



Lower Hutt  
Women's Centre  
186 Knights Road  
Waterloo Lower Hutt

# Annual Report

## Statement of Accounts

July 2013- June 2014





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## Values

We will operate under the following values;

respect, encourage openness of conflict, challenge, enjoyment, humour and fun, non oppressive, support each other, transparency, progressiveness, spirituality, open communication, risk taking, making mistakes, self responsibility, empowerment, commitment, role modelling, consciousness, awareness, give and take, feminist.

## Philosophy

The Women's Centre;

- Recognises and works in the spirit of Tiriti o Waitangi;
- Confronts women's oppression and empowers women to take control of their own lives;
- Oppose discrimination by those who have power against those who do not; this includes discrimination against women, especially Maori women, Pacific Island women, women of colour, lesbians, those who are differently abled, young, old, working class and those with different spiritual beliefs;
- Promote a safe, supportive environment for all women and children;
- Promote the sharing of power and resources;
- Act as a resource and information centre for the community.

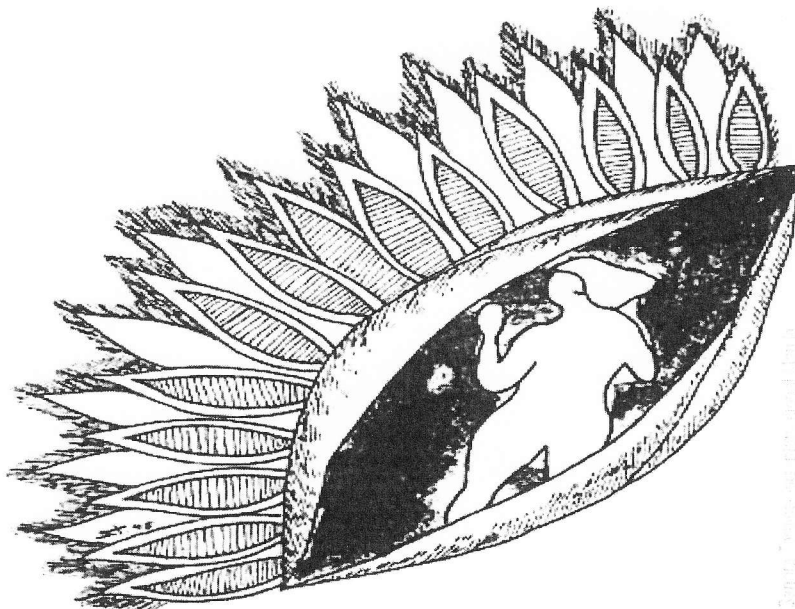
## Vision

All women, teenage girls and children reaching their full potential.

## Objectives

The Lower Hutt Women's Centre acts as a community resource centre for Women, Teenage Girls and Children, working towards and with education, empowerment, the promotion of mental health, healing and recovery for all women and families in the community.

Address feminist goals which seek to empower, support, educate and resource women to lead full and meaningful lives and to work toward social justice and equity.





## Goals

- Goal 1.** To establish a sustainability plan for on-going viability of the centre.
- Goal 2.** To promote effective communication throughout the organisation.
- Goal 3.** Explore and Create Services for Tangata Whenua
- Goal 4.** Challenge Oppression of Lesbians
- Goal 5.** Challenge Oppression of Women of Colour
- Goal 6.** To maintain a feminist philosophy
- Goal 7.** To deliver services in alignment with philosophy
- Goal 8.** To investigate and plan the expansion/development of the Women's Centre
- Goal 9.** To be a good employer.

### **The following areas need to be attended to when working on the needs of women:**

Emotional, Spiritual, Physical, Environmental, Practical, Intellectual.

## Convenor's Report

From the Board of Trustees  
Tēnā Koutou Katoa

*In the role of governance the Board's responsibility is to focus on defining the purpose of Women's Centre along with identifying in whose interest we operate and how Women's Centre will achieve that purpose and that we are financially robust enough to meet these obligations.*

One of the important tools which allow us to do this is the Bi-Annual Survey. This was completed in December 2013 by Sandra Isanov, (Intern from Postgraduate Diploma National Centre for Peace and Conflict Studies, University of Otago). These surveys allow us to compare results against both our Strategic Plan and Annual Operating Plan. While it is also a valuable source of information for our funders it allows us to forward plan and meet the future needs of the women using Women's Centre. In Part II of the Survey which brings together the responses from all the women and organisations who responded to survey questions about the importance of safety, a women's-only space, personal development and empowerment, it is apparent that for women in 2013 there are still persistent gender and discrimination issues to be resolved. Sandra Isanov concludes that ....

“The persistent gender and discrimination issues in which the women of today mention, make it crucial to continue empowering females in order for them to protect themselves from attitudes, behaviours, traditions, practices, customs, discrimination, and violence in the social system. Narrow stereotypes continue to put a burden on the everyday tasks women engage in, but having a space for personal development, feminine influence, support, motivation, and relaxation can provide opportunities for nurturing healthy relationships and creating individual and social change.” (S. Isanov, P21, LHWC Survey 2013).





From our perspective we are very proud of our staff, collective and volunteers for their care and commitment to the women and children who come to Women's Centre. They work tirelessly to provide choices of personal development and to provide a supportive space for this to happen. Women can use the kitchen on a drop-in basis, make appointments to see our Counsellor, sign up for workshops, courses, learn computer skills or use the public computer and our library or just rest up in a quiet corner. Thank you all for making Lower Hutt Women's Centre a good place for women.

It is timely that we also acknowledge and thank our members, donors and funders for their ongoing financial support of Women's Centre. We look forward to your continuing support and investment. Special thanks goes also to those women and children who use our services for trusting us to provide a caring, safe and supportive environment.

We said farewell to Pamela Govan in September 2013. Pam was a valuable board member and contributed a wealth of knowledge over her 4 years as a board member. The Board of Trustees for 2013/2014 year were, Susan Gray (October 2013 to May 2014) Rose Melvin (Convenor), Kayley Ngawati, Christine Pihema (October 2013 to May 2014), Mandy Preston (Employment), Kay Riddler (Treasurer), Heather Simpson (Secretary), and Colleen Smith. Thank you to these committed women who give their time, energy and expertise on a voluntary basis.

Rose Melvin  
Convenor

## He Huarahi O Te Wahine      Māori Focus group

**Rapua te ara tika mou aka**  
(Seek the path that is right for you)

Kia ora,

This report relates to meetings that have been held during the financial period 1st July 2013 to 30th June 2014.

This is a reflective document on the past as it is a document to help us plan goals for the future.

### **Current**

- We are meeting bi monthly
- Members are Kay Riddler, Desiree Phillips, Kayley Ngawati and Janet Matehe

### **Achievements for this period are as follows**

- Rewana bread workshop pilot run has been deemed successful.
- Decolonisation workshop has been held and discussions are still in progress about the suitability of this workshop to support LHWC volunteers.
- A logo that will be incorporated into the new design of the LHWC logo has been developed thank you to Kaylee Ngawati for her contribution.
- Two books on traditional Maori rites of menstruation, ground breaking work from Ngahuia Murphy, will be donated to the LHWC.
- Two kupu boards have been put up for use in the LHWC.



### General Information

- MFG would like to thank Kayley Ngawati for her short stay with us it was much appreciated
- Members of the MFG are active members of the LHWC personally and professionally.

### Development in progress

- To develop and enhance the needs of Maori wahine who attend LHWC.

## Manager's Report

*Thank you to all the women who have contributed towards the operation of the Centre over the last year. Without volunteers, including Board of Trustee volunteers, we wouldn't be able to exist. Thank you to all the women who have come in and used the services and taken a risk in sharing who you are, and because of that you have benefitted and others have too.*

### Financial

We have continued to roll over our contracts with Ministry of Social Development and Te Awa Kairangi Health Network and gain annual Lottery and COGS funding.

### Operational

#### Courses and Workshops that have run July 2013- June 2014

The courses we have run during the year have been;

- Assertiveness for Women (Two six week courses)
- Self Esteem for Teenage Girls (Two six week courses)
- Mosaic For Women: Weekly group
- Women's Support Group: Weekly group
- Free legal Advice: Monthly
- Women Who Love Too Much Part One (Two Weekend Workshops)
- Women Who Love Too Much Part Two (One Weekend Workshop)
- Anger as a Strength (Two six week courses)
- Self Development using Psychodrama (Two Weekend Workshops)
- Harakeke ( Four one day workshops)
- Self Esteem for Women (Every Friday morning and every Tuesday evening)
- Menopause for Women (One six week course)
- My Mother My Self (Two weekend workshops)
- Sleep Well for Women (Two six week courses)
- Meditation for Women (Two six week courses)
- Inner Child (One Weekend Workshop)
- Sexual Abuse Support Group (Ongoing monthly support group).



Our range of courses and workshops has been influenced by the loss of many streams of funding for community courses.

The paid staff that have tutored, run courses, workshops, support groups, cleaned the centre and crèche have been; Ally Andersun (Counsellor/Trainer), Jenny Holdt (Computer Tutor), Julie Smart (Group Worker), Stephanie Brockman (Manager), Michelle Bougen (Child Care and Cleaner), Amber White (Cleaner), Clare Caffery (Cover for Manager's Leave).

Other facilitators have been; Veronika Gabel, Makere Love, Ruth Pink.

## Drop In

We continue to run Drop in for 36 hours per week, extensive library for members, crèche for self esteem and free legal advice from the women lawyers of Thomas, Dewar, Sziranyi and Letts.

Our attendance figures are detailed on page 20.

## Counselling

We continue to provide counselling to women, children and some families.

## Newsletter

We have continued to provide a newsletter, which has now become quarterly. Suzy Hobbs, volunteer, has put a lot of effort into the new design. The newsletter provides information about our courses and workshops, personal stories and other public issues that we cover from a feminist perspective. We continue to post it out and send to our mailing list by email.

## Computer Lessons

We provide one on one computer lessons two days per week (6 hours per week). This is funded through John Ilott Charitable Trust, TG Macarthy, Infinity Foundation and donations. Jenny Holdt is the tutor.

## Donations

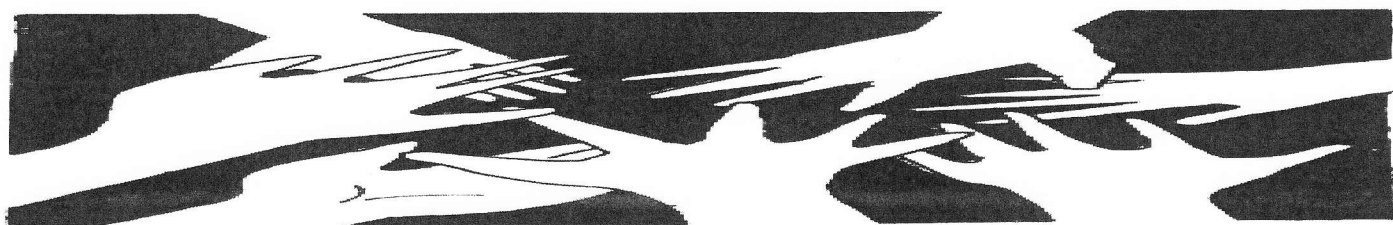
Many women are continuing to donate money on a weekly or monthly basis and we put this into repairs and maintenance fund. The major works we did this year were finishing off painting the windows.

## Future

Results based accountability or Investing for Outcomes is the Ministry of Social Development focus for funding.

*Puraho māku, kei ngaure o mahi.*

To catch fish you must place your basket in the water.





## Counsellor/Supervisor/Trainer/Crèche Worker

*Times they are a changing, to quote Bob Dylan from the 60's where I spent my teen years. To me this is very apparent this last year in my work at Women Centre. As I reflect on my role within the centre over this last year, I acknowledge that the grass root development continues to happen, I take great heart in this and pride in my part.*

My role within the centre has evolved through the years. Here in 2014 I am the counsellor for the MSD (Ministry of Social Development) contract and some of the Te Awa Kairangi Health Network contract that the centre holds. The quota required by both organisations is met and more. MSD contract means women who have children aged 17 and under are eligible for free and low cost counselling with a qualified NZAC counsellor. The contract that is held with Te Awa Kairangi Health Network Contract covers some women's counselling that doesn't fit into the MSD criteria. Many women, children and families have accessed these services and continue to do so.

Another role of mine in the centre is supervisor. I group supervise the volunteers on a bi-monthly basis with the opportunity for one on one counselling should a volunteer require it.

The Friday morning crèche sessions continue to be a great source of joy to me. It is a privilege to be alongside our precious trusts in an environment that is designed for them. This is a vital part of the grounding that I find is central to my role at women's centre.

My love of group work is well satisfied and challenged with the weekend workshops, six weekly courses and a monthly support group.

### **The weekend work shops were;**

Self-Care vs Burnout x 2 work shops  
Psychodrama x 2 work shops  
Women Who Love Too Much x 2 work shops  
My Mother Myself x1 work shop

### **The six week courses were;**

Menopause  
Anger as a Strength x 2 courses

### **Support group: Women who have experienced rape and childhood sexual abuse;**

This group is held on the first Sunday of every month, excluding January. When I was away in the UK the group was facilitated by Julieanne Wilson who an ACC accredited counsellor and full member of NZAC.

Throughout the year I have attended Board of Trustee meetings, served as a Collective member, attended Staff meetings, Volunteers Training and helped at a Working Bee. All of these functions contribute to the turning of the wheels that ensure the continuation of the Lower Hutt Women Centre.

I have a commitment to continued Personal and Professional Development. I have attended one on one Clinical and Group Supervision, along with Peer Supervision, Cultural Supervision and belong to two peer networking groups.



**Ongoing Training I have completed this year is;**

Child Centred Play Therapy x 2 lots of five days training in Christchurch

Working with Complex Trauma 2 days in Auckland

Working with Disassociation 2 days in Auckland

At the AGM for Wellington/Wairapa branch of NZAC, I stood down after completing three years on the committee.

I have been greatly inspired at times throughout the year by individual woman, education programmes and DVD's we have watched as a collective. These have feed my soul and strengthened my politics, for this I am truly grateful.





# Volunteer's Report

The volunteers at the Women's Centre are guided in their work by the Women's Centre's kaupapa and their job description.

They greet women who come into the Centre, give out information about what we offer here and prepare rooms for meetings, courses and workshops. They may also assist women to find information about what services are available elsewhere in the community. They keep the clothing donation bin organised and reprint pamphlets, record statistics and many other tasks as required.

They are also involved in the overall development of the Women's Centre. Below is a list of volunteer's over the last year.

**Lynn Topley** completes the weekly banking, co-ordinates the payment of the volunteer's book vouchers; checks the emergency supplies and inputs monthly bookkeeping data for the Centre donations. She is at the Centre on Mondays and is also a Collective member.

**Julie Smart** volunteers on a Monday. She is a member of the Collective. She is also on the Lower Hutt COGS committee.

**Kathryn Bradbury** maintains the garden and works a regular Friday shift. She is Centre's librarian. Kathryn also brings in flowers from her garden for the kitchen, water from Petone well and the ironing.

**Suzy Hobbs** redesigned the newsletter and on a quarterly basis puts it all together with input from the other volunteers.

**Michelle Bougen** continues to be the volunteer for the Painting Workshops – making sure all is well and everything is packed away.

**Clare Caffery** volunteers on a Thursday afternoon and runs Mosaics when Manager needs cover.

**Amber White** volunteers on a Thursday morning. She is involved in setting up a youth notice board.

**Sarah Rodgers and Tani Harper** have both been involved in looking after our website until recently.

**Sandra Isanov** completed a 100 hour internship at the Women's Centre as part of her Postgraduate Diploma in Peace Studies at Otago University. She completed our bi-annual survey as part of her role here.

**Janet Matehe** completed a student counselling placement.

**Shelley Te Amo** completed a social work placement.

The volunteers have ongoing supervision and training that alternates fortnightly on a Wednesday morning. Ally Andersun facilitates some of the training and alternate monthly supervision, and the volunteers have peer supervision in-between.



Training topics this year have included:

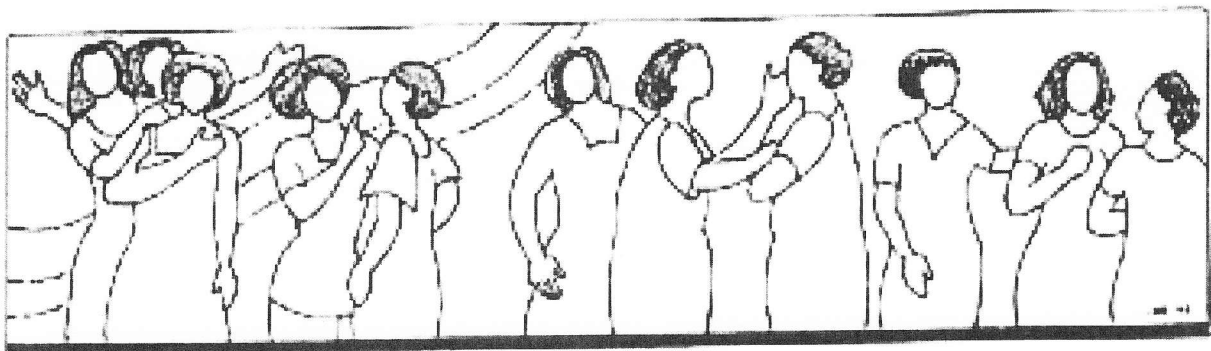
- Homophobia
- Racism
- Health and Disability – self advocacy
- “The Truth about Drugs” (dvd)
- Being a Volunteer
- Transgender: The Orchid

## Collective Report

The Collective meets fortnightly to plan courses, workshops, training and services and is responsible for overseeing the day-to-day running of the Women’s Centre.

We do important work, have fun and good food. We do great singing and share inspirational feminist quotes at each meeting. The Collective members have been Ally Andersun, Stephanie Brockman, Julie Smart and Lynn Topley. Shelley Te Amo attended as part of her social work placement and Sandra Isanov attended while here on an Internship for a Post Graduate Diploma at the National Centre for Peace. Some of the activities the Collective have been involved in were:

- Reviewing the annual operating plan and business plan
- Compiling Collective assessment for Organisation Capability Plan
- Organising groups and workshops
- Reviewing evaluations of groups and workshops
- Reviewing policies
- Attending Strategic Planning Meeting
- Interviewing tutors for running courses/using rooms
- Reviewing ongoing day-to-day running of the centre
- Reading correspondence
- Reading Maori Focus Group minutes
- Signing/actioning Risk Management book
- Planning volunteers’ training programme



*Sandra Isanov has international Manda*





# Treasurer's Report

I am pleased to again report in these times of financial challenge we have continued to function with integrity and astute financial accounting procedures providing a solid foundation to do our work.

Thank you to Stephanie Brockman (Manager) for her financial work in administering the day to day management of Women's Centre's finances and the compiling of monthly reports for the Board of Trustees.

Thank you also to the Board members Rose, Colleen, Mandy, Heather, Kaylee, Chris and Susan who have once again approved the accounts, ask the right questions and taken on the legal responsibility of financial management for our Women Centre.

Thank you to Lynn Topley who volunteers her time to the weekly banking, a role she has undertaken for some years now; we appreciate this Lynn. Acknowledgement also goes out to the many women who continue to donate money to assist in the ongoing maintenance of the Women's Centre- Thank you.

Finally I would also like to acknowledge our auditor Carol Lightfoot who has completed a full and efficient audit of our accounts, her report follows the financial statement.

Kay Riddler  
Treasurer  
Lower Hutt Women's Centre

## **Lower Hutt Women's Centre Incorporated Financial Statements For the year Ended 30 June 2014**

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Lower Hutt Women's Centre (Incorporated)  
Statement of Financial Position  
As at 30 June 2014

	<u>Notes</u>	2014 \$	2013 \$
<b>Accumulated Fund</b>			
Opening Balance		254,329.22	254,495.33
Current Year Surplus/Deficit		(8,724.35)	(166.11)
		<u><b>245,604.87</b></u>	<u><b>254,329.22</b></u>
<b>Represented by:</b>			
<b>Current Assets</b>			
Westpac Running 00		8,941.20	7,374.84
Westpac Wages 03		18,742.65	15,785.73
Westpac Trust 00		13,526.43	10,297.44
TD Westpac 001	1	32,203.96	31,010.27
TD Harbour City		33,920.53	32,695.65
Harbour City On Call		35.26	34.90
Petty Cash		150.00	150.00
Debtors		10,032.34	5,833.34
		<u><b>117,552.37</b></u>	<u><b>103,182.17</b></u>
<b>Fixed assets per schedule</b>	2 & 6	190,354.47	199,459.20
<b>Total Assets</b>		<u><b>307,906.84</b></u>	<u><b>302,641.37</b></u>
<b>Less Current Liabilities:</b>			
Grants Received in Advance	5	37,226.32	33,553.98
GST Owing		5,295.62	4,500.49
Accounts Payable		12,028.73	4,768.51
Holiday Pay Accrued		7,751.30	5,489.17
		<u><b>62,301.97</b></u>	<u><b>48,312.15</b></u>
<b>Less Long Term Liabilities</b>			
<b>Total Liabilities</b>		<u><b>62,301.97</b></u>	<u><b>48,312.15</b></u>
<b>Net Assets</b>		<u><b>245,604.87</b></u>	<u><b>254,329.22</b></u>

29/9/14



Page 3  
**Lower Hutt Women's Centre (Incorporated)**  
**Statement of Financial Performance**  
**For the year ended 30 June 2014**

	<u>Notes</u>	<u>2014</u> \$	<u>2013</u> \$
<b>Income</b>			
Government Grants	4	140,826.20	133,679.23
Private Grants	4	22,769.58	23,598.33
Donations		8,074.27	7,085.12
Membership Fees		1,617.37	1,191.33
Course Fees		5,396.93	5,638.16
Room Hire		2,202.19	2,571.25
Sundry		1,318.52	790.15
Counselling		1,857.46	2,461.19
<b>Total Income</b>		<b>184,062.52</b>	<b>177,014.76</b>
<b>Other Income</b>			
Interest and Dividends		2,805.86	2,837.58
		<b>186,868.38</b>	<b>179,852.34</b>
<b>Expenses</b>			
Advertising		5,052.77	4,480.70
Auditor		400.00	
Bank Charges		22.50	54.00
Board Expenses		1,396.53	731.09
Computer Costs	7	73.88	49.31
Computer Maintenance	8		271.17
Consumables		560.44	518.08
Course Costs		427.47	176.19
Creche Costs		158.22	
Depreciation	3	9,749.73	9,271.61
Donation/Gifts/Koha		172.18	200.00
General Expenses		3,967.55	4,856.41
Insurance		5,940.70	6,184.63
Internet Costs			1,798.20
Legal Fees			1,322.48
Library		828.35	799.85
Low Value Asset		635.24	949.59
Mentor Fees		4,000.00	
Mosaic		632.85	985.85
Newsletter		922.33	661.44
Photocopier		1,141.05	1,186.97
Power and Gas		2,481.17	2,473.60
Postage and Couriers		2,032.53	1,806.51
Rates		1,786.63	1,753.24
Repairs and Maintenance		7,288.76	2,907.81
Stationery		1,940.58	2,607.81
Subscription		818.32	767.82
Staff Wages/Paye/ACC/Kiwi Saver		125,770.58	118,958.37
Staff Supervision		3,077.93	2,064.58
Staff Training		6,148.26	4,603.04
Staff Travel		951.00	440.00
Telephone		2,424.82	2,446.33
Tutor Fees		3,763.83	3,308.00
Volunteer Expenses		1,026.53	1,383.77
<b>Total Expenses</b>		<b>195,592.73</b>	<b>180,018.45</b>
<b>Surplus/(Deficit)</b>		<b>-8,724.35</b>	<b>-166.11</b>

29/9/14

# LOWER HUTT WOMEN'S CENTRE

## Schedule of Fixed Assets as at 30 June, 2014

Item	Date of Purchase	Original Cost	Cum.Dep. to 30/6/13	Additions This Year	NBV/Cost at 1/7/13	Months	Depreciation this Year Rate (S/L)	\$	Cum.Dep. to 30/6/14	N. B. V. at 30/6/14
<b>Computer Equipment</b>										
Monitor, Keyboard, etc.	Dec-03	398.22	398.22		0.00	0	40.0%	0.00	398.22	0.00
MYOB Software	Dec-04	248.89	248.89		0.00	0	33.0%	0.00	248.89	0.00
External Hard Drive	Sep-05	266.66	266.66		0.00	0	36.0%	0.00	266.66	0.00
Canon Lide Scanner	Apr-07	115.55	115.55		0.00	12	17.5%	0.00	115.55	0.00
H.P. Printer	Jan-07	748.60	748.60		0.00	12	30.0%	0.00	748.60	0.00
Computer (Public Access)	Jun-07	1,216.01	1,216.01		0.00	12	40.0%	0.00	1,216.01	0.00
Scanners	Jun-08	957.00	957.00		0.00	12	40.0%	0.00	957.00	0.00
Computer Office	Sep-09	799.00	799.00		0.00	12	40.0%	0.00	799.00	0.00
Computer Lap Top	Jun-10	998.78	799.02		199.76	12	40.0%	199.76	998.78	0.00
Computer Office	Dec-11	1,172.96	469.20		703.76	12	40.0%	469.18	938.38	234.58
Touch Screen Free Access	Jun-13	1,520.87			1,520.87	12	40.0%	608.35	608.35	912.52
Kyocera F1320-D Printer	Feb-14			645.00		4	30.0%	64.50	64.50	580.50
<b>Total</b>		<b>8,442.54</b>	<b>6,018.15</b>		<b>2,424.38</b>			<b>1,341.79</b>	<b>7,359.95</b>	<b>1,727.60</b>
<b>Office Equipment</b>										
Office Desk	2000	266.00	266.00		0.00	0		0.00	266.00	0.00
Filing Cabinet	2002	310.15	310.15		0.00	0	24.0%	0.00	310.15	0.00
Filing Cabinet	Mar-05	236.00	236.00		0.00	0	24.0%	0.00	236.00	0.00
Sander	Apr-07	118.22	118.22		0.00	12	17.5%	0.00	118.22	0.00
Sandbox	May-11	504.34	110.33		394.01	12	10.5%	52.96	163.29	341.05
Photocopier	Jun-11	5,975.00	3585		2,390.00	12	30.0%	1,792.50	5,377.50	597.50
TV	Dec-11	598.27	269.221		329.05	12	30.0%	179.48	448.70	149.57
Projector	Jun-12	1477.39	443.22		1,034.17	12	30.0%	443.22	886.43	590.96
<b>Total</b>		<b>9,485.37</b>	<b>5,338.14</b>		<b>4,147.23</b>			<b>2,468.15</b>	<b>7,806.30</b>	<b>1,679.09</b>

26/6/14

# LOWER HUTT WOMEN'S CENTRE

## Schedule of Fixed Assets as at 30 June, 2014 (Continued)

Item	Date of Purchase	Original Cost	Cum. Dep. to 30/6/13	Additions This Year	NBV/Cost at 1/7/13	Depreciation this Year		Cum. Dep. to 30/6/14	N. B. V. at 30/6/14
						Months	Rate (\$/L)		
							\$		
<b>Furniture &amp; Fittings</b>									
Carpet	2000	1,724.44	1,724.44		0.00	0		0.00	0.00
Sign	2001	275.85	275.85		0.00	0		0.00	0.00
Summer House (Kitset)	Dec-02	1,551.11	1,551.11		0.00	12	12.0%	0.00	0.00
Folding Tables (2)	Aug-03	235.00	235.00		0.00	12	25.0%	0.00	0.00
Fire Extinguisher	Dec-04	96.26	78.70		17.56	12	9.6%	9.24	8.31
Whiteboard	Aug-06	485.89	485.89		0.00	12	30.0%	0.00	0.00
Stove	Dec-06	711.12	711.12		0.00	12	17.5%	0.00	0.00
Light Fitting	May-07	155.56	129.50		26.06	12	13.5%	21.00	5.06
Gas Heater Rinal	Jun-07	1,151.11	1,151.11		0.00	12	17.5%	0.00	0.00
Carpet/Vinyl Creche	May-08	3,566.23	3,566.23		0.00	12	24.0%	0.00	0.00
Heat pump Creche	Jul-08	2,868.15	2,868.15		0.00	12	67%	0.00	0.00
Tables and Chairs Creche	Sep-08	588.00	370.44		217.56	12	13.5%	79.38	138.18
Door Meeting Room	Sep-08	1,771.81	868.18		903.63	12	10.5%	186.04	717.59
Vinyl in back toilet and carpet hallw	Mar-09	1,600.00	1,600.00		0.00	12	30.0%	0.00	0.00
Heat pump hallway	Apr-09	3,660.65	3,660.65		0.00	12	67.0%	0.00	0.00
Bookshelf Creche	Sep-09	661.30	\$225.67		435.63	12	10.5%	69.44	366.19
Blinds Creche	Sep-10	1,131.26	494.928375		636.33	12	17.5%	197.97	438.36
Counselling room furniture	Feb-12	1353.04	243.55		1,109.49	12	13.5%	182.66	926.83
Meeting room mattresses	Dec-11	\$1,040.00	210.60		829.40	12	13.5%	140.40	689.00
Light Fitting	Jun-12	526.63	71.10		455.53	12	13.5%	71.10	384.44
<b>Total</b>		25,153.41	20,522.21		4,631.20			957.22	3,673.99
<b>Buildings</b>									
House	Jan-06	170,000.00	26,350.00		143,650.00	12	2.0%	3,400.00	140,250.00
Creche	Mar-08	48,545.68	7,767.31		40,778.37	12	3.0%	1,456.37	39,322.00
Creche Renovations	Jun-10	4,206.59	\$378.59		3,828.00	12	3.0%	126.20	3,701.79
<b>Total</b>		222,752.27	34,495.91		188,256.36			4,982.57	183,273.79
<b>GRAND TOTAL FIXED ASSETS</b>		<b>265,833.59</b>	<b>66,374.41</b>	<b>0.00</b>	<b>199,459.18</b>			<b>9,749.74</b>	<b>190,354.47</b>

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Lower Hutt Women's Centre Incorporated  
Notes to the Financial Statements (continued)  
for the Year Ended 30 June 2014

5	<u>Grants received in advance</u>	2014	2013
		\$	\$
	Community Response Fund		
	Lottery Community	23,543.32	26,850.72
	The Southern Trust		627.47
	Winton and Margaret Bear	877.44	1,477.44
	Private Donations	1350.93	800
	John Illot Charitable Trust	695.06	242.47
	Creative communities	500.00	800.00
	Pub Charity		2,219.51
	Hutt Mana Charitable Trust	2,437.00	
	Capaibility Mentor MSD	2,933.95	
	HCC	4,000.00	
	Frozen Funds	888.62	536.37
		<u>37,226.32</u>	<u>33,553.98</u>

6 Value of Property

The property owned by The Lower Hutt Womens Centre at 186 Knights Road, Lower Hutt has a current rateable value of \$485,000, the land being \$380,000 of the total.

7 Computer Costs

This account covers Software less than \$500, Software development, Computer Hardware under \$100 and Website parking costs.

8 Computer Maintenance

This account covers repair work to computers and printers.

Significant events after balance date

Up to the time of preparation of these financial statements nothing that materially affects the position of the organisation is known to have occurred.

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**Lower Hutt Women's Centre Incorporated**  
**Notes to the Financial Statements**  
**for the Year Ended 30 June 2014**

**Statement of Accounting Policies***Reporting Entity*

The organisation is registered under the Incorporated Societies Act 1908, and is approved as a charity for the purposes of the income Tax Act 1976. It is registered with the Charities Commission.

These financial statements are general purpose financial statements and have been prepared in accordance with generally accepted accounting practice.

*Measurement Base*

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and position on a historical cost basis have been followed.

*Specific Accounting Policies*

The following specific accounting policies which materially affect the measurement of financial performance and financial position have been applied.

Differential Reporting

The organisation qualifies for certain disclosure exemptions under the New Zealand Institute of Chartered Accountants Framework for Differential Reporting. Qualifying criteria include the absence of public accountability and compliance with the size requirements (as defined in the Framework). All of the Differential Reporting exemptions have been adopted.

1 Investments

Investments are stated at cost

2 Depreciation of Fixed Assets

Fixed Assets are stated at cost less accumulated depreciation.

Depreciation has been calculated using the straight line method.

Assets \$500 and over are recorded as fixed assets, \$100-\$500 as low value assets expense.

3 GST

The financial statements have been prepared on a GST exclusive basis.

4 Grants/Contracts

	2014	2013
	\$	\$
Grants in advance last year	33,553.98	37,031.40
COGS	10,000.00	10,000.00
MSD	25,814.75	25,814.75
Hutt City Council	4,000.00	3,700.00
Te Awa Kairangi Health	64,638.00	65,084.84
Hutt Valley District Health Board		74.99
John Ilott Charitable Trust	1,500.00	1,500.00
Lion Foundation		1,798.00
Lottery Community	33,000.00	28,000.00
Pub Charity		2,774.40
Creative Communities	1,250.00	1,350.00
Hutt Mana Charitable Trust	2,437.00	
The Southern Trust		2,000.00
W & M Bear	877.44	3,214.44
TG Macarthy Trust	3,000.00	2,000.00
Frozen Funds	6,000.00	6,000.00
Infinity Foundation	1,200.00	
The Box Trust	6,000.00	
MSD Capability Grant	7,000.00	
Other Grants received (Donations)	2,050.00	500.00
	<u>168,767.19</u>	<u>153,811.42</u>
Less Grants received in advance this year	37,226.32	33,553.98
Private Donation expenditure	1499.07	11.28
Government and Private Grants	<u>163,595.78</u>	<u>157,277.56</u>

29/9/14





## **Auditors Report to the Members of Lower Hutt Women's Centre Inc.**

I have audited the attached financial statements. The financial statements provide information about the past financial performance of the Lower Hutt Women's Centre (Inc) and its financial position as at 30 June 2014. This information is stated in accordance with the accounting policies set out on pages 1 to 7.

### **Board responsibilities**

The Board is responsible for the preparation of financial statements which fairly reflect the financial position of the Lower Hutt Women's Centre (Inc) as at 30 June 2014 and the results of its operation for the year there ended.

### **Auditor's responsibilities**

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

### **Basis of opinion**

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

- the significant estimates and judgments made by the Board in the preparation of the financial statements, and
- whether the accounting policies are appropriate to circumstances of Lower Hutt Women's Centre (Inc), consistently applied and appropriately disclosed.

I conducted my audit in accordance with the generally accepted auditing standards in New Zealand. I planned and performed the audit so as to obtain all the information and explanations which I consider necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming my opinion, I also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in my capacity as auditor I have no relationship with, or interest in Lower Hutt Women's Centre (Inc).

### **Fundamental uncertainty**

In forming my unqualified opinion, I have considered the adequacy of the disclosures made in the financial statements in respect to the funding available to Lower Hutt Women's Centre (Inc). The financial statements have been prepared on a going concern basis, the validity of which relies upon future funding being available. The financial statements do not include any adjustments that would result from the failure to obtain funding.

### **Unqualified opinion**

As is common with other organisations of a similar nature, control over income prior to its being recorded is limited, and there are no practical audit procedures to determine the effect of this limited control. In this respect alone I have not obtained all the information and explanations I required. In my opinion:

- proper accounting records have been kept by Lower Hutt Women's Centre (Inc), as far as appears from my examination of those records;
- the financial statements on pages 1 to 7:
  - comply with the generally accepted accounting standards
  - fairly reflect the financial position of Lower Hutt Women's Centre (Inc) as at 30 June 2014 and the results of its operations for the year ended on that date.

My audit was completed 19 September 2014 and my unqualified opinion is expressed as at that date.

**Carol G Lightfoot CA**

41B Tangare Dr  
Porirua

29/9/14



Personal Visits July 2013-June 2014 Summary															
	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Half Year	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Half Year	Full Year
Services	72	50	32	27	31	39	251	0	23	72	35	26	33	189	440
Support/Enquiries	65	61	62	38	50	85	361	29	48	60	62	38	74	311	672
Workshops	229	219	246	162	141	110	1107	64	127	246	247	215	222	1121	2228
Volunteers	24	28	29	27	38	29	175	2	27	28	22	17	40	136	311
Other	11	2	1	4	1	0	19	1	8	7	5	0	12	33	52
Computer Lessons	0	29	24	29	23	18	123	15	27	20	28	30	29	149	272
Free Use Computer	0	34	33	43	42	21	173	6	16	16	25	24	13	100	273
Counselling Room	18	9	25	11	14	13	90	12	12	20	19	15	27	105	195
Counselling Women's Centre	45	30	46	46	53	38	258	14	31	38	39	68	44	234	492
Student Counsellor Hours	8	6	8	5	9	2	38	0	0	0	0	0	0	0	38
Supervision	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Creche	9	5	11	16	18	12	71	5	7	20	5	11	3	51	122
Total	481	473	517	408	420	367	2666	148	326	527	487	444	497	2429	5095

Phone Calls July 2013-June 2014 Summary															
	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Half Year	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Half Year	Full Year
Services	3	5	5	7	5	3	28	5	5	3	13	10	8	44	72
Support/Enquires	36	27	25	42	52	24	168	22	26	29	33	32	25	167	335
Information on Wmn's Centre	2	31	32	26	23	7	161	15	30	51	37	55	41	229	390
Anything Else	12	0	0	2	0	14	357	0	2	0	0	0	0	2	359
Total	41	63	62	77	80	48	371	42	63	83	83	97	74	442	813