



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

Annual Report

Statement of Accounts

July 2012- June 2013





Index

Values	Page 3
Philosophy	Page 3
Vision and Objectives	Page 3
Goals	Page 4
Board of Trustees	Page 4
Convenor's Report	Page 5
Manager's Report	Page 6
Collective Report	Page 7
He Huarahi O Te Wahine	Page 8
Counsellor's Report	Page 8
Volunteer's Report	Page 11
Treasurer's Report	Page 12
Statement of Accounts	
	Pages 13-19 (pp 1-8)
Statistics	Page 20



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.

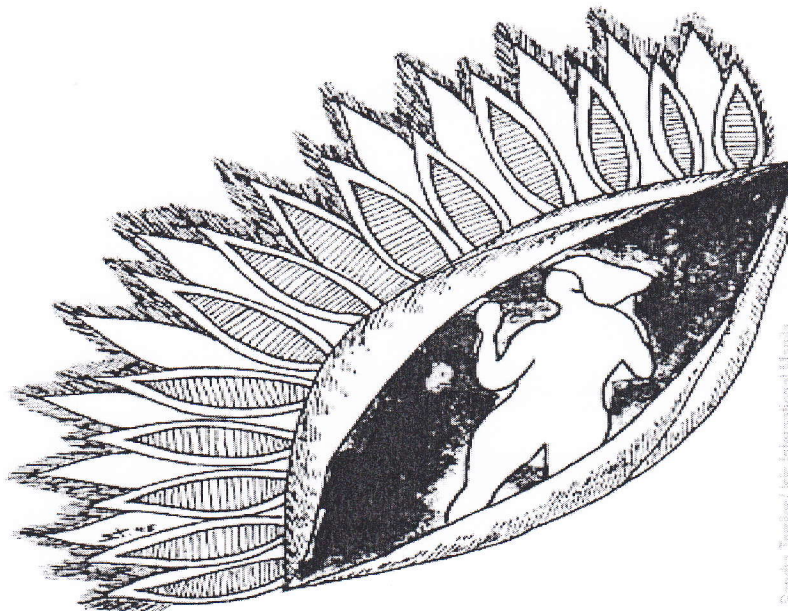
Vision

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.



Sandra Tongue's Information Mama



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.

Board of Trustees



Being part of LHWC Board has given me the opportunity to give back to the Centre as well as become aware of and grow my skills and strengths while developing special friendships with feminist women. *Kay*

I feel very privileged to be part of a group of dedicated staff, collective members, volunteers and board of trustee members who work tirelessly to support the women, teenage girls and children who use the facilities and services of Women's Centre.

Rose



Feminism is my kaupapa - being on the Board of Trustees helps me stay connected with this kaupapa - it is oxygen for me and provides me sustenance.

Colleen

I enjoy being part of a professional, creative and friendly group that aims to provide a place that supports all women. *Nandy*



Joining the Board has given me the opportunity to be part of an integral part of the Lower Hutt community and it has been rewarding both personally and professionally. It has created the space to grow friendships with all the women who dedicate their time and energy to empower women, teenage girls and children and this in turn empowers me. *Paza*





Convenor's Report

From the Board of Trustees

Tēnā Koutou Katoa

Writing the Board of Trustees (BOT) contribution to the Annual Report is an opportunity to reflect on the work and activities of the BOT over the last year.

We continue to meet on the last Tuesday of each month and have held 11 meetings since the last AGM. Throughout the year, board members either individually or together, have attended seminars, conferences, workshops and networking events that are considered to be part of our ongoing governance training. We have attended 'Strategic Planning' and 'The Art of Facilitation' workshops. Conferences attended were Women's Studies Association of New Zealand of which Women's Centre is a member, and the Tamariki Ora National Conference. Seminars attended were 'New Standards of Financial Reporting' to look at the proposed new accounting standards requirements for not-for-profit organisations that will take effect from 2015, and a half day seminar on 'Future Proof Strategic Planning'. Women's Centre was invited and accepted an invitation to attend Matariki at Government House to celebrate the contribution of women since Aotearoa New Zealand became the first nation in the world to grant women the right to vote in national elections 120 years ago. In March we celebrated International Women's Day with breakfast at the Women's Centre. In June a group attended the Lower Hutt Chamber of Commerce breakfast where John Key, the Prime Minister, was the guest speaker.

Thank you to all the BOT members for a year of significant accomplishments from reviewing and approving policies, setting in place the annual business plan, good financial management and striving to be a good employer. The continued commitment of BOT members, Pamela Govan (Secretary), Kay Riddler (Treasurer), Mandy Preston (Employment), and Colleen Smith has made this task less onerous. Thank you to these committed women who give their time, energy and expertise on a voluntary basis. The wealth of knowledge and experience these women bring to the board is outstanding.

We are very proud of the commitment and dedication of the staff, collective and volunteers, for their support of the women who use Women's Centre, whether on a daily drop-in basis, for counselling, workshops, courses or to use the library or public computer. It is this group of women who have the day-to-day responsibility of running Women's Centre and without their commitment and hard work Women's Centre would not be able to operate or provide the services that we do. You are an inspiration, thank you.

Rose Melvin
Convenor



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.

Operational

Courses and Workshops that have run July 2012- June 2013

The courses we have run during the year have been;

- Assertiveness for Women (Two six week courses)
- Self Esteem for Teenage Girls (One six week course)
- Mosaic For Women: Weekly group
- Women's Support Group: Weekly group
- Friendship 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 (Two one day workshops and a two day workshop)
- 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), Yvonne Broadley (Group Worker/Child Care), Stephanie Brockman (Manager), Michelle Bougen (Child Care and Cleaner).

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 bi-monthly newsletter which provides information about our courses and workshops, personal stories and other public issues that we cover from a feminist perspective. Due to loss of funding we have produced 3 this year.

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 and Infinity Foundation. 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. From these donations we have upgraded the front two rooms, plaster skimmed and repainted, shifted the library to the middle room and had new bookshelves built. We have also purchased a new computer and now have two free access computers - one a touch screen with windows 8. We have also had some of the front windows of the house repainted.

"Do not lose heart. One of the most calming and powerful actions you can do to intervene in a stormy world is to stand up and show your soul. Soul on deck shines like gold in dark times. The light of the soul throws sparks, can send up flares, builds signal fires, causes proper matters to catch fire.

To display the lantern of soul in shadowy times like these – to be fierce and to show mercy toward others, both, are acts of immense bravery and greatest necessity." Clarissa Pinkola Estes

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 sing enthusiastically, share inspirational feminist quotes at each meeting. The Collective members have been Ally Andersun, Stephanie Brockman, Yvonne Broadley, Kathryn Bradbury, Julie Smart and Lynn Topley. Jen Ripley and Shelley Te Amo have attended as part of their social work placements. Rose Melvin, Board of Trustees member, has also attended a meeting during the year. After many years as a Collective member, Yvonne Broadley resigned to take up paid work caring for children at home.

Some of the activities the Collective have been involved in were:

- ★ Reviewing the annual operating and business 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,
- ★ Attending the Women's Studies Conference,
- ★ Planning volunteers' training programme,
- ★ Arranging Inspirational evenings,
- ★ Organising our 25th Anniversary Dinner,
- ★ Planning a working bee,
- ★ Farewelling Yvonne Broadley,
- ★ Arranging a visit to Kapiti Women's Centre.

He Huarahi O Te Wahine Lower Hutt Women's Centre (LHWC)

Māori Focus group (MFG)

Current members to date are Kay Riddler, Desiree Phillips and Janet Matehe. We have met on two occasions early this year. It was decided then that due to member's work and study commitments, we would meet every two months. This did not evolve as we have been tending to our life demands. As a group we acknowledge the importance of the Māori Focus Group as part of the LHWC, representing and exploring options for Māori wāhine. We will meet in December 2013 with the aim of having a more productive year in 2014.

I would like to send blessing to all members of the LHWC and may you all be peaceful happy and well.
Janet Matehe

Counsellor/Supervisor/Trainer/Crèche Worker

It's hard to believe another year has passed since the last AGM. I appreciate the Lower Hutt Women's Centre more each year that I work here. It is a privilege for me to continue to be a part of an organisation that works at a grass roots level for social change by acknowledging the value of Women and Children.

Crèche Space

The crèche sessions have been consistent through the year with a couple of times when there has been no children. Throughout the year a few mothers and children have used the crèche as a play group, alongside child care for the Self Esteem Workshop. This has worked well for all concerned. The main theme for the crèche sessions is peace and relationship building through play; this is supported by the children using free play and adult involvement when requested and needed.

Counselling and Group Work

Counselling

I fulfil the quota, and more, for counselling that the Ministry of Social Development Contract requires.



This is made up by a mixture of individual women, adolescents, children and family work. (The contract requires that a child under the age of seventeen years is the client, or a member of a family where a child is under seventeen). This is easily met through the women who use the Women Centre regularly and referrals from the wider community.

Family work often involves the father of the client, so at these times men use the side entrance and come into the crèche space. This works well for both the men and Women Centre herself. It is my hope that a path way and a fence can run alongside the garage up to the first gate so that the entrance to the crèche is separate from the Centre and the back yard.

Group Work

Six week courses, Anger as a Strength x2 and Menopause x1.

Weekend workshops,

Women Who Love Too Much part 1 x2 and part 2x1.

Self Care verses Burn Out x2

Self Development using Psychodrama x2

Inner Child

My Mother My Self

Monthly support group, for women recovering from sexual abuse.

Women's support group when Stephanie is away.

Personal Development and Professional Development attended through the year

NZCA Professional Development Noho at Wainuiomata Marae on Treaty of Waitangi - 2 days

ACC Road Show and Clinical Pathways - 4 hours

DSAC Developments in the Treatment of Trauma, John Briere - 1 day

CAMS National Training Day Skills for Working with Kids - 1 day

WOMAD - 3 day festival

Child and Family Development Centre The Adult Exploration of Attachment Heather Chambers - 1 day

Working with Maori, Effective Engagement and Intervention, Nathan Mikaere Wallis & Hana O'Regan - 1 day

Systemic Therapy with Individuals, Paolo Bertrando - 1 day

HELP Understanding and Working with Complex Trauma, Judy Lightstone - 2 days

Light Workers Evening - 5 hours

I have attended Volunteer's Training throughout the year

I have served for three years on Wellington/Wairarapa Branch of NZAC, attending committee meetings and AGM

Supervision

I attend;

1x1 Supervision monthly



1x1 Cultural Supervision monthly
Peer Supervision monthly
Peer support x 2 groups bi-monthly

Out Reach Events

Matariki celebrations at Government House
Chamber of Commerce Breakfast with the Prime Minister
Social Fund raising evening Maori Women's Welfare League
Maori Women Art Exhibition

Women Centre Roles

I attend Collective meetings, Board meetings and supervise the Volunteers bi-monthly, was involved in the working bee, International Women's Day breakfast and Queer Film Festival.

I look forward to another year ahead of being a part of a Centre that continues to empower women through education, acceptance and non-judgemental attitudes that enable women to be themselves no matter how that is.

Once again thank you to the Board of Trustees for once again a fantastic year of governance, the Centre Manager, Stephanie for all and more that you do, the Collective for dedication and commitment that keeps us moving at a day to day level, and the Volunteers who are the coal face of the Lower Hutt Women Centre. Long may she continue the great work.





Volunteer's Report

The volunteers at the Women's Centre are a dedicated group of long serving members.

They are guided in their work by the kaupapa and their job description, and their role is to facilitate the day to day running of the Centre. They are also involved in the overall development of the Women's Centre.

The volunteers meet and greet women who come into the Centre, give out information about what we do here and prepare rooms for meetings, courses and workshops. They may also offer information about what services are available elsewhere in the community. They keep the clothing donation bin organized and re-print pamphlets, record statistics and many other tasks.

Below is a list of volunteers over the last year.

Yvonne Broadley has recently resigned after many years as a very dedicated and reliable volunteer and collective member. Yvonne attended inspirational evenings and was an enthusiastic participant in social events. She also facilitated the Friendship Group for many years. The Women's Centre held a farewell party for her in May.

Julie Smart volunteers on a Monday. She is a member of the Collective. Julie is also just about to begin her 3rd year on the Lower Hutt COGS committee.

Kathryn Bradbury maintains the garden and works a regular Friday morning shift. She is the Centre's "Librarian". Kathryn often brings in flowers from her garden for the kitchen table.

Michelle Bougen volunteers on a Thursday morning. She also works in the crèche on a Friday morning when Ally is away.

Lynn Topley completes the weekly banking, coordinates the payment of the volunteer's book vouchers and inputs monthly bookkeeping data for the Centre donations. She is at the Centre on Mondays and is also a Collective member.

Clare Caffery is not currently volunteering, but over the past year has been involved in supporting women attending mosaics on a Tuesday. She has also co-facilitated a six week Self Esteem for Teens Workshop with Stephanie.

Tani Harper looks after our website.

The volunteers have ongoing supervision and training which is alternated on a Wednesday morning. Ally Andersun facilitates some of the training and alternate monthly supervision, while the volunteers take turns facilitating peer supervision in-between.

Training topics this year have included:

- A visit to the Kapiti Women's Centre
- Feminism: Three short TED talks
- Negotiating Difficult People
- Treaty of Waitangi
- Feminism, sex and gender
- Te Timatanga Hou New Land, New Beginnings
- The Orator; Samoan story of courage
- Homophobia
- Why be a volunteer.





Treasurer's Report

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

I would like to thank 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.

I would like to thank Lynn Topley, (Volunteer) for her continued commitment to the weekly banking, a role she has undertaken for some years now. We appreciate this Lynn.

Thanks and appreciation also go to the Board members Rose, Colleen, Mandy and Pam who have once again approved the accounts, asked the right questions and taken on the legal responsibility of financial management for our Women Centre. 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 statement.

***Ma muaka kite a muri
Ma muri ka ora a mua
(Those who lead give sight to those who follow
Those who follow give life to those who lead)
Pauline Tangiora***

Kay Riddler
Treasurer
Lower Hutt Women's Centre

Lower Hutt Women's Centre Incorporated
Financial Statements
For the year Ended 30 June 2013

Contents:

Statement of Financial Position	Page 13
Statement of Financial Performance	Page 14
Notes to the Financial Statement	Pages 15-16
Fixed Asset Schedule	Pages 17-18
Audit Report	Page 19



Page 2

Lower Hutt Women's Centre (Incorporated)
Statement of Financial Position
As at 30 June 2013

	<u>Notes</u>	2013 \$	2012 \$
Accumulated Fund			
Opening Balance		254,495.33	261,915.42
Current Year Surplus/Deficit		-166.11	-7,420.09
		254,329.22	254,495.33
Represented by:			
Current Assets			
Westpac Running 00		7,374.84	6,601.74
Westpac Wages 03		15,785.73	18,339.11
Westpac Trust 00		10,297.44	17,417.75
TD Westpac 001	1	31,010.27	29,677.41
TD Harbour City		32,695.65	31,529.72
Harbour City On Call		34.90	34.54
Petty Cash		150.00	150.00
Debtors		5,833.34	5,833.34
GST Owed			656.19
		103,182.17	110,239.80
Fixed assets per schedule	2 & 6	199,459.20	207,209.94
Total Assets		302,641.37	317,449.74
Less Current Liabilities:			
Grants Received in Advance	5	33,553.98	37,031.40
GST Owing		4,500.49	
Accounts Payable		4,768.51	17,984.32
Holiday Pay Accrued		5,489.17	7,938.69
		48,312.15	62,954.41
Less Long Term Liabilities			
Total Liabilities		48,312.15	62,954.41
Net Assets		254,329.22	254,495.33

This statement must be read in conjunction with the notes to the financial statements.

Handwritten signature
 5/9/13



Page 3

Lower Hutt Women's Centre (Incorporated)
Statement of Financial Performance
For the year ended 30 June 2013

	Notes	2013 \$	2012 \$
Income			
Government Grants	4	133,679.23	169,420.79
Private Grants	4	23,598.33	11,711.89
Donations		7,085.12	10,721.25
Membership Fees		1,191.33	1,180.03
Staff Outreach			1,656.89
Course Fees		5,638.16	5,502.80
Room Hire		2,571.25	2,411.31
Sundry		790.15	94.35
Counselling		2,461.19	3,464.10
		\$177,014.76	206,163.41
Other Income			
Interest and Dividends		2,837.58	3,204.50
Total Income		\$179,852.34	209,367.91
Expenses			
Advertising		4,480.70	5,217.12
Auditor			375.00
Bank Charges		54.00	113.20
Board Expenses		731.09	871.64
Computer Costs	7	49.31	4,619.76
Computer Maintenance	8	271.17	847.03
Consumables		518.08	566.28
Course Costs		176.19	695.40
Creche Costs			
Depreciation	3	9,271.61	9,881.87
Donation/Gifts/Koha		200.00	50.00
General Expenses		4,856.41	5,004.20
Insurance		6,184.63	3,999.61
Internet Costs		1,798.20	618.23
Legal Fees		1,322.48	
Library		799.85	909.18
Low Value Asset		949.59	1,672.15
Mosaic		985.85	637.48
Newsletter		661.44	885.49
Photocopier		1,186.97	1,031.83
Power and Gas		2,473.60	2,348.01
Postage and Couriers		1,806.51	1,741.41
Rates		1,753.24	1,688.81
Repairs and Maintenance		2,907.81	28,367.81
Stationery		2,607.81	2,948.15
Subscription		767.82	637.17
Staff Wages/Paye/Acc		118,958.37	124,620.52
Staff Supervision		2,064.58	2,218.70
Staff Training		4,603.04	6,662.70
Staff Travel		440.00	-
Staff Holiday Gifts		-	1,391.30
Telephone		2,446.33	1,718.90
Tutor Fees		3,308.00	3,076.18
Volunteer Expenses		1,383.77	1,372.87
Total Expenses		\$180,018.45	216,788.00
Surplus/(Deficit)		(\$166.11)	-7,420.09

This statement must be read in conjunction with the notes to the financial statements.

5/9/13



Lower Hutt Women's Centre Incorporated
Notes to the Financial Statements
for the Year Ended 30 June 2013

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

	2013	2012
	\$	\$
Grants in advance last year	37,031.40	59,127.05
COGS	10,000.00	6,000.00
MSD	25,814.75	25,814.75
Community Response Fund		7,149.96
Hutt City Council	3,700.00	6,442.40
Te Awa Kairangi Health	65,084.84	
Hutt Valley District Health Board	74.99	70,824.96
John Iott Charitable Trust	1,500.00	
Lion Foundation	1,798.00	
Lottery Community	28,000.00	25,000.00
Pub Charity	2,774.40	3,260.00
Creative Communities	1,350.00	2,050.00
The Southern Trust	2,000.00	2,000.00
W & M Bear	3,214.44	
TG Macarthy Trust	2,000.00	
Frozen Funds	6,000.00	
WEA		391.78
Infinity Foundation		3,803.18
The Box Trust		6,000.00
Other Grants received (Donations)	500.00	1,300.00
	<u>153,811.42</u>	<u>160,037.03</u>
Less Grants received in advance this year	33,553.98	37,031.40
Private grant expenditure	11.28	1,000.00
Government and Private Grants	<u>157,277.56</u>	<u>181,132.68</u>

These notes form part of the financial statements



Lower Hutt Women's Centre Incorporated
Notes to the Financial Statements (continued)
for the Year Ended 30 June 2013

5	<u>Grants received in advance</u>	2013	2012
		\$	\$
	Community Response Fund	-	3,675.37
	Lottery Community	26,850.72	24,180.00
	The Southern Trust	627.47	1,144.05
	Winton and Margaret Bear	1,477.44	
	Infinity Foundation	-	1,720.70
	The Box Trust	-	6,000.00
	Private Donations	800	311.28
	John Illot Charitable Trust	242.47	
	Creative communities	800.00	
	Pub Charity	2,219.51	
	Frozen Funds	536.37	
		<u>33,553.98</u>	<u>37,031.40</u>

6 Value of Property

The property owned by The Lower Hutt Womens Centre at 186 Knights Road, Lower Hutt has a rateable value of \$475,000 at 30 June 2013, the land being \$370,000 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.

5/9/13



LOWER HUTT WOMEN'S CENTRE

Schedule of Fixed Assets as at 30 June, 2013

Item	Date of Purchase	Original Cost	Cum.Dep. to 30/6/12	Additions This Year	NBV/Cost at 1/7/12	Depreciation this Year		Cum.Dep. to 30/6/13	N. B. V. at 30/6/13
						Months	Rate (S/L) \$		
Computer Equipment									
Monitor, Keyboard, etc.	Dec-03	398.22	398.22		0.00	0	40.0%	398.22	0.00
MYOB Software	Dec-04	248.89	248.89		0.00	0	33.0%	248.89	0.00
External Hard Drive	Sep-05	266.66	266.66		0.00	0	36.0%	266.66	0.00
Canon Lide Scanner	Apr-07	115.55	106.16		9.40	12	17.5%	9.39	115.55
H.P. Printer	Jan-07	748.60	748.60		0.00	12	30.0%	0.00	748.60
Computer (Public Access)	Jun-07	1,216.01	1,216.01		0.00	12	40.0%	0.00	1,216.01
Scanners	Jun-08	957.00	957.00		0.00	12	40.0%	0.00	957.00
Computer Office	Sep-09	799.00	799.00		0.00	12	40.0%	0.00	799.00
Computer Lap Top	Jun-10	998.78	399.51		599.27	12	40.0%	399.51	799.02
Computer Office	Dec-11	1,172.96	234.60		938.36	6	40.0%	234.60	469.20
Touch Screen Free Access	Jun-13			1,520.87					703.76
Total		6,921.67	5,374.65	1,520.87	1,547.02			643.50	1,520.87
								6,018.15	2,424.39
Office Equipment									
Office Desk	2000	266.00	266.00		0.00	0		266.00	0.00
Filing Cabinet	2002	310.15	310.15		0.00	0	24.0%	310.15	0.00
Filing Cabinet	Mar-05	236.00	236.00		0.00	0	24.0%	236.00	0.00
Sander	Apr-07	118.22	108.61		9.61	12	17.5%	9.61	118.22
Sandbox	May-11	504.34	57.37		446.97	12	10.5%	52.96	394.01
Photocopier	Jun-11	5,975.00	1792.5		4,182.50	12	30.0%	1,792.50	2,390.00
TV	Dec-11	598.27	89.74		508.53	6	30.0%	179.48	329.05
Projector	Jun-12	1477.39			1,477.39	12	30.0%	443.22	1,034.17
Total		9,485.37	2,860.37	0.00	6,625.00			2,477.76	5,338.14
									4,147.24

This schedule forms part of the financial statements

6/19/13

LOWER HUTT WOMEN'S CENTRE

Schedule of Fixed Assets as at 30 June, 2013 (Continued)

Item	Date of Purchase	Original Cost	Cum.Dep. to 30/6/12	Additions This Year	NBV/Cost at 1/7/12	Depreciation this Year		Cum.Dep. to 30/6/13	N. B. V. at 30/6/13
						Months	Rate (\$/L)		
Furniture & Fittings									
Carpet	2000	1,724.44	1,724.44		0.00	0		1,724.44	0.00
Sign	2001	275.85	275.85		0.00	0		275.85	0.00
Summer House (Kitset)	Dec-02	1,551.11	1,551.11		0.00	12	12.0%	1,551.11	0.00
Folding Tables (2)	Aug-03	235.00	235.00		0.00	0	25.0%	235.00	0.00
Fire Extinguisher	Dec-04	96.26	69.46		26.80	12	9.6%	78.70	17.56
Whiteboard	Aug-06	485.89	485.89		0.00	12	30.0%	485.89	0.00
Stove	Dec-06	711.12	684.45		26.67	12	17.5%	711.12	0.00
Light Fitting	May-07	155.56	108.50		47.06	12	13.5%	129.50	26.06
Gas Heater Rinal	Jun-07	1,151.11	1,007.22		143.89	12	17.5%	1,151.11	0.00
Carpet/Vinyl Creche	May-08	3,566.23	3,566.23		0.00	12	24.0%	3,566.23	0.00
Heat pump Creche	Jul-08	2,868.15	2,868.15		0.00	12	67%	2,868.15	0.00
Tables and Chairs Creche	Sep-08	588.00	291.06		296.94	12	13.5%	79.38	217.56
Door Meeting Room	Sep-08	1,771.81	682.14		1,089.67	12	10.5%	186.04	903.63
Vinyl in back toilet and carpet hallw	Mar-09	1,600.00	1,560.00		40.00	12	30.0%	40.00	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	\$156.23		505.07	12	10.5%	69.44	435.63
Blinds Creche	Sep-10	1,131.26	296.957875		834.30	9	17.5%	197.97	636.33
Counselling room furniture	Feb-12	1353.04	60.89		1,292.15	4	13.5%	182.66	1,109.49
Meeting room mattresses	Dec-11	\$1,040.00	70.20		969.80	6	13.5%	140.40	829.40
Light Fitting	Jun-12	526.63			526.63	0	13.5%	71.10	455.53
Total		25,153.41	19,354.42	0.00	4,302.56			1,167.78	4,631.21
Buildings									
House	Jan-06	170,000.00	22,950.00		147,050.00	12	2.0%	3,400.00	143,650.00
Creche	Mar-08	48,545.68	6,310.94		42,234.74	12	3.0%	1,456.37	40,778.37
Creche Renovations	Jun-10	4,206.59	\$252.40		3,954.19	12	3.0%	126.20	3,828.00
Total		222,752.27	29,513.34	0.00	193,238.93			4,982.57	188,256.36
GRAND TOTAL FIXED ASSETS									
		264,312.72	57,102.78	1,520.87	205,713.51			\$9,271.62	199,459.20

This schedule forms part of the financial statements

5/9/13



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 2013. 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 2013 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 2013 and the results of its operations for the year ended on that date.

My audit was completed 5 September 2013 and my unqualified opinion is expressed as at that date.



Carol G Lightfoot CA
71B Tangere Dr
Porirua



Personal Visits July 2012-June 2013 Summary

	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Half Year	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Half Year	Full 12-13
Services	29	38	27	36	26	28	184	30	28	32	25	42	23	180	364
Support/Enquiries	47	33	36	47	34	27	224	32	31	25	29	43	57	217	441
Workshops	199	212	178	175	172	111	1047	60	196	317	333	200	352	1458	2505
Volunteers	26	24	17	34	18	14	133	3	21	24	23	26	24	121	254
Other	0	0	0	2	2	2	6	7	6	6	5	6	9	39	45
Computer Lessons	15	32	28	26	25	19	145	9	32	23	24	28	25	141	286
Free Use Computer	35	31	22	23	24	24	159	11	30	29	28	32	35	165	324
Counselling Room	16	18	13	14	12	2	75	0	6	13	11	8	16	54	129
Counselling Women's Centre	37	52	0	27	55	43	214	18	31	30	33	47	44	203	417
Student Counsellor Hours	7	10	8	5	5	0	35	0	1	6	6	8	7	28	63
Supervision	0	0	0	0	3	2	5	0	0	0	0	0	0	0	5
Creche	10	11	8	4	7	1	41	2	6	2	17	25	11	63	104
Total	421	461	337	393	383	273	2288	172	388	507	534	465	603	2669	4937

Phone Calls July 2012-June 2013 Summary

	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Half Year	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Half Year	Full 12-13
Services	4	2	5	1	1	9	22	0	8	6	9	11	1	35	57
Support/Enquiries	21	5	25	17	26	19	113	16	14	14	42	33	8	127	240
Information on Wmn's Centre	31	19	12	18	18	9	107	12	41	56	20	45	25	199	306
Anything Else	0	0	1	2	1	1	4	0	2	1	0	0	3	6	10
Total	56	26	43	38	46	37	246	28	65	77	71	89	37	367	613