings
Initiate events and encourage other organisations to provide opportunities for integration and celebration which build community awareness of the facility and opportunities available	<ul style="list-style-type: none"> Provide the centre for events that provide a focus for celebration and encourage wide community involvement and participation. Provide a focus for international days/weeks through preschool and holiday programmes. Two events are held. 	<ul style="list-style-type: none"> Promote centre facilities and activities to community organisations for their celebrations and festivals, as appropriate and report on occurrences. Undertake Heritage week activities. Two events are held Event's success factors and opportunities for improvement are evaluated and reported on. 	<ul style="list-style-type: none"> The Centre has been used during the year for the celebration of the Chinese New Year by our Chinese community and by our Korean Christian Community for their 12th year Anniversary. The Mission Hall built in 1915 has always been part of the Heritage week tour. Several small events were organized during the year but were not successful. The events were evaluated and processes improved.

Quality childcare is available through early learning centre, and holiday programmes	<ul style="list-style-type: none"> Administrative support is maintained to facilitate the operations of the Early Learning Centre School Holiday programmes (SHP) provided meet demand as much as possible through maintaining optimal staff levels and quality programming 	<ul style="list-style-type: none"> ERO performance measures are met Attendance at holiday programmes if maintained at viable levels. Structured programmes are planned and implemented CYF audit measures are met 	<ul style="list-style-type: none"> Our last ERO report was in 2006 and performance measures are still being met. SHP attendances have been good Structured programmes are planned and implemented in both the Early Learning Centre and the SHP. CYF approval was again received in July 2007 for the SHP
Community has access to a variety of arts and cultural activities	<ul style="list-style-type: none"> Support the inclusion of cultural and arts in the programme, as opportunities arise. 	<ul style="list-style-type: none"> Arts/cultural initiatives are encouraged and supported. School Holidays programming includes opportunities for creative expression where appropriate. Numbers of activities and attendees is recorded. 	<ul style="list-style-type: none"> South Seas Film, Television and Animation School have once again chosen the centre as a film studio for their end of term projects. Each SHP has a craft component that represents 60% of the set programme. Numbers of activities and attendees are recorded.
Be a source of information and referral	<ul style="list-style-type: none"> Maintain comprehensive files of community information and contact details of service providers. 	<ul style="list-style-type: none"> Information is continually updated and provided in response to enquiries. 	<ul style="list-style-type: none"> Even with the Citizens Advice Bureau resident next door the Centre continues to supply information to the Community by phone and for casual visitors. If unable to directly assist we refer to the CAB.
Effective Consultation and links with the Community			
To promote community cohesion through the mutual provision of support and assistance, and sharing of information with other community organizations	<ul style="list-style-type: none"> Ensure charges are affordable and flexible to respond to the needs of the hiring party. Link with agencies and organisations to ensure there is an understanding of the needs within the community and develop opportunities to work together or complement existing programmes/services. Participate in North Shore City Council community network meeting and foster linkages with other community centers for support, resource and information sharing. 	<ul style="list-style-type: none"> Number and types of hireage are recorded/reported. Work with community co-ordinator to provide community network meetings. Attend other local and citywide meetings as appropriate. Report on linkages. Foster bi-cultural relations as appropriate. Regular attendance is noted at community co-ordinator meetings and issues/opportunities are shared. Appropriate information is prepared to share at meetings. Feedback is sought where network's knowledge may assist. 	<ul style="list-style-type: none"> Statistics are recorded on the number and types of hireage at the Centre The Community Co-ordinator provides network meetings at the centre which is attended by many different organisations. The Centre is pleased to be able to offer its facilities free of charge for this use. Other meetings are attended as appropriate. The Community Centre is aware of the Ethnic diversity of the Glenfield area and responds according to needs. The Centre Manager regularly attends the community co-ordinators meetings where issues and opportunities are shared with other co-ordinators. Appropriate information is shared at all meetings.

Strengthen the organization and community network by fostering ties with Council	<ul style="list-style-type: none"> Continue to develop relationship with the Community Board 	<ul style="list-style-type: none"> Provide regular update reports to the Community Board. Provide copies of 4-monthly reports and attend to present at Community Services and Parks meeting of Community Boards to present report. 	<ul style="list-style-type: none"> The Community Centre supplies copies of the 4-monthly reports to the Glenfield Community Board. Three members of the Glenfield Community Board are also on the Centres Governance Group and receive additional monthly reports.
Build an understanding of the local community to ensure programmes /services are meeting their needs	<ul style="list-style-type: none"> As opportunities arise, liaise with organizations that provide services to specific sectors of the community to discuss local needs and possible opportunities. Undertake information gathering – formal and informal – of facility users and non-users. 	<ul style="list-style-type: none"> Report on contacts made and opportunities arising. Results of enquiries are reported on and changes are made in response to feedback. Focus groups held with users to determine ongoing needs. 	<ul style="list-style-type: none"> The Community Centre has surveyed current users regarding customer satisfaction and other ways that the Centre can assist During this period the Centre has contracted with new tenants that provide services to specific sectors of the community The Centre continues to provide for the needs of our community by making our facilities available, providing information and referral.
Ensure the local residents and centre users are kept well informed about opportunities at the community centre and throughout the community	<ul style="list-style-type: none"> Promote Centre activities in community publications. Use a marketing plan to raise the profile of the Centre and increase access and utilization. Provide promotional assistance through street sign and website. 	<ul style="list-style-type: none"> Provide community co-ordinator with information on key Centre activities/events for inclusion in Glenfield newsletter. Identify other local publications that may be used to promote Centre and Activities. Marketing plan updated and implemented. Ensure webpage is regularly updated with Centre/community activities and changes. Link to Council website. Signage improves visibility and accessibility. 	<ul style="list-style-type: none"> The Centre continues to provide information about the activities on site to those who request this information A website is being developed A newsletter is being redesigned Marketing plan has been discussed and an action plan is in place Street signage continues to be a problem area for the Centre with restrictions on the site as it is close to a busy intersection and close to a pedestrian crossing.
Encourage and facilitate opportunities for voluntary input	<ul style="list-style-type: none"> Identify opportunities for voluntary input to capitalize on available voluntary assistance. 	<ul style="list-style-type: none"> Report on volunteers contribution. 	<ul style="list-style-type: none"> Volunteers continue to be welcomed at the Centre. The ELC has regular volunteers, the SHP occasionally offers job experience. The Centre itself has no regular volunteers and only has a few enquires per year about voluntary work

Effective leadership and professional management				
Build robustness into the centre through effective community-wide involvement in the organisation	<ul style="list-style-type: none"> Encourage appropriate representation from the community and regular user groups on Governance Group. 	<ul style="list-style-type: none"> Efforts are made to encourage new representation on Governance Group. 	<ul style="list-style-type: none"> Each year we approach tenants and user groups to find those interested in becoming a member of our Governance Group 	
To provide people working for the organisation, both voluntary and paid with the knowledge to carry out their roles most effectively.	<ul style="list-style-type: none"> Ensure members on the Governance Group receive the training necessary to be effective in their roles. Provide the appropriate training for staff in order for them to operate the facility with its programmes and services effectively. 	<ul style="list-style-type: none"> Governance Group and staff training needs are identified, providers are identified and appropriate training is provided. Take advantage of training opportunities that arise which may benefit the organization – staff and governance group. 	<ul style="list-style-type: none"> Each year appropriate courses are sort for the continuation of training of both staff and Governance Group. Other training is given as and when required Staff (paid and unpaid) are encouraged to bring to managements attention any training or course that they consider could be of benefit 	
Be a responsible employer	<ul style="list-style-type: none"> Review, as appropriate staff position descriptions, employment contracts. Performance reviews are conducted on an annual basis. 	<ul style="list-style-type: none"> Documentation in place and reviews conducted. 	<ul style="list-style-type: none"> Employment Contracts, Job descriptions and performance evaluations are reviewed on a regular basis and are up to date. 	
Ensure sound management practices are followed	<ul style="list-style-type: none"> Develop and implement a long-term financial management plan. Maintain a current risk profile of the centre Operational policies are current and a manual of procedures is maintained and kept up to date. Actions required by the Strategic plan are taken to meet timelines. 	<ul style="list-style-type: none"> Financial risk is reviewed annually. Health and Safety manual is updated as required. An annual review of policies and procedure manual is undertaken. (June) Strategic Plan is reviewed annually (September). Annual business plan agreed one month before end of financial year. Plan reflects strategic plan goals. Governance Group monitors business plan at monthly meetings and ensures key outcomes are achieved according to agreed timeframes. 	<ul style="list-style-type: none"> Governance Group members are issued with financial accounts on a monthly basis and at each Governance Group meeting the financial health of the Centre is discussed. Health and Safety policy is updated as required All current policies (including health and safety are presently (June08) undergoing a review. Strategic Plan July08-Jun12 has been written and its objectives and action plan will be discussed as part of each Governance Group Meeting during the year to ensure ongoing progress Business Plan – Strategic Plan – These have been combined as the same components are in both. 	
Ensure that the statutory requirements of central and local government are met in all aspects of running the facility	<ul style="list-style-type: none"> Ensure compliance with the requirements of Internal Affairs Department and Inland Revenue Department and Council's insurance regulatory requirements. 	<ul style="list-style-type: none"> All appropriate documentation is furnished as required by law for tax purposes and to ensure current incorporated society status. Insurance is current. Building has current warrant of fitness. 	<ul style="list-style-type: none"> All legal requirements have been undertaken in a timely fashion throughout the year. The Glenfield Community Centre now has Charitable status Insurance is current Awaiting Certificate from recent Building inspection. 	

Quality Facilities and Equipment	
<p>Ensure the Centre buildings and equipment are fit for purpose and meet the needs of the community for recreational, social, cultural and educational activities</p>	<ul style="list-style-type: none"> • Maintain the buildings to a high standard • Increase the visibility of the centre • Upgrade the centre equipment, furniture and fittings
	<ul style="list-style-type: none"> • Carry out maintenance in accordance with audit and plan • Lighting issues are prioritized and resources are identified to address problem areas. • Equipment is maintained and in working order. • Community is canvassed to gather ideas about potential uses of the downstairs area. Survey community network meeting attendees, community co-ordinator and current tenants. Possibilities are considered and options are explored for consideration by the Governance Group.
	<ul style="list-style-type: none"> • Maintenance has been carried out in accordance with the schedule. • Lighting issues have been resolved with new lighting for the courtyard and carpark. • Equipment has been maintained and/or replaced when necessary • Possibilities for the use of our downstairs area have been considered by the Governance Group and at this point in time an Art Space is the first choice. This option will be discussed in more detail during the next few months.

Glenfield Community Centre

Four Monthly Activity Report March - June 2008

Bookings		Mar-08	Apr-08	May-08	Jun-08	Total	Total for full year	Comparison previous year
Total No. of community bookings		237	230	245	237	949	2527	2444
Total No. of commercial bookings		42	30	40	50	162	509	596
Total No. of government agency bookings		37	35	31	11	114	364	436
Total No. of private hire bookings		1	1		2	4	13	1
Total No. of bookings		317	296	316	300	1229	3413	3477
Attendances Groups		Mar-08	Apr-08	May-08	Jun-08	Total	Total YTD	Comparison YTD previous year
Total No. of attendances of people using the centre/house (excl. drop offs/informal usage)		5277	5241	4292	4304	19114	56,833	56776
Total No. of informal users (optional reporting)		2080	1600	3390	2083	9153	22425	29234
Number of different groups using the centre/house		51	52	51	54	208	563	573
Range of Groups		Mar-08	Apr-08	May-08	Jun-08	Total	Total YTD	Comparison YTD previous year
Health and Social Services (Mental/Physical)		21	23	22	23	89	238	251
Leisure/recreation/crafts		3	4	5	2	14	31	30
Arts and cultural including migrant groups		1			1	2	3	9
Schools/Educational activities		8	7	10	8	33	88	124
Religious/Spiritual		5	4	4	4	17	51	57
Discussion/Special Interest		13	14	10	16	53	143	103
Total No. of Special Events held at the centre/house						0	9	15

Hours/Days for Centre/Staff/Volunteers		Mar-08	Apr-08	May-08	Jun-08	Total	Total YTD	Comparison YTD previous year
Total No. of staff hours employed at the centre/house		812.25	702	883	780.5	3177.75	9955.75	3839.5
How many days of the month was the centre/house available for use		31	30	31	30	122	366	365
How many days of the month was the centre/house used		31	30	31	30	122	366	365
Total No. of voluntary hours invested in the centre/house			16	12	22	50	205.75	395.25
Total No. of voluntary hours invested in the Creche or Early Childhood Centre		16	72.75	27.25	44.25	160.25	522.25	852.25

GLENFIELD COMMUNITY CENTRE

Strategic Plan July 2008 - June 2012

Purpose (mission) Statement

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

Our Values

- Equal respect for all people
- Honesty and integrity in dealing with people
- A strong commitment to the 7 Goals listed in our Constitution
 - To provide services to families in Glenfield and its wider community with particular attention being paid to those who are disadvantaged.
 - To be a source of information and referral for Glenfield people.
 - Respond where appropriate to expressed community needs.
 - Liaise with other organisations, institutes and individuals to raise community awareness of issues that affect the community.
 - Administer and maintain buildings, facilities and equipment for community needs.
 - Be a centre for community activity.
 - For the Centre management to be accountable to the community
- Support and encouragement of community initiatives
- Modelling cooperation, communication and competence

Part One: To show effective leadership and professional management	
Management and accountability	<p>Governance Group Leadership <i>Training is undertaken when necessary in the areas of Governance, Strategic Planning, Business Plans, Setting Policies and Planning for the future.</i></p> <p>Responsible management, care and maintenance of resources <i>Administer and maintain the centre and community buildings, facilities and equipment for community needs</i></p> <p>Prudent and accountable financial management <i>Governance Group to be issued monthly accounts for review</i></p> <p>To provide adequate income to maintain the buildings and support employment of staff <i>To review on a regular basis the need, if any, to adjust costs or income to strengthen the financial stability of the Centre</i></p> <p>A continual process of action, reflection and realignment. <i>To review on a regular basis the overall operations of the Centre to ensure that its primary goals are being fulfilled.</i></p> <p>Encourage appropriate representation from the community and regular user groups on the Governance Group <i>To seek new members from user groups. To seek new members from Community Agencies on site.</i></p> <p>To be accountable to the Community <i>To hold a public Annual General Meeting where the audited accounts are provided and the approved budget is presented for the forthcoming year</i></p>
Part Two: To have effective consultation and links with the Community	
Community Services and Facilities - Our city's services and facilities meet the needs of the community (NSCC Community Outcome 13)	<p>To ensure space is available for the community groups of special interest. To ensure that the community know that the Centre is available for private use <i>Promote the centre through a newsletter and website, as a place where people can participate in special interest groups, attend meetings held by community based service groups/or hold private functions</i></p> <p>To provide support to community based service groups at the centre. To be responsive to the need of community funded groups requiring extra assistance. To encourage a wide range of community based service groups providing for the wellbeing of the community with a meeting place that is suitable and safe for their activities <i>To advertise to the community groups using the Centre that secretarial services, photocopying etc are available through the Centre office. To freely advertise groups on site in the newsletter and website. To provide offices, rooms for workshops and meetings at reasonable cost</i></p> <p>To be aware of Community needs and the groups able to assist with those needs <i>To maintain information for community groups through the setting up of a brochure stand for the purpose of assistance and referral.</i> <i>Develop Community Profile - Completion March 2009</i></p>
Our People - Our people have a voice, their diversity is celebrated and our youth are cherished and supported (NSCC Community Outcome 15)	<p>To promote and assist and raise awareness in the Community of other Community Groups and their function. <i>To train staff to be aware of the different community groups and their functions in order to assist those who come to the Centre.</i></p> <p>To keep up to date with established groups, meet and understand new groups and report on the trends seen by those groups and how they affect the Centre <i>To participate in Network Meetings. To gather information to assist the Governance Group in planning for the future.</i></p>
Part Three: To ensure relevant programmes and services are provided that promote the social, spiritual, mental and physical wellbeing of the community	
Education and Training - Our education and training opportunities reflect our communities diverse needs (NSCC Community Outcome 5)	<p>To enable the Centre to be used by all educational groups and groups of special interest to be able to inform, educate and encourage the community in lifelong learning. <i>To ensure space is made available for all educational groups of all forms and for all ages.</i></p> <p>To provide affordable childhood programmes <i>Continuation of the provision of early childhood education through the Glenfield Early Learning Centre.</i> <i>Continuation of quality, safe and happy holiday programmes for school age children at an affordable price</i></p>
Personal Safety and Crime - People feel safe and secure in their everyday lives (NSCC Community Outcome 10)	<p>To create a safe and friendly environment that is welcoming to all <i>Create a space within the Centre where people can meet with friends</i></p> <p>To ensure that the community knows that the Centre is a meeting place for groups of interest <i>Promote the centre through a newsletter and website as a place where people can access information and participate in community activities</i></p>
Arts and Culture - Our city celebrates our diversity with arts, music and culture (NSCC Community Outcome 14)	<p>To give encouragement to all of the community to undertake cultural and art learning. To recognise and celebrate our diversity through various art, music and cultural activities. <i>Actively promote and/or initiate events on a regular basis to encourage art and culture in the community.</i> <i>The possibility of a permanent Art Space at the centre is investigated.</i></p>
Part Four: To provide and maintain quality facilities and equipment	
Heritage - Our natural and built heritage is protected, promoted and celebrated (NSCC Community Outcome 11)	<p>To ensure that the heritage building onsite is maintained at the appropriate level. To ensure that Heritage value is understood by the Community. <i>To liaise with the Heritage Trust concerning the listed building on site to ensure appropriate maintenance. To find a suitable way for the Community to celebrates its past.</i></p>
Built Environment - Our built environment is of a high quality (NSCC Community Outcome 4)	<p>Responsible management, care and maintenance of resources. Administer and maintain the centre and community buildings, facilities and equipment for community needs. <i>To undertake any work necessary to maintain the Community Centre buildings to a high standard. To plan for future development.</i></p>
Five steps: Decide the Purpose, Develop the Strategy, Construct Systems and structures, Identify Roles and Responsibilities and then Assign and Manage Actions and Tasks	

Managers Report 2008

This year has been one of celebrations, farewells and welcome. During the year the Incorporated Society turned 30, the Korean Church that meets here had their 12th year anniversary, there was a celebration of the Chinese New Year and although not held on site we contributed to the Gala held at Marlborough Park after the Santa parade last Christmas, which is once more upon us.

One tenant who had been here since 2001 left at the beginning of the year, Chinese New Settlers. When they first opened an office the daily visits from their community were quite high but these visits dropped in number because more people now use the telephone to make enquiries. The group still uses the centre on Saturday mornings for their programmes and still have a large Chinese New Year Celebration here.

We have recently gained a new tenant – Pasefika Forum and we look forward to a positive future together as they seek to assist the Pacific Islanders in our community.

The year has seen a growth in community bookings but this is offset by a decline in commercial bookings. As commercial bookings attract higher charges this meant less money for us to maintain the facility. We have also had less government agency meetings, this could be good, many of the meetings were Family Group Conferences held for troubled youth.

The Early Learning Centre, an integral part of the Centre has also had its share of changes with staff leaving for jobs nearer home, lower numbers of older children and an influx of younger ones. Jenny and her new staff are establishing themselves as a first-rate team.

My support staff, Marg and Ruby, have done a fantastic job this year dealing with the everyday requirements of the centre. Our booking schedule is constantly changing, with groups cancelling, rebooking, changes times. Each of these changes require multiple entries to be altered and letters of confirmation and through it all they have remained cheerful, helpful and welcoming to all those who enter the facility.

I would like at this time to express my thanks to the Board who have always been helpful, with special thanks to the Executive David Thornton, Brian Ellis and Michelle Whiu for their continued support through the changes that have taken place in my role over the last year. I have found it very rewarding to be involved in setting the professional standards that the Centre is now required to have by those who support us financially, the North Shore City Council.

Having a good working Strategic Plan in place is only the first step of a continuing progression towards professionalism in the Community Sector and in the coming year as we look at what is required to upgrade the building I know we will also continue to review and develop good policies and standards that will ensure the community sees this as a place, not only well designed for its purpose but a place of merit and worthy of support.

Christine Somervell
Manager

GLENFIELD EARLY LEARNING CENTRE

Annual Report 2008

The Glenfield Early Learning Centre has been described by a parent as 'the best kept secret'. It perhaps sums up our position. We have an excellent resource, superb teaching and spaces available.

It has been noticeable over the year that we are seeing a decline of older children and therefore our rolls are getting younger and younger. This perhaps can be attributed to several factors.

- The 20 free hours offered to three and four year olds are having a strong impact.
- Many new centres continue to open on the Shore.
- We no longer have older peer groupings.
- We have no visual impact in the community.

At the end of the 2007 -2008 financial year these are some of the thoughts that occupy us.

The GELC also said farewell to four staff members within a short space of time, all but one due to the present economic climate. However, after the initial settling period we can safely say that the Centre is running smoothly and professionally. Tracey Turner, Tracey Messinger, Wendy Lovegrove, Paula Tra have combined to make an impressive team. Our team currently consists of, two registered teachers, two in training and one primary teacher about to undertake early childhood studies.

The centre is getting excellent feedback from the university teaching course providers regarding the support, experience and practices our centre offers to students on practicum. This reinforces what the teaching team are already aware of regarding the standards the GELC are setting.

The only significant change to our environment has been the sunshade structure built with the grant received from the Lions' Foundation. It offers us an outdoor play area when the weather is inclement – almost all of winter!

We would like to thank our Licensee who has kept the Board regularly informed about our service and the Centre management who continues to monitor and support us.

Jenny Boyd
Supervisor
September 2008

Glenfield Community Centre

Audited Accounts

July 2007 – June 2008

**GLENFIELD COMMUNITY CENTRE
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDING 30 JUNE 2008**

	Jul 2007 to Jun 2008	% Change	Jul 2006 to Jun 2007
INCOME			
Marketed Income			
ELC Fees (incl WINZ)	72,774.78	-3.68%	75,554.54
Rental Income-Other Perm.	13,241.11	24.34%	10,649.29
Room Hire - Casual	50,652.31	-3.15%	52,299.80
SHP Fees & Trip Income	22,644.33	60.62%	14,098.51
	159,312.53	4.40%	152,602.14
Grants and Subsidies			
Min of Education	110,546.47	26.94%	87,084.36
MOE Incentive Grant	3,722.67		0.00
Min.Of Soc.Dev. Grant - SHP Note 2	18,400.00	35.29%	13,600.00
NSCC Contract Grant Note 2	40,000.00	0.00%	40,000.00
Other Grants/ Donations Note 2	16,000.00	966.67%	1,500.00
	188,669.14	32.69%	142,184.36
Other Income			
Bank Interest	13,715.78	5.35%	13,019.81
ELC Fundraising	2,089.90	-16.33%	2,497.92
Office Sales (P/cpy,Hire, etc.)	834.47	-65.97%	2,451.80
	16,640.15	-7.40%	17,969.53
TOTAL INCOME	364,621.82	16.58%	312,756.03
EXPENSES			
Staff			
ACC	1,567.33	-9.45%	1,730.83
Holiday Pay	19,274.35	67.69%	11,494.05
Prof. Dvpmt. & Student Trng.	4,520.00	8.33%	4,172.31
MOE Incentive Exp	3,722.68		
Uniforms & Immunisation	1,260.48	42.27%	885.97
Wages	206,690.04	4.71%	197,398.65
	237,034.88	9.90%	215,681.81
Office & Administration			
Accounting & Audit	8,020.00	7.90%	7,432.51
Bank Charges	367.01	0.02%	366.93
Computer Exps	120.00	-29.81%	170.97
General Expenses	3,084.22	139.48%	1,287.87
Photocopier Contract Maint.	856.60	-33.29%	1,284.14
Postage	746.50	5.23%	709.42
Printing & Stationery	2,562.15	-1.22%	2,593.67
Telephone	4,121.11	-0.87%	4,157.30
	19,877.59	10.41%	18,002.81

Jul 2007 to Jun 2008		% Change	Jul 2006 to Jun 2007	
Cleaning				
Cleaning Materials & Sanitary	3,087.59	-28.67%	4,328.42	
Cleaning Contractors	20,097.66	1.99%	19,706.26	
	23,185.25	-3.53%		24,034.68
Fixed Operating Costs				
Insurance	7,217.28	50.41%	4,798.40	
Power	4,657.88	9.04%	4,271.73	
Rates (Water)	2,041.95	37.45%	1,485.55	
Security	3,433.82	0.26%	3,425.06	
Waste Disposal	2,108.26	-0.71%	2,123.38	
	19,459.19	20.83%		16,104.12
Variable Operating Costs				
Advertising & Promotion	1,554.24	72.67%	900.10	
Bad Debts	0.00	-100.00%	402.89	
Centre Events	318.32	-69.66%	1,049.23	
Community Hospitality	507.06	-42.52%	882.19	
Educational Consumables	3,633.08	-3.44%	3,762.36	
Educational Equipment	973.73	-42.67%	1,698.59	
Educational Resources	5,448.39	25.97%	4,325.03	
ELC Fundraising	0.00	100.00%	816.03	
Grounds Maintenance	875.30	14.80%	762.48	
Repairs & Maintenance	11,602.14	-30.96%	16,803.99	
SHP Trip Fees	3,729.12	102.96%	1,837.33	
Subs & Membership	1,487.73	16.19%	1,280.45	
	30,129.11	-12.72%		34,520.67
TOTAL EXPENSES	329,686.02	6.92%	308,344.09	
EXCESS/ (SHORTFALL)	34,935.80	691.85%	4,411.94	
- Before Depreciation				
less Depreciation	Note 4 53,116.16	1.31%	52,428.38	
EXCESS/ (SHORTFALL)	(18,180.36)	-62.14%	(48,016.44)	
- After Depreciation				

**GLENFIELD COMMUNITY CENTRE
STATEMENT OF MOVEMENTS IN EQUITY FUNDS
FOR THE YEAR ENDING 30 JUNE 2008**

		2008	2007
ACCUMULATED FUNDS			
GENERAL FUNDS	Opening Balance	1,411,515.81	1,459,532.25
	Operating Net Surplus (Deficit) after depreciation	<u>(18,180.36)</u>	<u>(48,016.44)</u>
	Closing Balance	<u>1,393,335.45</u>	<u>1,411,515.81</u>
REVALUATIONS	Opening Balance	759,326.92	759,326.92
	Movements	<u>0.00</u>	<u>0.00</u>
	Closing Balance	<u>759,326.92</u>	<u>759,326.92</u>
TOTAL ACCUMULATED MEMBER / TRUST FUNDS		<u><u>2,152,662.37</u></u>	<u><u>2,170,842.73</u></u>

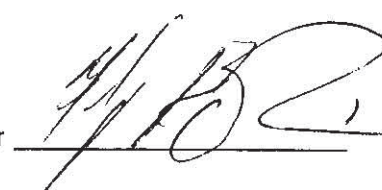
**GLENFIELD COMMUNITY CENTRE
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2008**

	2008	2007
ACCUMULATED FUNDS		
TOTAL ACCUMULATED MEMBER / TRUST FUNDS	<u>2,152,662.37</u>	<u>2,170,842.73</u>
 This is represented by:		
CURRENT ASSETS		
ASB Current A/c - 00	5,444.09	368.35
ASB Business Saver A/c - 52	160,868.43	159,652.65
ASB ELC Funding A/c - 00	0.00	237.85
Petty Cash	400.00	400.00
Debtors	28,528.07	17,683.93
Prepayments	157.28	250.48
Total Current Assets	<u>195,397.87</u>	<u>178,593.26</u>
 CURRENT LIABILITIES		
Creditors	19,370.99	16,541.33
Accrued	800.00	0.00
Customer Bonds	88.94	88.94
Ministry of Education	0.00	1,861.34
MSD (WINZ) Grant - SHP	0.00	2,400.00
Holiday Pay Accrual	9,751.45	8,215.71
ELC Provision for Training	2,094.00	0.00
GST Owing to IRD	6,314.58	5,229.12
Total Current Liabilities	<u>38,419.96</u>	<u>34,336.44</u>
 Working Capital	156,977.91	144,256.82
 NON CURRENT ASSETS		
As Per Schedule	Note 1 <u>1,995,684.46</u>	<u>2,026,585.91</u>
TOTAL NET ASSETS	<u>2,152,662.37</u>	<u>2,170,842.73</u>

Chairperson



Treasurer



Dated 25/9/ 2008

**GLENFIELD COMMUNITY CENTRE
ACCOUNTING POLICIES AND
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2008**

Note 1: Statement of Accounting Policies

Measurement Base

The measurement method is historical cost. Reliance has been placed on the fact that the Glenfield 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 registered with the Charities Commission 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 2008	Book Value 2007
Buildings	2,157,539	244,598	1,912,940	1,956,091
Office Equipment	33,002	19,955	13,047	7,654
Creche Outdoor Equip	19,284	5,655	13,629	1,870
Creche Indoor Equip	6,522	3,771	2,751	1,729
Furniture & Fittings	128,351	75,033	53,318	59,242
Totals	2,344,698	349,013	1,995,684	2,026,586

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.

GST

The Community Centre is registered for GST. Therefore the financial reports are shown GST exclusive, with the exception of accounts receivables and accounts payable which are stated with GST included.

Changes in Accounting Policies

There have been no changes in accounting policies, which have been applied on a basis consistent with those used in the previous year.

Note 2: Acknowledgement of Grants Received

We are grateful to the following organisations for grants received:

<u>Organisation</u>	<u>Amount</u>	<u>Purpose Spent</u>
Ministry of Social Dvpmt.	\$16,000	School Holiday Programme annual grant (\$2,400 was accrued from last year)
Lion Foundation	\$16,000	Playground cover & photocopier
NSCC	\$40,000	Operational expenses

Note 3: Holiday Pay Accrual

As at the 30 June 2008 there was staff holiday pay outstanding of \$9,751.45 as follows:

\$3,259.44	Early Learning Centre
\$5,596.00	Centre Administration
<u>\$ 895.76</u>	School Holiday Programme
\$9,751.45	

Note 4: Depreciation \$53,116

Depreciation is deducted each year to plan for capital expenditure required for replacing assets. However, it is common practice for the Centre to fund capital expenditure through grants, not out of income.

Note 5: Divisional Analysis of the Statement of Performance

For the purpose of providing more information and accountability to funders and grant providers, a Divisional Analysis of the Statement of Performance is included as an appendix to the notes.

GLENFIELD COMMUNITY CENTRE
STATEMENT OF FINANCIAL PERFORMANCE - DIVISIONAL ANALYSIS
FOR THE YEAR ENDING 30 JUNE 2008

	Jul 2007 to Jun 2008				% Change	Jul 2006 to Jun 2007			
	ELC	Centre	SHP	Total		ELC	Centre	SHP	Total
INCOME									
Marketed Income									
ELC Fees (incl WINZ)	72,774.78				-3.68%	75,554.54			
ELC Fundraising	2,089.90				100.00%	2,497.92			
* Rental Income-ELC & SHP		34,400.04			100.00%		34,400.04		
Rental Income-Other Perm.		13,241.11			24.34%		10,649.29		
Room Hire - Casual		50,652.31			-3.15%		52,299.80		
SHP Fees & Trip Income			22,644.33		60.62%			14,098.51	
				195,802.47	3.33%				189,500.10
Grants and Subsidies									
Min of Education	110,546.47				26.94%	87,084.36			
MOE Incentive Grant	3,722.67								
Min.Of Soc.Dev. Grant - SHP			18,400.00		35.29%			13,600.00	
NSCC Contract Grant		40,000.00			0.00%		40,000.00		
Other Grants/ Donations		16,000.00			966.67%		1,500.00		
				188,669.14	32.69%				142,184.36
Other Income									
Bank Interest		13,207.83			1.44%		13,019.81		
Bank Interest SHP MOE Funds			507.95						
Office Sales (p/cpy,hire, etc.)		834.47			-65.97%		2,451.80		
				14,550.25	-5.96%				15,471.61
TOTAL INCOME									
	189,133.82	168,335.76	41,552.28	399,021.86	14.94%	165,136.82	154,320.74	27,698.51	347,156.07
EXPENSES									
Staff									
ACC	963.70	497.59	106.04		-9.45%	974.76	649.16	106.91	
Holiday Pay	10,176.58	6,927.00	2,170.77		67.69%	9,266.59	2,001.31	226.15	
Prof. Dvpm. & Student Trng.	4,511.11	8.89			8.33%	3,572.76	426.22	173.33	
MOE Incentive Exp	3,722.68								
Uniforms & Immunisation	1,260.48				42.27%	885.97			
Wages	110,854.37	72,736.48	23,099.19		4.71%	119,049.90	63,036.66	15,312.09	
				237,034.88	9.90%				215,681.81
Office & Administration									
Accounting & Audit	3,693.28	3,693.28	633.44		7.90%	3,378.19	3,378.18	676.14	
Bank Charges	245.09	121.92			0.02%	253.43	113.50		
Computer Exps	120.00				-29.81%	25.78	145.19		
General Expenses	2,342.72	741.50			46.60%	1,429.39	674.51		
Photocopier Contract Maint.		856.60			-33.29%		1,284.14		
Postage	59.83	604.45	82.22		5.23%	83.10	602.32	24.00	
Printing & Stationery	679.09	1,601.82	281.24		-1.22%	765.08	1,645.63	182.96	
Telephone	883.40	3,237.71			-0.87%	865.02	3,292.28		
				19,877.59	5.63%				18,818.84
Cleaning									
Cleaning Materials & Sanitary	1,110.56	1,977.03			-28.67%	1,814.27	2,514.15		
Cleaning Contractors	5,207.16	14,215.50	675.00		1.99%	5,439.94	13,954.57	311.75	
				23,185.25	-3.53%				24,034.68
Fixed Operating Costs									
Insurance	1,443.26	5,774.02			50.41%	964.48	3,833.92		
Power		4,657.88			9.04%		4,271.73		
Rates (Water)	984.36	1,057.59			37.45%	986.98	498.57		
* Rent - ELC / SHP	27,142.08		7,257.96		0.00%	27,142.08		7,257.96	
Security	1,279.66	2,154.16			0.26%	1,224.93	2,200.13		
Waste Disposal	901.73	1,206.53			-0.71%	833.72	1,289.66		
				53,859.23	6.64%				50,504.16

	Jul 2007 to Jun 2008				% Change	Jul 2006 to Jun 2007			
	ELC	Centre	SHP	Total		ELC	Centre	SHP	Total
Variable Operating Costs									
Advertising & Promotion	481.48	987.76	85.00		72.67%	214.14	115.36	570.60	
Bad Debts					-100.00%	80.00	51.24	271.65	
Centre Events		318.32			-69.66%		1,049.23		
Community Hospitality Exps		507.06			100.00%		882.19		
Educational Consumables	1,741.78		1,891.30		-3.44%	2,105.13		1,657.23	
Educational Equipment	716.53		257.20		-42.67%	1,126.67		571.92	
Educational Resources	2,112.27		3,336.12		25.97%	3,736.03		589.00	
Grounds Maintenance	215.02	660.28			14.80%	368.32	394.16		
Repairs & Maintenance	588.12	11,014.02			-30.96%	750.03	16,053.96		
SHP Trip Fees			3,729.12		102.96%			1,837.33	
Subs & Membership	1,081.67	290.50	115.56		16.19%	956.39	159.39	164.67	
				30,129.11	-10.61%				33,704.64
TOTAL EXPENSES	184,518.01	135,847.89	43,720.16	364,086.06	6.23%	188,293.08	124,517.36	29,933.69	342,744.13
EXCESS/ (SHORTFALL)	4,615.81	32,487.87	(2,167.88)	34,935.80	691.85%	(23,156.26)	29,803.38	(2,235.18)	4,411.94
- Before Depreciation									
less Depreciation	10,623.23	42,492.93		53,116.16	1.31%	10,492.88	41,935.50		52,428.38
EXCESS/ (SHORTFALL)	(6,007.42)	(10,005.06)	(2,167.88)	(18,180.36)	-62.14%	(33,649.14)	(12,132.12)	(2,235.18)	(48,016.44)
- After Depreciation									

* Rent paid from ELC & SHP for \$27,142.08 and 7,257.96 respectively (totalling \$34,400.04) is received by the Centre and is an internal adjustment to reflect running costs associated with their activities, which are paid by the Centre.

ABBREVIATIONS:

Early Learning Centre	ELC
School Holiday Program	SHP

**TO THE READERS OF THE FINANCIAL STATEMENTS OF
GLENFIELD COMMUNITY CENTRE
FOR THE YEAR ENDED 30 JUNE 2008**

We have audited the financial statements on pages 1 to 8. The financial statements provide information about the past financial performance of Glenfield Community Centre and its financial position as at 30 June 2008. This information is stated in accordance with the accounting policies set out on pages 5 - 6.

Responsibilities of the Board of Trustees

The Board are responsible for the preparation of the financial statements which fairly reflects the financial position of the Glenfield Community Centre as at 30 June 2008 and the results of its operations for the year ended 30 June 2008.

Auditor's responsibilities

It is our responsibility to express an independent opinion on the financial statements and report our opinion to you.

Basis of opinion

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

- the significant estimates and judgements made by the Board in the preparation of the financial statements *and*
- whether the accounting policies are appropriate to the Glenfield Community Centre circumstances, consistently applied and adequately disclosed.

We conducted our audit in accordance with generally accepted auditing standards, including the Auditing Standards issued by the Institute of Chartered Accountants of New Zealand. We

planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in our capacity as auditors, we have no other relationship with or interests in the Glenfield Community Centre.

Unqualified opinion

We have obtained all the information and explanations we have required.

Proper accounting records have been kept by the centre as it appears from our examination of those records.

In our opinion the financial statements of Glenfield Community Centre on pages 1 to 8:

- comply with generally accepted accounting practice, and
- fairly reflect:
 - the financial position as at 30 June 2008 *and*
 - the results of its operations for the years ended 2008.

Our audit was completed on the 15th September 2008, and our unqualified opinion is expressed as at that date.



Peter Conaglen
Chartered Accountant
Manukau

Glenfield Community Centre

Budget

July 2008 – June 2009

Glenfield Community Centre
Revenue and Expenditure Budget
for the year ended 30 June 2009

	ELC	Centre	SHP	
INCOME				
ELC Fees (incl WINZ)	84379			
ELC Min of Education Subsidy	102631			
ELC Fundraising	1500			
ELC MOE Support	1861			
Interest Received		12000		
NSCC Contract Grant		40000		
Office Sales (P/copying,etc)		1000		
Other Grants and Donations				
Rental Income-ELC/SHP		34352		
Rental Income-Other (Permanent)		12373		
Room Hire (Casual)		50000		
SHP Fees			21496	
SHP Trip Income			3841	
SHP MSD Grant			16000	
TOTAL INCOME	190371	149725	41338	381434
EXPENSES				
ACC	1113	732	140	
Accounting	3350	3350	500	
Audit	766	766	172	
Advertising & Promotion	300	300	300	
Bad Debts	300	300		
Bank Charges	300	180		
Centre Events	0	1500		
Cleaning Contractors	7405	19915		
Cleaning Sanitary Expenses	1050	2091		
Cleaning Materials - Other	200	300		
Computer Equipment & Exps	300	500		
Educational Consumables	2000		1400	
Educational Resources	2000			
Educational Small Equipment	500		500	
ELC MOE Support	1861			
ELC Fundraising	1500			
Gifts & Meetings Exps	680	1330		
Insurance 20/80	1439	5757		
Community Hospitality		1500		
Maintenance - Contractual Bldg		3500		
Maintainance - Preventative Bldg		10000		
Maintenance - Grounds	320	650		
Maintenance & Repairs - Other	750	3000		
Photocopier Maint. Contract		1000		
Postage	235	600	50	
Power		4800		
Printing & Stationery	766	1709	56	
Professional Development	3000	1000	300	
Rates	1510	1200		
Rent	27142		7210	
Security	1731	2571		
SHP -Trip Exps			3841	
Staff Amenities	300	300		
Subs & Membership	755	300	132	

Telephone	1658	3739		
Uniforms & Immunisation	1000			
Wages	116113	68930	23800	
Wages- Centre, Attributed to	1600		1500	
Wages-Holiday Pay	13247	6508	1904	
Wages ELC Relief Staff	9136			
Waste Disposal 30/70	978	1571		
TOTAL EXPENSES	205303	149899	41805	397007
<i>EXCESS/(SHORTFALL)excl depn.</i>	-14933	-174	-467	-15574
<i>less Depreciation 20/80</i>	6600	26400		33000
<i>EXCESS/ (SHORTFALL)incl depn.</i>	-21533	-26574	-467	-48574

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.

For information on groups and for appointments:
Ph: Vivienne Haybittle on 444-8479

MIDWIFERY PRACTICE

Ph 444 5311 or 027 408 9875 for Noelene

GLENFIELD EARLY LEARNING CENTRE

A sessional Early Learning Centre that caters for children 1 to 5 years old.
Prebooked sessions.

Please phone 444 0818 for more information

SCHOOL HOLIDAY PROGRAMMES

The Glenfield Community Centre's School Holiday Programme is Community Based.

School Holiday Programmes operate from 8.00am -4.00pm 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.

ALZHEIMERS NEW ZEALAND

Making life better for all people affected by dementia

For Information and Support contact your nearest Alzheimers Organisation
0800 004 001

SF AUCKLAND

Supporting Families in Mental Illness
Support, Education, Information & Advocacy
For families and Whanau
0800 732 825



PASEFIKA FORUM

Newly formed group to provide for the people of the Pacific Islands

BENEFICIARIES ADVOCACY AND INFORMATION SERVICES

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

Ph: Pam for an appointment on 444-9543

CHILD CONNECTIONS

is a non profit organisation which aims to introduce touch and massage programmes into education and health systems in order to reduce stress and prevent depression, suicide and family violence.

Child Connection stands for fundamental right of all children to closeness and belonging – an essential and basic factor for their life, health, and well-being

For more information phone 940 3152
www.childconnection.org

CENTRE CONTACT DETAILS:
CNR BENTLEY AVENUE & GLENFIELD ROAD
GLENFIELD

P O BOX 40-112
GLENFIELD

Phone: 444-5023

Fax: 444-5024

email:

Website: unity.co.nz

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