



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

# Annual Report

## Statement of Accounts

July 2014- June 2015





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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;
- Opposes 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;
- Promotes a safe, supportive environment for all women and children;
- Promotes the sharing of power and resources;
- Act as a resource and information centre for the community.

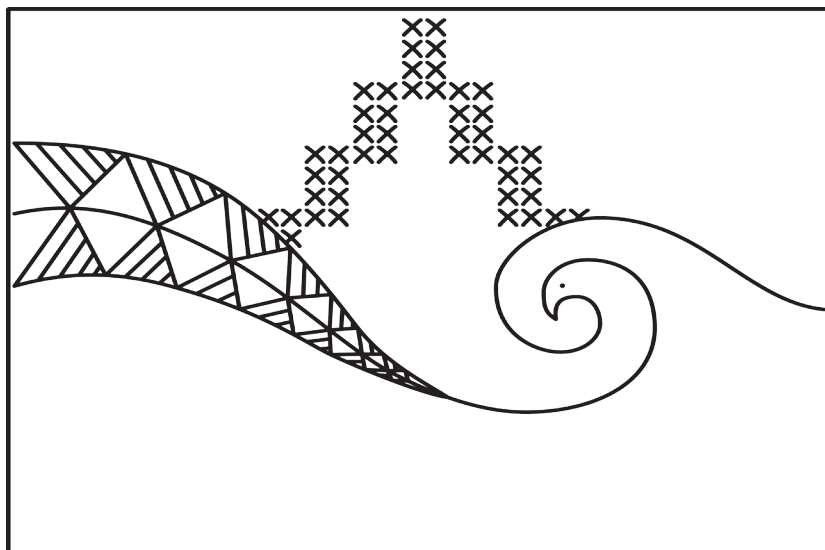
## Vision

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.

Addresses 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. We will work with women and children to increase their sense of connection and belonging.
- Goal 2. We will work with women and children to enable them to see choices in their lives and set a future direction.
- Goal 3. We will work with women and children to develop self-worth and self-esteem and to find their voice

## **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

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

We continue to meet on the fourth 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 and workshops that are considered to be part of our ongoing governance training. Seminars and workshops attended were 'Governance for not for profits', 'XRB New Financial Reporting Standards', 'New Health and Safety Regulations' and a half day workshop on 'Developing our LHWC Strategic Plan'.

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.

At the end of the last financial year our BOT faced some challenges which we worked to our centre philosophy to resolve. Our new BOT was formed in October last year and we had several new members join our BOT who have come together by supporting and encouraging each other in line with our philosophy. As a result the BOT has developed our Annual Plan focused on continuing to develop our capability as BOT members.

The continued commitment of long standing BOT members, Rose Melvin, Kay Riddler 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.

Board members this year have been: Heather Simpson Convenor, Maree McKenzie Secretary, Kathryn Bradbury Treasurer, Colleen Smith Complaints, Michelle Dalley Employment, Seselia Sione Trustee, Kay Riddler Trustee, Rose Melvin Trustee.

**Heather Simpson Convenor**

## He Huarahi O Te Wahine

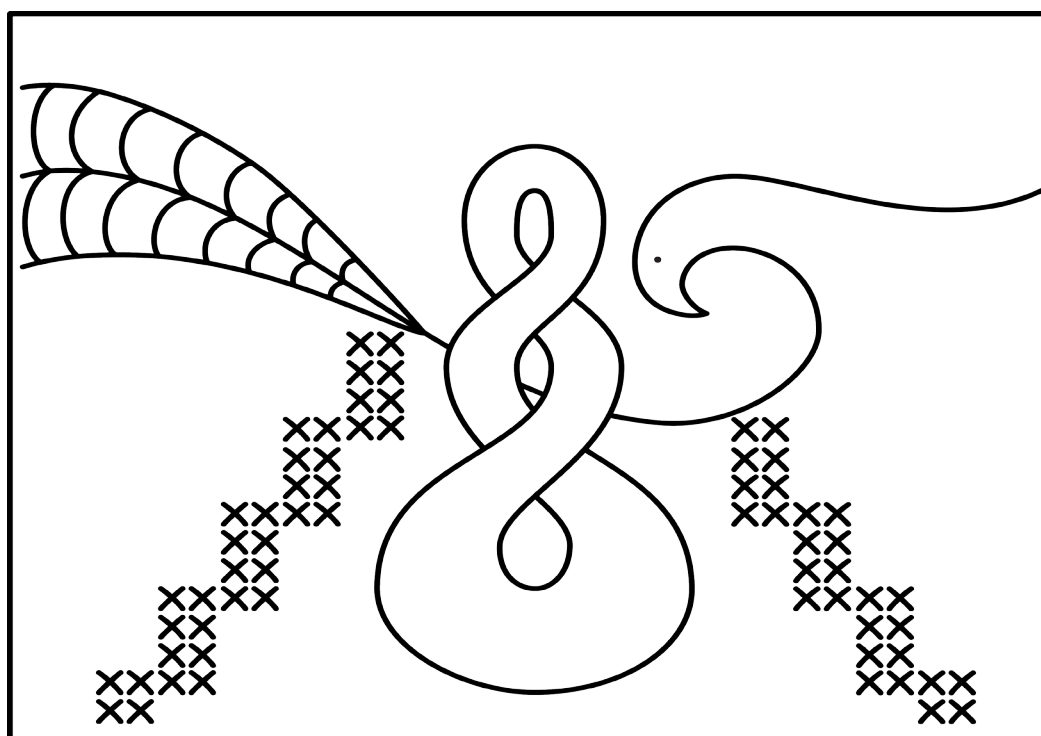
## Māori Focus group

Tena kotou wahine ma

I'm sad to report that He Huarahi O Te Wahine has not meet this year. Im pleased to say that we are still alive and acknowledge the importance of this rōpū to the LHC. Deserie Phillips has left the rōpū which leaves Kay Riddler and Janet Matehe. We both are undertaking Post graduate study and this has consumed our time and present focus at this point in time. There have been conversations that once our study is completed that we are going to meet and go forward as an rōpū with the intial aim of focus for Māori wahine. It is positive and as a rōpū we are motivated to educate ourselves which will influence our decisions for wahine ma.

Kia pai to ra wahine ma!!!

**Janet Matehe**





# Manager's Report

*I would like to start the Manager's Report with a thank you to the volunteers including the Board of Trustees. Throughout the world organisations small and large exist on volunteers contributing without monetary reward – which I would like to point out goes against the current neo-liberal thinking that money exchange is the central important focus of the world. There are many rewards in the world that are not financial. Thank you also to the women that come to the centre to gain a greater experience of life, you are women of courage.*

## **Financial**

The main sources of funding are contracts with Ministry of Social Development and Te Awa Kairangi Health Network and we gain annual Lottery and COGS funding. Other funders this year have been John Ilott Charitable Trust, The Lion Foundation, Pub Charity, Creative Communities, Hutt Mana Charitable Trust, W & M Bear Charitable Trust, TG Macarthy Trust, Infinity Foundation and The Box Trust.

## **Courses and Workshops that have run July 2014 - June 2015**

### **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
- A & D Wellbeing 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)
- Painting (Five one day workshops)
- Self Esteem for Women (Every Friday morning and every Tuesday evening)
- My Mother My Self (Two weekend workshops)
- 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), Amber White (Cleaner and Self Esteem for Teens), Anja Kutsch (Creche), Janet Matehe, Makere Love, Ruth Pink and Linda Tilyard.

## **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.

### ***Library***

We provide an extensive library for members, with topics including self help, Tiriti O Waitangi, Women's Studies.

### ***Computer Lessons***

We provide one on one computer lessons one day per week (6 hours). This is funded through John Illott Charitable Trust, TG Macarthy Charitable , 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 a repairs and maintenance fund. The major work we did this year was to get rewiring completed.

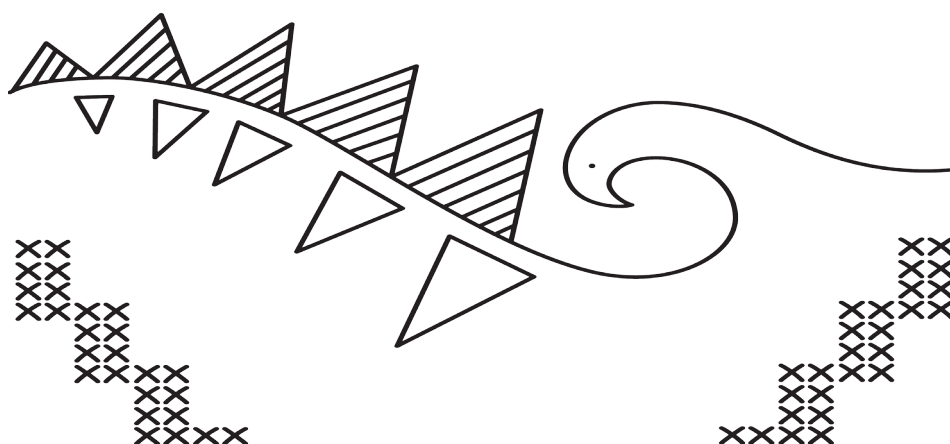
### ***Banners and Women's Centre Sign***

We received funding from Hutt Mana Charitable Trust and we now have a new sign, banners and flags that we can use. Thanks to Kayley Ngawati for her Maori designs that were gifted to the Women's Centre.

### ***Future***

Results based accountability or Investing for Outcomes is the Ministry of Social Development focus for funding. Electronic based recording of evaluations and data is being encouraged. In these times we are living now funding from any source isn't dependable. Therefore there is an acknowledgement to widen funding sources. New accounting reporting standards have been legislated for Not for Profits which will begin for us in this coming financial year.

**Stephanie Drake-Brockman Manager**







# Counsellor/Supervisor/Trainer/Crèche Worker

Kia ora

Welcome to my report to the AGM for 2015

As usual this has been another full year for me in my role at the Women Centre.

I am constantly reminded of how 'times they are a changing' and how that looks for me in my personal world, in my professional world, in the Women centre world, in the local community, in our country of New Zealand and how that looks globally and universally.

I take comfort in the 'we're all in this together' stance and acknowledge that doesn't mean we all see everything the same way, on the contrary, we each have our own world view that is valid to us.

## **Crèche Worker**

The Friday morning crèche work is a high light in my week, being with pre-school children, toddlers and babies for two hours is both life giving and grounding for me. Kathryn Bradbury and I support the children in safely being apart from their mothers and care givers for a short period of time and we witness them naturally develop the task of emotional regulation.

The crèche philosophy is Play Centre based and Child Centred in practice.

## **Counselling**

I continue to fill the quota of counselling clients for the Ministry of Social Development contract.

The client base is women, adolescence, children and some family work, (this can involve the dad or brother within the family so these sessions are held in the crèche). The MSD requirement is that a child under the age of seventeen is within the family system.

There are some clients who are funded by the DHB and a few who pay a koha.

The referrals come from CYFS, Schools, GP's, NET, Plunket, Banadoes, Community Mental Health, Self and other Counsellors.

## **Group Work**

This year I have facilitated

Anger as a Strength, 2 six weekly courses

Resilience, 2 six weekly groups

Support Group for Who Have Experienced Rape or Sexual Abuse, monthly

Women's Support Group, when Stephanie is away

## **Weekend Workshops**

Women Who Love Too Much, part one, 2 Workshops

Self-care vs Burnout, 2 Workshops

My Mother Myself, 1 Workshop

Self-Development using Psychodrama, 2 Workshops

Inner Child, 1 Workshop

## **Professional and Personal Development taken this year**

I attended the Women Studies Summer School 4 days in Kerekere

Rick Hanson, Hardwiring Happiness, 1 day, Wellington

NZAC Noho Marae stay 2 days in Porirua

Bio-energetic Training in Somatic Trauma, 2 days Wellington

Psychodrama Retreat, 3 days Taupo





Sociodrama Training, 2 days, Wellington  
Child Centred Play Therapy, x2, 5 day Trainings, Christchurch  
Child Matters, Recognising abuse and neglect in children, 1 day, Wellington  
John Briere, New Paradigm for Trauma Therapy, 1 day, Wellington

### **Professional Supervision**

I attend monthly 1x1 supervision for my clinical work  
Cultural Supervision in a group every six weeks  
Peer Supervision monthly for clinical and personal issues around my work

### **Women Centre Business Tasks**

I run the crèche with the assistance of Kathryn Bradbury for 2 hours, weekly  
I am a Collective member, this meet fortnightly  
I attend Board of Trustees meetings, usually monthly  
I attend staff meetings, monthly  
I attend volunteers training, monthly  
I supervise the Volunteers on a bi-monthly basis  
I supervise the student counsellor, 2 to 3 weekly  
I am active in the Working Bee's  
I accompany Stephanie to MSD meetings on Output measurement  
I represented Women Centre with Julie Smart at the Community and Airport Awards evening  
I network and liaise with many community groups and government agencies

I have re-joined the Wellington/Wairapa Branch of NZAC as a committee member.

I look forward to continuing to work for the cause of the empowerment and education of Women and I thank the Women Centre BOT, Manager, Staff and Volunteers for the wonderful opportunity to do so.

**Ally Andersun Counsellor**



I am very grateful to intelligent people. That doesn't mean educated. That doesn't mean intellectual. I mean really intelligent. What black people used to call "mother wit" means intelligence that you had in your mother's womb. That's what you rely on. You know what's right to do. *Maya Angelou*



# Volunteer's Report

The volunteers at the Women's Centre are guided in their work by the 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 assist women to find information about what services are available elsewhere in the community. They keep the clothing donation bin organized 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 and assists in the creche. She is the Centre's Librarian and continues to collect Petone water for the Centre. Kathryn also brings in flowers from her garden for the kitchen table.

Amber White volunteers on a Tuesday afternoon. She has been updating the information files and introduced the **We Need Feminism** and **I Wear Red** video projects (See our website).

Alison Newport volunteers on a Thursday morning. She compiles all of our resources, ordering and collecting pamphlets.

Pinkdeep Kour is compiling the Centre's statistical information.

Anita Panis is responsible for the kupu and whakatauki board in the kitchen.

Suzi Hobbs was producing our newsletter until December 2014.

Kayley Ngawati designed and gifted Maori designs to the Women's Centre.

Sara Rodgers put the Maori designs into digital format.

Sherrie Pirimona has returned to volunteering at the Centre. She does a shift on a Tuesday and has been undating course handouts.

Kirsty Bachler has been volunteering until recently on a Tuesday assisting with mosaics.

Clare Caffery volunteered until a few months ago, she helped with mosaics and a pile of other things.

Michelle Bougen volunteers during the painting workshops to make sure everything runs smoothly and is packed up after.



The volunteers have ongoing supervision and training.

Ally Andersun facilitates bi-monthly supervision for the volunteers, and they have bi-monthly peer supervision.

Volunteer's Training topics this year have included;

- "The Changing Brain" (dvd)
- Rape Awareness
- Treaty of Waitangi
- Being a Volunteer
- Feminism : Billie Jean King
- The Teenage Brain
- Community law Centre
- Kapiti Women's Centre Networking (We visited Kapiti and they returned a visit here.)
- Transgender

**Julie Smart Volunteer**

## 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.

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

- Reviewing the annual operating and business plan
- Compiling Collective assessments for the Capability Development Plan
- Viewing DVD on RBA model of investing for outcomes
- Organising groups and workshops
- Reviewing evaluations of groups and workshops
- Reviewing policies
- Reading correspondence
- Attending Strategic Planning Meeting
- Interviewing tutors/student counsellors for running courses/using rooms
- Reviewing ongoing day-to-day running of the centre
- Reading Maori Focus Group minutes
- Signing/actioning Risk Management book
- Choosing new design for banners and house sign
- Planning reciprocal visits with Kapiti Women's Centre
- Planning working bees
- Organising and attending First Aid training

**Lyn Topley Collective Member**

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*On the day when it will be possible for woman to love not in her weakness but in her strength, not to escape herself but to find herself, not to abase herself but to assert herself – on that day love will become for her, as for man, a source of life and not of mortal danger.* Simone De Beauvoir (1908 - 1986)



He taonga rongonui te aroha ki te tangata

Goodwill towards others is a precious treasure.

## Treasurer's Report

I am pleased to report that despite the funding challenges, careful financial planning and practices have enabled us to provide a sound base for our work.

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

Thank you also to Board members Rose, Colleen, Heather, Michelle, Maree, Kay and Seselia who have approved the accounts, asked the right questions and taken on the legal responsibility of financial management for our Centre.

And again, our appreciation to Lynn Topley who volunteers her time to do the weekly banking, a role she has undertaken for many years. Acknowledgement goes also to the many women who continue to donate money to assist with the ongoing maintenance of the Women's Centre.

Finally I acknowledge our auditor, Carol Lightfoot, who has completed a full audit of our accounts. Her report follows the financial statement.

**Kathryn Bradbury Treasurer**

### **Lower Hutt Women's Centre Incorporated Financial Statements For the year Ended 30 June 2015**

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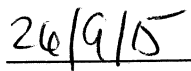


**Lower Hutt Women's Centre (Incorporated)**  
**Statement of Financial Position**  
**As at 30 June 2015**

	<u>Notes</u>	<b>2015</b> \$	<b>2014</b> \$
<b>Accumulated Fund</b>			
Opening Balance		<u>245,604.87</u>	<u>254,329.22</u>
Current Year Surplus/Deficit		(5,840.96)	(8,724.35)
		<u>239,763.91</u>	<u>245,604.87</u>
<b>Represented by:</b>			
<b>Current Assets</b>			
Westpac Running 00		8,329.94	8,941.20
Westpac Wages 03		17,772.24	18,742.65
Westpac Trust 00		1,851.29	13,526.43
TD Westpac 001	1	33,502.20	32,203.96
TD Harbour City		35,268.30	33,920.53
Harbour City On Call		35.62	35.26
Petty Cash		350.00	150.00
Debtors		7,494.24	10,032.34
		<u>104,603.83</u>	<u>117,552.37</u>
<b>Fixed assets per schedule</b>	2 & 6	183,716.88	190,354.47
<b>Total Assets</b>		<u>288,320.71</u>	<u>307,906.84</u>
<b>Less Current Liabilities:</b>			
Grants Received in Advance	5	31,967.15	37,226.32
GST Owing		5,442.70	5,295.62
Accounts Payable		4,260.23	12,028.73
Holiday Pay Accrued		6,886.72	7,751.30
		<u>48,556.80</u>	<u>62,301.97</u>
<b>Less Long Term Liabilities</b>			
<b>Total Liabilities</b>		<u>48,556.80</u>	<u>62,301.97</u>
<b>Net Assets</b>		<u>239,763.91</u>	<u>245,604.87</u>

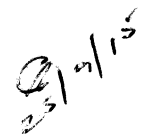


Convenor (on behalf of the Centre)



Date

The accompanying notes form part of these financial statements





**Lower Hutt Women's Centre (Incorporated)**  
**Statement of Financial Performance**  
**For the year ended 30 June 2015**

	<u>Notes</u>	<b>2015</b> \$	<b>2014</b> \$
<b>Income</b>			
Government Grants	4	136,523.41	140,826.20
Private Grants	4	23,870.11	22,769.58
Donations		5,450.57	8,074.27
Membership Fees		1,355.67	1,617.37
Course Fees		5,725.51	5,396.93
Room Hire		2,334.82	2,202.19
Sundry		934.88	1,318.52
Counselling		1,987.86	1,857.46
<b>Total Income</b>		<b>178,182.83</b>	<b>184,062.52</b>
<b>Other Income</b>			
Interest and Dividends		2,945.44	2,805.86
		<b>181,128.27</b>	<b>186,868.38</b>
<b>Expenses</b>			
Advertising		4,768.00	5,052.77
Auditor		400.00	400.00
Bank Charges		30.00	22.50
Board Expenses		2,705.76	1,396.53
Computer Costs	7	22.61	73.88
Computer Maintenance	8	34.78	
Consumables		577.39	560.44
Course Costs		1,148.96	427.47
Creche Costs			158.22
Depreciation	2	8,202.59	9,749.73
Donation/Gifts/Koha		43.48	172.18
General Expenses		4,611.85	3,967.55
Insurance		6,429.55	5,940.70
Library		542.25	828.35
Low Value Asset		212.92	635.24
Mentor Fees			4,000.00
Mosaic		541.51	632.85
Newsletter		2,001.73	922.33
Photocopier		1,062.08	1,141.05
Power and Gas		3,022.42	2,481.17
Postage and Couriers		1,432.52	2,032.53
Rates		1,888.07	1,786.63
Repairs and Maintenance		6,655.52	7,288.76
Stationery		1,573.88	1,940.58
Subscription		857.83	818.32
Staff Wages/Paye/ACC/Kiwi Saver		123,626.07	125,770.58
Staff Supervision		1,841.32	3,077.93
Staff Training		3,984.74	6,148.26
Staff Travel		760.00	951.00
Telephone		1,976.85	2,424.82
Tutor Fees		4,099.54	3,763.83
Volunteer Expenses		1,915.01	1,026.53
<b>Total Expenses</b>		<b>186,969.23</b>	<b>195,592.73</b>
<b>Surplus/(Deficit)</b>		<b>(5,840.96)</b>	<b>(8,724.35)</b>

*The accompanying notes form part of these financial statements*

*25/9/15*



## LOWER HUTT WOMEN'S CENTRE

### Schedule of Fixed Assets as at 30 June, 2015

Item	Date of Purchase	Original Cost	Cum.Dep. to 30/6/14	Additions This Year	NBV/Cost at 1/7/14	Depreciation this Year		Cum.Dep. to 30/6/15	N. B. V. at 30/6/15
						Months	Rate (S/L)		
<b>Computer Equipment</b>									
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
H.P. Printer	Jan-07	748.60	748.60		0.00	12	30.0%	748.60	0.00
Computer (Public Access)	Jun-07	1,216.01	1,216.01		0.00	12	40.0%	1,216.01	0.00
Scanners	Jun-08	957.00	957.00		0.00	12	40.0%	957.00	0.00
Computer Office	Sep-09	799.00	799.00		0.00	12	40.0%	799.00	0.00
Computer Lap Top	Jun-10	998.78	998.78		0.00	12	40.0%	998.78	0.00
Computer Office	Dec-11	1,172.96	938.38		234.58	12	40.0%	1,172.96	0.00
Touch Screen Free Access	Jun-13	1,520.87	608.35		912.52	12	40.0%	1,216.70	304.17
Kyocera F1320-D Printer	Feb-14	645.00	64.50		580.50	12	30.0%	258.00	387.00
<b>Total</b>		<b>8,971.99</b>	<b>7,244.40</b>		<b>1,727.59</b>			<b>8,280.83</b>	<b>691.16</b>
<b>Office Equipment</b>									
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	118.22		0.00	12	17.5%	118.22	0.00
Sandbox	May-11	504.34	163.29		341.05	12	10.5%	216.25	288.10
Photocopier	Jun-11	5,975.00	5,377.50		597.50	12	30.0%	5,975.00	0.00
TV	Dec-11	598.27	448.70		149.57	12	30.0%	598.27	0.00
Projector	Jun-12	1477.39	886.43		590.96	12	30.0%	1,329.65	147.74
Banners	Jun-15			1,565.05				0.00	1,565.03
<b>Total</b>		<b>9,485.37</b>	<b>7,806.29</b>	<b>1,565.05</b>	<b>1,679.07</b>			<b>9,049.54</b>	<b>2,000.86</b>

25/9/15.



# LOWER HUTT WOMEN'S CENTRE

## Schedule of Fixed Assets as at 30 June, 2015 (Continued)

Item	Date of Purchase	Original Cost	Cum.Dep. to 30/6/14	Additions This Year	NBV/Cost at 1/7/14	Depreciation this Year			Cum.Dep. to 30/6/15	N. B. V. at 30/6/15
						Months	Rate (S/L)	\$		
Furniture & Fittings										
Carpet	2000	1,724.44	1,724.44		0.00	0		0.00	1,724.44	0.00
Summer House (Kitset)	Dec-02	1,551.11	1,551.11		0.00	12	12.0%	0.00	1,551.11	0.00
Folding Tables (2)	Aug-03	235.00	235.00		0.00	12	25.0%	0.00	235.00	0.00
Fire Extinguisher	Dec-04	96.26	87.95		8.31	12	9.6%	8.31	96.26	0.00
Whiteboard	Aug-06	485.89	485.89		0.00	12	30.0%	0.00	485.89	0.00
Stove	Dec-06	711.12	711.12		0.00	12	17.5%	0.00	711.12	0.00
Light Fitting	May-07	155.56	150.50		5.06	12	13.5%	5.06	155.56	0.00
Gas Heater Rinai	Jun-07	1,151.11	1,151.11		0.00	12	17.5%	0.00	1,151.11	0.00
Carpet/Vinyl Creche	May 08	3,566.23	3,566.23		0.00	12	24.0%	0.00	3,566.23	0.00
Heat pump Creche	Jul-08	2,868.15	2,868.15		0.00	12	67%	0.00	2,868.15	0.00
Tables and Chairs Creche	Sep-08	588.00	449.82		138.18	12	13.5%	79.38	529.20	58.80
Door Meeting Room	Sep-08	1,771.81	1,054.22		717.59	12	10.5%	186.04	1,240.26	531.55
Vinyl in back toilet and carpet hall	Mar-09	1,600.00	1,600.00		0.00	12	30.0%	0.00	1,600.00	0.00
Heat pump hallway	Apr-09	3,660.65	3,660.65		0.00	12	67.0%	0.00	3,660.65	0.00
Bookshelf Creche	Sep-09	661.30	295.11		366.19	12	10.5%	69.44	364.54	296.76
Blinds Creche	Sep-10	1,131.26	692.90		438.36	12	17.5%	197.97	890.87	240.39
Counselling room furniture	Feb-12	1353.04	426.21		926.83	12	13.5%	182.66	608.87	744.17
Meeting room mattresses	Dec-11	\$1,040.00	351.00		689.00	12	13.5%	140.40	491.40	548.60
Light Fitting	Jun-12	526.63	142.19		384.44	12	13.5%	71.10	213.29	313.34
Total		24,877.56	21,203.58		3,673.97			940.35	22,143.93	2,733.63
Buildings										
House	Jan-06	170,000.00	29,750.00		140,250.00	12	2.0%	3,400.00	33,150.00	136,850.00
Creche	Mar-08	48,545.68	9,223.68		39,322.00	12	3.0%	1,456.37	10,680.05	37,865.63
Creche Renovations	Jun-10	4,206.59	\$504.79		3,701.79	12	3.0%	126.20	630.99	3,575.60
Total		222,752.27	39,478.47		183,273.79			4,982.57	44,461.04	178,291.23
GRAND TOTAL FIXED ASSETS										
		266,087.19	75,732.75	1,565.42	190,354.42			8,202.59	83,935.34	183,716.88



25/1/15



## 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

	2015	2014
	\$	\$
Grants in advance last year	37,226.32	33,553.98
<b>Grants received this year</b>		
COGS	10,000.00	10,000.00
MSD	25,814.75	25,814.75
Hutt City Council		4,000.00
Te Awa Kairangi Health	65,930.88	64,638.00
John Iltott Charitable Trust	1,500.00	1,500.00
Lion Foundation	2,000.00	
Lottery Community	30,000.00	33,000.00
Pub Charity		
Creative Communities	2,050.00	1,250.00
Hutt Mana Charitable Trust		2,437.00
W & M Bear	977.44	877.44
TG Macarthy Trust	2,874.00	3,000.00
Frozen Funds		6,000.00
Infinity Foundation	6,306.44	1,200.00
The Box Trust	6,000.00	6,000.00
MSD Capability Grant		7,000.00
Other Grants received (Donations)	500.00	2,050.00
	<b>153,953.51</b>	<b>168,767.19</b>
Grants received in advance this year	31,967.15	37,226.32
Private Donation expenditure	1,180.84	1,499.07
Government and Private Grants	<b>160,393.52</b>	<b>163,595.78</b>

*25/9/15*



5 Grants received in advance

	2015	2014
	\$	\$
<i>Grants still held in advance</i>		
TG Macarthy Trust	414.22	
Lottery Community	23,743.70	23,543.32
Winton and Margaret Bear	977.44	877.44
Private Donations	704.21	1350.93
John Illot Charitable Trust	1,500.00	695.06
Creative communities	700.00	500.00
Hutt Mana Charitable Trust		2,437.00
Capability Mentor MSD	1,508.95	2,933.95
HCC		4,000.00
Frozen Funds		888.62
The Box Trust	2,418.63	
	<u>31,967.15</u>	<u>37,226.32</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 \$480,000, 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.

25/9/15





**Carol Lightfoot**

**Chartered Accountant**

**Audit Report**

To the readers of the financial report of Lower Hutt Women's Centre Incorporated.

I have audited the financial report of Lower Hutt Women's Centre Inc. This is made up of a Statement of Financial Performance, a Statement of Financial Position, Fixed Assets Schedule, Notes to the financial Statements and a List of Grants. The financial report provides information about the past financial performance of Lower Hutt Women's Centre Inc. and its financial position as at 30 June 2014. The information stated in accordance with the accounting policies set out in the Notes to the Financial Statements.

**Board of Trustees' Responsibilities**

The Board of Trustees is responsible for the preparation of a financial report which fairly reflects the financial position of the Lower Hutt Women's Centre Inc. as at 30 June 2015 and of the results of operations for the year ended 30 June 2015.

**Auditor's Responsibilities**

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

**Basis of opinion**

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

The significant estimates and judgements made by the Board of Trustees in the preparation of the financial report, and whether the accounting policies are appropriate to Lower Hutt Women's Centre Inc.'s circumstances, consistently applied and adequately disclosed.

I conducted my audit in accordance with New Zealand Auditing Standards. I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide myself with sufficient evidence to give reasonable assurance that the financial report is 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 report.

Other than in my capacity as auditor I have no relationship with or interests 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**

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

In my opinion: Proper accounting records have been kept by Lower Hutt Women's Centre far as appears from my examinations of those records; the financial statements comply with the generally accepted accounting standards fairly reflect the financial position of Lower Hutt Women's Centre Inc. and the results of its operations for the year ended on the 30 June 2015.

My audit was completed on 25th September 2015 in my unqualified opinion as expressed as at that date.

Carol Lightfoot CA  
PO Box 24-034  
Wellington



Personal Visits July 2014-June 2015 Summary																	

Phone Calls July 2014-June 2015 Summary																	
																Previous	
															Total	Years	
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jul-Dec	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jan-Jun	14-15	13-14	12-13
Services	11	3	6	9	9	5	43	6	20	10	6	6	12	60	103	72	57
Support/Enquires	28	21	19	40	22	28	158	22	26	29	33	32	25	167	325	335	240
Information on Wmn's Centre	35	54	33	42	18	17	199	15	30	51	37	55	41	229	428	390	316
Total	74	78	58	91	49	50	400	43	76	90	76	93	78	456	856	797	613