



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

Te Pūrongo-ā-Tau Annual Report 2020-2021 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 who live and identify as women, including Māori women, Pacific Island women, women of colour, lesbians, transwomen, 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.



Co-Convenors' Report

Board members:

Samantha Barrington Prowse
Yu Chang (Treasurer)
Lisa McLennan (Secretary)
Clare McLennan-Kissel (Co-Convenor)
Rebecca Tane
Zoë Westlake (Co-Convenor)
Tessa Williams

Late last year the Board farewelled two members: Treasurer Suzy Hammond, and Convenor Susan Lennox. July 2021 was also the last meeting for the Board's Secretary, Issy Freeman and we wish her well with her continued study and work.

After Susan's departure, Zoë Westlake and Clare McLennan-Kissel have jointly taken up the role of Convenor. In 2021, having received interest from several candidates, in May the Board welcomed two new members, Tessa Williams and Lisa McLennan. Tessa is a Māori visual artist and educator at The Dowse and Lisa is a manager at the Department of Conservation, and has taken up the role of Secretary.

The Board is relatively new, with all members having started within the last 18 months and we continue to train and learn how to best support the Centre. Board members also love attending Centre events and growing the connection with the women who are the heart of Centre.

On 31 October 2020 the Board attended (via Zoom) a Governance Development Workshop presented by Aly McNicoll from the New Zealand Coaching & Mentoring Centre with a focus on governing small not-for-profit organisations. This was an excellent introduction to the role of the Board.

The Board's Treasurer, Yu Chang, hosted and presented a "Board Finance 101" training evening to teach the Board how to interpret financial reports and budgets, which we review each meeting. This was extremely valuable to all members.

On 24 February 2021, Co-Convenors Clare and Zoë attended a panel discussion hosted by Perpetual Guardian and the Institute of Directors. The focus was on "what NFP Boards need to have in place to be fit for an uncertain and increasingly complex future," which was particularly relevant given these Covid-19 times.

Late in 2020, the Board implemented a new financial strategy and in the first six months of 2021 has developed a new strategy that will guide the direction of the Centre for the coming three years. As part of this process, the Board reviewed the purpose of the Centre. The Centre's updated purpose is "To create a safe space for women and girls to be, grow, and strengthen themselves, their families and community".

These two strategies will support us in working on our continued challenges, which include maintaining financial sustainability while not compromising the affordability of our services and broadening our visibility and outreach in the Lower Hutt community. We are committed to supporting the Centre and look forward to the year ahead.

Clare McLennan Kissel and Zoë Westlake
Co-Convenors



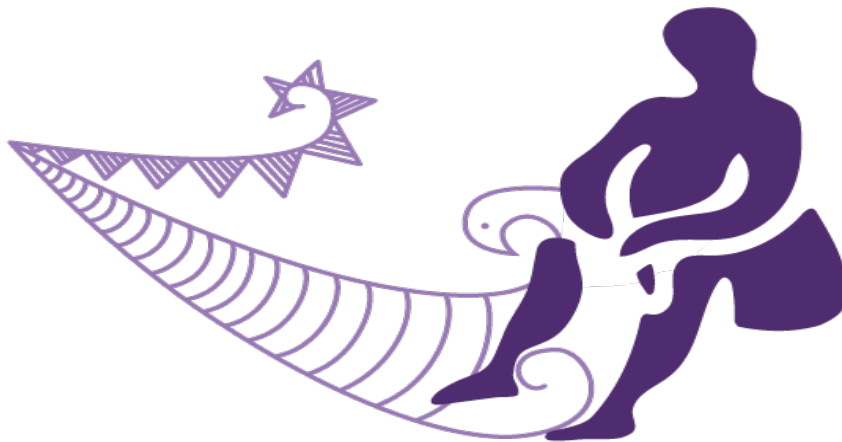
He Huarahi O Te Wāhine

Māori Focus Group

He Huarahi O Te Wāhine consisted of three members Janet Matehe, Kay Riddler and Sherrie Pirimona.

Sherrie left earlier this year due to family commitments and Kay and I decided that there is enough Māori representation on the collective , volunteers, staff and board for an Māori world view to be part of decision making for LHWC. Therefore He Huarahi O Te wahine has finished at this point in time.

Ngā Mihi
Janet Matehe





Manager's Report

Kia ora koutou and Namaste

This year I have enjoyed continuing to connect with community organisations and funders. In some ways Covid has made this easier with the increased familiarity with using technology to connect. It has also brought challenges in how we deliver our workshops/courses when there is still digital inequality. The mahi delivered through the Centre is well regarded and it is a reminder of how important it is to continue to support Lower Hutt women in the way the Centre does.

I am happy to report that the Centre has retained our funding accreditation with the Ministry of Social Development which gives funders additional confidence in our processes, policies and financial management.

The following courses/workshops have run at the Centre in 2020/2021.

Weekly:

- Alcohol & Drug Wellbeing Group (Every Friday afternoon)
- Self Esteem for Women (Every Friday morning and Tuesday evening)
- One to one computer lessons (Every Wednesday)

Monthly:

- Monthly Sexual Abuse Support Group

Block courses:

- 2x Assertiveness for Women
- 2x Self Esteem for Teenage Girls
- 1x Anger as a Strength
- 1x Resilience
- 2x Understanding the Blues
- 1x Meditation for Women
- 2x Circle of Security

Weekend workshops:

- 1x Women Who Love Too Much - Part One
- 1x Women Who Love Too Much - Part Two
- 1x Self Development using Psychodrama
- 1x Self Defence

One day workshops:

- 5x Painting
- 1x Self Defence
- 4x Harakeke weaving

In addition the Centre has continued to, run 26 hours of drop-in a week, social work and counselling sessions, computer lessons, free computer use, crèche for the Friday Self Esteem and A&D Wellbeing groups, be a safe space for women, provide access legal advice from the lawyers of Thomas, Dewar, Sziranyi and Letts, deliver quarterly newsletters and connect women with other community organisations.



Volunteers and Staff

The dedication of volunteers and staff is what keeps the Centre running. Their hard work keeps the Centre delivering and supporting the women of Lower Hutt. Everyone pitches in on tasks to maintain and run the Centre.

Our Board, who also volunteer their time, work to ensure the Centre's sustainability as well as ensuring obligations as a registered charity are met.

This financial year we've farewelled: Ally Andersun (Councillor, Group facilitator and Creche worker), Jenny Holdt (Computer Tutor) Kay Riddler (from Social Worker role) and Clare Caffrey (Cleaner). We've welcomed Debbie Kelly, Gina Solomon, Maria Kennedy-Good, Lynda Ure, Scarlett Jones, Ange Williams, Krichelle Hanuera into those roles.

Financial and in kind support

The delivery of our work is made possible with both financial and in kind support. We are supported by our members through regular and casual donations.

Funding from funders and philanthropic trusts for 2020/21 includes contracts with Hutt Valley District Health Board and Oranga Tamariki, and grants from Lottery, Hutt Mana Charitable Trust, Wellington Community Trust, Pub Charity, One Foundation, Nikau Foundation, Four Winds, The Box Trust, Pelorus Trust, Hutt City Council and Strathlachlan Trust.

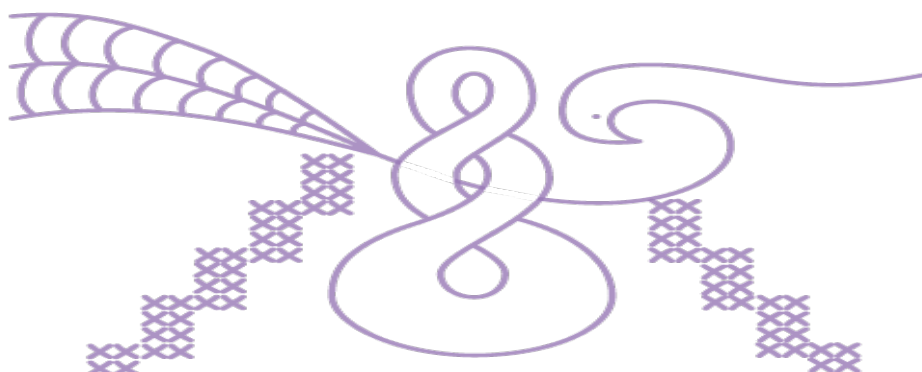
The Centre has also been supported by corporate organisations and community organisations. These include the Lower Hutt Soroptimist's with fundraising, St Orans with donations of food and personal care products, Bodhinyanarama Buddhist Monastery, Red Vespa with business analysis, Countdown Queensgate voucher donation for Self Esteem for teens food, Hui E!, Volunteer Hutt and Volunteer Wellington, Sprig and Fern Tinakori Road, Timothy Housel with IT support and EnvironWaste for our Rubbish and recycling. Light House Cinema Petone and Bunnings with donations for the Sprig and Fern quiz night raffles.

Looking ahead to 2021/22

In the coming year the focus for the Centre will be to deliver on the revised strategic direction, while continuing to deliver support to the women of Lower Hutt. We'll also be focusing on strengthening our relationships and identifying opportunities to work with other community organisations to support their work with women. We will also be running our two yearly survey the results of which will inform the delivery of our courses and services.

Mā te wā

Pamela Govan





Counsellor's Report

Kia ora Wahine ma

Since November 2020 I have been privileged to be a counsellor at Lower Hutt Women's Centre, having completed my counselling placements here previously in 2017 and 2019. It feels deeply meaningful to me that I have had the opportunity to return to the centre as a qualified counsellor after the centre supported me in my learning journey as a student.

At this point in time, all of my current clients for personal counselling are women. We work together in the counselling rooms, here at the Women's Centre.

I have also facilitated the first Self Esteem for Teens for 2021 with Naomi Millaine. The group has been an absolute delight to run and we are already looking forward to facilitating the second run of the group for 2021. I am soon to apply for full membership of NZAC and attend clinical supervision, peer supervision, and volunteer training and Lower Hutt Women's Centre supervision meetings where possible.

I am very thankful to engage in mahi at such an authentic place of connection, sharing, learning and being for wahine!

Ngā mihi
Scarlet Jones

Social Worker's Report

Kia ora wahine ma

I arrived at the Women's Centre to take over the Social Workers role in March 2021, the role was previously held by Kay Riddler. Kay had closed some of her long standing clients before handing over to me, so when I took up the position there were two women to begin working with. Over the first few months in the role I have worked at establishing pathways for referrals from Maternal Mental Health, Naku Enei Tamariki and Hospital Social Workers. This is an area I am wanting to expand on over the next year, strengthening community connections. I work with clients via home visiting, helping them to establish and work towards goals, advocating on their behalf in the community and providing support around parenting.

My professional development has included fortnightly external clinical supervision. Since starting in March I have been able to attend a couple of trainings the first being the Brainwave virtual conference, children thrive when families thrive, and the Māori and Pacifica symposium, for us and our children after us.

I have been co-opted on to the collective and this has been a great way to learn and understand the workings here at the centre, I have been attending the monthly meetings and I am excited to continue to learn and support the centre in this capacity.

I look forward to the year ahead, I am excited to continue to build on the work established by Kay, strengthen connections with the community and provide a service that meets the needs of the women I work with.



Creche Worker's Report

Tēna koutou katoa

It is with pleasure that I write my first report to the AGM of Lower Hutt Women's Centre. After Ally and Kathryn's retirement at the end of 2020, I had huge boots to fill as I took on the role of creche worker. It is an absolute privilege to be able to work in the creche alongside them both and become a member of this amazing space supporting tamariki and their mothers on their life journey. It continues to be a safe supportive environment for the tamariki and their mothers who are accessing the therapeutic work of the Women's Centre through group work of Self Esteem, Drug and Alcohol as well as Circle of Security.

Throughout the year we have also had mums hang out with us in the creche exploring opportunities for personal growth through playing with their tamariki. With Maria, our focus is on child centred play where we respond to the individual needs of the tamariki in partnership with the aspirations of their mothers and our professional knowledge of child development.

We attend Collective meetings, volunteer training and supervision. We continue our professional development through attending a communication workshop, updating my first aid certificate and we are enrolled in the MH101 workshop that has a focus of equipping people to Recognise, Relate, and Respond to mental distress. This includes discussing the impact of mental distress, mental health challenges and suicide. This is invaluable training as mothers who access the centre can often present with mental distress in the creche. Every child needs a village and their mothers are a very important part of that village and we offer high quality education for tamariki by empowering their mothers during their journey.

Ngā mihi nui
Debbie Kelly

'Another world is not only possible, she is on her way. On a quiet day, I can hear her breathing.'

Arundathi Roy



Volunteer's Report

The volunteers at the Women's Centre are guided in their work by the kaupapa of the centre and their job description. They greet and support, giving time to women who come into the centre and give them information on what we have to offer here at the centre. They assist women to find information about different services that are available in our community. They keep the clothing donation bin tidy and organized, and reprint pamphlets, record statistics and many other tasks as required. The volunteers attend the working bees when available and other activities like Te Ra Marama day.

Below is a list of volunteers over the last year:

Kathryn Bradbury worked a regular Friday shift assisting in the crèche up until the end of last year.

Lynn Topley completes the weekly banking, co-ordinates the payment of volunteer's book vouchers and inputs the monthly bookkeeping data for the centre donations.

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

Naomi Millane was a volunteer up until the end of last year to focus on her 2nd year of studies, however Naomi has been co facilitating Self Esteem for Teens workshops and has run some Self Defence for Women courses.

Stephanie Drake-Brockman supports Harakeke workshops by collecting the flax beforehand, ensuring everyone has what they need through out the day and that the Centre is tidied up afterwards.

Margaret Harris works hard at keeping our gardens tidy and looking fantastic.

Sherrie Pirimona works a regular shift on Thursday. She keeps the library book catalogue up-to-date, including the processing and covering of the books. Sherrie inputs the statistics for phone calls, personal visits, and tracking results and Narratives of all workshops for the end of year report. She also does a variety of other duties, including updating and generating computer documents as required. Sherrie is also a collective member and a member of the He Huarahi O Te Wahine.

Gina Solomon takes care of the layout and sourcing content for the quarterly newsletter.

Krichelle Hanuera is new to the centre this year and works a regular shift on Tuesdays. Krichelle looks after the clothing bin keeping it tidy and any admin as needed. She has also donated her time in the garden.

Gurkiran Kaur supported the centre for a short time with a regular shift on Mondays.

Maria Kennedy-Good is also new to the centre this year. She helps in the crèche on Friday mornings and any other times as is required.

The volunteers have ongoing training and supervision, which is now supervised by Anne Horrill.

Ngā mihi
Sherrie



Collective's Report

Kia ora koutou katoa

The collective has continued to meet regularly (every month) throughout the year to plan and tautoko the day-to-day running of the Centre. While our role is operational, we work in partnership with the governance team (Board of Trustees) to ensure best practice and outcomes at all levels of Centre management.

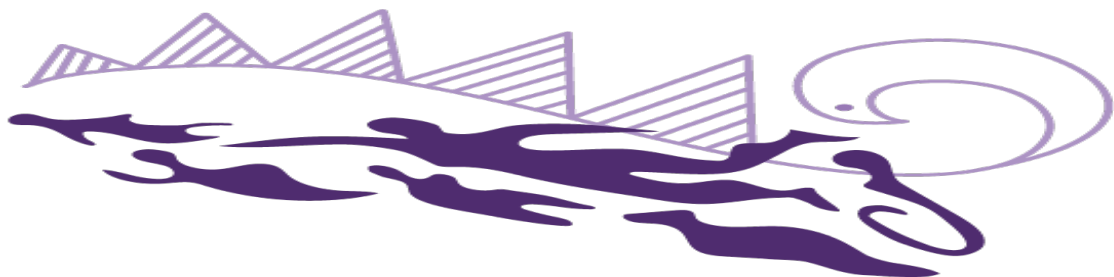
Our current collective members are Sherrie Pirimona, Pamela Govan, Kay Riddler and most recently we have been joined by Gina Solomon, Debbie Kelly, and Lynda Ure. During 2020 we sadly said goodbye to Ally Andersun, Jenny Holt and Lynn Topley who resigned to pursue other activities, we very much appreciated their contributions and miss their valuable input.

Our meetings are fun and productive, we share meeting tasks and kai, and each meeting begins with a feminist quote.

Some of our tasks this year have been the ongoing management of Covid levels, review and update of relevant policy, evaluation of courses and workshops, the recruitment of a new computer tutor, crèche worker, two counsellors and a social worker.

We continue to maintain health and safety compliance requirements, organise courses and workshops, manage correspondence, collect statistics, maintain the centre including the crèche. The collective attends staff training and supervision and participate in team activities.

Ngā mihi
Kay Riddler





Treasurer's Report

This year has been quite the year of change; however, the Centre is still carrying out its most important function of supporting the women and children of the Hutt Valley—and doing it very well. This is thanks to all the wonderful women who are there every step of the way—the Volunteers, Counsellors, Cleaner, Tutors, the Board and the women who continue to donate to this most worthy cause, and of course to the Centre Manager.

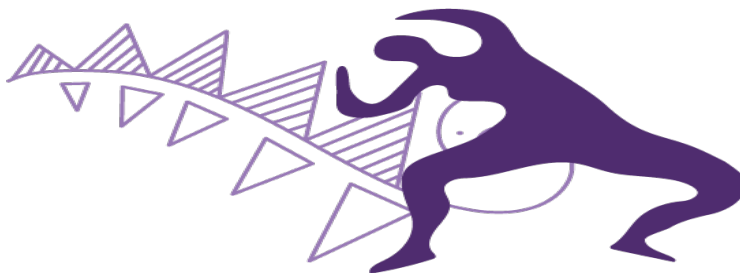
I present the Financial Statements for the period of 1st July 2020 – 30th June 2021 to the Annual General Meeting of the Lower Hutt Women's Centre. These accounts have passed an external review by our appointed auditor. Overall, the financial performance of the Centre shows a surplus of \$10,672, compared to a deficit of \$11,053 in the previous period. The most significant reason for this is due to increase in Revenue related to providing goods or services.

Although the Centre has quite healthy reserves sitting in term deposits, the pressures of the current economic climate are likely to continue to have an impact through job losses and other pressures which may impact our membership numbers. The Board has identified that staff burn out and financial sustainability among our biggest risks to achieving this Strategic Objective. In response to this, the Board has developed the Financial Strategies and taking some bold steps to invest more in the short term aiming for long term gains.

The Board has endorsed the plan to recruit an additional position, the Operating Coordinator, to address the resource issues. In the coming year, the Board will focus on growing our funding and improving the Centre's sustainability.

I would like to thank the Board members and the Centre Manager Pamela for assisting me with the Treasurer role. It has been a learning curve and an experience, and I have enjoyed working with my fellow Board members. I look forward to continuing with all of you for the coming year.

Yu Chang
Treasurer
September 2021



The Lower Hutt Women's Centre Incorporated

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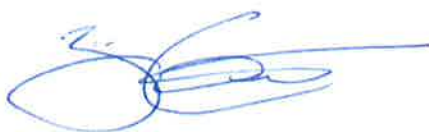
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We are pleased to present the audited financial report of the Lower Hutt Women's Centre for the year ended 30 June 2021.

Co-Convenor
22 September 2021
Clare McLennan-Kissel



Co-Convenor
22 September 2021
Zoe Westlake



Treasurer
22 September 2021
Yu Chang



The Lower Hutt Women's Centre Incorporated

Entity Information

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

For the year ended

30 June 2020

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. Including discrimination against women who identify and live as women, including Māori women, Pacific Island women, women of colour, lesbians, transwomen, 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:

Registered Charity: Number CC10103

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, up to 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, social worker, computer tutor and group workers. We also contract additional 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 donations to keep the centre running.

Contact details

Physical Address:

186 Knights Road, Waterloo Lower Hutt 5011

Postal Address:

186 Knights Road, Waterloo Lower Hutt 5011

Phone/Fax:

49201009

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 2021

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.

	Actual	Actual
Description and Quantification (to the extent practicable) of the Entity's Outputs:	This Year	Last Year
Attendances		
Services	382	338
Support/Enquiries	264	242
Workshops/Courses/Support Groups	1450	1442
Volunteers	328	288
Other	33	26
Computer lessons	112	118
Free use computer	72	72
Counselling Sessions	414	432
Student Counsellor	0	61
Social Worker	211	200
Supervision	0	8
Children in creche	210	231
Counselling room use (hired by counsellors)	17	124
Other information		
Recipient of quarterly newsletter (hard copy and email)	768	697
Number of groups sessions provided	286	345
Actual clients		
Workshops/Courses/counselling	430	402
Members	70	54

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.

Additional Information:

During Covid level 3 and 4 in early 2020 some of our groups increased to being run twice a week. Hence the variation between the 2020 and 2021 groups sessions provided

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 2021

	Note	Actual This Year \$	Actual Last Year \$
Revenue	1		
Donations, fundraising and other similar revenue		7,787	5,430
Fees, subscriptions and other revenue from members		1,997	1,268
Revenue from providing goods or services		218,320	187,735
Interest, dividends and other investment revenue		832	1,019
Total Revenue		228,936	195,452
Expenses	2		
Expenses related to public fundraising			
Volunteer and employee related costs		175,903	157,464
Costs related to providing goods or services		33,605	37,597
Grants and donations made		191	43
Other Expenses		8,566	11,400
Total Expenses		218,265	206,505
Surplus/(Deficit) for the Year		10,672	(11,053)

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 2021

	Note	Actual This Year \$	Actual Last Year \$
Assets			
Current Assets	3		
Bank accounts and cash		139,682	104,490
Debtors and prepayments		10,576	10,321
Total Current Assets		150,258	114,811
Non-Current Assets	4		
Property, plant and equipment		156,467	161,934
Total Non-Current Assets		156,467	161,934
Total Assets		306,725	276,745
Liabilities			
Current Liabilities	3		
Creditors and accrued expenses		5,616	4,847
Employee costs payable		8,187	9,003
Unused donations and grants with conditions		69,659	50,403
Other current liabilities		2,293	2,193
Total Current Liabilities		85,755	66,446
Total Assets less Total Liabilities (Net Assets)		220,970	210,299
Accumulated Funds	5		
Accumulated surpluses or (deficits)		220,970	210,299
Total Accumulated Funds		220,970	210,299

This performance report has been approved by the Board, for and on behalf of Lower Hutt Women's Centre on 22 September 2021

Signature

Name

Position

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 2021		
	Actual This Year \$	Actual Last Year \$
Cash Flows from Operating Activities		
Cash was received from:		
Donations, fundraising and other similar receipts	7,787	5,430
Fees, subscriptions and other receipts from members	1,997	1,268
Receipts from providing goods or services	237,321	200,264
Interest, dividends and other investment receipts	832	1,019
Net GST	100	3,508
Cash was applied to:		
Payments to suppliers and employees	210,748	192,835
Donations paid	191	-
Net Cash Flows from Operating Activities	37,098	18,654
Cash was applied to:		
Payments to acquire property, plant and equipment	1906	3,824
Net Cash Flows from Investing and Financing Activities	(1,906)	(3,824)
Net Increase / (Decrease) in Cash	35,192	14,830
Opening Cash	104,490	89,660
Closing Cash	139,682	104,490
This is represented by:		
Bank Accounts and Cash	139,682	104,490

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 2021

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 asset 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

For the year ended
30 June 2021

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Fundraising revenue	Quiz night fundraiser	1,432	0
	Total	1,432	0
Revenue Item	Analysis	This Year \$	Last Year \$
Donations and other similar revenue	Donations/koha from the Public	6,355	5,430
	Total	6,355	5,430
Revenue Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other revenue from members	Fees and Subscriptions	1,997	1,268
	Total	1,997	1,268
Revenue Item	Analysis	This Year \$	Last Year \$
Revenue from providing goods or services	Revenue from grants or contracts for service with central government	192,414	164,338
	Grants in the nature of a donation	17,727	16,499
	Course Fees	5,896	4,099
	Counselling	596	1,974
	Room Hirage	1,135	808
	Providing workshop to communtiy group	500	
	Other	52	17
	Total	218,320	187,735
Revenue Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment revenue	Interest	832	1,019
	Total	832	1,019

The Lower Hutt Women's Centre Incorporated

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	Salaries, Wages and Kiwi Saver	152,860	141,285
	Training	1,595	1,990
	Supervision	4,437	2,057
	ACC Levies	378	425
	Volunteer Expenses	627	639
	Travel	1,261	1,000
	Contractors	13,688	10,068
	Staff Registration	1,058	0
	Total	175,903	157,464

Expense Item	Analysis	This Year \$	Last Year \$
Costs related to providing goods or services	Direct Costs related to service delivery	5,845	7,140
	Administration and Overhead Costs	27,759	30,457
	Total	33,605	37,597

Expense Item	Analysis	This Year \$	Last Year \$
Grants and donations made	Donations	191	43
	Total	191	43

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Depreciation	8,566	11,400
	Total	8,566	11,400

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Westpac running	15,926	8,367
	Westpac wages	76,692	51,454
	Westpac trust	7,026	5,485
	Westpac Investments	39,725	38,944
	Petty Cash	313	240
	Total	139,682	104,490

Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments	Accounts Receivable	10,576	10,321
	Total	10,576	10,321

The Lower Hutt Women's Centre Incorporated

Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Accrued Expenses	5,616	4,847
	Total	5,616	4,847

Liability Item	Analysis	This Year \$	Last Year \$
Employee costs payable	Holiday Pay Accrual	8,187	9,003
	Total	8,187	9,003

Liability Item	Analysis	This Year \$	Last Year \$
Unused donations and grants with conditions		69,659	50,403
	Total	69,659	50,403

Liability Item	Analysis	This Year \$	Last Year \$
Other current liabilities	GST owed	2,293	2,193
	Total	2,293	2,193

Note 4 : Property, Plant and Equipment

This Year	Opening Carrying Amount	Purchases	Adjustments re prior years	Current Year Depreciation	Closing Carrying Amount
Asset Class					
Buildings	153,378	1,360	313	5000	150,051
Computers (including software)	1,866		76	993	949
Furniture & Fittings	5,087	546		1195	4,438
Office equipment	1,603		804	1378	1,029
Total	161,934	1,906	1,193	8,566	156,467

Last Year	Opening Carrying Amount	Purchases	Adjustments re prior years	Current Year Depreciation	Closing Carrying Amount
Asset Class					
Buildings	158,361	-		4983	153,378
Computers (including software)	1,393	1,986		1513	1,866
Furniture & Fittings	7,041	-		1954	5,087
Office equipment	2,715	1,838		2950	1,603
Total	169,510	3,824	-	11,400	161,934

The Lower Hutt Women's Centre Incorporated

Note 5: Accumulated Funds

This Year		Accumulated	
		Surpluses or	
This Year Description		Deficits	Total
Opening Balance		210,299	210,299
Surplus/(Deficit)		10,672	10,672
Closing Balance		220,970	220,970

Last Year		Accumulated	
		Surpluses or	
Description		Deficits	Total
Opening Balance		221,352	221,352
Surplus/(Deficit)		(11,053)	(11,053)
Closing Balance		210,299	210,299

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)

Notes 7-12

Note 7: Related Party Disclosures:

There were no transactions involving related parties during the financial year. (Last Year - Nil)

Note 8: 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 2021, the statement of financial position as at 30 June 2021, 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 2021;
 - the service performance for the year then ended; and
 - the financial position of Lower Hutt Women's Centre Incorporated as at 30 June 2021, 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 Lower Hutt Women's Centre Incorporated

- the statement of service performance; and
- 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
22 September 2021

Personal Visits July 2020-June 2021 Summary

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Half Year	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Half Year	Full Year
Services	37	24	16	30	41	22	170	23	37	37	42	42	31	212	382
Support/Enquiries	24	11	8	14	11	26	94	11	26	30	27	59	17	170	264
Workshops	116	188	124	146	158	38	770	22	78	145	131	208	96	680	1450
Volunteers	14	18	8	27	47	18	132	4	23	15	9	122	23	196	328
Other	10	4	1	9	0	0	24	0	0	3	2	3	1	9	33
Computer Lessons	16	11	9	9	11	10	66	0	8	13	6	9	10	46	112
Free Use Computer	15	4	4	4	7	5	39	0	8	2	9	9	5	33	72
Counselling Room	2	3	2	1	1	1	10	0	1	0	2	1	3	7	17
Women's Centre Counselling	46	46	52	47	37	35	263	4	35	29	30	22	31	151	414
Social Worker Counselling	34	32	28	20	26	12	152	0	21	3	10	12	13	59	211
Student Counsellor Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supervision	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Creche	13	18	24	28	33	23	139	0	12	13	19	16	11	71	210
Total	327	359	276	335	372	190	1859	64	249	290	287	503	241	1634	3493

Phone Calls July 2020-June 2021 Summary

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Half Year	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Half Year	Full Year
Services	3	9	4	1	4	2	23	1	1	8	7	6	3	26	49
Support/Enquires	11	17	7	8	31	0	74	19	31	38	16	39	32	175	249
Information on Wmn's Centre	11	17	4	2	4	6	44	5	8	21	6	8	6	47	91
Total	25	43	15	11	39	8	141	25	40	67	29	53	41	248	389