



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

Te Pūrongo-ā-Tau Annual Report 2018-2019 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

This has been my first year as Convenor although I had been attending meetings since the 2017 AGM. My working life as a midwife has been about empowering women which is the passion that drives my involvement with the Lower Hutt Women's Centre. The present Board of six, apart from Katie Smith our previous Convenor on maternity leave, are all, like me new to the Centre. All our very best to Katie who is giving birth in the next few days or weeks and is on leave for seven months. Rosemary Pullar our complaints person resigned in March, 2019 and we wished her well. She had been a long term member of the Board and understood the Centre's recent past history. Our gratitude and thanks too, to Kathryn Bradbury who, though officially no longer part of the Board, eased our transition to a new Treasurer by stepping in and up when we needed her help.

Our Treasurer, Suzy, another treasure now works alongside our well respected Manager, Stephanie, ensuring all our financial queries are answered. She also picked up issues with our insurance and managed them skilfully. Suzy supported Stephanie's suggestion to introduce Xero software after IRD changed its reporting practices (October, 2018) and they have been working together on this changeover. Thank you Suzy and Stephanie for all that you do to maintain the financial integrity of our Centre and its Kaupapa. Be sure we all appreciate and support you both.

The Board, though diverse in age, are very cohesive and work well together whilst coming to grips with our role within the Centre. Board-only catch ups and a funding subcommittee have encouraged whanaungatanga to flourish. We are advertising for new Board members with a Board skills audit providing some direction. The year has been a full and very active one for the Board. The Centre has been thriving for over 30 years which has stimulated plans to celebrate with a party in November. Following a very successful Strategic Planning Day in May, 2018 the Board spent time reviewing and understanding what constituted the key actions, enablers and methods of data collection which let us



know we have achieved our strategic objectives. This led to greater clarity around what responsibilities the Board, the Management and the Collective carried jointly and separately.

Our very competent Secretary, Rachel Pearce, has sadly signalled that she may have to leave because of conflicts of interest with new employment responsibilities. She has led us on a Corporate Governance journey meeting requirements including updating out of date policies and instituting a Policy Register. Standard agenda items for Board meetings now include a Risk Register, Complaints and Incidents reporting along with a Collective Report, Financial Report, and Employment Update. A 2019 LHWC Board workplan has also been developed which, although not rigidly adhered to, has provided clarity to the Board's governance framework.

Fiona McCourt has held the portfolio for personnel since August last year. Fiona is an active enabler who sought and achieved charity rates for staff and others to attend the Women's Studies conference. She supported the November movie fundraiser (Maui's Hook). She has been the Board member responsible for staff self-appraisals. In the process of talking with staff she has been moved by the life changes taken by people who attend the Centre. Job descriptions have been developed for three new roles a Volunteer Coordinator (depending on funding), a Manager and an Office Manager position, the latter being Stephanie's employment preference in the future. Fiona has worked with Stephanie to advertise the available positions.

Katie Monteith is ably representing the Board on the appointments panel; thank you Katie. She initiated and organised this year's fundraiser this month at the popular Sprig and Fern Pub Quiz nights. She actively contributes her time whether it's taking the outside swing to the tip, attending working bees, or being the new Complaints person for the Board.

We are delighted Rachel Brown joined us on the Board in April; she offers us the direction and leadership we need as the Board develops relationships with He Huarahi o te Wahine. Earlier in the year we enjoyed sharing a BBQ and Waka Ama experience and later Te Ra Marama/Day of Light or Enlightenment offered by the Māori Focus group. These activities were generously provided and much appreciated by those who attended. We have much to learn in this on-going relationship and are keen to embrace every opportunity.

Ngā Mihi
Susan Lennox Convenor





He Huarahi O Te Wāhine

Māori Focus group

Kia ora wāhine ma

He Huarahi o te wāhine are very pleased to welcome Sherrie Pirimona to our roopu this year. It has been an exciting year for our roopu inviting board members, volunteers, collective and staff of the LHWC to waka ama on the second weekend of February 2019 in Porirua . This event was well attended by staff, board members, collective and volunteers; the feedback was positive and all enjoyed the experience. What is exciting is that waka ama is now an annual event for our valued board, staff, collective and volunteers and is supported by Jason Ryder from Porirua who kindly facilitated our waka ama experience. The focus of He Huarahi o te Wāhine has been whakawhanaungatanga which is a process of establishing links, making connections. Also we want to introduce culturally appropriate ways of being that come from Te Ao Māori meaning the Māori world .

In addition He Huarahi O te Wāhine invited staff, board, collective and volunteers to Te Rā Mārama, translated is a day of enlightenment which was facilitated by an kapa haka teacher Briony Fiso in the second weekend of July 2019. This day involved learning mihi, waiata and experiencing poi making. It was a very enlightening experience for all who attended. This event was also well attended and valued . He Huarahi O Te Wāhine would like to incorporate Te Rā Mārama at least once a year for the purpose of volunteers, board members and collective to gain an understanding of Te Ao Māori. The purpose being you have to understand Te Ao Māori to understand and connect with Māori wāhine. As a roopu we are very appreciative to every body who attended our scheduled events with intention and focus of Te Ao Māori. In addition, the genuine support from management is acknowledged and appreciated form Te Huarahi O Te Wāhine.

Nā tō rourou, nā taku rourou ka ora ai te iwi “With your food basket and my food basket the people will thrive”

Manager’s Report

Tēnā Koutou Katoa

I would like to acknowledge Jules Hunt and Makere Love – who both have long term connection to the Centre and both recently passed away. They both contributed so much over so many years. They will both be missed and remembered fondly.

Financial

The main sources of funding for 2018-2019 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, Four Winds, and The Box Trust.

Courses and Workshops that have run July 2018- June 2019

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)
- Inner Child (One Weekend Workshop)
- Women Who run with the Wolves (One Weekend Workshop)
- Self Defence (Two one day workshops)
- Circle of Security (Two eight week parenting courses)

The paid staff that have tutored, run courses, workshops, support groups, cleaned the centre and crèche have been; Ally Andersun (Counsellor/Trainer), Kay Riddler (Social Worker), Jenny Holdt (Computer Tutor), Julie Smart (Group Worker), Stephanie Brockman (Manager), Amber White (Self Esteem for Teens), Janet Matehe (A&D Wellbeing Group), Dido Dunlop (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 and Social Work

We continue to provide counselling to women, children and some families. We employ one part time counsellor, and one part time social worker and have a student counsellor for 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 update by Kay Riddler and Sarah Rogers, who do a great job with it – and increased people following. And also we are advertising through facebook and that is widening our audience.

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, John Illot Charitable Trust 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.

Workshops

We have run workshops for other groups; Hutt City Youth Council, Hearing Association, Naku Enei Tamariki.



Refurbished playing equipment
New climbing frames and swings in the outdoor area.

Te Rā o te Raukura
Had a table at the festival and made some good connections.

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.

Ngā mihi koutou

Stephanie Brockman Manager

Counsellor/Supervisor/Trainer/Crèche Worker

Tēnā Koutou Katoa

I want to begin my report this year with acknowledging the passing of Jules Hunt. I met Jules at the Women Centre in the early to mid-90's, she was attending the Self Esteem workshop and I was in the crèche where she left her pre-school son Zane while she continued her self-development journey. Zane and I became good friends and to this day continue to be. My relationship with Jules was secondary to my one with Zane.

Jules fell in love with the ethos of the Women Centre philosophy and kaupapa and through the years she became a volunteer, a staff member and a board member through her close association with the practical workings of the centre. In later years, as her career developed, her physical presence wasn't as apparent at the centre, never the less many was the time she sat at the kitchen table opposite Steph, whom she held with the upmost regard and respect, and she allowed her vulnerability to show, she was validated with hei whakamahana.

This is a true example of how I regard the spirit of the Lower Hutt Women Centre and the work that is nurtured and flourishes within its her story of 30+ years. So my friend Jules may you always continue to inspire the manaakitanga of our whare and your aroha support our kaupapa.

The Friday morning crèche is most definitely the wind beneath my wings. The privilege it is to spend quality time with the pre-school children is the most rewarding experience of my career. Along with Kathryn we have created an environment of peace and safety for the young children to experience themselves without completion or expectation. Within this environment we witness the wonder of authentic connection between the children themselves and the adults who are present. The crèche continues to evolve in its function of providing quality childcare, while mothers/caregivers attend the Self Esteem workshop, and also a mother/caregiver and child play group. There is always a healthy



ratio of adult to children in the crèche.

Kathryn and I also support the Circle of Security course by providing a crèche that runs for eight weeks twice a year, which is just as delightful. Such a fine investment of time and human resource, enabling young children to be themselves while their mothers/caregivers are attending skill based parenting course.

Further work I do at the centre is; I counsel woman one on one, do play therapy with children and family therapy, with either part of a family or the whole family. This enabled under the contract the Women Centre holds with Oranga Tamariki. This contract specifies that there be a child/young person under the age of 19 within the family system. The women that don't fit into that category are seen under a contract with Hutt Valley District Health Board.

This is privileged work and appreciated by the women who attend counselling, and because of the low cost and free culture the Women Centre holds, the service is accessible for all women. The volunteers, computer tutor and the student counsellor are supervised by me.

The Sunday Support for women who have experienced sexual violation is well established and supported by the women who attend it. It is my intention to end facilitating this group at the end of 2019, however, if necessary, I will continue to facilitate until a re-placement for me is found. The courses and workshops I've facilitated this financial year have been: Anger as a Strength x 2 and Resilience, both six week courses. Weekend workshops have been: Women Who Love Too Much part one and two, Inner Child, Psychodrama x 2, and Woman Who Run with The Wolves.

I made the decision at the end of 2018 to stop facilitating groups in the evening.

My professional and personal development this year has been: attending regular one on one supervision, continuing peer group supervision and peer network, attending staff meetings and board meetings when I can, going to Women Studies conference, taking part in the He Huarahi O Te Wahine waka ama day, attending Self Defence, being at the five-day Convergence festival, spending time at music gigs, live theatre, movies, art expo and holidaying overseas. Enjoying my moko and whanau and all they bring into my life.

The future looks exciting with change ahead. My experience of the Lower Hutt Women Centre is that she has a life and spirit of her own and I feel confident she will guide us in the direction which is empowering at the grass roots level.

Ngā mihi
Ally Andersun





Social Worker's Report

While reflecting on this report it became apparent how privileged I feel to be in this role as therapeutic social worker working alongside mothers in those early years of parenting from a secure base such as Women's Centre. Using the metaphor of hands from the Circle of Security framework, I see Women's Centre as those hands -she holds a safe, consistent and reliable space offering both exploration and nurturing. Women's Centre has and continues to be my secure base - my Turanga-waewae (my standing place).

Over this past year I have offered brief interventions and longer term support to women mostly with young children. This has included both one to one therapeutic interactions as well as support and advocacy where needed within the community.

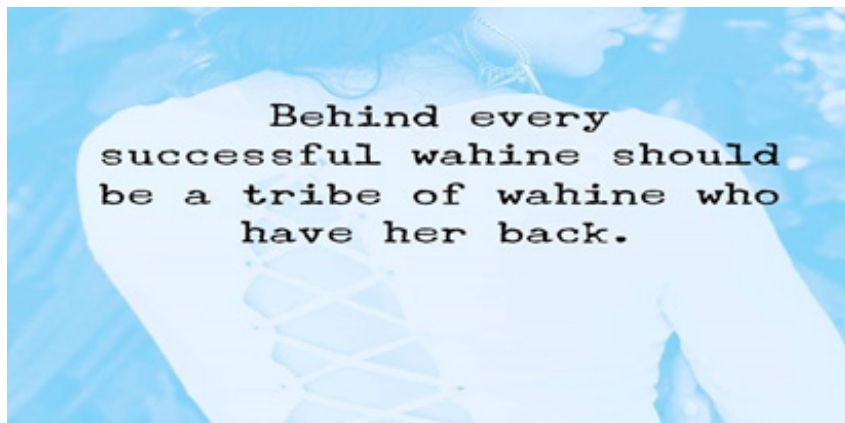
I have facilitated two Circle of Security Parent Education and Support programmes and from these groups a monthly playgroup has developed. I would like to thank Ally and Kathryn for running the Crèche alongside the COS programme – your support and respectful connection with the children and mothers, is invaluable in supporting this programmes success.

My professional development has included ongoing monthly supervision, peer supervision, participating in an awesome day of waka-ama out on Porirua Harbour and attending the Maternal Mental Health Day Seminar Series where many people from within the field of maternal mental health presented.

I have attended fortnightly collective meetings, monthly staff meetings and volunteers training and I supported the Te Ra O Te Raukura festival in February.

I look forward with excitement to the years ahead.

Mauri Ora Kay Riddler



"We not grow absolutely, chronologically. We grow sometimes in one dimension, and not in another: unevenly. We grow partially. We are relative. We are mature in one realm, childish in another. The past, present and future mingle and pull us backward, or fix us in the present. We are made up of layers, cells, constellations."

Anais Nin



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 have to offer here. They 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 when she can.

Julie Smart was a member of the collective, attending meetings up until December 2018. Julie was also a trainee Counsellor with Weltec in 2018. She attended meetings when available.

Kathryn Bradbury works regular shifts on Monday and Friday, and assists in the crèche.

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. Naomi ran the crèche for the A&D group for approximately 4 months and also ran a Self Esteem workshop.

Sherrie Pirimona works a regular shift on Thursdays. 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. Sherrie has been a collective member since May 2019.

Scarlet Jones, trainee Counsellor and Weltec student. Scarlet is also assisting with Self Esteem for Teens.

Andrea Higginson compiled all the data for the Outcomes Report – Workshops/Courses. She was a First Year Bachelor of Counselling student.

Lynn Topley completes the weekly banking, co-ordinates the payment of the volunteer's book vouchers and inputs the monthly bookkeeping data for the centre donations. She is also a Collective member and types the Collective minutes for the BOT meetings.

Sarah Rogers helps with The Women's Centre's Facebook page.

Margaret Harris keeps our gardens tidy and looking great, helped with the construction of the new climbing equipment for the children in the back yard.



Katrina Harris helped at our Working Bee.

Johanna Carruthers, First Year Bachelor of Drug and Alcohol Studies Student who updated our Information Files.

Timothy Housel and Phil Eldridge both have donated their IT support.

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 have been "Domestic Violence", "Killing us Softly" DVD, "Transgender Revolution", "Insight" Documentary on Shame, Maya Angelou DVD, Discussion Planning for Ongoing Training, Oranga Tamariki Presentation - Care and Protection of Children and Young People, "Kaupapa" and admin procedures - Health and Safety, Discussion re-Volunteer structure/meetings, and planning for the new playground and repositioning the climbing frame.



“Women’s curiosity was given a negative connotation, whereas men were called investigative. Women were called nosy, whereas men were called inquiring. In reality, the trivalisation of women’s curiosity so that it seems like nothing more than irksome snooping denies women’s insight, hunches and intuitions. It denies all her senses. It attempts to attack her fundamental power.”

Clarissa Pinkola Estes



Collective's Report

The Collective members have been Ally Andersun, Stephanie Brockman, Lynn Topley, Kay Riddler and, recently joined, Sherrie Pirimona. Julie Smart resigned early in the year to pursue her career. 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 courses and workshops, maintain health and safety and risk registers and incident book, plan workshops and groups, read and add to strategic plan, read and review policies, complete accountability checklist, ensure complaints procedure is followed, collect statistics, oversee crèche and supplies, organize building maintenance and working bees. We have interviewed student counsellors and tutors for workshops.

Collectively, we have enjoyed being part of the Te Ra o te Raukura Community Festival, supporting a fundraiser event. We attend volunteers' training which this year included a presentation by Oranga Tamariki on the Care & Protection of Children and Young People organised by Youthline. Some members attended the Women's Studies Conference and we have had the opportunity to keep our First Aid Certificates current.

"Great place, great women, fantastic courses"

Joanne



"Without the centre I wouldn't have survived"

Anna



Treasurer's Report

This financial year has been a very productive year with increased funding which supports longer term planning and security.

We have secured contracts with Hutt Valley District Health Board for two years and Oranga Tamariki Ministry of Children for four years.

In terms of accounting we have swapped to Xero accounting package which is cloud software allowing easier access to accounts for Treasurer, administration and Manager.

Insurance itself is a much higher expense than in the past, and in addition we have upgraded our insurance to include Professional Indemnity and Associations Indemnity Insurance – which means we are fully covered for all circumstances.

Many thanks to Stephanie Brockman, Manager for her ongoing work in applying for funding for the Centre, the administration of the day to day management of the Centre's finances and the compiling of monthly reports for the Board of Trustees.

Also, our appreciation goes to Lynn Topley, who volunteers her time to do the weekly banking, and acknowledgement also to the women who continue to donate money to assist with the ongoing maintenance of the Women's Centre.

Thank you also to Board members how have approved the accounts and taken on legal responsibility of financial management for the Women's Centre.

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

Suzanne Hammnond Treasurer



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

Performance Report

For the year ended 30 June 2019

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 2019.

Chair *Susan Lennox*

Date 17 September 2019



Treasurer *Suzanne Hamner*

Date 17 September 2019



The Lower Hutt Women's Centre Incorporated

Entity Information

For the year ended
30 June 2019

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: 465809

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 seven 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

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.

The Lower Hutt Women's Centre Incorporated

Main Sources of the Entity's Cash and Resources:
Government and Non Government Grants

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.

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 5014

Postal Address:

186 Knights Road, Waterloo Lower Hutt 5014

Phone/Fax:

04 9201009

Email/Website:

www.lhwc.org.nz



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

The Lower Hutt Women's Centre Incorporated

Statement of Service Performance

"What did we do?", When did we do it?"

For the year ended
30 June 2019

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	444	313
Support/Enquiries	430	321
Workshops/Courses/Support Groups	1917	2104
Volunteers	367	299
Other	38	33
Computer lessons	156	175
Free use computer	160	172
Counselling Sessions	385	392
Student Counsellor	152	127
Social Worker	282	
Supervision	10	18
Children in creche	213	132
Counselling room use (hired by counsellors)	427	64
Other information		
Recipient of quarterly newsletter (hard copy and email)	720	670
Number of groups sessions provided	286	300
Actual clients		
Workshops/Courses/counselling	463	356
Members	60	82

Additional Output Measures:

We use a before and after evaluation measuring a change in personal self reported measures. 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. Support groups use an annual measure of what areas participants self report they have developed.

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 2019

	Note	Actual This Year \$	Actual Last Year \$
Revenue	1		
Donations, fundraising and other similar revenue		9,844	4,785
Fees, subscriptions and other revenue from members		906	1,519
Revenue from providing goods or services		179,617	149,078
Interest, dividends and other investment revenue		1,738	2,138
Other revenue			
Total Revenue		192,105	157,520
Expenses	2		
Expenses related to public fundraising		640	710
Volunteer and employee related costs		140,215	116,082
Costs related to providing goods or services		44,464	38,044
Grants and donations made		566	146
Depreciation		10,927	9,045
Total Expenses		196,812	164,027
Surplus/(Deficit) for the Year		(4,707)	(6,507)

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 2019

	Note	Actual This Year \$	Actual Last Year \$
Assets			
Current Assets	3		
Bank accounts and cash		89,657	142,180
Debtors and prepayments		5,268	1,666
Gst owed		1,073	10
Total Current Assets		95,998	143,856
Non-Current Assets	4		
Property, plant and equipment		169,512	176,530
Total Non-Current Assets		169,512	176,530
Total Assets		265,510	320,386
Current Liabilities	3		
Creditors and accrued expenses		5,340	3,999
Employee costs payable		5,997	7,034
Unused donations and grants with conditions		32,822	83,295
Total Current Liabilities		44,159	94,328
Total Assets less Total Liabilities (Net Assets)		221,351	226,058
Accumulated Funds	5		
Accumulated surpluses or (deficits)		221,351	226,058
Total Accumulated Funds		221,351	226,058

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 2019

	Actual This Year \$	Actual Last Year \$
Cash Flows from Operating Activities		
Cash was received from:		
Donations, fundraising and other similar receipts	9,844	4,785
Fees, subscriptions and other receipts from members	906	1,519
Receipts from providing goods or services	174,952	199,656
Interest, dividends and other investment receipts	1,738	2,138
Cash was applied to:		
Payments to suppliers and employees	235,491	151,824
Donations or Grants paid	566	146
Net Cash Flows from Operating Activities	(48,617)	56,128
Cash was applied to:		
Payments to acquire property, plant and equipment	3,906	4,163
Net Cash Flows from Investing and Financing Activities	(3,906)	(4,163)
Net Increase / (Decrease) in Cash	(52,523)	51,965
Opening Cash	142,180	90,215
Closing Cash	89,657	142,180
This is represented by:		
Bank Accounts and Cash	89,657	142,180

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 2019

Basis of Preparation

The Lower Hutt Women's Centre Incorporated Lower Hutt Women's Centre 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 in the foreseeable future.

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.

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 2019

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Fundraising revenue	Movie Fundraiser	1,546	1,358
	Total	1,546	1,358
Revenue Item	Analysis	This Year \$	Last Year \$
Donations and other similar revenue	Donations/koha from the Public	8,298	3,427
	Total	8,298	3,427
Revenue Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other revenue from members	Fees and Subscriptions	906	1,519
	Total	906	1,519
Revenue Item	Analysis	This Year \$	Last Year \$
Revenue from providing goods or services	Central Government	152,490	109,950
	Non-government	15,015	28,318
	Course Fees	4,913	5,478
	Counselling	2,882	2,895
	Room Hirage	1,637	2,237
	Sundry	2,680	200
	Total	179,617	149,078
Revenue Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment revenue	Interest	1,738	2,138
	Total	1,738	2,138

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	640	710
	Total	640	710

Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	Salaries, Wages and Kiwi Saver	133,716	107,613
	Training	1,831	3,954
	Supervision	2,670	2,256
	ACC Levies	214	256
	Volunteer Expenses	987	1,043
	Travel	797	960
	Total	140,215	116,082

Expense Item	Analysis	This Year \$	Last Year \$
Costs related to providing goods or services	Direct Costs related to service delivery	26,343	27,427
	Administration and Overhead Costs	18,121	10,617
	Total	44,464	38,044

Expense Item	Analysis	This Year \$	Last Year \$
Grants and donations made	Donations	566	146
	Total	566	146

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Depreciation	10,927	9,035
	Interest Expense		10
	Total	10,927	9,045

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	13,628	10,127
	Westpac wages	32,389	44,088
	Westpac trust	5,543	5,200
	Westpac Investments	37,809	82,465
	Petty Cash	288	300
	Total	89,657	142,180

Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments	Accounts Receivable	5,268	1,667
	GST Receivable	1,073	10
	Total	6,341	1,677

Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Accrued Expenses	5,340	3,999
	Total	5,340	3,999

Liability Item	Analysis	This Year \$	Last Year \$
Employee costs payable	Holiday Pay Accrual	5,997	7,034
	Total	5,997	7,034

Liability Item	Analysis	This Year \$	Last Year \$
Unused donations and grants with conditions		32,822	83,295
	Total	32,822	83,295

The Lower Hutt Women's Centre Incorporated

Note 4 : Property, Plant and Equipment

This Year					
Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and	Closing Carrying Amount
Buildings	163,343			4,982	158,361
Furniture and fixtures	5,916	3,906		2,781	7,041
Office equipment	4,861			2,145	2,716
Computers (including software)	2,410			1,016	1,394
Total	176,530	3,906	-	10,924	169,512

Last Year					
Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and	Closing Carrying Amount
Buildings	168,326			4,983	163,343
Furniture and fixtures	4,416	2,732		1,232	5,916
Office equipment	7,007			2,146	4,861
Computers (including software)	1,654	1,430		674	2,410
Total	181,403	4,162	-	9,035	176,530

Note 5: Accumulated Funds

This Year				
Description	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	-	226,058	-	226,058
Surplus/(Deficit)		(4,707)		(4,707)
Closing Balance	-	221,351	-	221,351

Last 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

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 1 to 13, 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 2019, the statement of financial position as at 30 June 2019, 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 1 to 13 presents fairly, in all material respects:

- the entity information for the year ended 30 June 2019;
- the service performance for the year then ended; and
- the financial position of Lower Hutt Women's Centre Incorporated as at 30 June 2019, 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-For Profit) 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.

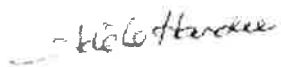
As part of an audit in accordance with ISAs (NZ), I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- 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.



Adele's Business Support Limited
Lower Hutt
17 September 2019

Personal Visits July 2018-June 2019 Summary

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Half Year	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Half Year	Full Year
Services	61	70	39	36	40	29	275	10	31	34	41	23	30	169	444
Support/Enquiries	54	36	66	54	33	25	268	14	31	28	32	21	36	162	430
Workshops	186	173	248	263	115	69	1054	35	87	154	164	243	180	863	1917
Volunteers	40	36	43	40	24	22	205	3	23	43	40	29	24	162	367
Other	4	4	9	5	0	0	22	1	7	3	5	0	0	16	38
Computer Lessons	17	22		26	13	7	85	5	9	12	12	19	14	71	156
Free Use Computer	25	14	17	14	22	17	109	8	9	9	13	5	7	51	160
Counselling Room	40	60	60	60	60	40	320	10	17	22	18	18	22	107	427
Women's Centre Counselling	31	45	34	36	31	38	215	10	27	18	38	40	37	170	385
Social Worker Counselling	22	27	26	27	26	18	146	11	29	22	21	25	28	136	282
Student Counsellor Hours	16	19	19	21	19		94			13	16	13	16	58	152
Supervision	1	2	2	3			8					1	1	2	10
Creche	26	16	14	22	13	11	102	3	21	34	14	24	15	111	213
Total	523	524	577	607	396	276	2903	110	291	392	414	461	410	2078	4981

Phone Calls July 2018-June 2019 Summary

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Half Year	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Half Year	Full Year
Services	2	2	3	7	1	6	21	1	1	3	2	8	4	19	40
Support/Enquires	40	22	21	33	25	16	157	10	24	23	38	23	14	132	289
Information on Wmn's Centre	15	25	18	13	10	0	82	11	19	12	17	16	7	82	164
Total	54	49	42	57	36	22	260	22	44	38	57	47	25	233	493

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

Te Pūrongo-ā-Tau Annual Report 2018-2019

