



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

Te Pūrongo-ā-Tau Annual Report 2021-2022 Statement of Accounts



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



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Vision

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

Purpose

To create a safe space for women and girls to be, grow, and strengthen themselves, their families and community

Values Statement

We respect. We support each other, are committed, conscious and aware. We are non-oppressive. We give and take, communicate openly and are role models. We enjoy and appreciate humour and fun. We are spiritual, take personal responsibility and are empowered. The political is personal, we give space for this. We challenge, are progressive and take risks, we are transparent and learn from mistakes. We are feminists

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.

Objectives

1. The Lower Hutt Women's Centre is financially sustainable.
2. We have skilled staff to meet our purpose
3. Women and children are enabled to develop self-worth, self esteem and see choices in their life and futures
4. Women and children feel connected and belong

We work with the following areas to meet the needs of women and children:

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

2022 has been a year of adjusting to our uncertain world while trying not to become complacent. For the LHWC Board, this has meant a combination of online and in-person monthly meetings. These have been mostly online but we all particularly enjoy our hui when they're at the Centre so hope they will largely be in-person again going forward.

We approved funding for a new position, Operations Co-ordinator, to support our Centre Manager Pamela, and welcomed Debbie to this role.

In April, we were audited under our contract with the Hutt Valley DHB which was a good opportunity to see how the Centre presents from the outside, looking in. The audit report contained generally positive feedback with a handful of tweaks recommended, including starting to implement a more robust risk management process.

The Board renewed our financial strategy and we continue to refine our processes, including reporting, monthly reflections on the kaupapa and reviewing the Centre's policies. The new Incorporated Societies Act is on our radar and we recognise our need to get ahead of any changes that may affect the Centre. Our Convenor Clare has undertaken some additional governance training and we continue to develop as a group.

Clare was delighted to represent the Board at the Centre's Matariki celebrations – it is always special to share such moments with a special group of wahine. As with previous years, the Sprig and Fern in Thorndon hosted fundraising quiz nights every Tuesday in August on our behalf. These evenings are always fun and we are happy to see a boost to our resources and promotion of the Centre.

We farewelled Tess, who left to focus on other commitments. Recruitment of a new board member (or two) should be finalised by the AGM. And of particular excitement, our Secretary Lisa welcomed baby Evie in April.

We are looking forward to our next year, and we continue to support Pamela with the implementation of our strategy, and into hopefully less uncertain times for us all ahead.



Manager's Report

Tēnā koutou, Namaste

It has felt like the previous two calendar years have been about getting through Covid. The second part of this financial year feels like we are now able to focus more confidently on our strategic goals to ensure we can continue to deliver services for the women that need the Lower Hutt Women's Centre. What have we been up to since July 2021?

Our people

We have welcomed Andrea and Kay into conselling positions meaning there are sessions each day of the week. This additional capacity has been running full due to the increased demand for this service. The Centre is also supporting Naomi our student counsellor in her placement for her final year of study.

We have supported Molly our intern from Te Herenga Waka (Victoria University). Molly is completing her sociology research paper on our outcomes reports and two yearly surveys to give us insights into our mahi over the past 10 years.

The Operations Coordinator role was created this year to support the day to day running of the Centre including coordinating volunteers, general administration support and running drop-in. In addition Debbie has reorganised some of our spaces including the clothing donations area and repairing and repainting of the kitchen and meeting room alongside our volunteers.

Services and activities

The following courses/workshops have run at the Centre in 2021/2022.

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)

Multi-week courses:

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

One day workshops:

- 5x Painting
- 4x Harakeke weaving

Our drop-in hours have continued, including information and support that is provided over the phone, emails and in person. See the back page for a break down of the number of interactions.

Our funders and donors

We continue to receive clothing and other items which are made available to women who need them. Each year the Board and staff run the quiz for a month at the Sprig and Fern in Thorndon. We want to thank the following people/organsations who supported the Centre by providing the raffle prizes:

Laura Ridley photography

Dowse Art Museum

Tribal Phoenix – Gym memberships



Manager's Report continued

We also want to acknowledge the following funders and organisations that have supported the Centre through funding, grants, services and in kind donations:

Hui E!	John Illot Charitable Trust	Ministry for Women
Lottery Grants Board	Pub Charity	Strathlachlan Trust
Box Trust	T G McCarthy Trust	District Health Board
Wellington Community Trust	Oranga Tamariki	Hutt City Council
Aon Insurance	EnvironWaste	Dignity

Looking forward to 2022/2023

As well as continuing to implement recommendations from the DHB audit, with our strategic direction reviewed and set we're working to continue to deliver our services as we always have with women and children at the centre of what we do. In the coming financial year this includes completing our two yearly survey to ensure what we're doing continues to meet the need of the women in our community, creating stronger relationships with other organisations in the sector and continuing to strengthen our capability to serve the women.

Noho ora mai
Pamela

Creche Worker/ Operations Coordinator

Kia ora koutou

I would like to start by thanking our amazing volunteers Maria and Jeannine who support the operation of the crèche to regularly support wāhine who are engaging in therapeutic group work. Maria has been studying Early Childhood through the Open Polytechnic this past year. The crèche being open removes the barrier of childcare for wāhine enabling them to attend Circle of Security and Understanding the Blues as well as Fridays to support Self Esteem and the A&D Wellbeing group. There are regular attendees in the crèche who are engaging and exploring child centred play in our safe engaging environment. I am stepping away from the Crèche at the end of June.

In addition to my role in the Creche this year I also worked as the Operations Co-ordinator. This is a newly established role and it is varied with no two days being the same. It was established to ensure the smooth running of the Centre to support the volunteers, Manager and Staff to deliver its programmes and services. My role covers a number of areas including the crèche, supporting our manager in the daily running of the centre, organise drop-in management, support social media management, course administration and recruit and co-ordinate volunteers.

It has been an exciting and sometimes delicate challenge implementing the strategic plans in cooperation with our manager, staff, volunteers, collective, board and community.



Creche Worker/ Operations Coordinator continued

Highlights this year included:

- Conducting a Health and Safety practices audit of the Centre, repairing and repainting the meeting room and kitchen – this was supported by volunteers, sorting artwork, replenishing Civil Defence supplies, updating assets and hazard register, regular emergency drills and rearranging storage areas.
- November's working bee to maintain the fences, guttering, front porch window, water blasting and gardening.
- Forming a monthly gardening group in June with the intention of turning the flower garden in the crèche playground into a vegetable garden. A huge thank you to our volunteers Sherrie, Katie and Sue who have helped make all this mahi possible.
- Engaging Emma and her crew from Yellow Hammer Services to repair the back door wall, front of the house outside counsellor's room, ramp and its railings. Our whare will be due for maintenance and repair to outdoor paintwork in the near future.
- Reviewing and refining the volunteer recruitment processes through training with Volunteer Waikato and mentoring from Pat at Citizens Advice Bureau.
- Undertaking annual appraisals with volunteers.

I celebrate and thank all the volunteers for their collective contribution who have enriched the LHWC this year. They include Lynn Topley, Krichelle Hanuera, Sherrie Pirimona, Maria Kennady-Good, Gina Solomon, April Noble, Jeannine Reid, Lynn-Ann Wallace and her amazing daughters, Prue Levy, Debbie Ward, Molly Mitchell, Belle Mayston, Laura Walker, Susan McLennan, Katie Beau, Catherine Dyhrberg, Amber White, Tania Walsh, Jazz Heer, Felicity Marea-Wallace, Sanjana Aiyar, Priya Aivar, Tamsyn Harker. Tino pai to mahi you superstars.

Ngā mihi
Debbie Kelly





Counsellors' Report

Tēnā koutou,

In August 2021, I was privileged to start counselling part-time at the Centre on Wednesdays, Thursdays, and Fridays. Looking back over the year, it has been a time of settling into the whare and slowly building connections with women in the counselling room, in the collective and with supporting services. The spread of Covid required constant adaptation to keep counselling safe enough and accessible.

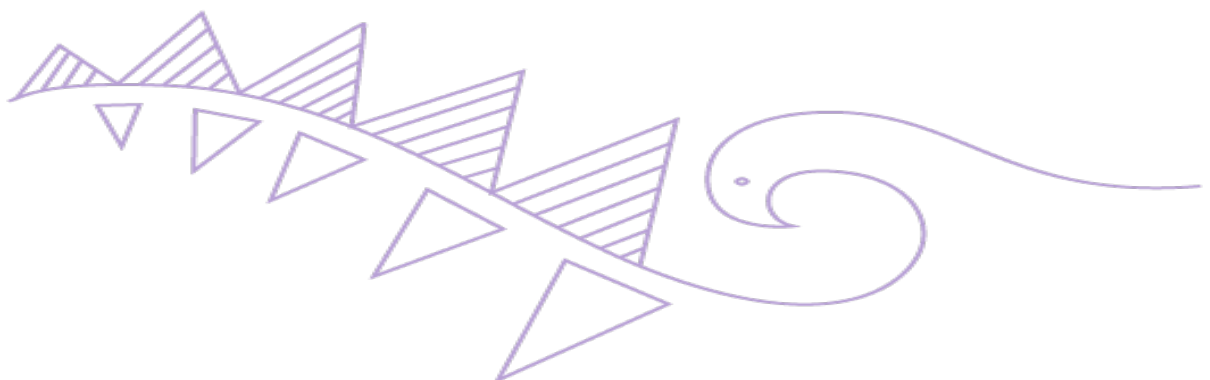
To support my counselling practice, I attended regular external supervision and continued my personal and professional development commitments. I completed the Mindful/Somatic Approaches to Trauma Therapy, run by Dr Paris Williams. I also attended St Johns First Aid and Emotional First Aid Trainings, as well as a workshop in Designing & Analysing Feedback Forms with the SHORE and Whariki Research Centre.

I participated in the ongoing Centre training and internal supervision. The Inside Out Advanced Rainbow Competency Training and Manawa Ora training were deeply enriching. I also held a grounding workshop for Centre staff and volunteers to introduce simple concepts from my Mindful/Somatic Approaches to Trauma Therapy training.

To understand how the Centre worked, I joined the collective meetings throughout the year, only recently placing this on pause due to challenging family commitments.

In July, to keep inspired in my counselling, I attended the New Zealand Association of Counsellors 2022 Conference - Tihei Mauri Ora. In the year ahead, I have committed to the Puawānanga Kaitiaki process to continue to unlearn colonising conditioning and to understand the meaning of partnership as intended in Te Tiriti O Waitangi. I will also be busy working towards full NZAC membership to help me support the women that come to counselling in the best way that I can.

Ngā manaakitanga,
Andrea Higginson | she/her - Tauīwi Pākehā





Counsellors' Report continued

Tēnā koutou katoa

In Feb 2022, I returned to the Centre taking on a role as counsellor/facilitator after taking some time to be with myself with the passing of my mother in March and my sister in October of 2021

I feel privileged to be back working with women one to one and in groups as well as sharing my work week with a team of women again.

Since my return I have worked with a diversity of women one to one three days per week and have facilitated a Circle of Security Parenting Group and I am part way through facilitating my first Understanding the Blues Group and have another Circle of Security and Anger group planned for the last term. I have also rejoined the Collective.

As part of my ongoing professional/personal development, I attend regular psychotherapy, external supervision and have maintained my professional registration and full membership of ANZASW.

I have completed 8 days of Mindfulness Somatic Approaches to Trauma, run by Dr Paris Williams. I attended The Healing Power of Relationships Summit (online) run by Terence Real, Relational Life Institute.

I also participated in Centre training such as Inside Out Advanced Rainbow Competency, Manawa Ora and an Introduction to Art for Wellbeing with Belle "what a treat". I am very grateful for the rich learning all these trainings have offered.

I look forward to the year ahead.

"Wear gratitude like a cloak and it will feed every corner of your life.". Rumi

Mauri ora

Kay



Sandra Torrijos/ Isis International Manila



Volunteer's Report

The volunteer's at the Women's Centre are guided by the Centre's Kaupapa. They give their time and energy to women who come into the Centre and assist women to find information on services at the Centre and in our community. They keep the clothing donation bins tidy and organized, print pamphlets, and many other tasks as required. The volunteer's attend the working bee's when available and have attended Volunteer training of which includes Manawa Ora, Mental Health 101, Advanced Rainbow competency and, group supervision facilitated by Anne Horrill every two months.

The following volunteers have support the Centre this year:

Lynn Topley completes the weekly banking and inputs monthly bookkeeping data.

Sherrie Pirimona is responsible for taking care of the Library. She keeps the library book catalogue up-to-date, including processing and covering of the books. Sherrie is at the Centre on a Tuesday, answering the phone, welcoming and supporting women who come into the Centre. She is also part of the Gardening Group which is turning the garden into a vegetable patch. Sherrie is also a Collective member.

Krichelle Hanuera volunteers on a Tuesday, answering the phones and organizing the pamphlets.

Stephanie Drake-Brockman supports the Harekeke workshops by gathering the flax, ensuring everyone has what they need during the workshop, and makes sure the centre is tidy afterwards. Stephanie also supports the Sprig and Fern fundraiser.

Gina Soloman takes care of the layout and the sourcing of content for the quarterly newsletter and has also managed and contributed content to the Facebook page.

Maria Kennedy-Good volunteers in the Creche every Friday, helps with Centre cleaning as needed and also helps set up Art workshops.

Jeannine Reid is a Creche volunteer on Friday mornings.

Belle Mayston is the volunteer for the Saturday Art workshops and is completing a placement by running the Monday Art as Wellbeing drop-in sessions.

April Noble volunteers on a Wednesday morning, putting up all our stored artwork and helping to sort files and tidy the clothing donations.

Jazz Heer holds Yin Yoga classes for Centre staff and will soon be offering it to the wider Women's Centre Community.

Susan Mclennan and *Katie Beu* are part of the Gardening Group.

This year we said ngā mihi nui and goodbye to:

Michelle Bougen (Art workshops)

Laura Weaver (Walking group on Fridays)

Lynn-Ann Wallace and her 4 daughters who helped paint the meeting room and kitchen, and carried out maintenance around the Centre.

Sanjaya Aiyar who helped with painting and did Wednesday drop in.

Priya Aiyar who helped with establishing a recruitment process for volunteers.

Ngā mihi

Sherrie



Social Worker's Report

Kia ora wāhine ma

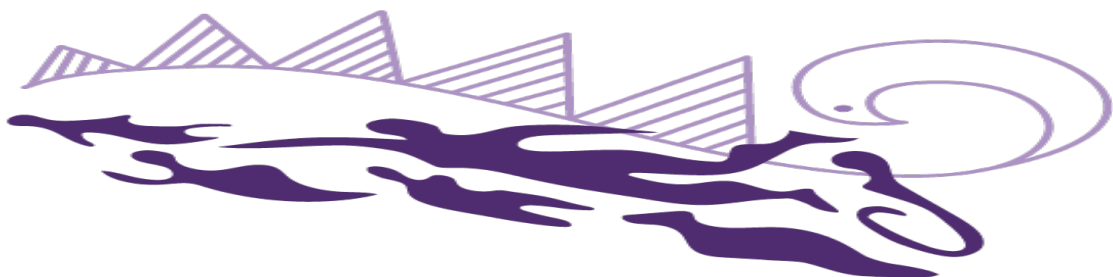
I have been in the Social Workers role now for a year and 4 months. I have settled into the role and developed a rhythm of visiting clients out in the community, my client base has stayed mostly stable with around 8 clients, it fluctuates up and down as clients come and go. Over the past year new referrals have generally come through self-referrals from women contacting the centre, looking for support for a variety of reasons.

Due to the DHB contract changing from a Maternal Mental health focus to a more general focus has meant there is less restrictions to who I can work along-side. Clients have needed a variety of support around mental health, addictions, housing, domestic violence, advocating with government agencies and support navigating the court systems. I also enjoyed the opportunity to cover for Kay while she was on leave to run the Circle of Security parenting programme in the 4th term of 2021.

My professional development has included monthly external clinical supervision. I have enjoyed attending several trainings with the rest of the centre's staff/volunteers which have included Mental Health 101, Rainbow Competency training, Manawa Ora Mihimihi workshop, I have also completed addiction 101 training and have begun attending a weekly Te Reo class.

I continue to be a member of the collective and I have enjoy being involved in the continued development of the centre, to gain further understanding of the herstory and to be part of looking forward to the future. I look forward to the year ahead, to strengthen connections with the community and provide a service that meets the needs of the women I work with.

Ngā mihi
Lynda Ure





Collective's Report

Kia ora koutou katoa,

The collective has continued with the regular monthly meetings we hold, as well as an emergency Covid discussion hui and a special day long session to go over our role in the Board's strategic direction. At a recent Hui, it was decided that the collective would temporarily begin to meet twice a month so we can work through a backlog of topics that need discussing.

We have a core group of approximately six members (Sherrie Pirimona, Kay Riddler, Lynda Ure, Pamela Govan, Debbie Kelly and Gina T Solomon), recently a couple of wāhine have expressed an interest to join the collective. This year we've said farewell to Andrea Higginson who has stepped back to focus on her whānau at this time. The remaining members of the collective wish to thank Andrea for time, energy and great ideas. Ngā mihinui e te tuahine.

This year we have had training in Rainbow Competency, Mental Health 101 and Māori rongoa, specifically Mirimiri and Romiromi, Māori rongoa that helps move emotional blockages in our bodies.

One of the main ongoing topics of discussion at our hui has been the constantly changing Covid related regulations and guidelines. We have responded as best we could at each stage, always with the intention of keeping our Wāhine supported as best we could.

We celebrated the second annual Matariki celebration in July and by all accounts, it was a lovely evening, spent with amazing wāhine, eating beautiful kai and sharing in the sisterhood together. We also made sure to celebrate being together at the end of the year with a lovely gathering, with more delicious kai, company, and this time a couple of jokey gifts as well.

Other matters arising at our hui have been but are not limited to:

- Always any Health and Safety concerns other than Covid
- The appointment of a new operations manager to assist with the running of the Centre.
- The reorganisation of the Women's Centre.
- Building a working relationship with the female builder and apprentice, we discovered.
- Having a working bee here at the centre to tidy up the gardens.
- Recruitment of volunteers, and the training that we would need to provide new volunteers.
- The Cronecle, the centre newsletter
- The Policy backlog
- Running Yoga Sessions here
- Running an art wellness group here

We have had a very busy, but at the same time very enjoyable year, with all of us continuing to try our best to support the wāhine who find us here at the Lower Hutt Women's Centre.

Nga mihinunui kia kotou katoa
Nā

Gina T Solomon on behalf of the Collective



Treasurer's Report

I present the Financial Statements for the period of 1st July 2021 – 30th June 2022 to the Annual General Meeting of the Lower Hutt Women's Centre. These accounts have passed the review of our external auditor. Overall, the financial performance of the Centre shows a surplus of \$14,210 compared to a deficit of \$38,224 budgeted for the period. The most significant reason for this is the increase in Government revenue as well as other Grants.

This is great result for the centre, and we couldn't have achieved this without the wonderful women who are there every step of the way - the Volunteers, Counsellors, Social worker, Cleaner, Tutors, group workers, the Board and the women who continue to donate to this most worthy cause, and of course the Centre Manager.

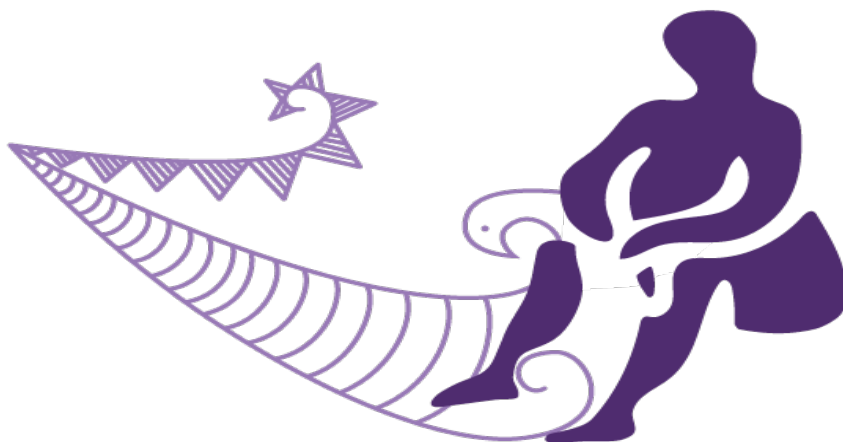
In the past financial year, the Board took some short-term actions and bold steps to improve the Centre's financial sustainability. The end of year result shows that we have been on the right track and have seen improvements because of the implementation of our Financial strategies.

Although the Centre has quite healthy reserves sitting in term deposits, the pressures of the current economic environment are likely to continue to have an impact on our financial situation. In the coming year, the Board will continue to 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 very positive experience, and I have enjoyed working with my fellow Board members. I look forward to continuing working with all of you in the coming year.

Yu Chang

Treasurer
September 2022



The Lower Hutt Women's Centre Incorporated

Performance Report

For the year ended 30 June 2022

We are pleased to present the audited financial report of Lower Hutt Women's Centre for the year ended 30 June 2022.



Co-Convenor
13 September 2022
Clare McLennan-Kissel



Co-Convenor
13 September 2022
Zoe Westlake



Treasurer
13 September 2022
Yu Chang



The Lower Hutt Women's Centre Incorporated

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The Lower Hutt Women's Centre Incorporated

Entity Information

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

**For the year ended
30 June 2022**

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.



The Lower Hutt Women's Centre Incorporated

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.

Main Sources of the Entity's Cash and Resources:

Grants and donations

Main Methods Used by the Entity to Raise Funds:

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

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.

Additional Information

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

Contact details

Physical Address:	186 Knights Road, Waterloo Lower Hutt 5011
Postal Address:	186 Knights Road, Waterloo Lower Hutt 5011
Phone/Fax:	04 9201009
Email/Website:	www.lhwc.org.nz
	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 2022

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
Services	321	382
Support/Enquiries	407	264
Workshops/Courses/Support Groups	982	1450
Volunteers	440	328
Other	33	33
Computer lessons	54	112
Free use computer	13	72
Counselling Sessions	306	414
Social Worker	142	211
Children in creche	125	210
Counselling room use (hired by counsellors)	43	17
Other information		
Recipient of quarterly newsletter (hard copy and email)	778	768
Number of groups sessions provided	259	286
Actual clients		
Workshops/Courses/counselling	349	430
Members	79	70



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 2022

	Note	Actual This Year \$	Actual Last Year \$
Revenue	1		
Donations, fundraising and other similar revenue		89,941	25,515
Fees, subscriptions and other revenue from members		769	1,997
Revenue from providing goods or services		183,722	200,593
Interest, dividends and other investment revenue		420	832
Other revenue			
Total Revenue		274,853	228,936
Expenses	2		
Expenses related to public fundraising		274	-
Volunteer and employee related costs		198,974	160,955
Costs related to providing goods or services		53,610	48,744
Grants and donations made		-	-
Other expenses		7,784	8,566
Total Expenses*		260,643	218,265
Surplus/(Deficit) for the Year*		14,210	10,672

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 2022

	Note	Actual This Year \$	Actual Last Year \$
Assets			
Current Assets			
Bank accounts and cash		258,459	139,682
Debtors and prepayments		18,748	10,576
Total Current Assets		277,207	150,258
Non-Current Assets			
Property, plant and equipment		148,682	156,467
Total Non-Current Assets		148,682	156,467
Total Assets		425,889	306,725
Liabilities			
Current Liabilities			
Creditors and accrued expenses		25,155	9,072
Employee costs payable		7,266	8,187
Unused donations and grants with conditions		158,288	68,496
Total Current Liabilities		190,709	85,754
Total Assets less Total Liabilities (Net Assets)		235,180	220,971
Accumulated Funds			
Accumulated surpluses or (deficits)		235,180	220,970
Total Accumulated Funds		235,180	220,970

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

Signature	
Name	Yu Chang
Position	Treasurer
Date	13 September 2022

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 2022

	Actual This Year \$	Actual Last Year \$
Cash Flows from Operating Activities		
Cash was received from:		
Donations, fundraising and other similar receipts	120,742	77,273
Fees, subscriptions and other receipts from members	(394)	1,997
Receipts from providing goods or services	234,542	167,835
Interest, dividends and other investment receipts	420	832
Cash was applied to:		
Payments to suppliers and employees	236,533	210,808
Donations or grants paid	-	-
Net Cash Flows from Operating Activities	118,777	37,129
Cash was applied to:		
Payments to acquire property, plant and equipment	-	1,937
Net Cash Flows from Investing and Financing Activities	-	(1,937)
Net Increase / (Decrease) in Cash	118,777	35,192
Opening Cash	139,682	104,490
Closing Cash	258,459	139,682
This is represented by:		
Bank Accounts and Cash	258,459	139,682

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 2022**

Basis of Preparation

The Lower Hutt Women's Centre Incorporated has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate 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 2022

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Fundraising revenue	Quiznight fundraiser	-	1,432
	Sprig and Fern	2,274	-
	Total	2,274	1,432
Revenue Item	Analysis	This Year \$	Last Year \$
Donations and other similar revenue	Donations/koha from the Public	5,820	6,355
	Grants	81,847	17,727
	Total	87,667	24,083
Revenue Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other revenue from members	Fees and Subscriptions	769	1,997
	Total	769	1,997
Revenue Item	Analysis	This Year \$	Last Year \$
Revenue from providing goods or services	Revenue from grants or contracts for service with central government	180,272	192,414
	Course Fees	2,459	5,896
	Counselling	209	596
	Room Hirage	783	1,135
	Providing workshop to communtiy group	-	500
	Other	-	52
	Total	183,722	200,593
Revenue Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment revenue	Interest	420	832
	Total	420	832



The Lower Hutt Women's Centre Incorporated

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Expenses related to public fundraising	Fundraising	274	
	Total	274	-

Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	ACC Levies	436	378
	Salaries, Wages and Kiwi Saver	182,252	152,860
	Staff Registration	973	1,058
	Supervision	7,749	4,437
	Training	6,777	1,595
	Volunteer Expenses	788	627
	Total	198,974	160,955

Expense Item	Analysis	This Year \$	Last Year \$
Costs related to providing goods or services	Direct Costs related to service delivery	14,528	14,918
	Administration and Overhead Costs	39,081	33,825
	Total	53,610	48,744

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Depreciation	7,784	8,566
	Total	7,784	8,566

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Westpac running	12,406	15,926
	Westpac wages	170,137	76,692
	Westpac trust	10,575	7,026
	Westpac Investments	65,038	39,725
	Petty Cash	303	313
	Total	258,459	139,682

Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments	Accounts Receivable	18,748	10,576
	Total	18,748	10,576



The Lower Hutt Women's Centre Incorporated

Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Accrued Expenses	511	6,779
	GST Payable	24,643	2,293
	Total	25,155	9,072

Liability Item	Analysis	This Year \$	Last Year \$
Employee costs payable	Holiday Pay Accrual	7,266	8,187
	Total	7,266	8,187

Liability Item	Analysis	This Year \$	Last Year \$
Unused donations and grants with conditions		158,288	68,496
	Total	158,288	68,496

Note 4 : Property, Plant and Equipment

This Year				
Asset Class	Opening Carrying Amount	Purchases	Current Year Depreciation and	Closing Carrying Amount
Buildings	150,931		5023	145,908
Furniture and fixtures	4,438		1085	3,353
Office equipment	225		727 -	502
Computers (including software)	873		950 -	77
Total	156,467	-	7,785	148,682

Last Year				
Asset Class	Opening Carrying Amount	Purchases	Current Year Depreciation and	Closing Carrying Amount
Buildings	154,540	1,391	5,000	150,931
Furniture and fixtures	5,087	546	1,195	4,438
Office equipment	1,603		1,378	225
Computers (including software)	1,866		993	873
Total	163,096	1,937	8,566	156,467



The Lower Hutt Women's Centre Incorporated

Note 5: Accumulated Funds

This Year		
Description	Accumulated Surpluses or Deficits	Total
Opening Balance	220,970	220,970
Surplus/(Deficit)	14,210	14,210
Closing Balance	235,180	235,180

Last Year		
Description	Accumulated Surpluses or Deficits	Total
Opening Balance	210,298	210,298
Surplus/(Deficit)	10,672	10,672
Closing Balance	220,970	220,970

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 2022, the statement of financial position as at 30 June 2022, 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 2022;
 - the service performance for the year then ended; and
 - the financial position of Lower Hutt Women's Centre Incorporated as at 30 June 2022, 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
13 September 2022



Personal Visits July 2021 - June 2022 Summary															
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Half Year	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Half Year	Full Year
Services	44	21	12	13	17	7	114	7	14	34	28	29	29	141	255
Support/Enquiries	24	14	8	13	15	14	88	8	13	19	20	18	16	94	182
Workshops	96	112	45	93	164	44	554	14	59	87	66	83	132	441	995
Volunteers	32	28	62	37	39	44	242	20	44	36	31	24	43	198	440
Other	1	0	1	0	7	0	9	0	10	4	2	4	4	24	33
Computer Lessons	6	8	0	4	3	1	22	2	5	3	7	15	0	32	54
Free Use Computer	3	1	0	0	1	2	7	0	2	1	1	2	0	6	13
Counselling Room	2	3	1	3	4	6	19	4	4	1	2	5	8	24	43
Women's Centre Counselling	14	22	23	23	30	23	135	0	27	42	45	31	26	171	306
Social Worker Counselling	15	12	18	15	13	13	86	0	12	14	6	8	16	56	142
Student Counsellor Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Creche	19	9	0	6	18	14	66	3	4	6	6	19	21	59	125
Total	256	230	170	207	311	168	1342	58	194	247	214	238	295	1246	2588
Phone Calls/Emails July 2021 - June 2022 Summary															
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Half Year	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Half Year	Full Year
Services	4	3	0	2	1	3	13	4	9	16	9	8	7	53	66
Support/Enquiries	21	31	23	15	33	12	135	18	20	23	13	12	4	90	225
Information on Women's Centre	5	11	13	14	18	16	77	7	37	21	10	16	12	103	180
Total	30	45	36	31	52	31	225	29	66	60	32	36	23	246	471



***E hara taku toa
I te toa taku tahi
Engari taku toa
He toa taki tini***

***Our strength is not ours alone, but that of
our community***

