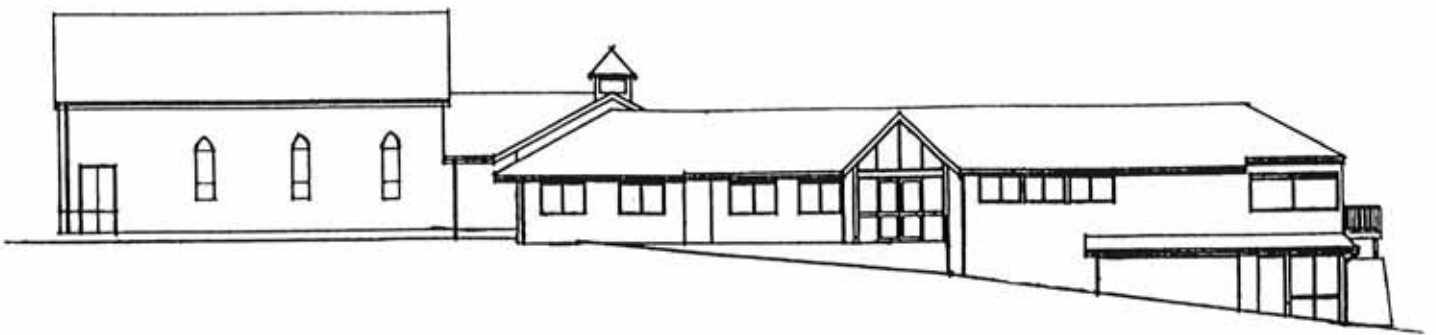


# 34<sup>th</sup> ANNUAL REPORT



## GLENFIELD COMMUNITY CENTRE INC.



# 2011

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## **Glenfield Community Centre**

### ***Annual General Meeting:***

**Date:** Thursday 30<sup>th</sup> September 2010

**Time:** 7.45pm

Welcome completed by David Thornton

**Apologies:** Nick Kerney, Ateca Katonivualiku, Andrew Williams, Julia Parfitt, Heather Brown, Jan Tasker, Eva Scherer (for lateness)

#### **Minutes of Previous AGM Dated 15<sup>th</sup> October 2009:**

##### **Read and Accepted:**

**Moved:** David Thornton

**Second:** Frankie Godfrey-Robson

#### **Officers Reports:**

##### **Chairman's Report:**

Improvements to the centre have taken place and are ongoing.

Completion of the Art Space this year

Completion of Kitchen this year

Mission Hall – is owned by Church. Are trying to find a resolution so that further development and improvements can continue.

David is going to meet with the heads of Church, and try to find a resolution

Korean Church wants to buy the building. We would like to extend the ELC.

This is a priority for the incoming Governance Group

##### **Report Read and Accepted:**

**Moved:** David Thornton

**Second:** Christine Somervell

##### **Manager's Report:**

Very positive steps for the centre over the past year. 7000 extra people have visited/been through the centre from July 2010 to June 2011. This number is made up of people, mainly through bookings, there has also been an increase in the number of Plunket activities this year.

##### **Report Read and received:**

**Moved:** David Thornton

**Second:** Grant Gillon

##### **Early Learning Centre Report:**

Frankie Godfrey-Robson as Licensee spoke to the report.

Very much educational establishment. Have had good attendance over the past year. Have to deal with changes in the licensing. We have until 2014 to meet changes.

Christine: Jenny and her staff do a fabulous job. Wonderful job in the multi-cultural arena. Parents designate what their culture is i.e. Chinese but as the child has been born in New Zealand they want to be acknowledged as New Zealanders.

Vivienne Keohane: Community Notice Board. Is it broken, does it need to be replaced? Could apply to the new local board for funds

Christine: Signage is on the agenda for the incoming Governance group.

**Report Read and Received:**

**Moved:** David Thornton

**Second:** Chris Marshall

**Annual Accounts:**

Chas Bennett:

Generally we are doing well. Income matches expenses, due to good planning and governance. Can't plan too far ahead as we rely on grants. Kitchen was big capital expense but was well managed.

Contract grant is guaranteed until 2012.

At the moment we are in a healthy position.

Grant Gillon: council wanted to have groups feeling secure in having contracts secured for two years. Well done to staff of centre and to council staff.

**Incoming Budget (Conservative Budget):**

Christine: Actual figures are compared to the budget for 2011.

Although we made a profit this year of \$16K we are planning for a loss of \$10k in the coming year.

This year we received substantial funding from the Ministry of Education, the Ministry of Social Development, the North Shore City Council and the Glenfield Community Board.

The Accountant, Chas Bennett pointed out that the \$10K loss was after depreciation and that the Budget was presented to AGM so people know where we are going.

Christine thanked Chas for all his hard work throughout the year.

**Report Read and Received:**

**Moved:** David Thornton

**Second:** Frankie Godfrey-Robson

**Election of Governance Group**

The board requires 7 elected members. The Constitution regarding electing members to the Governance Group, in accordance with Clause 8a (i) is for seven members from its membership.

This year eight nominations have been received.

Michael Chin, Ateca Katonivualiku, Winifred Murray, Frankie Robson, Eva Scherer, David Thornton, Gary Thornton, Michelle Whiu

The Chairman spoke positively about the interest people expressed in becoming part of the Governing Body and requested that all eight be elected.

**Grant Gillon moved that all eight be elected**

**Seconded by Keith Salmon**

Accepted

First meeting will be held 21<sup>st</sup> October. Positions of Chair, Deputy Chair, Secretary and Treasurer will be selected at this meeting.

Brian Ellis and Jan Tasker will remain with the Governance Group as the church appointees

John Gillon and Nick Kearney will continue until replacements are made by Auckland Council or Local Kaipatiki Board

**Appointment of Auditor: Peter Conaglen**

**Moved:** David T

**Second:** Michael C

Accepted

Frankie: Thanked the Chair and Secretary for all their work over the past year.

David: Thanked the Governance Group Members for their time and effort over the past year

Meeting closed at 8.10pm





## **Glenfield Community Centre**

### **Chairmans Report to the AGM 29<sup>th</sup> September 2011.**

I am pleased to report another very successful year of activity and development by the Glenfield Community Centre in providing facilities and services to our community, and indeed the wider North Shore community.

This year the Centre has been used by 723 groups with a total of 4233 group meetings. The wide range of groups which use this facility is representative of a much wider community than Glenfield itself.

Similarly, we have wide range of ethnicities in the families who entrust their children to our Early Learning Centre. This again reflects the diversity of the community which the Centre serves.

I commend to you the detailed reports of the Centre Manager and the Early Learning Supervisor which portray the high level of activity and service provision within the Centre buildings.

Our most recent developments of the commercial kitchen and the Art Space are gradually achieving increased patronage and we are moving to be more pro-active in promoting these facilities. The first Art exhibition is due to open in a few days under the auspices of the PositiveNZ Trust and a possible future programme should be developed to make full community use of this part of the Centre.

The kitchen facility is largely used by individuals and groups making food products for sale at markets. The cost of compliance with Council regulations has deterred some potential users and we are now moving to develop a programme of demonstrations organised by the Centre itself and by community groups.

In my report last year I expressed optimism that the future of the Mission Hall would be settled during the course of the year. My hope was that we could finalise a new arrangement with the Methodist Church which owns the land and the Mission Hall, both of which the Church wishes to sell.

Progress was painfully slow and we therefore moved forward by commissioning a report on the building by a heritage architect and that report now gives us a clear direction of what is needed to maintain and restore the Hall as closely as possible to its original form – and we should aim to complete that work by 2015 – the buildings centenary.

The costing and funding options for this work will give us a position to discuss the future ownership of the building with the Methodist Church. Once that is achieved we can then move on to consider options for the ownership of the land.

This next step will involve consultation with the new Auckland Council – and more closely with the new Kaipatiki Local Board which has two representatives on our Governance Group.

The Centre finances remain sound with sufficient reserves for six months continuing operation in the event of any disruption to our operations and to provide a level of security for payment of wages to our staff.

I would like, on behalf of myself and the Governance Group, to express our thanks to all our staff in the Centre and Early Learning Centre. They all do an excellent job in working with all those members of our community who use our facilities.

I also offer my thanks to the members of the Governance Group for their contributions to our work and for their ongoing support for my chairmanship.

David Thornton

Chairman.

## MANAGERS ANNUAL REPORT - SEPTEMBER 2011

This past year we have shown:

### **Effective leadership and professional management through:**

- Regular Governance Group and Executive meetings
- Setting the principles and outline for a long term business plan to be developed
- Setting the principles and outline for a long term financial plan to be developed
- Administering and maintaining the centre buildings and facilities for community use
- Reviewing the monthly accounts to ensure prudent and stable fiscal accountability
- Regular review of our Strategic Plan
- Regular review of our Policies and Procedures
- A Review of the Constitution, with recommended changes

### **Effective Consultation and links with the community through:**

- Ensuring space is available for both community groups and for private use
- Being responsive to the need of community funded groups requiring assistance.
- The Centre has responded to the needs of small support groups for space to hold meetings at low or no cost. Groups assisted during the year were:
  - Literacy North Shore
  - Children in Action
  - Wons
  - The Community Clearing House
  - South Sea Film Studios – student projects
  - Project K
  - Converse
  - Mana Wahine Whakapakari
  - Glenfield Network Meeting
  - North Shore Pasefika
  - NZ Blood
  - Wiseguys
  - Wisewomen
- Promoting and assisting in raising the awareness of other Community Groups
- Supporting community based service groups at the centre. The following Community based Service groups operate out of the Centre:
  - Beneficiaries Advocacy and Information Services
  - Supporting Families in Mental Health
  - Alzheimers Auckland
  - Glenfield Plunket
  - North Shore Pasefika Forum
  - The Community Clearing House
  - Absolute Insight
- Participation in Network meetings
- Participation in Council Community Liaison Meetings

### **Ensuring relevant programmes and services are produced that promote the social, spiritual, mental and physical wellbeing of the community:**

- A total of 4233 community group meetings for the year, a total of 723 groups broken down into the following categories:
  - 344 Health and Social Services
  - 70 Leisure/Recreation/Craft
  - 2 Art and cultural (including Migrant Groups)
  - 104 Educational
  - 100 Religious/Spiritual
  - 101 Special interest/Discussion groups



- 2 Special events during the year – one of which was Matariki celebrated in July
- To provide affordable childhood programmes.
  - The Centre runs an Early Learning Centre, operating from 9am to 2.30pm Monday to Friday with spaces available for children from 18months to 5 years. Funding is received from the Ministry of Education.
  - The Centre runs School Holiday Programmes each term break for up to 40 children from 5 to 14 years. Funding is received for this programme from the Ministry of Social Development.

This year we also started a journey that will continue over the next few years. The steps of this journey to date have been small:

- a ramp into the playground at the ELC
- new seats in the courtyard
- the replanting of the inside garden

In the near future we will be adding:

- the painting of rooms
- the laying of new carpet
- further development of the courtyard.

The physical space of the Community Centre, on the corner of a major intersection and at the end of the local shopping precinct has two counterproductive results in the area of profile. While the space we occupy has a large road frontage and should afford us greater visibility we are constrained by the needs of the motorists to have few distractions at intersections and lights. As our gardens stand at present we are hidden from view from the majority of people passing by.

- This year we are aiming to develop a plan to alter the gardens to make us more visible within the limitations imposed by the intersection.

We have made enquiries regarding heating and power usage at the centre. Taking advice from those who sell products is always interesting as their solutions are always the best. Recently I went to a meeting where we were encouraged to have an evaluation done by an independent source. At this meeting the results of the Energy Savings Report that had been carried out for Devonport Community House were shared and this gave some light on the areas we have to consider before settling on a source for heating and/or cooling of our premises.

- This year we are aiming to have the best solution for the heating and cooling of the centre implemented.

At present we are a Civil Defence Welfare Centre, under the new Auckland Council we may end up with a new designation, that of a Reception Centre.

- We have been encouraged to engage the community in the development of a Neighbourhood Response Plan, part of the Civil Defence initiative.
- We have moved onto producing a small social based activity programme for the year by extending a staff members hours and sourcing some ideas about activities that members of the community may wish to participate in.
- The continuation of marking significant events, such as Matariki with community focussed activities or learning experience

With the level of experience and expertise that is evident in our Governance Group, the Management Team, School Holiday Programme and Early Learning Centre staff I look forward to accomplishing good things this coming year.

Christine Somervell  
Manager

## GLENFIELD EARLY LEARNING CENTRE

### ANNUAL REPORT 2011

The Glenfield Early Learning Centre has had another fulfilling year and we continue to strive towards delivering quality interactions and inspiring programmes. We have had one change to our teaching line up with Milada Strydom joining the teaching team of Tracey Turner, Tracey Messinger, Paula Tra, Jessie Liu and part timer Kirstin Morris. For the first time we have almost a completely trained team with Tracey M and Paula successfully gaining their Diplomas of ECE Teaching, joining Tracey T, Milada and myself as trained teachers. Also Tracey M completed the registration requirements to receive her certificate of full registration which gives greater support for supervision and ratios. It is unfortunate that the Government has changed the rules that the sector has been working towards (all staff trained by the year 2012) so we won't prosper from additional funding. However, the Centre is thriving given the level of professional knowledge and experience we have to draw on.

We would also like to acknowledge Marg Cross and Christine Somervell who work behind the scenes to ensure good administrative and accounting practices. Christine and I continue to have monthly meetings which enables the sharing of information. Christine then passes information on to Frankie the Licensee, and the Executive. Currently we are looking at the re-licensing requirements and in particular making sure our facility and outdoor playground meet new regulations. Over the last twelve months we have mentored fifteen students from various Universities and Colleges and continue to have a relationship with two local high schools. The Centre runs very smoothly with very capable staff.

The Centre recognises and continues to have the same persistent frustrations such as parking; lack of kitchen facilities in the MOE approved site area and teacher workspace. On the other hand one can get very excited about the repair or purchase of new equipment that aids improvement and we look forward to establishing a natural outdoor space as soon as funding can be sourced.

As we expected the day-care programme continues to be in high demand which directly flows to the turnover of attendance. Twenty four new children had started over this period, however because we have more settled and regular attendance patterns there has been substantial strengthening of relationships with the families. The families have embraced the opportunities to attend 'family sessions'. These sessions create occasions for children to share, perform, play and work with their families and have been an exciting advance. The ethnic grouping of the sixty five children on the roll consists of 2 Chinese, 2 Fijian, 2 Filipino, 4 Indian, 4 Maori, 2 Middle Eastern, 1 Niuean, 42 NZ European/Pakeha, 1 Other Asian, 2 Samoan and 3 Sri Lankan. We are noticing more families whose children are born in NZ identifying as NZ Pakeha. Certainly we have a very blended community.

Jennifer Boyd

Management Supervisor

# **Glenfield Community Centre**

## **Audited Accounts**

**July 2010 – June 2011**





**GLENFIELD COMMUNITY CENTRE  
PROFIT AND LOSS STATEMENT  
FOR THE YEAR ENDING 30 JUNE 2011**

	Jul 2010 to Jun 2011	%	Jul 2009 to Jun 2010
<b>INCOME</b>		<b>Change</b>	
<b>Marketed Income</b>			
ELC Fees (Incl WINZ)	21,869.33	-14.41%	25,551.10
ELC Fundraising	2,478.51	-5.81%	2,631.39
Rental Income - Fixed Fee	15,993.77	9.91%	14,551.12
Room Hire - Casual Fee	58,109.99	-1.10%	58,758.22
SHP Fees & Trip Income	28,520.15	-7.10%	30,700.07
	126,971.75	-3.95%	132,191.90
<b>Grants and Subsidies</b>			
Ministry of Education (MOE)	243,381.07	4.87%	232,089.12
MOE Incentive Grant		-100.00%	1,861.34
MOE Teacher Registration Note 5	5,369.76	53.43%	3,499.89
Min.Of Soc.Dev. Grant - SHP Note 2	16,000.00	0.00%	16,000.00
NSSC Contract Grant Note 2	41,924.00	1.80%	41,181.00
Other Grants/ Donations		-100.00%	9,600.00
	306,674.83	0.80%	304,231.35
<b>Other Income</b>			
Bank Interest	8,969.96	58.37%	5,663.76
Office Sales (P/cpy,Hire, etc.)	483.30	-57.86%	1,146.97
	9,453.26	38.80%	6,810.73
<b>TOTAL INCOME</b>	<b>443,099.84</b>	<b>-0.03%</b>	<b>443,233.98</b>
<b>EXPENSES</b>			
<b>Staff</b>			
ACC	2,718.03	34.46%	2,021.45
Holiday Pay	18,615.35	2.23%	18,209.11
Prof. Dvpm. & Student Trng.	3,632.64	36.80%	2,655.35
MOE Teacher Registration Note 5	5,371.23	53.47%	3,499.89
MOE Incentive Exp		-100.00%	1,220.35
Uniforms & Immunisation	1,422.17	-26.11%	1,924.81
Wages	273,556.45	4.53%	261,711.06
	305,315.87	4.83%	291,242.02
<b>Office &amp; Administration</b>			
Accounting & Audit	10,200.00	1.49%	10,050.00
Bank Charges	424.09	1.50%	417.82
Computer Exps	222.44	-52.67%	470.00
General Expenses	3,288.40	-27.63%	4,543.62
Photocopier Contract Maint.		-100.00%	732.33
Postage	736.26	34.03%	549.33
Printing & Stationery	5,811.42	14.48%	5,076.32
Telephone	4,140.01	-21.76%	5,291.76
	24,822.62	-8.51%	27,131.18

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**GLENFIELD COMMUNITY CENTRE  
PROFIT AND LOSS STATEMENT  
FOR THE YEAR ENDING 30 JUNE 2011**

	Jul 2010 to Jun 2011	%	Jul 2009 to Jun 2010
<b>Cleaning</b>			
Cleaning Materials & Sanitary	4,511.29	13.42%	3,977.51
Cleaning Contractors	<u>26,433.83</u>	-5.31%	<u>27,915.35</u>
	30,945.12	-2.97%	31,892.86
<b>Fixed Operating Costs</b>			
Insurance	4,824.66	-19.55%	5,996.85
Power	7,549.58	29.60%	5,825.35
Rates (Water)	2,258.34	-42.15%	3,903.67
Security	3,735.11	-6.51%	3,995.24
Waste Disposal	<u>2,354.74</u>	-20.13%	<u>2,948.06</u>
	20,722.43	-8.59%	22,669.17
<b>Variable Operating Costs</b>			
Advertising & Promotion	771.13	12.87%	683.21
Bad Debts	254.09	-50.58%	514.13
Centre Events	1,035.38	-30.07%	1,480.50
Community Hospitality	268.60	-71.34%	937.29
Educational Consumables	6,053.58	-12.06%	6,883.93
Educational Equipment	1,222.55	228.25%	372.45
Educational Resources	5,048.05	70.94%	2,953.08
ELC Fundraising	1,638.26	#DIV/0!	0.00
Grounds Maintenance	826.37	-47.56%	1,575.93
Legal & Consultancy	5,900.00		
Loss on Disposal of Assets	5,623.86		
Repairs & Maintenance	22,302.52	21.07%	18,420.70
SHP Trip Fees	3,947.31	13.95%	3,463.92
Subs & Membership	<u>1,624.76</u>	4.14%	<u>1,560.10</u>
	56,516.46	45.49%	38,845.24
<b>TOTAL EXPENSES</b>	<u><b>438,322.50</b></u>	6.45%	<u><b>411,780.47</b></u>
<b>Operating Net Surplus (-Deficit) before depreciation</b>	<u><b>4,777.34</b></u>	-84.81%	<u><b>31,453.51</b></u>
less Depreciation Note 4	<u>12,103.94</u>	-19.39%	<u>15,015.26</u>
<b>Operating Net Surplus (-Deficit) after depreciation</b>	<u><b>(7,326.60)</b></u>	-144.57%	<u><b>16,438.25</b></u>

Being Total Recognised Income less Expenses

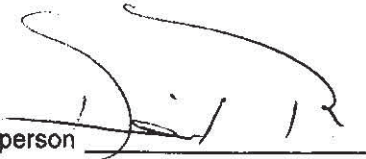

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**GLENFIELD COMMUNITY CENTRE**

**BALANCE SHEET**

**AS AT 30 JUNE 2011**

	2011	2010
<b>ACCUMULATED FUNDS</b>		
<b>TOTAL ACCUMULATED MEMBER / TRUST FUNDS</b>	<u><b>2,140,340.18</b></u>	<u><b>2,147,666.78</b></u>
 <b>THIS IS REPRESENTED BY:</b>		
<b>CURRENT ASSETS</b>		
ASB Current A/c - 00	3,530.58	22,669.89
ASB Business Saver A/c - 52	60,814.55	34,947.21
Petty Cash	700.00	700.00
Term Investment	125,214.40	100,111.78
Debtors	<u>49,592.55</u>	<u>48,959.71</u>
<b>Total Current Assets</b>	<b>239,852.08</b>	<b>207,388.59</b>
 <b>CURRENT LIABILITIES</b>		
Creditors	27,286.42	15,985.83
Customer Bonds	400.00	275.00
Ministry of Education	Note 5 2,453.70	3,378.70
Lion Foundation	Note 2 17,391.30	0.00
Holiday Pay Accrual	Note 3 11,427.56	12,861.46
GST Owing to IRD	<u>17,266.60</u>	<u>11,000.67</u>
<b>Total Current Liabilities</b>	<b>76,225.58</b>	<b>43,501.66</b>
 <b>Working Capital</b>	<b>163,626.50</b>	<b>163,886.93</b>
 <b>NON CURRENT ASSETS</b>		
As Per Schedule	Note 1 <u>1,976,713.68</u>	<u>1,983,779.85</u>
<b>TOTAL NET ASSETS</b>	<u><b>2,140,340.18</b></u>	<u><b>2,147,666.78</b></u>

Chairperson  Accountant 

Dated 19 / 9 / 2011

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# GLENFIELD COMMUNITY CENTRE

## ACCOUNTING POLICIES AND NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 30 JUNE 2011

#### **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 (CC22509) 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 2011	Book Value 2010
Buildings	2,197,896	287,749	1,910,147	1,910,147
Office Equipment	34,253	28,358	4,021	8,838
Creche Outdoor Equip	19,284	12,319	6,535	8,656
Creche Indoor Equip	15,433	8,554	6,466	4,863
Furniture & Fittings	146,596	94,144	49,544	53,275
Totals	2,413,462	431,125	1,976,714	1,985,780

##### **Land**

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

##### **Depreciation**

All fixed assets, except buildings, 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.

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# GLENFIELD COMMUNITY CENTRE

## ACCOUNTING POLICIES AND NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 30 JUNE 2011

#### 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 Dvpmnt.	\$16,000	School Holiday Programme Annual Grant
NSCC Contract Grant	\$41,924	Operational Expenses
Lion Foundation	\$17,391	New Carpet for the ELC (accrued for spending in the 2012 year)
	\$75,315	

Also special thanks to:

NZ Post for their donation of Community Post envelopes  
Timberworld Birkdale and Magnets NZ Ltd for their support.

#### Note 3: Holiday Pay Accrual

As at the 30 June 2011 there was staff holiday pay outstanding of \$11,427.56 as follows:

\$ 6,165.53	Early Learning Centre
\$ 4,550.20	Centre Administtrion
<u>\$ 711.83</u>	School Holiday Programme
\$11,427.56	

#### Note 4: Depreciation \$12,103

Depreciation is deducted each year to show the decreasing value of assets over their life time. It is common practice for the Centre to fund capital expenditure and replace assets through grants rather than from marketed income.

#### Note 5: Ministry of Education Support for Teacher Registration

The MOE income in support of Teacher registration was \$5,369.

Two teachers were supported by 17 monthly payments during the year totalling \$5,371.

The unspent balance from the previous year was \$2,453.

#### Note 6: 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 Profit and Loss Statement is included as an appendix to the notes.

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**GLENFIELD COMMUNITY CENTRE**  
**PROFIT AND LOSS STATEMENT - DIVISIONAL ANALYSIS**  
**FOR THE YEAR ENDING 30 JUNE 2011**

	Jul 2010 to Jun 2011					Jul 2009 to Jun 2010			
	ELC	Centre	SHP	Total	% Change	ELC	Centre	SHP	Total
<b>INCOME</b>									
<b>Marketed Income</b>									
ELC Fees (incl WINZ)	21,869.33				-14.41%	25,551.10			
ELC Fundraising	2,478.51				-5.81%	2,631.39			
* Rental Income-ELC & SHP		34,354.00			0.00%		34,354.00		
Rental Income-Other Fixed		15,993.77			9.91%		14,551.12		
Room Hire - Casual		58,109.99			-1.10%		58,758.22		
SHP Fees & Trip Income			28,520.15		-7.10%			30,700.07	
				161,325.75	-3.13%				166,545.90
<b>Grants and Subsidies</b>									
Min of Education	243,381.07				4.87%	232,089.12			
MOE Incentive Grant					-100.00%	1,861.34			
MOE Teacher Registration	5,369.76				53.43%	3,499.89			
Min. Of Soc Dev. Grant - SHP			16,000.00		0.00%			16,000.00	
NSCC Contract Grant		41,924.00			1.80%		41,181.00		
Other Grants/ Donations					-100.00%		9,600.00		
				306,674.83	0.80%				304,231.35
<b>Other Income</b>									
Bank Interest		8,712.66			58.82%		5,485.77		
Bank Interest SHP (MOE Funds)			257.30		44.56%			177.99	
Office Sales (P/cpy, Hire, etc )		483.30			-57.86%		1,146.97		
				9,453.26	38.80%				6,810.73
<b>TOTAL INCOME</b>									
	273,098.67	159,577.72	44,777.45	477,453.84	-0.03%	265,632.84	165,077.08	46,878.06	477,587.98

**EXPENSES**

<b>Staff</b>									
ACC	1,716.62	711.41	290.00		34.46%	1,131.85	655.34	234.26	
Holiday Pay	15,824.43	1,244.18	1,546.74		2.23%	13,943.31	2,519.49	1,746.31	
Prof. Dvpmnt & Student Trng	3,565.97	66.67			36.80%	1,893.34	636.01	126.00	
MOE Teacher Registration	5,371.23					3,499.89			
MOE Incentive Exp					-100.00%	1,220.35			
Uniforms & Immunisation	1,422.17				-26.11%	1,924.81			
Wages	174,838.62	73,557.53	25,160.30		4.53%	161,214.56	72,239.84	28,256.66	
				305,315.87	4.83%				291,242.02
<b>Office &amp; Administration</b>									
Accounting & Audit	4,752.00	4,748.00	700.00		1.49%	4,435.00	4,935.00	680.00	
Bank Charges	330.53	93.56			1.50%	319.58	98.24		
Computer Exps		222.44			-52.67%	377.50	92.50		
General Expenses	1,775.96	1,512.44			-27.63%	2,649.30	1,894.32		
Photocopier Contract Maint.					-100.00%		732.33		
Postage	121.99	614.27			34.03%	44.45	496.90	7.98	
Printing & Stationery	3,200.89	2,610.53			14.48%	2,495.66	2,580.66		
Telephone	955.52	3,184.49			-21.76%	1,457.92	3,833.84		
				24,822.62	-8.51%				27,131.18
<b>Cleaning</b>									
Cleaning Materials & Sanitary	2,063.73	2,447.56			13.42%	1,399.03	2,578.48		
Cleaning Contractors	5,773.40	20,660.43			-5.31%	3,900.00	24,015.35		
				30,945.12	-2.97%				31,892.86

Jul 2010 to Jun 2011

Jul 2009 to Jun 2010

	ELC	Centre	SHP	Total	% Change	ELC	Centre	SHP	Total
<b>Fixed Operating Costs</b>									
Insurance	964.93	3,859.73			-19.55%	1,196.97	4,799.88		
Power		7,549.58			29.60%		5,825.35		
Rates (Water)	1,297.32	961.02			-42.15%	1,077.68	2,825.99		
* Rent - ELC / SHP	27,144.00		7,210.00		0.00%	27,144.00		7,210.00	
Security	1,520.12	2,214.99			-6.51%	1,520.19	2,475.05		
Waste Disposal	699.36	1,655.38			-20.13%	1,108.15	1,839.91		
				55,076.43	-3.41%				57,023.17
<b>Variable Operating Costs</b>									
Advertising & Promotion	207.17	563.96			12.87%	190.00	493.21		
Bad Debts		254.09					514.13		
Centre Events		1,035.38			-30.07%		1,480.50		
Community Hospitality Exps		268.60			-71.34%		937.29		
Educational Consumables	2,558.23		3,495.35		-12.06%	3,153.63		3,730.30	
Educational Equipment	833.20		389.35		228.25%	372.45			
Educational Resources	4,095.36		952.69		70.94%	2,277.97		675.11	
ELC Fundraising	1,638.26								
Grounds Maintenance	295.21	531.16			-47.56%	439.07	1,136.86		
Legal & Consultancy		5,900.00							
Loss on Disposal of Assets	841.82	4,782.04							
Repairs & Maintenance	3,332.86	18,969.66			21.07%	2,101.96	16,318.74		
SHP Trip Fees			3,947.31		13.95%			3,463.92	
Subs & Membership	966.60	471.20	186.96		4.14%	1,024.05	349.49	186.56	
				56,516.46	45.49%				38,845.24
<b>TOTAL EXPENSES</b>	<b>268,107.50</b>	<b>160,690.30</b>	<b>43,878.70</b>	<b>472,676.50</b>	5.95%	<b>243,512.67</b>	<b>156,304.70</b>	<b>48,317.10</b>	<b>448,134.47</b>
<b>EXCESS/ (SHORTFALL)</b> - Before Depreciation	<b>4,991.17</b>	<b>(1,112.58)</b>	<b>898.75</b>	<b>4,777.34</b>	-84.81%	<b>22,120.17</b>	<b>8,772.38</b>	<b>560.96</b>	<b>31,453.51</b>
less Depreciation	3,644.42	8,459.52		12,103.94	-19.39%	2,788.64	12,226.62		15,015.26
<b>EXCESS/ (SHORTFALL)</b> - After Depreciation	<b>1,346.75</b>	<b>(9,572.10)</b>	<b>898.75</b>	<b>(7,326.60)</b>	-144.57%	<b>19,331.53</b>	<b>(3,454.24)</b>	<b>560.96</b>	<b>16,438.25</b>

\* Rent paid from ELC & SHP for \$27,144 and 7,210 respectively ( totalling \$34,354) is received by the Centre and is an internal adjustment to reflect running costs associated with their activities. The Centre pays all the power and office/reception wages for ELC and SHP.

**ABBREVIATIONS:**

ELC: Early Learning Centre  
SHP: School Holiday Program





INDEPENDENT AUDITOR REPORT TO THE MEMBERS OF THE  
**Glenfield Community Centre**  
FOR THE YEAR ENDED 30 June 2011

We have audited the financial statements on pages 1 to 7, being the statements of financial performance, movements in equity, financial position, notes and accounting policies. The financial statements provide information about the past financial performance of Glenfield Community Centre and its financial position as at 30 June 2011. This information is stated in accordance with the accounting policies set out on pages 4 - 5.

**Responsibilities of the Governance Board**

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 2011 and the results of its operations for the year ended 30 June 2011.

**Auditor's responsibilities**

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

**Basis of an Unqualified 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 international auditing standards, including the Auditing Standards issued by the New Zealand Institute of Chartered Accountants. 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.

**Opinion**

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

In our opinion the financial statements of Glenfield Community Centre on pages 1 to 7, fairly reflect:

- the financial position as at 30 June 2011 *and*
- the results of its operations for the year ended 2011.

Our audit was completed on the 19<sup>th</sup> September 2011, and our unqualified opinion is expressed as at that date.

Peter Conaglen Chartered Accountant  
Manukau



# **Glenfield Community Centre**

## **Budget**

**July 2011 – June 2012**

**Glenfield Community Centre**  
**Revenue and Expenditure Budget**  
**for the year ended 30 June 2012**

Actual  
2011

	ELC	Centre	SHP	Totals	
<b>INCOME</b>					
ELC Fees (incl WINZ)	20358			20358	21869.33
ELC Min of Education Subsidy	254497			254497	243381.07
ELC Fundraising	2400			2400	2478.51
ELC MOE Additional Grants	0			0	5369.76
Interest Received		6000		6000	8969.96
NSCC Contract Grant		42972		42972	41924.00
Office Sales (P/copying,etc)		1200		1200	483.30
Other Grants and Donations				0	50.00
Rental Income-ELC/SHP		34354		34354	34354.00
Rental Income-Other (Permanent)		20400		20400	15993.77
Room Hire (Casual)		58000		58000	58059.99
SHP Fees			29130	29130	24217.89
SHP Trip Income			5217	5217	4302.26
SHP MSD Grant			16000	16000	16000.00
<b>TOTAL INCOME</b>	<b>277255</b>	<b>162926</b>	<b>50347</b>	<b>490528</b>	<b>477453.84</b>
<b>EXPENSES</b>					
ACC	1968	804	330	3102	2718.03
Accounting	3650	3650	500	7800	7800.00
Audit	1100	1100	200	2400	2400.00
Advertising & Promotion	300	1200		1500	771.13
Bad Debts	300	300		600	254.09
Bank Charges	360	120		480	424.09
Centre Events		1200		1200	1035.38
Consultancy					5900.00
Cleaning Contractors	5952	21564		27516	26433.83
Cleaning Expenses	2400	3000		5400	4511.29
Computer Equipment & Exps	884	2383		3267	222.44
Educational Consumables	2400		3500	5900	6053.58
Educational Resources	3000		800	3800	5048.05
ELC Small Equipment	720			720	1222.55
ELC MOE Additional Grants	0			0	5371.23
ELC Fundraising	1500			1500	1638.26
Gifts & Meetings Exps	1030	1000		2030	3288.40
Staff Amenities	900	660		1560	
Insurance	1380	5400		6780	4824.66
Community Hospitality		840		840	268.60
Loss on Disposal of Assets					5623.86
Maintenance - Contractual Bldg	3000	5400		8400	0.00
Maintenance - Preventative Bldg		10000		10000	0.00
Maintenance & Repairs - Other	2040	2400		4440	22302.52
Maintenance - Grounds	320	600		920	826.37
Postage	120	600		720	736.26
Power		7920		7920	7549.58
Printing & Stationery	3240	2760		6000	5811.42
Professional Development	2400	480	300	3180	3632.64
Rates	1320	976		2296	2258.34
Rent	27144		7210	34354	34354.00
Security	1920	2220		4140	3735.11
SHP -Trip Exps			5217	5217	3947.31
Subs & Membership	912	120	150	1182	1624.76
Telephone	1080	3120		4200	4140.01
Uniforms & Immunisation	1500	480		1980	1422.17
Wages	178896	79056	29510	287462	273556.45
Wages-Holiday Pay	21881	8401	2361	32643	18615.35
Wages ELC Relief Staff	7380			7380	
Waste Disposal	780	1800		2580	2354.74
<b>TOTAL EXPENSES</b>	<b>281777</b>	<b>169554</b>	<b>50078</b>	<b>501409</b>	<b>472676.50</b>
<b>EXCESS/(SHORTFALL)excl depn.</b>	<b>-4522</b>	<b>-6628</b>	<b>269</b>	<b>-10881</b>	<b>4777.34</b>
<b>less Depreciation</b>	<b>2142</b>	<b>8570</b>		<b>10712</b>	<b>12103.94</b>
<b>EXCESS/ (SHORTFALL)incl depn.</b>	<b>-6664</b>	<b>-15198</b>	<b>269</b>	<b>-21593</b>	<b>-7326.60</b>

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### **Some of our regular users:**

AA Glenfield	Grey Lynn Neighbourhood Law	Plunket-Your New Baby
AA North Harbour	Harmony Trust	Plunket-Your Growing Baby
Absolute Domestic	Historical Studies	Plunket-Your Active Toddler
Alzheimers - Support Group	Iraqi Culture	Plunket-Your Curious Preschooler
Alzheimers-Activities	Kitchen Users – 17 stallholders	Plunket – BCG Clinic
Art of Living	Korean Zion Church	Red Cross
Care for Kids	Linedancing	Strengthening Families
Chinese New Settlers	Literacy North Shore	Swim Ed Infant Massage
Citizens Advice Training	Mama Antenatal	Tongan Methodist
Couples for Christ	Mana Wahine	Tai Chi
Creative Abilities	Maria Simon Counselling	Two Worlds Bi Polar Support
English Language Partners	Missional Global Fellowship	Universal Church
English 4 Employees	North Shore Sai	Weight Watchers
English Get a Head Start	North Shore Pasefika Forum	Word International Ministry
Glenfield Network Meeting	Pentecostal of Auckland	Youthline
Gospel Bible Baptist	Phobic Trust	

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### **ALZHEIMERS NEW ZEALAND**

Making life better for all people affected by dementia  
For Information and Support contact your nearest Alzheimers Organisation  
0800 004 001

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### **SF AUCKLAND**

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

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### **THE COMMUNITY CLEARING HOUSE**

Unlocking the door to change  
Counselling, Family Therapy and Group Facilitation.  
The Clearing House is committed to providing professional and confidential services, tailor-made to suit your needs. They have a multi-disciplinary team who can either come to you or alternatively they can provide the venue, Auckland wide.  
Ph: Stephan on 021 1753 105

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### **NORTH SHORE PASEFIKA FORUM**

Assisting Pacific Islanders in our community  
Phone to find out more 441 6090

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### **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: 444-9543 for an appointment

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361-8

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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.

For information on groups and for appointments:

Ph: Vivienne, Delwyn or Vanessa on 444-8479

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## **ABSOLUTE INSIGHT**

Cognitive Behaviour Therapy

Ph: CBT Therapist Tatjana on 889 2887 or 021 132 8854

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## **MIDWIFE: YOOMI KIM (BHSc, RM)**

Ph: 414 7590 or 021 0200 9575

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## **GLENFIELD EARLY LEARNING CENTRE**

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

Prebooked sessions.

20 ECE hours available

Please phone 444 0818 for more information

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## **SCHOOL HOLIDAY PROGRAMMES**

The Glenfield Community Centre's School Holiday Programme

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.

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## **CENTRE CONTACT DETAILS:**

**CNR BENTLEY AVENUE & GLENFIELD ROAD  
GLENFIELD**

**P O BOX 40-112**

**GLENFIELD**

**Phone: 444-5023**

**Fax: 444-5024**

**email: [office@glenfieldcommunitycentre.co.nz](mailto:office@glenfieldcommunitycentre.co.nz)**

**Website: [www.glenfieldcommunitycentre.co.nz](http://www.glenfieldcommunitycentre.co.nz)**

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