



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

# Te Pūrongo-ā-Tau Annual Report 2017-2018 Statement of Accounts



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



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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.

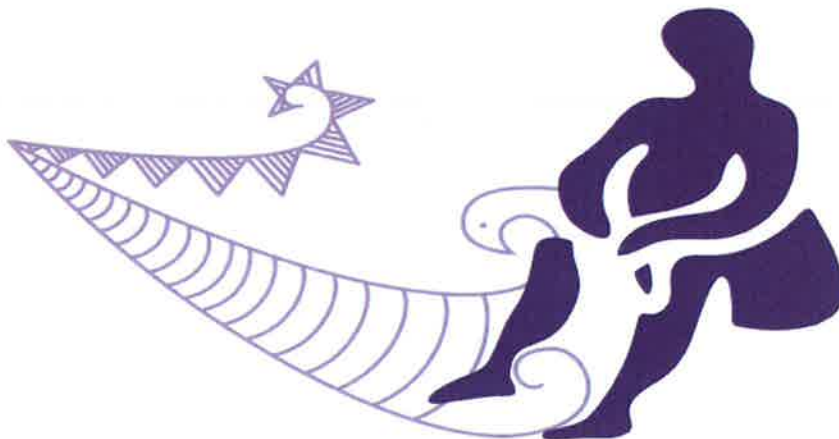
## Vision

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

Tēnā Koutou Katoa

This past year has presented many of us involved in the Lower Hutt Women's Centre with personal challenges. For me, the premature birth of my son has brought new meaning to the saying "it takes a village to raise a child". I've needed people around me more than I ever have before. But more than this, I believe we all need the care of a 'village' to support us in our everyday lives. This is what I see the Lower Hutt Women's Centre as providing for all of us, as well as the women and children in the community who utilise the essential services we provide.

This year we had the exciting opportunity to be offered funding from the Hutt Valley District Health Board to bring on a social worker for 20 hours per week. I'd like to thank the Hutt Valley District Health Board for seeing the value we are providing to the community, and supporting us in what we do. I'd also like to thank Stephanie Brockman and Kay Riddler. Stephanie, for working hard to secure this funding, and Kay, for taking on this new role - it is wonderful to have someone who is so passionate about supporting women and their whanau in this role. This funding allows us to increase the impact we are having in our community.

We have quite a new Board of Trustees and I've loved seeing how motivated and enthusiastic everyone is to support the Women's Centre to do what it does best; enabling women, girls and children to reach their full potential. Thank you to the members for the skills you each bring to the Board, and for your ongoing commitment.

To outgoing Board member Kathryn Bradbury, thank you for everything you have done for the centre;



in your role as Treasurer, and even as our unofficial head gardener! We have appreciated your time and energy.

Thank you to Teresa Housel for your contributions; your thoughtful and caring nature has added much value to both the Board and the Centre, and you will be missed. Also thanks to Carla Leader, who resigned from the Board earlier this year and added a lot of value in the area of employment relations. Finally, I'd like to thank the staff; Stephanie, Ally and Kay; the Collective and all of our volunteers. A simple 'thank you' never seems like enough to recognise everything you all do to keep the centre running. On behalf of the Board of Trustees, please know that your efforts are appreciated.

Nga mihi  
Katie Smith  
Convenor

## He Huarahi O Te Wahine      Māori Focus group

Kia ora Wahine Ma

Kay Riddler and Janet Matehe as the Māori Focus Group have not met formally this year; however we continue to hold the space for the seeds that have been sown to continue to grow with time. We are very proud to be involved in the development of the MFG and we send out an invitation for other Māori wahine to join us in maintaining and building the mana and mauri of our centre.  
Kay Riddler and Janet Matehe





Ahakoā he iti he paunamu

*Despite being small you are of great value*



Titiro Whakamauri Kokiri whakamua

*Look back and reflect so you can move forward.*

He mana te wahine he mana hoki to te tāne

*The mana and tapu of women and children  
is equal to the mana and tapu of men*



# Manager's Report

**Tena Koutou Katoa**

***I would like to start by paying respect and giving our thoughts to Makere Love. Makere has been a tutor here at the Women's Centre for over 15 years and a good friend to me for over 25 years.***

***She has run weaving workshops, Te Reo Maori workshops, run singing groups and taaniko workshops.***

***Makere has a terminal illness and is in her last period of life. Makere has been a great support to the Women's Centre and we will miss her.***

## **Financial**

The main sources of funding for 2017-2018 are contracts with Ministry of Social Development and Hutt Valley District Health Board, and we gain annual Lottery and COGS funding. Other funders this year have been Pub Charity, Creative Communities, W & M Bear Charitable Trust, TG Macarthy Trust, Infinity Foundation, Four Winds, First Sovereign Trust and The Box Trust.

## **Courses and Workshops that have run July 2017- June 2018**

***The courses we have run during the year have been;***

- A & D Wellbeing Group: Weekly group
- Free legal Advice: Monthly
- Sexual Abuse Support Group (Ongoing monthly support group)
- Assertiveness for Women (Two six week courses)
- Self Esteem for Teenage Girls (Two eight week courses)
- 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)
- Resilience (One six week course)
- Understanding the Blues (Two six week courses)
- Self Development using Psychodrama (Two Weekend Workshops)
- Painting (Five one day workshops)
- Self Esteem for Women (Every Friday morning and every Tuesday evening)
- Meditation for Women (Two six week courses)
- My Mother My Self (One Weekend Workshop)
- Self Defence (One day workshop)
- Circle of Security (One eight week parenting course)

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 (Self Esteem for Teens), Janet Matehe (A & D Wellbeing Group), Ruth Pink (Meditation) and Linda Tilyard (Painting), Lydia Mabbett (Self Defence).

## **Drop In**

We provide Drop in for 26 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.



### **Counselling**

We continue to provide counselling to women, children and some families. We employ one part time counsellor and have a student counsellor for most of the 8 months of the year.

### **Newsletter, Facebook and Give a Little page**

We have continued to provide a newsletter, which has now become quarterly. Teresa Housel, volunteer, now puts this together. 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. Our facebook page is administered by Amber White, who does a great job with it.

### **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 Lottery, 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, and into ongoing support for day to day accounts.

I would like to thank the donors that have continued to donate money to support the centre. It is such a privilege to gratefully receive this money and feel the support of women.

I would like to thank all the staff, volunteers, Board and the women that use the Centre for your energy and efforts to make this a more just world.

Stephanie Brockman Manager

*"I'm really being effected by the group. It's brought up so much that I pushed down. I need to deal with it. It's hard but it's good for me." Hanna*







## Counsellor/Supervisor/Trainer/Crèche Worker

While pondering my report to the AGM I am reminded of AGM's of the past. I appreciate how the tradition of Ritual, Breakfast and the AGM meeting has maintained all these years and how women chose to come to the specific parts of the event that suits them.

One year in particular stays with me and I draw on it often. I think it was our second AGM, it was a cold wet morning when three of us huddled around the heater in the lounge and held the ritual, it was me, Steph and Sonja Davis, a memorable time that I will never forget. In the early days of Women Centre's life Sonja lent us her name to invite women to attend a meeting to form an establishment committee.

This was a powerful committee and from it came our philosophy and the election of our first Board of Trustee's at our first AGM that was held at 186 Knights road.

Here is my report

The Friday morning crèche continues to be a time of pure delight for me, it is a privilege to spend quality time and meaningful connection with the children, their mother/carer and the other support crèche workers. Kathryn Bradbury has been a constant support worker in the crèche, she is reliable and open to the world of children and their ways within that world. While Kathryn was away in the UK the support was provided by the social worker Kay Riddler and longtime volunteer Sherrie Pirimona. Both Sherrie and Clare Caffery have stepped up and ensured the crèche has run at times that I have been away. Thank you to all the women who support and uphold the ethos of the Lower Hutt Women Centre crèche.

Social worker Kay ran an eight week Circle of Security course for new mothers, both Kathryn and I ran the crèche that supported that group, it was a pleasure to be with a regular group of children and experience the development of relationship and trust.

The contract for counselling continues to be provided for the client group of women with children up to the age of 18. This can involve working with the mother herself or the young person, at times it can be couple or family counselling. This can be challenging work and it is exciting and a privilege to witnessing people find solutions and pathways to the issues that have had them shackled and stuck. I also counsel some women under the DHB contract where the age of children isn't a consideration, most of these women are older and some don't have children at all.

I supervise the volunteers bi-monthly, and the student counsellor fortnightly. At times issues come up in the volunteer's supervision that require going to the collective meeting where they are discussed and actioned when necessary.

I supervise the student counsellors clinical work and fill the requirements that the training institute needs for her to complete before they grant her the degree. This involves watching video of some live counselling sessions that the student brings for me to see with the purpose to further supervise and coach her on her developing practice. It is also a requirement for me to sight and sign the log of her face to face counselling sessions to verify the hours she has completed. There is a report that I write to the institution specifying my professional opinion on certain aspects of the counselling process that the student has



learned and developed.

I attend the collective meeting twice a month, volunteers training once a month, staff meetings once a month and most of the monthly board meetings.

The regular courses I facilitate throughout the year are Anger as a Strength and Resilience, these are six week courses that run for two hours once a week. There are two of each that are held within year. The weekend workshops I have facilitated are: Inner Child, Women Who Love Too Much/Codependency, part 1 and part 2, Self-Development using Psychodrama and My Mother Myself. There have been 7 weekend workshops in this financial year.

The support group for women who have been sexually abused and raped runs on the first Sunday of every month, with the exception of January, I facilitate this group.

I keep up my professional and personal development by attend one on one supervision regularly, having peer supervision and belonging to three peer network groups. I have travelled to Palmerston North to take part in Psychodrama training which has been ongoing through the year. I continue to up keep my learning through reading, listening to pod casts and watching seminars and documentaries on issues on human interest and behavior. I have a love for live theater, movies, dancing and enjoy a good party.

My passion is the bush and I'm developing as a gardener, I'm in love with each of my moko and enjoy time with them immensely, I appreciate my family and friends and are enjoying this stage of my life as an older woman.

My gratitude to the Lower Hutt Women Centre and all the women that have contributed to her fine standing within the community. Greetings to the new board of 2018/2019, it feels we're in safe capable hands. Blessings.



“Your silence will not protect you”

*Audre Lorde*



# 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 and give out information about what we offer here. They may assist women to find information about what services are available elsewhere in the community. They keep the clothing donations organized and re-print pamphlets, record statistics and many other tasks as required.

Below is a list of the volunteers over the last year:

**Alison Newport** compiles all of our resources, collecting and ordering pamphlets. Although no longer living in the Lower Hutt area, she continues to work at the centre on a monthly basis.

**Amber White volunteers when able. She has been assisting with the development of the Women's Centre Facebook page.** She brings in resources and information and is "the voice of youth" at the Centre.

**Julie Smart** is a member of the Collective, currently on leave studying towards a Bachelor of Counselling. She is completing her required counselling hours here as a Counselling Student. She attends meetings when available

**Kathryn Bradbury** works regular shifts on Tuesday and Friday and assists in the creche.

**Lynn Topley** completes the weekly banking, co-ordinates the payment of the volunteers' book vouchers and inputs monthly bookkeeping data for the centre donations. She is also a Collective member.

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

**Naomi Millane** focuses mostly in the library tidying, replacing books that have been returned and general organisation of the books and categories.

**Sherrie Pirimona** works a regular shift on a Thursday. She keeps the library book catalogue up-to-date and inputs the statistics for phone calls, personal visits and computer use. She also does a variety of other duties, including updating and generating computer documents as required, and is responsible for the kupu and whakatauki board in the kitchen.

**Scarlet Jones**, Weltec student, helped with the Bi-Annual Survey.

**Kimberly Bignall** compiled all the data for the Outcomes Report – Workshops/Courses.

**Clare Caffery** helped clean out the shed, build the shelves, put everything back and helped tile around the sink in the crèche.

The volunteers have ongoing training and supervision. Ally Andersun facilitates bi-monthly supervision and they have bi-monthly peer supervision. Volunteers' training is monthly and topics covered



have been, “Being a Volunteer”, “Forgiveness”, Body Image DVD - “Embrace”, Raising Boys DVD - “The Mask You Live In”, Colonisation DVD - “Putuparri and The Rainmakers” and “Waru”. Volunteers have also been part of end-of-year and mid-winter gatherings and working bees.

“I’ve discovered I’m not so different from others.” *Josie*

“I’m learning to be fully human, to claim my self and not just hang off what my partner wants.” *Jo*





## Collective Report

The Collective members have been Ally Andersun, Stephanie Brockman, Lynn Topley, Julie Smart (who attends when available while on study leave) and since February, Kay Riddler, our part-time Social Worker. We have met regularly every fortnight throughout the year to oversee the day-to-day running of the Centre. We have fun, share, as well as doing business and each meeting begins with a feminist quote and ends with a song. We have used the opportunity to learn and practice waiata.

We operate in conjunction with the governance (Board of Trustees) and some of our tasks have been to: read correspondence, review and monitor the annual business plan, review evaluations of groups and workshops, maintain health and safety and risk register, plan workshops and groups, attend strategic planning, plan funding expenditure, read and review policies, ensure complaints procedure is followed, collect statistics, oversee crèche and supplies, organize building maintenance.

Collectively, we have enjoyed being part of the Te Ra o te Raukura Community Festival, supporting a fundraiser event and we keep our First Aid Certificates current.





## Treasurer's Report

I have recently had the pleasure of joining the Board of Trustees at the Lower Hutt Women's Centre as treasurer.

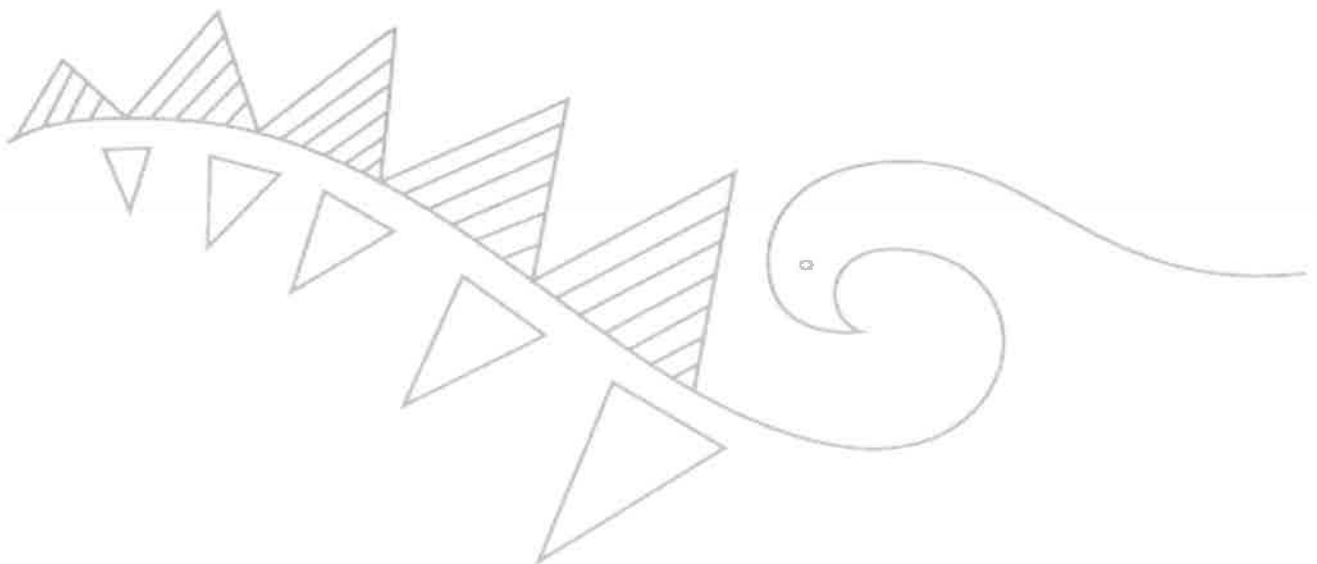
It's been great meeting everyone involved with the centre and learning what the Women's Centre does to support women and children in the community.

I would like to acknowledge the contribution the outgoing treasurer Kathryn Bradbury has made to the centre over the past 6 years. I am sure Kathryn's support and the work she has undertaken in her role as treasurer has been greatly appreciated by all.

I am looking forward to working closely with Stephanie this year on a number of initiatives. I recently spent a day with Stephanie learning how things work at the Centre from the ground up and am very impressed with the systems Stephanie has set up over the years to ensure the Women's Centre runs smoothly. To try and improve efficiencies we have already implemented the payment and approval of creditors on-line and will be transitioning our accounts, and hopefully payment of wages, to Xero. This will allow for greater and clearer reporting so the Board have a better understanding of the financial standing of the Centre at all times.

I am hoping that at the 2019 AGM we can look back on a successful year, having put new systems and processes in place which will cut back on the time Stephanie has to spend on financial admin, allowing her to continue her other works managing the centre and ensuring the women and children have the continuing support of the Women's Centre.

Suzanne Hammond



**The Lower Hutt Women's Centre  
Incorporated**

**Performance Report**

**For the year ended 30 June 2018**

# The Lower Hutt Women's Centre Incorporated

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We are pleased to present the approved financial report of the Lower Hutt Women's Centre Inc for the year ended 30 June 2018.

Chair

Date 14 September 2018

Treasurer

Date 14 September 2018



# The Lower Hutt Women's Centre Incorporated

## Entity Information

"Who are we?", "Why do we exist?"

For the year ended  
30 June 2018

Legal Name of Entity: The Lower Hutt Women's Centre Incorporated

Other Name of Entity (if any): Lower Hutt Women's Centre

Type of Entity and Legal Basis (if any): Incorporated Society

Registration Number: Charities Registration Number CC10103

Entity's Purpose or Mission:

Philosophy \* 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.

Entity Structure:

Governance Structure: Our constitution states that our Board of Trustees must have between 5 and 8 members, at present we have eight members; including three executive officer positions: Convenor, Treasurer, Secretary and two other positions of Employment and Complaints. The Board of Trustees meets monthly, 11 times per year and hears financial, board and operational reports at each meeting. the Board of Trustees operates to a three year strategic plan and an annual operating plan.

Operational Structure: Our operations are managed by a paid manager and collective. We employ counsellor/group worker, computer tutor and group workers. We also contract to other group workers when necessary. Volunteers support the ongoing operations throughout the year. The collective operates to an annual business plan and meets twice monthly.

Main Sources of the Entity's Cash and Resources:

The Lower Hutt Women's Centre has two government contracts; Oranga Tamariki and Hutt Valley DHB, also receive Lottery and COGS funding along with philanthropic and gambling trust donations.

Main Methods Used by the Entity to Raise Funds:

Fundraising activities include ongoing sourcing of donations, running workshops for other groups and hiring out our venue.

# The Lower Hutt Women's Centre Incorporated

## Entity's Reliance on Volunteers and Donated Goods or Services:

Volunteers contribute to the ongoing running of the centre, governance and donations of funds. We rely on volunteers and donation to keep the centre running.

## Contact details

### Physical Address:

186 Knights Road, Waterloo. Lower Hutt 5011

### Postal Address:

186 Knights Road, Waterloo. Lower Hutt 501

### Phone/Fax:

49201009

### Email/Website:

[www.lhwc.org.nz](http://www.lhwc.org.nz)



[Http://www.facebook.com/Lowerhuttwomenscentre/](http://www.facebook.com/Lowerhuttwomenscentre/)

A handwritten signature in blue ink, appearing to be 'H' or 'H.'.

# The Lower Hutt Women's Centre Incorporated

## Statement of Service Performance

For the year ended

30 June 2018

### Description of the Entity's Outcomes:

Women who feel confident to make positive choices in their lives so they and their families can live and work towards their full potentials.

Women increase their ability to see choices in their life and set a future direction.

Women and children develop their self worth and self esteem to find their voice.

Description and Quantification (to the extent practicable) of the Entity's Outputs:	Actual	Actual
	This Year	Last Year
Attendances		
Services	313	153
Support/Enquiries	321	536
Workshops/Courses/Support Groups	2589	2095
Volunteers Attended	323	193
Other	33	30
Computer lessons provided	195	175
Free use computer used	175	166
Counselling Sessions provided	415	389
Social Worker	51	
Supervision sessions provided	16	14
Student Counsellor	112	130
Children in Creche	180	121
Phone Calls	508	476
Counselling room use (hire by counsellors)	347	227
Other information		
Recipients of Quarterly Newsletter (hard copy and email)	670	652
Number of group therapy sessions provided	300	249
Actual Clients		
Workshops/Courses/Support Groups	356	444

### Additional Output Measures:

We use ACE 8 point evaluation measuring a change in an 8 point scale. This is measured for each self development workshop and a report is compiled each year compiling the measure of increase in skill (depending on what course), combined with the narrative report from each course/workshop.

# The Lower Hutt Women's Centre Incorporated

## Statement of Financial Performance

"How was it funded?" and "What did it cost?"

For the year ended

30 June 2018

	Actual This Year \$	Actual Last Year \$
<b>Revenue</b>		
Donations, fundraising and other similar revenue	4,785	15,423
Fees, subscriptions and other revenue from members	1,519	1,143
Revenue from providing goods or services	149,078	118,433
Interest, dividends and other investment revenue	2,138	1,438
Other revenue		
<b>Total Revenue</b>	<b>157,520</b>	<b>136,437</b>
<b>Expenses</b>		
Expenses related to public fundraising	710	
Volunteer and employee related costs	116,082	104,814
Costs related to providing goods or services	38,044	31,794
Grants and donations made	146	
Other expenses (Depreciation & Interest)	9,045	7,194
<b>Total Expenses</b>	<b>164,027</b>	<b>143,802</b>
<b>Surplus/(Deficit) for the Year</b>	<b>(6,507)</b>	<b>(7,365)</b>

These financial statements should be read in conjunction with the notes to the financial statements



# The Lower Hutt Women's Centre Incorporated

## Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at  
30 June 2018

	Actual This Year \$	Actual Last Year \$
<b>Assets</b>		
<b>Current Assets</b>		
Bank accounts and cash	142,180	90,215
Debtors and prepayments	1,667	2,493
GST Owing	10	71
Other current assets		
<b>Total Current Assets</b>	<b>143,857</b>	<b>92,779</b>
<b>Non-Current Assets</b>		
Property, plant and equipment	176,531	181,403
Other non-current assets		
<b>Total Non-Current Assets</b>	<b>176,531</b>	<b>181,403</b>
<b>Total Assets</b>	<b>320,388</b>	<b>274,182</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Bank overdraft		
Creditors and accrued expenses	3,999	2,936
Employee costs payable	7,036	5,077
Unused donations and grants with conditions	83,295	33,604
<b>Total Current Liabilities</b>	<b>94,330</b>	<b>41,617</b>
<b>Total Liabilities</b>	<b>94,330</b>	<b>41,617</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>	<b>226,058</b>	<b>232,565</b>
<b>Accumulated Funds</b>		
Capital contributed by owners or members	-	-
Accumulated surpluses or (deficits)	226,058	232,565
Reserves	-	-
<b>Total Accumulated Funds</b>	<b>226,058</b>	<b>232,565</b>

These financial statements should be read in conjunction with the notes to the financial statements

# The Lower Hutt Women's Centre Incorporated

## Statement of Cash Flows

"How the entity has received and used cash"

For the year ended

30 June 2018

	Actual This Year \$	Actual Last Year \$
<b>Cash Flows from Operating Activities</b>		
Cash was received from:		
Donations, fundraising and other similar receipts	4,785	7,530
Fees, subscriptions and other receipts from members	1,519	1,143
Receipts from providing goods or services	199,656	138,382
Interest, dividends and other investment receipts	2,138	1,438
<b>Cash was applied to:</b>		
Expenses related to public fundraising	710	-
Payments to suppliers and employees	151,104	147,286
Donations or grants paid	146	
Other Expenses	10	
<b>Net Cash Flows from Operating Activities</b>	<b>56,128</b>	<b>1,207</b>
<b>Cash flows from Investing and Financing Activities</b>		
Cash was applied to:		
Payments to acquire property, plant and equipment	4,163	8,545
<b>Net Cash Flows from Investing and Financing Activities</b>	<b>(4,163)</b>	<b>(8,545)</b>
<b>Net Increase / (Decrease) in Cash</b>	<b>51,965</b>	<b>(7,338)</b>
Opening Cash	90,215	97,553
Closing Cash	142,180	90,215
<b>This is represented by:</b>		
Bank Accounts and Cash	142,180	90,215

These financial statements should be read in conjunction with the notes to the financial statements

# The Lower Hutt Women's Centre Incorporated

## Statement of Accounting Policies

"How did we do our accounting?"

For the year ended  
30 June 2018

### Basis of Preparation

The Lower Hutt Women's Centre Incorporated has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate

### Goods and Services Tax (GST)

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

### Income Tax

The Lower Hutt Women's Centre Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

### Investments

Investments are stated at cost.

### 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.

### Changes in Accounting Policies

There have been no changes in accounting policies during the financial year (last year - nil)

# The Lower Hutt Women's Centre Incorporated

## Notes to the Performance Report

### Notes to the Performance Report

For the year ended

30 June 2018

#### Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Fundraising revenue	Movie Fundraiser	1,358	
	<b>Total</b>	<b>1,358</b>	
Revenue Item	Analysis	This Year \$	Last Year \$
Donations and other similar revenue	Donations/koha from the public	3,427	7,529
	Bequests		7,894
	<b>Total</b>	<b>3,427</b>	<b>15,423</b>
Revenue Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other revenue from members	Fees and subscriptions from members	1,519	1,143
	<b>Total</b>	<b>1,519</b>	<b>1,143</b>
Revenue Item	Analysis	This Year \$	Last Year \$
Revenue from providing goods or services	Revenue from grants or contracts for service with cen	109,950	73,200
	Revenue from grants or contracts for service with nor	28,318	32,808
	Revenue from grants or contracts for service with local government		2,050
	Course Fees	5,478	5,130
	Counselling/supervision Fees	2,895	2,664
	Room Hirage	2,237	2,492
	Sundry	200	89
	<b>Total</b>	<b>149,078</b>	<b>118,433</b>
Revenue Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment revenue	Interest	2,138	1,438
	<b>Total</b>	<b>2,138</b>	<b>1,438</b>



# The Lower Hutt Women's Centre Incorporated

## Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Expenses related to public fundraising	Movie Fundraiser	710	-
	<b>Total</b>	<b>710</b>	<b>-</b>
Volunteer and employee related costs	Salaries and Wages	103,636	91,396
	Employer KiwiSaver contributions	3,977	3,001
	Training	3,954	2,711
	Supervision	2,256	1,585
	ACC levies	256	383
	Volunteer Expenses	1,043	-
	Travel	960	-
	<b>Total</b>	<b>116,082</b>	<b>99,076</b>
Costs related to providing goods or services	Direct costs relating to service delivery	27,427	21,927
	Administration and overhead costs	10,617	9,867
	<b>Total</b>	<b>38,044</b>	<b>31,794</b>
Grants and donations made		146	-
	<b>Total</b>	<b>146</b>	<b>-</b>
Other expenses	Depreciation	9,035	7,194
	Interest Expense	10	-
	<b>Total</b>	<b>9,045</b>	<b>7,194</b>

# The Lower Hutt Women's Centre Incorporated

## Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Westpac Running	10,127	18,408
	Westpac Wages	44,088	32,496
	Westpac Trust	5,200	3,300
	Westpac Investment	82,465	35,825
	NZCU		36
	Petty Cash	300	150
	<b>Total</b>	<b>142,180</b>	<b>90,215</b>

Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments	Accounts receivable	1,667	2,493
	GST Receivable	10	71
	<b>Total</b>	<b>1,677</b>	<b>2,564</b>

Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Accrued expenses	3,999	2,936
	<b>Total</b>	<b>3,999</b>	<b>2,936</b>

Liability Item	Analysis	This Year \$	Last Year \$
Employee costs payable	Holiday pay accrual	7,036	5,077
	<b>Total</b>	<b>7,036</b>	<b>5,077</b>

Liability Item	Analysis	This Year \$	Last Year \$
Unused donations and grants with conditions		83,295	33,604
	<b>Total</b>	<b>83,295</b>	<b>33,604</b>

## Note 4 : Property, Plant and Equipment

This Year		PPE7 - PPE8					
Asset Class	Opening Carrying Amount	Purchases	Sales/ Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount	Current Valuation	Source and Date of Valuation
Buildings	168,326			4,983	163,343	185,000	QV Sept 2016
Furniture and fixtures	4,416	2,732		1,232	5,916		
Office equipment	7,007			2,146	4,861		
Computers (including software)	1,654	1,431		674	2,411		
<b>Total</b>	<b>181,403</b>	<b>4,163</b>	<b>-</b>	<b>9,035</b>	<b>176,531</b>		

Last Year					
Asset Class	Opening Carrying Amount	Purchases	Sales/ Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount
Buildings	173,309			4,983	168,326
Furniture and fixtures	4,984	651		1,219	4,416
Office equipment	1,565	6,194		752	7,007
Computers (including software)	194	1,700		240	1,654
<b>Total</b>	<b>180,052</b>	<b>8,545</b>	<b>-</b>	<b>7,194</b>	<b>181,403</b>

# The Lower Hutt Women's Centre Incorporated

## Note 5: Accumulated Funds

This Year				
Description	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	-	232,565	-	232,565
Surplus/(Deficit)	-	(6,507)	-	(6,507)
Closing Balance	-	226,058	-	226,058

Last Year				
Description	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	-	239,930	-	239,930
Surplus/(Deficit)	-	(7,365)	-	(7,365)
Closing Balance	-	232,565	-	232,565

## Note 6: Commitments and Contingencies

### Commitments

There are no commitments as at balance date (Last Year - nil )

### Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date (Last Year - nil )

## Note 7: Events After the Balance Date

### Events After the Balance Date:

There were no events that have occurred after the balance date that would have a material impact on the Performance Report. (Last Year Nil)

# The Lower Hutt Women's Centre Incorporated

## Independent Auditor's Report

To the Members of Lower Hutt Women's Centre Incorporated

### Opinion

I have audited the accompanying performance report of Lower Hutt Women's Centre Incorporated on pages 13 to 15, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 30 June 2018, the statement of financial position as at 30 June 2018, the statement of accounting policies and other explanatory information.

In my opinion:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- b) the performance report on pages 12 to 14 presents fairly, in all material respects:

- the entity information for the year ended 30 June 2018;
- the service performance for the year then ended; and
- the financial position of Lower Hutt Women's Centre Incorporated as at 30 June 2018, and its financial performance, and cash flows for the year then ended in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

### Basis for Opinion

I conducted my audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of our report. I am independent of Lower Hutt Women's Centre Incorporated in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other than in my capacity as auditor I have no relationship with, or interests in, Lower Hutt Women's Centre Incorporated.

### Executive Committee' Responsibility for the Performance Report

The Executive Committee are responsible on behalf of the entity for:

- (a) identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- (b) the preparation and fair presentation of the performance report which comprises:
  - the entity information;
  - the statement of service performance; and

## **The Lower Hutt Women's Centre Incorporated**

- the statement of financial performance, statement of financial position, statement of cash flows,  
statement of accounting policies and notes to the performance report  
in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-ForProfit) issued in New Zealand by the New Zealand Accounting Standards Board, and  
(c) for such internal control as the Executive Committee determine is necessary to enable the preparation of a performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Executive Committee are responsible on behalf of the entity for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Executive Committee either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

### **Auditor's Responsibilities for the Audit of the Performance Report**

My objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ), I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Executive Committee and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.



## **The Lower Hutt Women's Centre Incorporated**

- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

I communicate with the Executive Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Adèle's Business Support Limited  
Lower Hutt  
14 September 2018



Personal Visits July 2017-June 2018 Summary															
														This Year	Last Year
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jul-Dec	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jan-Jun	16-17
Services	22	17	16	18	29	30	132	7	33	33	31	40	37	181	153
Support/Enquiries	23	25	18	26	18	29	139	15	31	32	32	35	37	182	536
Workshops	350	389	265	208	174	69	1455	39	140	240	190	213	312	1134	2095
Volunteers	22	29	33	21	24	22	151	6	30	16	38	34	48	172	193
Other	7	7	2	0	0	0	16	0	4	5	2	4	2	17	30
Computer Lessons	31	19	16	19	19	9	113	2	19	19	16	11	15	82	175
Free Use Computer	18	17	21	18	14	13	101	3	14	21	7	11	18	74	166
Counselling Room Usage	28	29	26	31	34	31	179	10	34	32	30	31	31	168	227
Counselling WC	34	40	42	30	43	24	213	9	29	40	44	37	43	202	389
Social Worker WC	0	0	0	0	0	0	0	0	8	10	9	11	13	51	51
Student Counsellor WC	12	16	15	11	0	0	54	0	0	11	11	16	20	58	130
Supervision	3	1	3	1	1	0	9	0	0	1	2	2	2	7	14
Creche	18	17	14	9	14	16	88	3	19	12	17	17	24	92	121
Total	568	606	471	392	370	243	2650	94	361	472	429	462	602	2420	4229

Phone Calls July 2017-June 2018 Summary															
														This Year	Last Year
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jul-Dec	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jan-Jun	16-17
Services	1	3	5	4	10	2	25	2	1	7	12	4	1	27	45
Support/Enquires	14	24	16	18	17	21	110	10	25	11	22	24	34	126	210
Information on Wmn's Centre	36	14	11	20	22	11	114	1	24	18	22	21	20	106	221
Total	51	41	32	42	49	34	249	13	50	36	56	49	55	259	476



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

# Te Pūrongo-ā-Tau Annual Report 2017-2018

