



GLENFIELD
Community Centre

Auckland Libraries

ANNUAL REPORT

2012



361.

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Community Is At Our Centre

**Minutes
Annual General Meeting
Glenfield Community Centre Incorporated
7.30pm Thursday 29 September 2011**

David Thornton welcomed all those attending – 17 attendees

Apologies: Len Brown, Lindsay Waugh, George Wood and Richard Hills

Motion: That the apologies be accepted

Moved: David Thornton

Seconded: Frankie Godfrey-Robson

Motion Carried

Minutes of the previous AGM dated 30th September 2010

David explained that these minutes had been reviewed at the first governance group meeting following this AGM.

Motion: That the minutes be accepted as a true and accurate record

Moved: David Thornton

Seconded: Brian Ellis

Motion Carried

Officers Reports

David Thorton spoke to the Officers reports from the Chairperson, Manager, and Early learning Centre Supervisor.

Chairpersons Report:

He pointed out that the centre was appreciated within the community and highlighted following areas of success for the centre:

- The centre was very active with 723 groups who used the Centre and there were 4233 meetings.
- There was a wider geographic and ethnic mix using the centre reflecting the diversity of the community.
- Two key developments over the last year were the commercial kitchen and the art space. The Kitchen had been used by many people selling their produce at local markets and also looking to do demonstration and classes. The art space would be hosting an exhibition in the next few days by a community group Positive NZ Trust.
- Plans are being finalised for the process for the centre to gain control of the Mission Hall and possibly the land. The Mission Hall is a heritage building and the centre has had a Heritage Architect report on the cost of restoration. David also pointed out the framed poem about the construction of the Mission hall on display for attendees to view.
- Reserves are available to cover costs for 6 months and to ensure the centre can cover staffing costs.

David Thanked the staff on behalf of the Governance group for their work during the year and thank the other members of the Governance group. Brian was thanked for taking over the role of Chair while David was away during the year.

Motion: The adoption of the Chairperson's report

Moved: David Thornton

Seconded: Michael Chin

Motion Carried

Manager's and Early Learning Centre (ELC) Supervisor Reports

David thanked Christine and the ELC Supervisor for the detailed reports and welcomed any questions. It was noted that the centre may change under the new Auckland City Civil defence plan from a Welfare

centre to a Reception centre. This would see the role of the Centre in an emergency as taking details of people and then sending them to where the best support was. For the ELC it was noted that they had fully qualified staff and were running very successfully to high standards. All places were full and they had a waiting list of children.

Motion: The adoption of the Manager's and Early learning Centre Supervisor reports

Moved: David Thornton

Seconded: Eva Scherer

Motion Carried

2011 Annual Accounts

Chas Bennett presented the accounts noting that the income was the same as the previous year but expenses greater. This had been predicted to happen.

Motion: The annual accounts for 2011 are received

Moved: David Thornton

Seconded: Frankie Godfrey-Robson

Motion Carried

2012 Budget

The Budget was present to the meeting. It was noted that though there was a budget deficit this was very modest and a small percentage of the reserves held by the Centre. The meeting had no further questions on the budget.

Remits for Constitutional Changes

David explained to the meeting that these remits for the Centre's constitution had come from the review of the constitution by the Governance Group over the year and were designed to keep the constitution up to date with changes that had occurred.

Remits 1 and 2

These changes are to update the constitution in light of the changes in local government structures into the new Auckland Council.

Motions:

That all references to the *North Shore City Council* be changed to read *Auckland Council*.

That all references to the *Glenfield Community Board* be changed to read *Kaipatiki Local Board*.

And

That the wording of Clause 2: DEFINITIONS section f) GLENFIELD The geographic area defined as *the 2001 Glenfield Ward of the Council to be reworded as f) The geographical area known as GLENFIELD.*

Moved: David Thornton

Seconded: John Gillon

Motion Carried

Remit 3 Membership.

Brian and David explained that the proposed changes to the membership clause of the constitution were primarily to ensure the constitution met the criteria of the Incorporated Societies Act which required a list of members. It also looked to open membership up to wider group. The benefit of the change would be the creation of a membership database. Membership fees could be set at zero but the change allowed it to remain open.

John Gillon purposed amendments to the motion so that the Governance Group rather than the Executive committee considered membership applications, also raised concerns about the wording clause c) in the amendment around fee setting and suggested an amendment with the wording to have the Governance group take responsibility for membership fees. Brian spoke to this saying that as long as membership requirements were met this should be a routine matter.

Motion was put to the meeting

Motion:

That the follow clause of the constitution:

5: MEMBERSHIP

The following may be members of the Society and have the right to vote at all General Meetings:

- a) Residents of Glenfield
- b) Non-residents of Glenfield may be members of the Society upon acceptance of an application for membership by the Governance Group.

Is replaced by:

5. MEMBERSHIP

- a) Any person who supports the goals and objectives of the society, agrees to abide by the Constitution, and is prepared to pay the annual membership fee, may apply to become a member of the Society.
- b) All applications for membership shall be considered and decided by the Executive Committee or the Governance Group at its sole and unfettered discretion. The Secretary shall notify each applicant of the outcome of their application.
- c) The membership fee shall be proposed by the Executive Committee and approved by the Governance Group. The Executive Committee can reduce or waive the membership fee for individual members at its discretion.

Moved: David Thornton

Seconded: Brian Ellis

John Gillon and 2 others voted against the motion

Motion Carried

Remit 4 Termination of Membership.

David Thornton pointed out that this was a standard part of constitutions and was needed to clarify when a person ceases to be a member. John Gillon requested that the new clause 6a iii) be removed and Frankie Godfrey-Robson asked if this was giving too much power to the Executive Committee. David Thornton expressed that the role of the Governance Group was to set general policy direction and the Executive Committee then had the role of ensuring policy being carried out. An attendee at the meeting enquired about the size of the Executive and members of the current Governance Group explained that the size of the Executive was set by the Governance Group from their membership and that constitutionally all decisions made at Executive Committee were reported to the Governance Group who had the ability to overturn any Executive Committee decision.

Motion was put to the meeting

Motion:

That the follow clause of the constitution:

6: TERMINATION OF MEMBERSHIP

- a. Members may voluntarily resign by giving notice, in writing, to the Governance Group.
- b. The Governance Group may suspend any member of the Society after two verbal and one written warnings, giving reasons. There shall be a right of appeal. The parties may submit to mediation or arbitration to resolve differences or disputes using any suitable generally recognised process.
- c. The Governance Group may expel any member if it is considered that the member concerned has violated the rules in such a way that continuation of membership is undesirable or if the conduct of the member is in the opinion of the Governance Group derogatory to the character or prejudicial to the interests of the Society.

Is replaced by

6. TERMINATION OF MEMBERSHIP

- a) Members will cease to be members when:
 - i. they die, or
 - ii. they submit their resignation in writing, or
 - iii. their membership is terminated by resolution of the Executive Committee, or

- iv. their membership is terminated by resolution of the Governance Group, or
 - v. their membership is terminated by resolution of a General Meeting, or
 - vi. they fail to pay the annual subscription within six (6) months of it falling due
- b) Any Member who is expelled, suspended or has their membership terminated, shall be informed in writing giving reasons. Such members shall have the right to appeal against their suspension or expulsion by presenting their case to the Governance Group. If the Governance Group is unable to resolve the matter within two (2) months, the Member may appeal to a General Meeting of the Society which then by majority vote may decide whether to let the termination stand, or whether to reinstate the Member. The Society's decision shall be final

Moved: David Thornton

Seconded: Eva Scherer

John Gillon voted against the motion

Motion Carried

Remit 5

This motion was to clarify the wording around the completion of nomination forms.

Motion:

That the follow clause of the constitution:

Clause 7: GENERAL MEETINGS

a) Annual General Meetings

Nominations for membership of the Governance Group shall be made on the approved form to the Secretary not less than one (1) week before the Annual General meeting.

be reworded as

Nominations for the membership of the Governance Group shall be received on the approved form by the Secretary not less than one (1) week before the Annual General meeting.

Moved: Brian Ellis

Seconded: Frankie Godfrey-Robson

Motion Carried

Remit 6, 7, 8 & 9

These were voted on as a block

Motion:

That the following amendments to the Constitution are adopted:

Clause 7: GENERAL MEETINGS

d) Quorum

At all General Meetings fifteen (15) members present shall constitute a quorum.

To be reworded as

At all General Meetings ten (10) members present shall constitute a quorum.

Clause 8 GOVERNANCE GROUP

a) i). Seven members elected by the Society, from its membership.

To be reworded as

No more than seven members elected by the Society, from its membership.

CLAUSE 8 GOVERNANCE GROUP

e) Governance Group Meetings

The Governance Group shall meet not less than every two (2) months and shall meet at least once between the end of the financial year and the Annual General Meeting for the purposes of receiving the audited annual statement of accounts and balance sheet for the preceding year.

To be reworded as

i. The Governance Group shall meet not less than every two (2) months and shall meet at least once between the end of the financial year and the Annual General Meeting for the purposes of receiving the annual statement of accounts and balance sheet for the preceding year.

Clause 8 GOVERNANCE GROUP

h) For the daily running of the Community Centre the Governance Group shall appoint a specified Executive Group of the Society's officers and the Community Centre Manager.

To be reworded as

Clause 8 GOVERNANCE GROUP

h) For the daily running of the Community Centre the Governance Group shall elect a specified Executive Committee including the Chairperson and the Community Centre Manager.

Moved: David Thornton

Seconded: Michael Chin

Motion Carried

Election of members to the Governance Group for 2011 – 2012

The following nominations have been received for election to the Centre's Governance Group: Michael Chin, Lisa Ducat, Stephan John, Frankie Godfrey-Robson, Eva Scherer, David Thornton and Gary Thornton.

Motion: That the seven nominees be elected to the Governance Group.

Moved: Nick Kearney

Seconded: Tatjana Karaman

Motion Carried

The meeting also acknowledge the Reception of the two Church Appointees to the Governance group, Brian Ellis and Jan Tasker and the two Council Appointees, John Gillon and Richard Hills.

First meeting of the newly elected Governance Group will be 27 October at 7pm

Appointment of Auditor

David Thornton informed the meeting that the Auditor has been requested to have the audited annual accounts available sooner for the next AGM.

Motion: That Peter Conaglen of Integrity Financial Audits be appointed as Auditor.

Moved: David Thornton

Seconded: Frankie Godfrey-Robson

Motion Carried

General Business

The meeting was directed to the framed poem celebrating the building of the Mission Hall and commented that it was an appropriate way to remind people of the buildings heritage status.

Frankie Godfrey-Robson expressed her thanks to the staff for the work they had done throughout the year.

Meeting closed at 9:15pm

Chairman's Report to September 2012 AGM

[Note: Due to the Chairman's illness the Deputy Chairman gave a verbal presentation to the AGM]

- **Constitution**
A number of constitutional changes were made last year and after consideration it has been decided not to introduce any new changes at the AGM this year.
One of the changes last year was to amend the definition of membership and some new members have been admitted with the intent of expanding listed membership during the 2012/13 year.
- **Glenfield Town Plan**
The council has approached us to discuss the future development of a town centre 'civic space' based around the Community Centre, Council offices and library. The preliminary plans are on display at the Centre, and are concepts for on-going discussions. Staff, tenants and users will be kept informed as the project proceeds. To date the Centre has contributed \$2,000 to concept options but the Council will now be responsible for further work by architects and planners.
- **Mission Hall**
The Centre has received a Heritage Report on the hall including detail of work required. There is substantial work to be done and quotations for restoration work have been obtained which put the figure at more than \$100,000. It is hoped that the restoration project will be complete by 2015 in time for the hall's centennial celebration in September of that year.
- **Signage and PR**
Signage has been improved around the centre. We have a new logo, a website and are on Facebook and have a Blog page. Newsletters are produced each school term and other advertising leaflets are produced as required. It is our intention to expand promotion of the centre and to develop new Community activities.
- **Sponsorship**
Z energy selected us to benefit from their Community Development Programme and we received \$750.00 from them.
- **Early Learning Centre Relicensing**
The effect of changes to regulations on licensing of Early Learning Centres will be implemented in 2013.
- **Finances**
Overall not much change from last year, income up by 1.5% and expenses up of 2.5%. The budget for the current year to June 2013 while based on the past year is balanced in spite of increasing costs in some areas, not an easy task.

Finally thank you to staff for their hard work throughout the year from the Governance Group and thank you to members of the Governance Group for their work during the year.

David Thornton
Chairman

Managers Report September 2012

This year the roles of administration staff at the Centre have been undergoing change as we come to grips with the new focus and direction required for the future of the Centre, community development and capacity building for community led activities.

Over the past few years we have been operating under a Strategic Plan that has been linked to the community outcomes that were set by North Shore City Council. These outcomes have also been used as part of our Contract Grant obligations. In the past few months we have been realigning our Strategic Plan to the new outcomes required by the Auckland Plan and the Kaipatiki Local Plan. There is now emphasis on Community Development and for Centres to discover what the community needs are and set in place initiatives to fulfil those needs. With community development becoming a focus we have restructured our workforce and time allocations to allow for activities to be planned and organised. On the North Shore we are fortunate to have Community Co-ordinators who have always had this community development focus and start programmes to fulfil the needs they have identified. We look forward to continuing to partner with them to help identify needs and areas for development in the community. In partnership we have been holding very successful flax weaving classes. We are also partnering with them in a community event called Amazing Places on Saturday 3 November. On Sunday 18 November the Centre will have a float in the Glenfield Santa Parade. These events plus many other ideas have been keeping our activities co-ordinator, Marg, very busy.

Our present client base are community groups meeting for purposes of their own where they seek their own membership from like-minded people. These groups are varied and many of them are long established groups.

The Centre has continued to be busy with this variety of groups who meet for diverse reasons at different times of the day. Our percentage of occupancy averages 75% almost equally spread over mornings, afternoons and evenings and also equally spread over seven days of the week. There is room for growth but new groups who have approached us have all wanted the same day for their meetings. We have even offered incentives to meet on another day or at another time but their favourite day and time has remained the same and so they have moved on to somewhere that could accommodate them. Last year over 49,000 people used the centre for meetings and activities.

Statistically our figures have altered from last year as some of the counting criteria changed. We are the only centre on the shore that has a large number of people visiting that are not included in our statistics and the total number of enquiries we deal with, over the counter and by phone far exceed the number that relate to community groups that come together for meetings and activities. We have community service groups on site, including Plunket which has operated out of community centre since it was built. Over the last few years the groups that they run have increased and babies come and go through our doors on a regular basis.

The Glenfield Early Learning Centre (GELC) cares for over 62 families, finances and administration are handled by the office staff leaving the teaching staff to assist and promote the growth and development of children and families. The GELC is an integral part of the Centre and adds diversity to the varied mix of education, leisure, health and social groups that are constantly coming and going through our doors.

At present we have a student placement from Massey University working on a project at the Centre. The project will look to begin a process of discovering how the Centre currently serves its community and new ideas and ways the community would like to interact with the Centre. The short-term goal of this project is to identify stakeholders in the Centre, to find out about their vision and involvement in the centre. The mid-term goal is to have on-going relationship building between the Centre and its Community. The long term goal is to form coalitions and collaborative decision making processes within the Centre communities.

Understandably we are looking forward to the report at this end of this project so that we can all see the changes that will be required to move positively into the future knowing what the community we have at the centre requires, what they like and what they want us to change.

Last year in my report I said that we were aiming to develop a plan to alter the outside gardens to make us more visible with the limitations imposed by the intersection. This plan has taken on new meaning with the Kaipatiki Local Board being interested in developing our carpark into a green space for the town centre. To one side of the carpark is the Mission Hall, a heritage building that will turn 100 in 2015. Establishing this hall as a focus point for the town centre is completely endorsed by the Governance Group and in line with this we are undertaking its renovation to try and bring it back to its former glory in time for the 100 year celebration.

I would like to take this opportunity to thank the staff for their continuing support and their cheerfulness that overflows out into the community that we serve. Carol, Marg and Josie make the Centre a caring place to visit and an excellent place to work.

My thanks to the Governance Group for its continuing support and expertise that brings new insights into the regular activities that we undertake. I am also pleased that most of the standing members have once again been nominated as this will enable them to see to completion the projects that they have recently commenced.

This year as we focus on our short term goals and define our long term goals we will create the momentum that is the necessary ingredient for us to move confidently into a future that has so many possibilities.

GLENFIELD EARLY LEARNING CENTRE ANNUAL REPORT 2012

The Glenfield Early Learning Centre continues to offer excellent care and education for the families of our community. The teachers have created an environment that delivers quality interactions and stimulating programmes. The Education Review Office visited our centre in August and, in their verbal summary at the conclusion of their review, provided the following feedback:

- Strong sense of community – family feel
- Principles and philosophy reflected in the service
- Environment well resourced
- Caring, responsive staff – team work
- Good examples of literacy and numeracy in authentic situations
- Sustained, extended, imaginative play evident
- Clear roles and responsibilities
- Comprehensive policies and systems
- Channels of communication between the GELC and the Governance Group be strengthened

To date we have not received the unconfirmed report for consideration.

As a result of two staff members moving on to different centres this year, we have focussed on developing a team strong in training, registration, and personal strengths. Paula Tra is the head teacher, richly supported by Milada Strydom, Jessie Liu, Joanne Cass and Stacey McIntosh, all of whom are making a significant contribution to centre life.

The most significant change to our environment this year was the development of a garden area in an adjoining unused plot. There has been a strong emphasis away from largely structured playgrounds towards more natural spaces, thus increasing children's awareness and experiences in the natural world. With some relatively simple planning we have enriched the learning environment substantially.

Emergency readiness remains a major focus, nationwide. Continuing the flow of education and instruction the centre participated in the NZ Shakeout Day, with the message of 'Drop, cover, hold – the right action to take'. In our small way we have lent our support to the community of Christchurch and strengthened our procedures and practices.

Session attendance is still keenly sought and we continue to have strong demand for day-care placements and morning sessions.

We extend our thanks to the hard working administrative, Licensee, and accounting team. Christine Somervell, Frankie Godfrey-Robson and Marg Cross continue to work closely with us to ensure the smooth and efficient running of the centre.

Jennifer Boyd
Management Supervisor

AUDITED ACCOUNTS

JULY 2011-JUNE 2012

**GLENFIELD COMMUNITY CENTRE
PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDING 30 JUNE 2012**

	Jul 2011 to Jun 2012	% Change	Jul 2010 to Jun 2011
INCOME			
Marketed Income			
ELC Fees (Incl WINZ)	21,368.91	-2.29%	21,869.33
ELC Fundraising	2,163.20	-12.72%	2,478.51
Rental Income - Fixed Fee	16,971.64	6.11%	15,993.77
Room Hire - Casual Fee	61,745.05	6.26%	58,109.99
SHP Fees & Trip Income	20,631.35	-27.66%	28,520.15
	122,880.15	-3.22%	126,971.75
Grants and Subsidies			
Ministry of Education Funding	253,493.09	4.15%	243,381.07
ELC Registration Support Note 5	2,403.98	-55.23%	5,369.76
Min.Of Soc.Dev. Grant - SHP Note 2	16,000.00	0.00%	16,000.00
Auckland City Council Grant Note 2	42,972.10	2.50%	41,924.00
Other Grants/ Donations	870.00		0.00
	315,739.17	2.96%	306,674.83
Other Income			
Bank Interest	7,868.88	-12.28%	8,969.96
Office Sales (P/cpy,Hire, etc.)	3,230.51	568.43%	483.30
	11,099.39	17.41%	9,453.26
TOTAL INCOME	449,718.71	1.49%	443,099.84
EXPENSES			
Staff			
ACC	2,765.94	1.76%	2,718.03
Holiday Pay	23,575.44	26.65%	18,615.35
Prof. Dvpmt. & Student Trng.	993.13	-72.66%	3,632.64
ELC Registration Support Note 5	2,354.26	-56.17%	5,371.23
Uniforms & Immunisation	2,632.61	85.11%	1,422.17
Wages	287,767.03	5.19%	273,556.45
	320,088.41	4.84%	305,315.87
Office & Administration			
Accounting & Audit	10,200.00	0.00%	10,200.00
Bank Charges	475.38	12.09%	424.09
Computer Exps	2,739.00	1131.34%	222.44
General Expenses	2,108.62	-35.88%	3,288.40

**GLENFIELD COMMUNITY CENTRE
PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDING 30 JUNE 2012**

	Jul 2011 to Jun 2012		Jul 2010 to Jun 2011	
Postage	542.81	-26.27%	736.26	
Printing & Stationery	7,887.04	35.72%	5,811.42	
Telephone	<u>3,963.52</u>	-4.26%	<u>4,140.01</u>	
	27,916.37	12.46%	24,822.62	
Cleaning				
Cleaning Materials & Sanitary	3,516.42	-22.05%	4,511.29	
Cleaning Contractors	<u>30,892.64</u>	16.87%	<u>26,433.83</u>	
	34,409.06	11.19%	30,945.12	
Fixed Operating Costs				
Insurance	6,916.78	43.36%	4,824.66	
Power	6,641.69	-12.03%	7,549.58	
Rates (Water)	2,219.01	-1.74%	2,258.34	
Security	4,616.19	23.59%	3,735.11	
Waste Disposal	<u>2,481.12</u>	5.37%	<u>2,354.74</u>	
	22,874.79	10.39%	20,722.43	
Variable Operating Costs				
Advertising & Promotion	1,059.86	37.44%	771.13	
Bad Debts	0.00	-100.00%	254.09	
Centre Events	346.57	-66.53%	1,035.38	
Community Hospitality	607.90	126.32%	268.60	
Educational Consumables	4,740.44	-21.69%	6,053.58	
Educational Equipment	37.30	-96.95%	1,222.55	
Educational Resources	3,763.52	-25.45%	5,048.05	
ELC Fundraising	1,611.20	-1.65%	1,638.26	
Grounds Maintenance	1,478.97	78.97%	826.37	
Legal & Consultancy	2,000.00		5,900.00	
Loss on Disposal of Assets	967.93		5,623.86	
Repairs & Maintenance	22,433.80	0.59%	22,302.52	
SHP Trip Fees	3,593.16	-8.97%	3,947.31	
Subs & Membership	<u>1,228.46</u>	-24.39%	<u>1,624.76</u>	
	43,869.11	-22.38%	56,516.46	
TOTAL EXPENSES	<u>449,157.74</u>	2.47%	<u>438,322.50</u>	
EXCESS/ (SHORTFALL)	560.97	-88.26%	4,777.34	
- Before Depreciation				
less Depreciation	Note 4	2.20%	12,103.94	
EXCESS/ (SHORTFALL)	(11,809.64)	61.19%	(7,326.60)	
- After Depreciation				

GLENFIELD COMMUNITY CENTRE
MOVEMENTS IN EQUITY FUNDS STATEMENT
FOR THE YEAR ENDING 30 JUNE 2012

		2012	2011
ACCUMULATED FUNDS			
GENERAL FUNDS	Opening Balance	2,140,340.18	2,147,666.78
	Operating Net Surplus (Deficit) after Depreciation	<u>(11,809.64)</u>	<u>(7,326.60)</u>
	Closing Balance	<u>2,128,530.54</u>	<u>2,140,340.18</u>
CAPITAL GRANTS	Opening Balance	0.00	0.00
	Lion Foundation (Carpet)	<u>17,391.30</u>	<u>0.00</u>
	Closing Balance	<u>17,391.30</u>	<u>0.00</u>
TOTAL ACCUMULATED MEMBER / TRUST FUNDS		<u>2,145,921.84</u>	<u>2,140,340.18</u>

Certified
Integrity Financial
AUDITS

GLENFIELD COMMUNITY CENTRE

BALANCE SHEET

AS AT 30 JUNE 2012

	2012	2011
ACCUMULATED FUNDS		
TOTAL ACCUMULATED MEMBER / TRUST FUNDS	<u>2,145,921.84</u>	<u>2,140,340.18</u>
 This is represented by:		
CURRENT ASSETS		
ASB Current A/c - 00	1,591.27	3,530.58
ASB Business Saver A/c - 52	24,884.09	60,814.55
Petty Cash	700.00	700.00
Term Investment	130,518.26	125,214.40
Debtors	<u>48,211.39</u>	<u>49,592.55</u>
Total Current Assets	205,905.01	239,852.08
 CURRENT LIABILITIES		
Creditors	19,868.25	27,286.42
Customer Bonds	400.00	400.00
Ministry of Education	8,000.00	2,453.70
Lion Foundation	0.00	17,391.30
Holiday Pay Accrual	12,626.93	11,427.56
GST Owing to IRD	<u>13,105.36</u>	<u>17,266.60</u>
Total Current Liabilities	54,000.54	76,225.58
 Working Capital	151,904.47	163,626.50
 NON CURRENT ASSETS		
As Per Schedule	Note 1 <u>1,994,017.37</u>	<u>1,976,713.68</u>
TOTAL NET ASSETS	<u>2,145,921.84</u>	<u>2,140,340.18</u>

Chairperson

Accountant

Dated

14 / 9 2012

**Certified
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AUDITS**

**GLENFIELD COMMUNITY CENTRE
ACCOUNTING POLICIES AND
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2012**

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 2012	Book Value 2011
Buildings	2,197,896	287,749	1,910,147	1,910,147
Office Equipment	16,473	14,082	2,391	4,021
Creche Outdoor Equip	20,501	10,979	9,523	6,535
Creche Indoor Equip	13,368	8,313	5,055	6,466
Furniture & Fittings	163,512	96,610	66,902	49,544
Totals	2,411,751	417,733	1,994,017	1,976,714

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.

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
Auckland City Contract Grant	\$42,972	Operational Expenses
Lion Foundation	\$17,391	New Carpet for the ELC
Z Glen Park Petrol Station	\$750	Operational Expenses
	<hr/> \$77,113	

Also special thanks to:

- **NZ Post** for their donation of Community Post envelopes
- **Timberworld Birkdale** for maintenance assistance
- **Glenfield Plumbing** for maintenance assistance
- **Bruce Torkington** for graphics and a new logo
- **Banx Systems** for computer and website assistance

Note 3: Holiday Pay Accrual

As at the 30 June 2012 there was staff holiday pay outstanding of \$12,627 as follows:

\$ 6,236	Early Learning Centre
\$ 5,932	Centre Administration
<u>\$ 459</u>	School Holiday Programme
\$12,627	

Note 4: Depreciation \$12,370

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 \$2,404.

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.

GLENFIELD COMMUNITY CENTRE
PROFIT AND LOSS STATEMENT - DIVISIONAL ANALYSIS
FOR THE YEAR ENDING 30 JUNE 2012

	Jul 2011 to Jun 2012					Jul 2010 to Jun 2011			
	ELC	Centre	SHP	Total	% Change	ELC	Centre	SHP	Total
INCOME									
Marketed Income									
ELC Fees (incl WINZ)	21,368.91				-2.29%	21,869.33			
ELC Fundraising	2,163.20				-12.72%	2,478.51			
* Rental Income-ELC & SHP		34,354.00			0.00%		34,354.00		
Rental Income-Other Fixed		16,971.64			6.11%		15,993.77		
Room Hire - Casual		61,745.05			6.26%		58,109.99		
SHP Fees & Trip Income			20,631.35		-27.66%			28,520.15	
				157,234.15	-2.54%				161,325.75
Grants and Subsidies									
Min of Education Funding	253,493.09				4.15%	243,381.07			
ELC Registration Support	2,403.98				-55.23%	5,369.76			
Min. Of Soc.Dev. Grant - SHP			16,000.00		0.00%			16,000.00	
Auckland Council Grant		42,972.10			2.50%		41,924.00		
Other Grants/ Donations		870.00							
				315,739.17	2.96%				306,674.83
Other Income									
Bank Interest		7,491.90			-14.01%		8,712.66		
Bank Interest SHP (MSD Funds)			376.98		46.51%			257.30	
Office Sales (P/cpy,Hire, etc.)		3,230.51			568.43%		483.30		
				11,099.39	17.41%				9,453.26
TOTAL INCOME	279,429.18	167,635.20	37,008.33	484,072.71	1.38%	273,098.87	169,877.72	44,777.45	477,453.84
EXPENSES									
Staff									
ACC	1,631.94	804.00	330.00		1.76%	1,716.62	711.41	290.00	
Holiday Pay	16,316.38	6,202.03	1,057.03		26.85%	15,824.43	1,244.18	1,546.74	
Prof. Dvpmi. & Student Tmg.	993.13	0.00			-72.66%	3,585.97	66.67		
Registration Support	2,354.26					5,371.23			
Uniforms & Immunisation	2,632.61				85.11%	1,422.17			
Wages	189,576.99	77,139.39	21,050.65		5.19%	174,838.62	73,557.53	25,180.30	
				320,088.41	4.84%				305,315.87
Office & Administration									
Accounting & Audit	4,752.00	4,748.00	700.00		0.00%	4,752.00	4,748.00	700.00	
Bank Charges	319.88	155.50			12.09%	330.53	93.56		
Computer Exps	575.00	2,164.00			1131.34%		222.44		
General Expenses	1,179.36	929.26			-35.88%	1,775.96	1,512.44		
Postage	126.09	416.72			-26.27%	121.99	614.27		
Printing & Stationery	3,621.05	4,265.99			35.72%	3,200.89	2,610.53		
Telephone	955.39	3,008.13			-4.26%	955.52	3,184.49		
				27,916.37	12.46%				24,822.62
Cleaning									
Cleaning Materials	1,131.03	2,385.39			-22.05%	2,063.73	2,447.56		
Cleaning Contractors	6,516.17	24,376.47			16.87%	5,773.40	20,660.43		
				34,409.06	11.19%				30,945.12

Jul 2011 to Jun 2012

Jul 2010 to Jun 2011

	ELC	Centre	SHP	Total	% Change	ELC	Centre	SHP	Total
Fixed Operating Costs									
Insurance	1,380.00	5,536.78			43.36%	964.93	3,859.73		
Power		6,641.69			-12.03%		7,549.58		
Rates (Water)	819.02	1,399.99			-1.74%	1,297.32	961.02		
* Rent - ELC / SHP	27,144.00		7,210.00		0.00%	27,144.00		7,210.00	
Security	1,520.05	3,096.14			23.59%	1,520.12	2,214.99		
Waste Disposal	683.38	1,797.74			5.37%	699.36	1,655.38		
				57,228.79	3.91%				55,076.43
Variable Operating Costs									
Advertising & Promotion	224.56	835.30			37.44%	207.17	563.96		
Bad Debts		0.00					254.09		
Centre Events		346.57			-66.53%		1,035.38		
Community Hospitality Exps		607.90			126.32%		268.60		
Educational Consumables	1,331.15		3,409.29		-21.69%	2,558.23		3,495.35	
Educational Equipment	37.30		0.00		-96.95%	833.20		389.35	
Educational Resources	2,098.73		1,664.79		-25.45%	4,095.36		952.69	
ELC Fundraising	1,611.20					1,638.26			
Grounds Maintenance	568.97	910.00			78.97%	295.21	531.16		
Legal & Consultancy		2,000.00					5,900.00		
Loss on Disposal of Assets	188.28	779.65				841.82	4,782.04		
Repairs & Maintenance	5,790.56	16,643.24			0.59%	3,332.86	18,969.66		
SHP Trip Fees			3,593.16		-8.97%			3,947.31	
Subs & Membership	592.72	518.35	117.39		-24.39%	966.60	471.20	186.96	
				43,869.11	-22.38%				56,516.46
TOTAL EXPENSES	278,671.20	167,708.23	39,132.31	485,511.74	2.29%	288,107.80	160,890.30	43,878.70	472,876.50
EXCESS/ (SHORTFALL)	2,757.98	(73.03)	(2,123.98)	560.97	-88.26%	4,991.17	(1,112.58)	898.75	4,777.34
- Before Depreciation									
less Depreciation	4,010.43	8,360.18		12,370.61	2.20%	3,644.42	8,459.52		12,103.94
EXCESS/ (SHORTFALL)	(1,252.45)	(8,433.21)	(2,123.98)	(11,809.64)	61.19%	1,346.75	(9,572.10)	898.75	(7,326.60)
- After Depreciation									

* 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 2012

We have audited the financial statements on pages 1 to 8, 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 2012. This information is stated in accordance with the accounting policies set out on pages 5 - 6.

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 2012 and the results of its operations for the year ended 30 June 2012.

Auditor's responsibilities

It is our responsibility to express an independent opinion on the financial statements presented by the management committee, and to report our opinion to you.

We conducted our audit in accordance with generally accepted international auditing standards in New Zealand. On this basis, an audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making the risk assessments, the auditor considers internal controls, relevant to the organisations preparation of the financial statements, in order to design audit procedures, which are appropriate for the circumstances, but not specifically for the purpose of expressing an opinion on the entity's internal control.

Basis of a Qualified Opinion

We obtained sufficient and adequate audit evidence, to give reasonable assurance that the

financial statements are free from material misstatements, except that our audit work has been limited in the verifying of SHP Fees & Trips, and fundraising income, received in cash. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in these financial statements.

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

Opinion

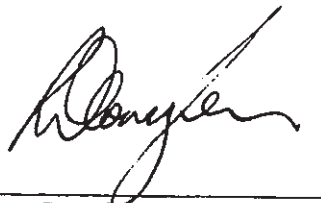
As is common with organisations of this nature, control over cash income included in the SHP Fee & Trip income of \$28,520, and fundraising income of \$2,479 is limited, and there are no practical audit procedures to determine the effect of this limited control.

Except for the above, we have obtained all the other information and explanations we have required.

In our opinion:

- except for any adjustments to SHP Fees & Trips, and fundraising income, had we obtained sufficient information on these sources of income received in cash,
- the financial statements on pages 1 to 8, give a true and fair view of the financial position of Glenfield Community Centre as at 30 June 2012, and of the results of its operations, for the year ended on that date.

Our audit was completed on the 20th September 2012, and our unqualified opinion is expressed as at that date.



Peter Conaglen Chartered Accountant
Manukau

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GROWING HEALTHY ORGANISATIONS BY ADVISING ON ACCOUNTABILITY AND INTEGRITY.

Unit 11/13 Laidlaw Way, East Tamaki, Auckland 2016 | PO Box 217125, Botany Junction, Auckland 2164
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BUDGET

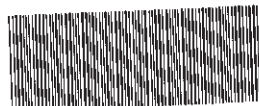
JULY 2012-JUNE 2013

Glenfield Community Centre
Income and Expenditure Budget
for the year ended 30 June 2013

	ELC	Centre	SHP	Totals
INCOME				
ELC Fees (incl WINZ)	23552			23552
ELC Min of Education Subsidy	272122			272122
ELC Fundraising	2400			2400
ELC MOE Additional Grants	0			0
Interest Received		6760	200	6960
Auckland Council Contract Grant		42972		42972
Office Sales (P/copying,etc)	2400			2400
Other Grants and Donations				0
Rental Income-ELC/SHP	34354			34354
Rental Income-Other (Permanent)	18000			18000
Room Hire (Casual)	61000			61000
SHP Fees			29130	29130
SHP Trip Income			4696	4696
SHP MSD Grant			16000	16000
TOTAL INCOME	298074	165486	50026	513586
EXPENSES				
ACC	1512	648	240	2400
Accounting	3700	4200	500	8400
Audit	1250	1250	200	2700
Advertising & Promotion	300	1200		1500
Bad Debts	300	300		600
Bank Charges	360	120		480
Centre Events		1200		1200
Consultancy				
Cleaning Contractors	8520	25500		34020
Cleaning Expenses	2400	3000		5400
Computer Equipment & Exps	884	2383		3267
Educational Consumables	2400		3920	6320
Educational Resources	3000		800	3800
ELC Small Equipment	720			720
ELC MOE Additional Grants	0			0
ELC Fundraising	1500			1500
Gifts & Meetings Exps	1030	1000		2030
Staff Amenities	1200	660		1860
Insurance	1452	5820		7272
Community Hospitality		840		840
Loss on Disposal of Assets				
Maintenance - Contractual Bldg	3600	5400		9000
Maintenance - Preventative Bldg		13200		13200
Maintenance & Repairs - Other	1800	2160		3960
Maintenance - Grounds	320	600		920
Postage	180	600		780
Power		9000		9000
Printing & Stationery	4140	4140		8280
Professional Development	2400	480	300	3180
Rates	1500	1092		2592
Rent	27144		7210	34354
Security	1920	2220		4140
SHP -Trip Exps			4696	4696
Subs & Membership	468	120	150	738
Telephone	1080	3120		4200
Uniforms & Immunisation	1500	480		1980
Wages	187632	79101	29510	296243
Wages-Holiday Pay	21400	8130	2361	31891
Wages ELC Relief Staff	7700			7700
Waste Disposal	1020	2280		3300
TOTAL EXPENSES	294332	180244	49887	524463
EXCESS/(SHORTFALL)excl deprn.	3742	-14758	139	-10877
less Depreciation	2142	8570		10712
EXCESS/(SHORTFALL)incl deprn.	1600	-23328	139	-21589

G - Local Hist
361.8

Auckland Libraries



7100101254887

Some of our regular users:

AA Glenfield	Grey Lynn Neighbourhood Law	Plunket-Your New Baby
AA North Harbour	Harmony Trust	Plunket-Your Moving Baby
Absolute Domestic	Health and Wellbeing	Plunket-Your Growing Baby
Alzheimers - Support Group	Hearing Voices	Plunket-Your Active Toddler
Alzheimers-Activities	Historical Studies	Plunket-Your Curious Preschooler
Art of Living	Intuitive Eating	Plunket-BCG Clinic
Barnados Kidstart	Iraqi Culture	Project K
Buddhist Study Group	Kindy Rock	Red Cross
Care for Kids	Kitchen Users - 17 stallholders	Science for Home Educators
Cartoon Workshop	Korean Zion Church	Tiny Dancers
Children in Action	Linedancing	Triple P
Chinese New Settlers	Literacy North Shore	Tai Chi
Citizens Advice Training	Musikgarten	Two Worlds BI Polar Support
Couples for Christ	NS Bethel Missionary Baptist	Universal Church
Creative Abilities	North Shore Pasefika Forum	Weight Watchers
Defensive Driving Academy	North Shore Sai	Wise Guys
English Language Partners	NZ Blood	Youthline
English 4 Employees	Pentecostal of Auckland	
Flax Weaving Class	Phobic Trust	
Gospel Bible Baptist		

ALZHEIMERS NEW ZEALAND

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

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

NORTH SHORE PASEFIKA FORUM

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

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

LITERACY NORTH SHORE

To find out more about their programmes phone 444 0420

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: Delwyn, Julia or Gina on 444-8479

ABSOLUTE INSIGHT

Cognitive Behaviour Therapy

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

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

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.

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

Website: www.glenfieldcommunitycentre.co.nz
