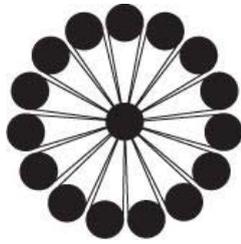


GLENFIELD Community Centre

Ko te Hapori tō mātou Pokapū
Community is at our Centre

ANNUAL GENERAL MEETING
26 SEPTEMBER 2017



GLENFIELD Community Centre

AGENDA

ANNUAL GENERAL MEETING

Of the Glenfield Community Centre Incorporated

To be held 7.00 pm, 26 September 2017

Glenfield Community Centre

1. Introduction

- a. Welcome (please remember to sign-in)
- b. Acknowledgement of Special Guests
- c. Apologies

2. Approval of Previous Minutes:

- a. Approval of Minutes from 27th September 2016 (refer AGM#1)

Motion 1: *That the Minutes of the Meeting of 27 September 2016 be accepted as a true and accurate record.*

Chair

3. Reports:

- a. Chairman's Report (refer AGM#2)
- b. Centre Manager's Report (refer AGM#3)
- c. Early Learning Centre Manager's Report (AGM#4)

Motion 2: *That the Chairman's, Centre Manager's, and Early Learning Centre Manager's 2016 – 2017 reports are approved.*

Chair

4. Financials:

- a. Receipt of Annual Audited Accounts for period July 2016 – June 2017 (AGM#5)

Motion 3: *That the Audited Accounts for the period July 2016 – June 2017 are approved.*

Chair

- b. 2017 – 2018 Budget (AGM#6)

Motion 4: *That the 2017 – 2018 Budget be accepted.*

Chair

5. Election of Members to the Governance Group for 2017 - 2018:

Applications to join the 2017 – 2018 Governance Group have been received from the following persons:

- Michael Chin, Frankie Godfrey-Robson, Sarah Nilson, Stephanie Oh, Raj Singh, Gary Thornton, and Chris Wargent.

Reception of the other members of the Governance Group:

- Two Methodist Church NZ Appointees: Brian Ellis and Jan Tasker
- One Auckland Council Appointee: An Hartley, Kaipātiki Local Board

6. Appointment of Auditor:

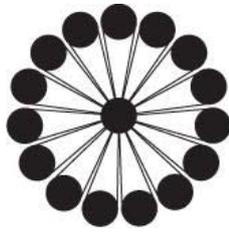
Motion 5: *That D’Mello Chartered Accountants Ltd be appointed as the auditor for 2017/2018.*

Chair

Light refreshments are available at the end of the meeting.

AGENDA SUPPORT DOCUMENTS

Ref. No.	Document Name	Page No.
AGM #1	Annual General Meeting Minutes September 2016	4
AGM #2	Chair’s Report 2017	8
AGM #3	Manager’s Report 2017	9
AGM #4	Early Learning Centre Manager’s Report 2017	15
AGM #5	Financial Statements for the period ending 30 June 2017	17
AGM #6	2017 - 2018 Budget	36



GLENFIELD Community Centre

MINUTES

ANNUAL GENERAL MEETING

Of the Glenfield Community Centre Incorporated

Held 7.00 pm, 27 September 2016

Glenfield Community Centre

Meeting Opened 7.05pm

Present: Frankie Godfrey-Robson (Chair), Raj Singh (Deputy Chair), Michael Chin (Treasurer/ Secretary), Gary Thornton (Governance Group), Sarah Nilson (Governance Group), Stephanie Oh (Governance Group), Christine Wargent (Governance Group), Grant Gillon (Kaipātiki Local Board), Kath Downie, George Misa, L. S. Joyce, Treza Mekhaiel, Joel Cortez, Leslie Haines, Gurpreet Kaur, Eva Scherer, Jojo Aji, Jaiyoun Lee, Mabel Msopero, Nigel Green (Centre Manager, Minutes).

1. Introduction

1.1 Welcome

The Chair welcomed everyone to the meeting and reminded them to sign-in on the attendance register.

1.2 Acknowledgements

The Chair acknowledged Kaipātiki Local Board member, Grant Gillon, her Executive and Governance Group members, Staff, Members of the Society, and thanked the Representatives of User Groups in attendance.

1.3 Apologies

Apologies were received from: Brian Ellis (Governance Group), Jan Tasker (Governance Group), and John Gillon (Kaipātiki Local Board Representative).

Motion 1: *That the Apologies be received.*

Chair/ Michael Chin/ Unanimous

2. Approval of Previous Minutes:

The Chair noted that the Minutes from the previous Annual General Meeting were reviewed by the Governance Group at their first meeting in case any corrections were required. She asked that any person who had been present at the previous meeting to second the motion.

Motion 2: *That the Minutes of the Meeting of 29 September 2015 be accepted as a true and accurate record.*

Chair/ Raj Singh/ Unanimous

3. Reports:

The Chair noted that these are available as attachments in the Agenda and that these had been distributed and reviewed by the Governance and were normally tabled at the meeting and passed collectively. She asked if anyone had any questions relating to the information; there were none.

Motion 3: *That the Chairman's, Centre Manager's, and Early Learning Centre Manager's 2015 – 2016 reports are approved.*

Chair/ Gary Thornton/ Unanimous

4. Financials:

4.1 Receipt of Annual Audited Accounts for period July 2015 — June 2016

The Chair directed those present to the Financial Reports in the Agenda. She noted that there had been no issues raised in relation to the accounts by the Accountant or Auditor, and that a separate note to the financials had been prepared and distributed for those present to read. She invited the Treasurer, Michael Chin to speak to the accounts and answer any questions.

Michael explained that the set of accounts had been prepared under the new Tier-3 reporting requirements set down by Charities Services. This meant that some of the accounting terminology used was new and that a direct comparison between the previous year's information and that tabled was difficult in some areas for reasons covered in the notes.

He drew attention to the Statement of Financial Performance and some of the points of significance including the cost of the Mission Hall restoration, the surplus resulting from the timing of the payment of the Ministry of Education to the Early Learning Centre, and asked if there were any questions.

Treza Mekhaiel asked what constituted 'Accumulated Funds' and why they appeared in the in the Non-Current Liabilities. Michael explained that Non-Current Liabilities are liabilities that extend beyond the 12-month reporting period.

Accumulated Funds are, in the case of a charitable group such as the Society, the equivalent of 'capital accounts' in a profit-making business, and represent contributions by members at the time of formation and form part of changes in equity over the life of the organisation. In the case of the society, these funds represent money set aside for the purchase of capital or fixed assets and together with Liabilities equal the total Assets of the organisation. There were no other questions.

Motion 4: *That the Audited Accounts for the period July 2015 – June 2016 are approved.*

Chair/ Michael Chin/ Unanimous

4.2 2016 — 2017 Budget

The Chair directed the meeting to the last two pages of the Agenda, where the projected Income and Expenditure Budget for July 2016 to June 2017 was presented. She noted that this is a policy document produced for information purposes and would be monitored over the course of the year by the Centre Manager and Governance. She asked Centre Manager, Nigel Green to present the information and answer any questions.

Nigel outlined the new format for the budget and that it was designed to fit with the new reporting requirements including separation into the two divisions. He said that some areas had been simplified and noted that this information would be required when reporting to the Ministry of Education around the Early Learning Centre. He explained that a conservative approach had been taken in terms of income and expenditure, but that it was expected that a small profit would result at the end of the next financial period. There were no questions around the budget.

Motion 5: *That the 2016 – 2017 Budget be accepted.*

Chair/ Raj Singh/ Unanimous

5. Election of Members to the Governance Group for 2016 - 2017:

The Chair noted that applications to join the 2016 – 2017 Governance Group have been received from the following persons:

- Michael Chin, Frankie Godfrey-Robson, Sarah Nilson, Stephanie Oh, Raj Singh, Gary Thornton, and Chris Wargent.

She also noted the following constitutional appointments:

- Two Methodist Church NZ Appointees: (Brian Ellis and Jan Tasker); and
- One Auckland Council Appointee from the Kaipātiki Local Board: (to be advised in December 2016 after the completion of the Local Board Elections).

Finally, she said that the selection of persons for Executive positions (Chair, Deputy Chair, Secretary, and Treasurer) would be determined at the first meeting of the new group in October.

As there were fewer nominees than positions available on the Governance Group, the Chair proposed the following motion, noting that no sitting member could second the nominations:

Motion 6: *That the nominees for the 2016—2017 Governance Group be accepted.*

Chair/ Eva Scherer/ Unanimous

6. Appointment of Auditor:

The Chair noted that this was a procedural requirement for the next financial year.

Motion 7: *That D’Mello Chartered Accountants Ltd be appointed as the auditor for 2016/2017.*

Chair/ Sarah Nilson/ Unanimous

That concluded the formal portion of the meeting. Lisa Ducat asked if those members of Governance present would rise and introduce themselves to the meeting, and also whether each of the various persons representing User Groups would explain who they were and what their group’s connection was to the Centre. Each of the participants then took the opportunity to introduce themselves and their group and were thanked for their attendance and contribution by the Chair and Governance.

The meeting concluded with an invitation to enjoy the light refreshments provided.

Meeting Closed 7.40pm

CHAIR'S REPORT

This is the fortieth year of our Society—our ruby anniversary—and it is with great pleasure that I have the opportunity to recognise the continuing great work and support the Centre provides to our community. It has been a year involving plenty of positive change here at the Glenfield Community Centre, and with forty years under the belt, I would like to think we are doing something right.

I would like to acknowledge the support of my Executive team: Secretary/ Treasurer, Michael Chin, and thank Raj Singh for his service, who stepped down as Deputy so that Sarah Nilson could step up. I would like to welcome our new appointment from the Kaipātiki Local Board, Ann Hartley who was part of the original funding body that in 1992 helped raise money to build the current Centre way back when it was still the North Shore City Council. She will undoubtedly bring with her a wealth of useful advice and experience. Finally, I want to acknowledge the ongoing support and collective wisdom of our Governance Group—Brian Ellis, Stephanie Oh, Jan Tasker, Gary Thornton, and Chris Wargent.

We thank the Kaipātiki Local Board and Auckland Council for their ongoing assistance by way of our annual operating grant, and appreciate the opportunity to meet the 2016-2019 representatives at a recent presentation around the Centre's weather-tightening problem. We hope we can continue to rely on their support as we work through this very complicated issue. The need for community facilities that are managed by the community and for the community has never been greater and, with our proven record of accomplishment, we will continue to engage and support our stakeholders so that Glenfield and the greater Kaipātiki area continues to be able to access our services.

The need is reflected in the number of visitors, bookings, and hours of use that continue to climb, and the Centre now sees around 30,000 visitors a year with well over 60 regular groups providing over 700 hours of classes, courses and support for our local community—significantly up on the previous year.

We continue to foster and develop partnerships with other external service providers that share our values including our tenants: Dementia Auckland, Literacy Auckland North, Plunket NZ, and the Beneficiaries Advocacy Information Service. We welcome Sweet Charity, a joint initiative of Supporting Families Auckland and the Grief Centre, as another great community service and wish them all the best for the future.

Finally, I wish to thank all our Staff: Centre Manager Nigel Green, Office Administrator Sandie Gorst and Accounts Clerk Carol Young for their tireless work, and the ELC teachers: Paula Tra, Stacey McIntosh, Joanne Cass, Jessie Liu, Almira Martinez, and Verneese Ioane for their fantastic efforts with the children, parents and caregivers at our Early Learning Centre. Without these people, the Centre would not be the hub of community activity that it so clearly is.

Well done all.

Frankie Godfrey-Robson
Chair

September 2017



MANAGER'S REPORT

It has been a year of renewals and resolution of legacy issues for the Centre. By clearing many of these away, it is becoming easier to focus on new challenges, however some old matters continue to hang over the Centre and represent a significant level of risk.

Weather-tightness and Recladding

Principal among these is the problem of the building being a 'leaky building'. This issue has dogged the Centre since it was completed in 1994. It results from the decision to clad the building in monolithic 'Harditex' plasterboard—a building material that now forms part of several legal disputes around the country between home and business owners and the manufacturer Hardies.

A position paper and presentation on the weather-tightness and recladding issue was made to the Kaipātiki Local Board (KLB) in August, as it is only with their help and advocacy on our behalf to Council that this issue will be resolved. The Association is pursuing legal redress as part of a class action, but there are questions around the strategic direction of the Centre that will need to be considered by Governance in the event this is unsuccessful.

Staff

Maintaining good staff practices are essential, as personnel represent the greatest asset and highest cost to any Community Centre. Various human resource management processes have been reviewed including health and safety; workplace wellbeing; records management; performance reviews; salaries and volunteers. Policies that encourage best practice are being implemented, training has been undertaken to allow for cover around critical risk management processes, and up-to-date standard operating procedures are being developed as support resources, especially around some of the cloud-based software programs and accounting processes. Legacy issues around staff records and sick leave entitlement have been resolved and steps taken to review remuneration rates, albeit within tight fiscal restraints. Finally, an attempt to integrate a regular volunteer programme has had mixed results, but led to some good learnings around planning, vetting, support and matching strengths to need.

Governance

There is a positive relationship with Governance at the Centre. Weekly meetings occur with the Chair. Issues of significance are brought to the attention of the Executive as required. Regular bi-monthly Governance meetings are well attended and policy was passed in this term around training, support, code of practice, delegations and standing orders. Governance undertook a self-review using the online resource NZ Navigator as part of the strategic review. Succession planning remains an issue, long-term planning is restricted by the weather tightening, and work needs to occur around various risk management processes but overall; good progress is being made.

Financial

General

The Centre remains a going concern. Its cash flow is stable and within expected operating parameters. Its cash reserves remain healthy. We have returned to having sufficient funds to be able to make some short-term investments in order to maximise interest on our income. We maintain our reserves at a level to meet all our commitments in the foreseeable future.

Ministry of Education funding to Early Learning Centres for 20-free hours for under two-year olds has remained frozen for nine years; this has meant a sinking lid in terms of this area of income and the need to investigate other funding streams and ways to further reduce costs without reducing staff numbers.

Repairs and renewals are funded by the Society directly, in comparison to the Community Centres operated by Auckland Council, and this is not really a tenable position for larger repair items that may not be funded through external capital grants, highlighted by the weather tightening issue.

Further, the funding arrangement with the Methodist Church needs to be revisited as the annual contribution for hire of the Mission Hall represents an expense of \$1,000 per month on average.

Statement of Financial Performance (Profit and Loss)

The Centre posted a deficit this year. The reasons behind this can be summarised as follows.

First, an accounting accrual made in the 2015/2016 accounts made the amount of income received from the Ministry of Education appear far more favourable than in fact is representative of a normal year. This occurred due to the timing of wash-up and advance payments from the Ministry. A figure of \$283,000 for 2015/2016 activity would have been more accurate, compared with \$270,000 for 2016/2017. This left a gap of \$7,800 on budget, and we will not receive a wash-up payment for the 2016/2017 balance of \$10,000 until November 2017, so the overall reported deficit is closer to \$12,000.

Income from Room Hire increased from 2016, and is trending upwards. A donation by way of a defibrillator was gratefully received from the Glenfield branch of Barfoot and Thompson.

Wages and Salaries increased under the ELC three-year collective agreement. In addition, more staff took up the opportunity to enrol with Kiwisaver than anticipated increasing our Employer's liability.

We resolved a legacy accounting issue around payments made to the Methodist Church for hire of the Mission Hall and this led to an accounting accrual and the creation of a related expense account.

Finally, some significant repair and maintenance items were addressed, although we received a sizeable grant from the Lion Foundation for the ELC that offset around \$13,700 of this expense.

Statement of Financial Position (Balance Sheet)

The deficit contributed to a reduction in the total accumulated funds from \$95,000 to \$72,000. An accounting adjustment to remove the effect of the Hall Clearing account, and a smaller accrual from the Ministry of Education reduced non-current assets. Finally, the addition of some equipment purchases and donations increased the level of accumulated depreciation on furniture and fittings.

Maintenance and Infrastructure

The Centre had a raft of legacy repair and maintenance issues that had been largely deferred because of the cost: water leaks in the roof and skylights of the Early Learning Centre, rotting flooring in the Cleaner's Storeroom, missing flashing on the exterior of the Mission Hall, various electrical faults, and drainage issues. Some external grant funding was successful, but the majority became extra-budget items with the decision taken to resolve rather than prolong them any further. The majority of these have now been addressed and other items identified and put on a schedule for completion. All the various services and maintenance contracts were reviewed, and in many cases renegotiated in order to reduce costs, and work associated with key systems have been resolved so that future work for the Building Warrant of Fitness is reduced. Consideration will be given to moving the Centre to fibre internet, VOIP phones, installing CCTV, and working with the Kaipātiki Project to undertake an environmental audit to make the building and its surroundings more environmentally friendly, and reduce its carbon footprint, for example through use of LED lighting and more efficient appliances. These should lead to long-term savings and a better, healthier Centre. Unfortunately, in September, one of our visitors drove their car into one corner of the building. Fixing this will prove extremely difficult and expensive considering the weather-tightening problem and obtaining Council consent for the work. Options are under consideration.

Health and Safety

The effects of the new Health and Safety at Work Act 2015 began to filter through workplaces and prompted a range of measures to identify, address or minimise likely hazards to Centre staff and patrons. All electrical equipment has been assessed, tagged and added to a register. Contractors are now expected to sign in and out when visiting the Centre to undertake maintenance. Safety Data Sheets have been collected for all hazardous chemicals stored on site. A Hazard Register has been started and is regularly updated. The air towels in the toilets were removed to minimise the spread of airborne infection and disease. Police checks were organised for all staff that work with children and who had not had one completed within the last three years. Emergency evacuation procedures flip charts and signs were made and installed in all rooms of the Centre. Multi-language signs are being prepared alongside Raeburn House. New signs relating to fire, parking, no smoking, and 'watch for children in the carpark', have been installed and the six-monthly trial fire evacuations were completed well and without incident. Unfortunately, Foundation North, the Harcourt Foundation, and Pub Charity refused our application for funding for soundproofing of the Early Learning Centre, but we will keep trying. Auckland Transport sent out a public consultation document highlighting proposed safety improvements around the intersection adjacent to the Centre and we sent in a submission. After waiting fifteen years, the retaining wall that borders Glenfield Library is scheduled for repair by February 2018. The main entrance doors now receive six-monthly servicing as part of the Building Warrant of Fitness, and six-monthly hazard identification sheets are distributed to senior staff in order to review and update the existing hazard schedule. Maintenance work is regularly identified and added to a separate schedule so that issues like the ongoing slip problem with the courtyard tiles will finally be addressed.

Early Learning Centre

Regular weekly meetings were held with the Glenfield Early Learning Centre (GELC) Manager, Paula Tra, with copies of minutes distributed to Governance. Compliance documentation was completed and filed with the Ministry of Education as required. The Government's 2017 Budget confirmed the ongoing freeze in funding rates for Under 2's for the ninth year in a row, forcing us to continue to look at ways to reduce costs, assess student ratios and consider alternate funding options.

One outcome is a donation system that will be implemented in 2018. Glenfield Rotary installed a new concrete pathway down to the back external storeroom and renovated the courtyard toy boxes. The Lion Foundation granted money to replace the heat pump, courtyard sails, and recover the external cushion squabs. As another cost-saving measure, we moved to employ our own Casual relieving staff in place of contractors. Te Tito Maioho and the NZ Education Institute completed negotiations around the 2017/2018 Collective Bargaining Agreement. Wage and salary steps that form part of the current collective agreement were integrated into the budget from 1 July. A copy of the File-maker Pro 14/ First Base software was purchased and installed on the Lead Teacher's computer to allow for better workflow and sharing of data. A new ELC Staff Performance Review process was designed and implemented as part of ongoing accreditation and licensing requirements, and addresses one of the points raised in the 2015 Education Review Office (ERO) report. Lastly, we are investigating a funding proposal for the integration of electronic tablets with the help of a lecturer from the Auckland University of Technology.

Branding, Marketing, and Communication

A large sign advertising the Centre was erected on the corner of Bentley Avenue and Glenfield Road. At our request, Auckland Transport also installed two "Community Centre" signs at the top and bottom of Bentley Avenue. Planning has started around a "Room Naming and Sponsorship" proposal with the assistance of Gary Thornton of Governance. The Centre's website is regularly updated with user groups' information; event photographs; our room hire agreement and rate card; maps showing where to park when coming to the Centre; and the location of other Community Centres around Kaipātiki. Our Facebook page carries up-to-date information about what is happening at the Centre and links to others in our local community. A monthly electronic newsletter is sent out to over 300 recipients and the "Centrelines" newsletter is updated constantly and is always in demand. A training guide for updating the WordPress interface for our website was completed and accompanied by a staff-training workshop. Search Engine Optimisation (SEO) has been integrated into the website making it easier for users to search and find us online. Media and communications policy has been updated and a Style Guide prepared with the assistance of Daniel Shotter of Beach Haven/ Birkdale Community Project to ensure the consistent delivery of the Centre's branding. We replaced, simplified and updated the main entrance door sign to reflect changes in Tenants' branding and the addition of the Sweet Charity "Opportunity Shoppe" that now occupies the downstairs Art Space. Sweet Charity had their exterior signage installed as part of the lead-up to their opening in May. Work on the Business Information Network stalled due to other competing priorities, but it is hoped this may be able to be developed alongside other civic groups, volunteers and the KLB.

Auckland Council and Kaipātiki Local Board

Marilyn Kelly, the Community Places Advisor (North) from Auckland Council provided invaluable assistance and facilitates a monthly group meeting of Community Managers north of the bridge as well as organising additional professional development training with the financial aid of the KLB and the support of Zella Morrison, of the Community Empowerment Unit. Auckland Council continues to receive monthly statistics reports, quarterly performance reports around the operating funding grant, and an annual presentation was made to the KLB in July. We also now track the various forms of additional engagement we provide to the community and report these separately. Council has moved us from a one-year onto a three-year funding arrangement. The Centre ran a successful "Meet the Candidates" meeting for KLB Candidates in the Mission Hall in September. We completed a submission to the KLB's draft plan and 2017/2018 work-plan.

Finally, we received three grants from the KLB, one for three new workstations, another for assistance repairing the leaking ELC skylights, and one for event equipment that will form part of a shared resource between the various Community Centres.

Policy and Procedure

A policy audit was completed and critical areas prioritised. Key areas were completed and brought to Governance for review and ratification. The KLB has approved funding towards creating a joint resource for Community Managers and we will be contributing towards this project. A constitutional review was completed and independently reviewed by RSM Hayes Audit in light of the Law Commission's review and proposed changes to the Incorporated Societies Act 1908. The Centre's Hire Agreement was reviewed and its terms and conditions updated in line with Auckland Council processes. Tenancy arrangements were reviewed, standardised and migrated onto new agreements with the assistance of Neil Shaw, Director of the Auckland Community Law Society. Work on renaming the 1,500 PDF pages in the Property File is halfway complete. Copies of all current policy are available to view on the Centre's website.

Community Development

Community development occurs at different levels of engagement at the Centre. Besides the day-to-day requests for information, we act as a referral agent for many other organisations including the local Library, Recreation Centre, Local Board offices, Citizen's Advice Bureau as well as our various Tenants and major user groups.

Due to our size, constraints and available resources, we restrict the number and scale of the events we run or share in. Over the course of the last twelve months we have either organised or participated in the following: 'Meet the Local Board Candidates Meetings' (alongside Birkenhead and Beach haven/ Birkdale Ratepayers' Associations); Glenfield Lion's Santa Parade in November; Health and Learning Expo (with Plunket NZ and our Early Learning Centre) in March; became an affiliate of the revitalised Rotary Club of Glenfield in October; supported the Kaipātiki Project Restoration Network around their "Pest-free" initiative in November; attended the local ANZAC commemoration service in April; and held a rededication for a memorial tablet for World War 1 fallen that was returned to the Centre in September. We provide monthly updates via our and Auckland Network Community and Development (ANCAD's) electronic newsletters.

We are planning a planting day alongside Glenfield Rotary to raise awareness for Mental Health Awareness Week in October. In early 2018, we are planning to run a Repair Café along with assistance from Envision Auckland, ANCAD, the Kaipātiki Project, Glenfield Rotary and the Men's Shed. Meetings were held with the Kaipātiki Project Programme Manager who will be working with us to complete a Sustainability Audit of the Centre. One of their volunteers will help us undertake an audit of invasive plant species in our gardens with a view to phasing these plants out in favour of natives. They will also assist with the development of a Community Garden and running information workshops.

Thanks

Our thanks to the Auckland Council staff: Marilyn Kelly, and Zella Morrison, the Kaipātiki Local Board staff and members, the Kaipātiki Community Facilities Trust's Jill, Sonia, and Michelle, and Raeburn House's Carol, Venkat and Sally for all your support. Thanks to our sponsors: Rotary Glenfield, Barfoot and Thompson, The Warehouse, the Lion Foundation, and NZ Post.

Thanks also to the Auckland North Community House/ Centre Managers for their wisdom and advice; it is great to be able to discuss issues of commonality and get a different perspective of what supporting community looks like across the various Centres.

Finally, I would like to extend my personal thanks to my Staff for their continuing hard work and dedication: Sandie, Carol, Paula, Jessie, Stacey, Verneese, Joanne, and Almira, your attitude, focus on customer service and smiles help bring the Centre to life for the many who use it.



Nigel Green
Manager

September 2017

GLENFIELD EARLY LEARNING CENTRE MANAGER'S REPORT

Kia ora and welcome to the year that has been—and what a year it has been! Since last year's report, we have enjoyed a stable teaching team and built a strong relieving team as well. We now have Ana Jurardo, Kala Kumar, Fatima Minhaj and Betty Chen who share their talents as required when our teachers are away, and we are working on recruiting our fantastic AUT student Neil Malonzo into a relieving role on the days he is not at AUT. As well as each reliever being a real asset to the team, this will save GELC money, as we need to rely on relievers from an agency less and less. With the current shortage of quality and qualified Early Childhood Education (ECE) teachers, having a stable team with quality relievers is a real asset for our Centre.

Once again, the Government Budget did not allow for any real increase in funding for children in ECE (the only increase is the number of children participating in ECE, which pushes up the Government's investment in ECE). There has been no increase in the hourly rate Centres are funded and consequently, the ECE sector will suffer "funding cuts by stealth" for a ninth year running. We have been tightening our belt for some time now, and will be offering families opportunities to contribute more financially on a donation basis starting next year.

Currently, we are continuing with fundraising for the Centre, and we are very fortunate to have Gary Thornton of Governance offer his expertise, time and support with this. We will be making the most of both his generosity, and the support we have of our parents to give their time to help us as well. We have also continued this year with fundraising for one external charity each term and we are pleased that we are raising more than we did last year, as parents are choosing to become more involved in what we are doing in the Centre.

We have been very fortunate to have the community support us in some projects, with Rotary Glenfield making a concrete path for our garden, repairing our outside toy-boxes and donating towels for the children to use after water-play. We have also had some native plants donated to us by a programme called Paper for Trees, and donations of a microwave, coffee machine, knitted balls, consumable resources, a bird cage and even our new budgie made to us by those on our Board of Governance and the wider community.

This year, we have continued with giving our children and their families the opportunities to experience trips outside of the Centre. We are going on one trip each term to somewhere relevant to the children's learning, each term we walk down to the Library, and we have started visiting a local primary school each term with our four year-old children and their parents. This is a bonus for the schools and a great experience for our families, especially when many of our parents have never been to school in New Zealand so it helps prepare them too.

As well as trips, we have enjoyed having visitors come to our Centre each term. This year we have had the Fire Service, the Police, the local Librarian, the Hearing and Vision Nurse, and some knitters from the knitting group in the Community Centre. We will continue to extend our links into the community as each occasion has been beneficial for all involved. We are also continuing with our Fruit Week promotion and this has started to generate parents bringing in bags of fruit for all the children to share at various times throughout the term.

Parent events are still being very strongly supported and have included both social occasions for the family and a free full-day parenting workshop facilitated by an outside agency. As we get so much help from our parents and wider community, we hold a morning tea each term for all who have gone out of their way to lend a hand. We make this special by giving out personalised invitations to create more goodwill and show our appreciation. The renamed Health and Learning Expo was a great event for both families and the wider community and generated a much bigger turnout than the first year. We believe this event is worthwhile for the community and will run it again in 2018, again considering feedback to ensure its success.

We will also be taking part in the Glenfield Santa Parade in November and making the most of the opportunity to promote our Centre in the community.

We have started a Facebook page just for parents of children at GELC. This is proving both popular with parents and very effective for us. We are able to get information out to parents easily and often, and we now use it as a tool for parents to have a say in running the programme—for example, they chose which option they preferred for the end of year Christmas Party for families and the theme for the upcoming disco. I believe this has helped pave the way for more involvement at GELC and is helping build community spirit within our little community as parents offer to help each other.

This year has had some big changes for the teaching team to learn about and adapt to. Our curriculum Te Whāriki has been updated and changed, as has our Teaching Code and the Education Act. We continue with our professional development to keep up to date with current research, and we network with others in ECE. We make the most of free or low cost professional development.

We are continuing to ensure all spaces are full all the time, and make the most of sessions when children are absent by offering them to families who want or need extra sessions. This helps us bring in more money and is a real bonus for our families. We still get most of our new children through word of mouth, and the main reason children leave is to go to primary school. This has created a culture where the older children have usually been here for some time, which makes them great role models for the younger children. When there is a lull on our waiting list, I have advertised our service on the Glenfield Community Facebook page and asked our parent community to give feedback on that post about our Centre. This has generated new children each time so far and, as it is free, I will continue to use this as required.

We are still enjoying the privilege of hosting students studying Early Childhood when they are on practicum. While our team invest in each student teacher, we also gain by being open to seeing our Centre through fresh eyes as students share their thoughts with us. This year we also made the most of the opportunity to host high-school students doing their Gateway work experience at our Centre. Feedback we get from all of these institutions is always very positive and complimentary about the way their students feel welcome and supported at our Centre; this is a real credit to our teaching team.

At the end of this year, after time volunteering as a student, then working here for nine years after that, our wonderful Jessie Liu is retiring. Teaching is a physically and emotionally demanding career, and we wish Jessie all the best for her much-deserved retirement. Happily, Jessie has said that she would love to be a reliever for us, and we will definitely take her up on this offer. Jessie is a valued, hard-working and very much liked member of our team and we will all miss her.

As I sit at my desk, almost finishing this report, at 8pm on a Friday evening, I am thinking how lucky I am to be a part of this great Centre. It is true that there is never enough time to get everything done in work time, and it is true that the teachers put in a lot of their own time into their work without asking for anything in return—but we get to see that we are making a difference for our families. We are giving them a place where they are truly welcomed, respected and valued. We give them a place to share their fears and their successes. We give support, validation and occasionally advice. This is important work, and cannot be achieved without the amazing and dedicated teachers that are a part of GELC.

I thank them for their energy, enthusiasm, loyalty, commitment, drive, flexibility, teamwork and humour—especially the humour.

Paula Tra
GELC Manager

September 2017

Performance Report

Glenfield Community Centre
For the year ended 30 June 2017

Prepared by Glenfield Tax Accountants

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Compilation Report

Glenfield Community Centre For the year ended 30 June 2017

Compilation Report to the Directors of Glenfield Community Centre.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Glenfield Community Centre for the year ended 30 June 2016.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Governing body are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Glenfield Community Centre other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.

STA & Associates T/A Glenfield Tax Accountants

212 Archers Road, Glenfield

Dated: 07 September 2017

Entity Information

Glenfield Community Centre For the year ended 30 June 2017

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

We provide rooms within the Centre for the community to hire in order to run community-focused workshops, seminars, training and support networks. We act as a referral point for information, administer and maintain the facility, and liaise with other organisations to raise awareness about issues affecting our local community.

Legal Name of Entity

Glenfield Community Centre Incorporated

Entity Type and Legal Basis

Not-for-profit incorporated society with charitable status

Registration Number

Incorporated Society: AK222377 Charities Services: CC22509

Entity's Purpose or Mission

"We are focused on recognizing and responding to the social, cultural, recreational and educational needs of the Glenfield / Kaipatiki community, and finding ways to meet these needs with special recognition for those who have the least opportunity to participate in decision-making in the community."

Entity Structure

Incorporated society with elected representatives

Main Sources of Entity's Cash and Resources

We receive an operational grant from Auckland Council through the Kaipatiki Local Board. Our Early Learning Centre receives funding under the 20-free hours childcare allowance through the Ministry of Education. We lease and hire rooms to not-for-profit community groups, organisations and individuals

Main Methods Used by Entity to Raise Funds

We apply for Grant Funding for most capital expenditure.

Entity's Reliance on Volunteers and Donated Goods or Services

We provide in-house support and training for volunteers studying on placement through tertiary institutions. We receive the occasional gift or donation but do not actively solicit funds in this way at this time.

Additional Information

The society incorporated in 1977 and today employs 9 full and part-time staff. We have a 12 member Governance Group elected from our membership. We own the building and lease the land from the Methodist Church of NZ alongside Auckland Council up to 2060.

Physical Address

Cnr Bentley Ave. & Glendfield Rd., Auckland, New Zealand, 0629

Postal Address

PO BOX 40112, Glenfield, Auckland, New Zealand, 0747

Approval of Financial Report

Glenfield Community Centre For the year ended 30 June 2017

The Governance Group are pleased to present the approved financial report including the historical financial statements of Glenfield Community Centre for year ended 30 June 2016.

APPROVED

Frankie Godfrey-Robson

Chair

Date

Statement of Service Performance

Glenfield Community Centre For the year ended 30 June 2017

Description of Entity's Outcomes

Mission: "We are focused on recognizing and responding to the social, cultural, recreational and educational needs of the Glenfield/Kaipatiki community, and finding ways to meet these needs with special recognition for those who have the least opportunity to participate in decision-making in the community."

Outcome: The Centre supports the Kaipatiki community through provision of space for hire for educational, religious, creative arts, counseling, cultural and recreational use at a price that makes it affordable to groups that would struggle otherwise. In addition, our Early Learning Centre allows us to provide teaching and childcare for over 70 families allowing parents and caregivers the opportunity to work and thrive. Finally, we partner with other similar organizations, some of whom tenant our space, to provide a suite of services and community development events and opportunities: again for the benefit of our members, users stakeholders and community.

	2017	2016
Description and Quantification of the Entity's Outputs		
Room Hours Booked	5,641	6,963
Users/Visitors	32,194	29,060
Number of Bookings	2,239	2,401
Families using ELC	70	70
Teaching hours per annum for children	1,100	1,100
Statistics are compiled for full annum (2015/2016, 2014/2015)	-	-

Description and Quantification of the Entity's Outputs

As part of an annual Agreement for Service with the Auckland Council, the Centre is required to collect data relating to occupancy, the number of bookings and number of hours the Centre is in use. This data is recorded daily and reported on monthly.

Additional Output Measures

Auckland Council have signalled that they will be changing the manner in which we collect some statistics with a focus around Ethnicity/ Diversity and Wellbeing metrics that will be integrated into 2016-2017 reporting. The integration of Results-based Accountability (RBA) reporting is designed to identify potential areas for additional funding.

Additional Information

The Mission Hall restoration project significantly impacted on revenue as many user groups, who would have used space in the Hall or adjacent Room 7, could not do so until it was completed. This meant some were accommodated in other spaces, but due to the size of some groups, they were forced to seek alternative venues and subsequently have not returned. Water damage in March made the Art Space untenable for 2 months until insurance work was completed. Plunket's office space and Room 7 were restricted from common access due to some insurance concerns.

Statement of Financial Performance

Glenfield Community Centre For the year ended 30 June 2017

	NOTES	2017	2016
Revenue			
Revenue from providing goods or services	1	534,371	640,592
Interest, dividends and other investment revenue	1	1,177	880
Other revenue	1	3,123	-
Total Revenue		538,671	641,473
Expenses			
Volunteer and employee related costs	2	358,062	338,272
Costs related to providing goods or service	2	191,284	168,836
Other expenses	2	12,250	10,006
Total Expenses		561,596	517,114
Surplus/(Deficit) for the Year		(22,926)	124,358

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Financial Position

Glenfield Community Centre

As at 30 June 2017

	NOTES	30 JUN 2017	30 JUN 2016
Assets			
Current Assets			
Debtors and prepayments	3	175,398	167,146
Total Current Assets		175,398	167,146
Non-Current Assets			
Property, Plant and Equipment	5	1,972,028	1,963,796
Other non-current assets	3	82,253	121,507
Total Non-Current Assets		2,054,281	2,085,303
Total Assets		2,229,680	2,252,449
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	28,261	25,090
Other current liabilities	4	34,930	36,030
Total Current Liabilities		63,191	61,121
Non-Current Liabilities			
Other non-current liabilities	4	2,094,057	2,095,971
Total Non-Current Liabilities		2,094,057	2,095,971
Total Liabilities		2,157,248	2,157,092
Total Assets less Total Liabilities (Net Assets)		72,432	95,357
Accumulated Funds			
Capital contributed by owners or members	6	(1,314)	(1,314)
Accumulated surpluses or (deficits)	6	73,745	96,671
Total Accumulated Funds		72,432	95,357

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Cash Flows

Glenfield Community Centre For the year ended 30 June 2017

	2017	2016
Cash Flows from Operating Activities		
Receipts from providing goods or services	531,994	507,149
Interest, dividends and other investment receipts	1,177	880
Cash receipts from other operating activities	68,256	63,040
GST	(41,990)	(34,973)
Payments to suppliers and employees	(571,660)	(530,468)
Total Cash Flows from Operating Activities	(12,223)	5,628
Cash Flows from Investing and Financing Activities		
Payments to acquire property, plant and equipment	(20,271)	-
Capital repaid to owners or members	-	(1,314)
Cash Flows from Other Investing and Financing Activities	32,494	(4,315)
Total Cash Flows from Investing and Financing Activities	12,223	(5,628)
Net Increase/ (Decrease) in Cash	-	-
Cash Balances		
Net change in cash for period	-	-

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Accounting Policies

Glenfield Community Centre For the year ended 30 June 2017

Basis of Preparation

The entity 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 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)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Glenfield Community Centre 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.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Notes to the Performance Report

Glenfield Community Centre For the year ended 30 June 2017

	2017	2016
1. Analysis of Revenue		
Revenue from providing goods or services		
Auckland Council Contract	47,388	47,011
ELC Fees	28,314	24,830
ELC Fundraising	1,823	5,736
ELC Portfolios	1,379	757
ELC Rental Income	25,327	27,687
ELC Student Placement Income	258	-
Event Income	43	240
Grants	13,043	11,111
Mission Hall Project Grants	-	2,437
MOE Funding	256,170	422,623
Other Income	1,840	1,528
Refund Of Overpayment	(581)	-
Room Hire	139,752	73,041
Tenancy Income	19,613	23,591
Total Revenue from providing goods or services	534,371	640,592
Interest, dividends and other investment revenue		
Interest Income	1,177	880
Total Interest, dividends and other investment revenue	1,177	880
Other revenue		
Donations Received	3,123	-
Total Other revenue	3,123	-
	2017	2016

2. Analysis of Expenses

Volunteer and employee related costs		
KiwiSaver Employer Contributions	9,725	5,057
Wages and Salaries	348,337	333,215
Total Volunteer and employee related costs	358,062	338,272
Costs related to providing goods or services		
ACC	2,151	1,168
Accounting and Audit Fees	2,095	7,260
Advertising	646	153
Bad Debts	(1,801)	362
Bank Fees	15	37
Child Consumables	388	246
Cleaning Consumables	3,974	4,971
Cleaning Contractors	27,324	27,478
Communication Expenses	4,650	4,953

Community Hospitality	83	-
Computer Expenses	2,109	1,472
Consultancy	-	4,012
Donations Paid	52	205
Educational Consumables	1,303	1,133
Educational Resources	1,611	1,902
EFTPOS Rental	617	(33)
ELC Rental Expense	25,327	27,687
Events	952	4,351
Fundraising Expenses	2,067	1,219
Gifts and Meeting Expenses	1,063	1,176
Grounds Maintenance	1,150	788
Hall Hire Expenses	36,835	-
Holiday Pay	3,800	(4,016)
Insurance	8,900	9,505
IRD Interest	-	213
Light, Power, Heating	6,989	7,547
Loss on Disposal of Asset	224	1,593
Maintenance Contracts	4,690	5,013
Mission Hall Project	-	7,010
Payroll Charges	3,268	3,673
Postage	-	14
Printing & Stationery	6,598	6,940
Professional Development	1,310	1,074
Rates and Water Rates	2,870	2,408
Repairs and Maintenance	23,841	19,833
Security	3,849	3,832
Small Equipment	508	1,243
Staff Amenities	511	571
Subs & Membership	929	1,668
Sundries/General	18	347
Uniforms & Immunisation	142	415
Wages - Relieving Staff	7,187	6,459
Waste Disposal	3,039	2,955
Total Costs related to providing goods or services	191,284	168,836
Other expenses		
Depreciation	11,815	9,191
Legal expenses	435	815
Total Other expenses	12,250	10,006
	2017	2016

3. Analysis of Assets

Debtors and prepayments		
Debtors	174,058	168,815
less Provision for Doubtful Debts	-	(2,228)

Prepayments	1,340	559
Total Debtors and prepayments	175,398	167,146

Other non-current assets

Glenfield CC - 00	5,591	13,053
Glenfield CC - 52	65,988	74,811
Ministry of Education	10,575	33,543
Petty Cash Float	100	100
Total Other non-current assets	82,253	121,507

	2017	2016
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4. Analysis of Liabilities**Creditors and accrued expenses**

GST	19,588	14,468
Sundry Creditors	8,673	10,623
Total Creditors and accrued expenses	28,261	25,090

Other current liabilities

A.C.C Accrual	449	288
Auckland Council Facilities Fund	1,648	4,363
Consultancy Provision	15,500	15,500
Customer Bonds	-	125
Hall Rental Clearing	-	5,703
Holiday Pay Accrual	13,850	10,050
Rounding	-	-
Unallocated Grants - Others	3,482	-
Total Other current liabilities	34,930	36,030

Other non-current liabilities

Accruals	-	2,500
Accumulated Fund	2,093,471	2,093,471
Funds received in Advance - ELC Fundraising	586	-
Total Other non-current liabilities	2,094,057	2,095,971

	2017	2016
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5. Property, Plant and Equipment**Furniture and Fittings**

Furniture and fittings owned	7,984	1,910
Accumulated depreciation - furniture and fittings owned	(4,033)	(1,274)
Total Furniture and Fittings	3,952	637

Other Fixed Assets

Owned fixed assets	8,754	5,997
Accumulated depreciation - fixed assets owned	1,959,323	1,957,162
Total Other Fixed Assets	1,968,077	1,963,159

Total Property, Plant and Equipment	1,972,028	1,963,796
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	2017	2016
6. Accumulated Funds		
Accumulated Funds		
Opening Balance	95,357	(27,688)
Capital contributed by owners or members	-	(1,314)
Accumulated surpluses or (deficits)	(22,926)	124,358
Total Accumulated Funds	72,432	95,357
Total Accumulated Funds	72,432	95,357

7. Commitments

There are no commitments as at 30 June 2016 (Last year - nil).

8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2016 Last year - nil).

9. Related Parties

There were no transactions involving related parties during the financial year.

10. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

Additional Information

For the purpose of providing more information and accountability to funders and grant providers, a Statement of Financial Performance for each division is included as an appendix to the notes

Statement of Financial Performance for Centre Division

Glenfield Community Centre For the year ended 30 June 2017

Division is Centre.

	2017	2016
Trading Income		
Auckland Council Contract	47,388	47,011
ELC Rental Income	25,327	27,687
Event Income	-	196
Grants	13,043	11,111
Mission Hall Project Grants	-	2,437
Other Income	1,840	1,528
Refund Of Overpayment	(581)	-
Room Hire	128,738	73,041
Tenancy Income	19,613	23,591
Total Trading Income	235,370	186,602
Gross Profit	235,370	186,602
Other Income		
Donations Received	75	-
Interest Income	1,177	880
Total Other Income	1,252	880
Expenses		
ACC	545	385
Accounting and Audit Fees	784	3,942
Advertising	646	153
Bad Debts	(1,937)	362
Bank Fees	15	27
Cleaning Consumables	3,510	3,746
Cleaning Contractors	19,959	19,909
Communication Expenses	3,012	3,487
Community Hospitality	83	-
Computer Expenses	1,328	868
Consultancy	703	4,012
Depreciation	8,263	6,984
Donations Paid	52	205
Educational Resources	-	76
EFTPOS Rental	309	-
Events	498	4,264
Fundraising Expenses	231	-
Gifts and Meeting Expenses	1,013	1,146

Statement of Financial Performance for Centre Division

	2017	2016
Grounds Maintenance	680	778
Holiday Pay	134	(977)
Insurance	7,886	7,267
IRD Interest	-	213
KiwiSaver Employer Contributions	3,233	1,658
Legal expenses	-	450
Light, Power, Heating	6,008	7,547
Loss on Disposal of Asset	-	1,058
Maintenance Contracts	2,492	3,639
Mission Hall Project	-	7,010
Payroll Charges	1,089	1,237
Postage	-	11
Printing & Stationery	5,029	4,874
Rates and Water Rates	1,454	1,320
Recladding Project	2,012	-
Repairs and Maintenance	23,647	17,991
Security	2,254	2,092
Small Equipment	49	734
Staff Amenities	75	45
Subs & Membership	507	884
Sundries/General	18	242
Uniforms & Immunisation	-	-
Wages and Salaries	108,327	104,741
Waste Disposal	2,381	2,079
Total Expenses	206,288	214,459
Net Profit (Loss) Before Taxation	30,334	(26,977)
Net Profit (Loss) for the Year	30,334	(26,977)

Statement of Financial Performance ELC Division

Glenfield Community Centre For the year ended 30 June 2017

Division is ELC.

	2017	2016
Trading Income		
ELC Fees	28,314	24,830
ELC Fundraising	1,823	5,736
ELC Portfolios	1,379	757
ELC Student Placement Income	258	-
Event Income	43	43
MOE Funding	256,170	422,623
Total Trading Income	287,988	453,990
Gross Profit	287,988	453,990
Expenses		
ACC	1,606	783
Accounting and Audit Fees	1,311	3,318
Bank Fees	-	10
Child Consumables	388	246
Cleaning Consumables	464	1,225
Cleaning Contractors	7,365	7,569
Communication Expenses	1,639	1,467
Computer Expenses	781	604
Depreciation	3,552	2,207
Educational Consumables	1,303	1,133
Educational Resources	1,611	1,826
EFTPOS Rental	309	(33)
ELC Rental Expense	25,327	27,687
Events	454	87
Fundraising Expenses	1,835	1,219
Gifts and Meeting Expenses	50	30
Grounds Maintenance	470	10
Holiday Pay	3,666	(3,039)
Insurance	1,014	2,238
KiwiSaver Employer Contributions	6,492	3,398
Legal expenses	435	365
Light, Power, Heating	981	-
Loss on Disposal of Asset	224	535
Maintenance Contracts	2,197	1,374
Payroll Charges	2,179	2,436
Postage	-	3
Printing & Stationery	1,569	2,065
Professional Development	1,310	1,074

Statement of Financial Performance ELC Division

	2017	2016
Rates and Water Rates	1,416	1,089
Repairs and Maintenance	195	1,842
Security	1,595	1,740
Small Equipment	460	509
Staff Amenities	436	526
Subs & Membership	422	784
Sundries/General	-	106
Uniforms & Immunisation	142	415
Wages - Relieving Staff	7,187	6,459
Wages and Salaries	240,010	228,475
Waste Disposal	658	876
Total Expenses	321,052	302,655
Net Profit (Loss) Before Taxation	(33,064)	151,335
Net Profit (Loss) for the Year	(33,064)	151,335

Budget				
Glenfield Community Centre				
1 Jul 2017 to 30 Jun 2018				
		2017/2018	Division	Division
		Budget	GCC	ELC
		\$	\$	\$
Code	Income			
200	ELC Fees	24,500	0	24,500
201	ELC Fundraising	2,000	0	2,000
204	ELC Student Placements	0	0	0
205	MOE Funding	280,000	0	280,000
206	ELC Portfolio Income	939	0	939
207	ELC Rental Income	25,884	25,884	0
208	Room Hire	71,000	71,000	0
209	Tenancy Income	25,644	25,644	0
210	Event Income	0	0	0
212	Mission Hall Rental income	25,000	25,000	0
240	Auckland Council Contract	48,099	48,099	0
260	Donations	0	0	0
261	Grants	3,482	3,482	0
	Total Income	506,548	199,109	307,439
	Gross Profit	506,548	199,109	307,439
	Plus Other Income			
270	Interest Income	1,600	1,600	0
280	Other Income	1,840	1,840	0
	Total Other Income	3,440	3,440	0
	Less Operating Expenses			
400	Advertising	3,482	3,482	0
401	ACC Levy	2,074	691	1,383
402	Loss on Disposal of Asset	532	532	0
403	Activities Expense	0	0	0
404	Bank Fees	0	0	0
408	Cleaning Contractors	26,952	21,562	5,390
409	Cleaning Consumables	4,400	3,740	660
412	Accounting and Audit Fees	5,103	1,278	3,825
413	Consultancy	0	0	0
415	Recladding Project	0	0	0
417	Eftpos Rental	624	312	312
425	Postage	0	0	0
433	Insurance	9,448	8,589	859
445	Light, Power, Heating	7,000	5,600	1,400
449	Rates and Water Rates	3,488	1,744	1,744
450	Gifts and Meeting Expenses	640	320	320
452	Waste Disposal	3,156	2,525	631

453	Staff Amenities	540	150	390
454	Educational Consumables	1,400	0	1,400
455	Educational Resources	1,800	0	1,800
456	Professional Development	2,280	0	2,280
457	Small Equipment	500	0	500
458	Uniforms & Immunisation	1,815	105	1,710
459	Fundraising Expenses	1,000	0	1,000
460	Bad Debts	0	0	0
461	Printing & Stationery	4,600	3,000	1,600
469	ELC Rental Expense	25,884	0	25,884
471	Child Consumables	400	0	400
472	Security	4,200	2,100	2,100
473	Repairs and Maintenance	3,000	3,000	0
474	Grounds Maintenance	864	432	432
475	Maintenance Contracts	4,574	4,574	0
476	Wages - Relieving Staff	3,500	0	3,500
477	Wages	356,334	107,624	248,710
478	KiwiSaver Employer Contributions	9,725	3,242	6,483
479	Payroll Charges	3,068	1,023	2,045
484	Subs & Membership	784	340	444
485	Sundries/General	0	0	0
489	Communication Expenses	4,800	2,400	2,400
490	Computer Expenses	500	250	250
494	Community Hospitality	100	100	0
495	Events	500	0	500
	Total Expenses relating to provision of Services	499,067	178,715	320,352
	Other Expenses			
416	Depreciation	10,000	10,000	0
441	Legal expenses	0	0	0
	Total Other Expenses	10,000	10,000	0
	Net Profit/(Loss)	921	13,834	(12,913)