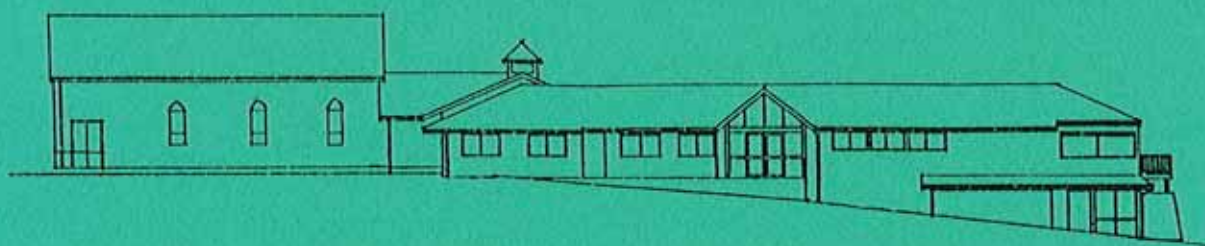


22ND

ANNUAL

REPORT



GLENFIELD COMMUNITY

CENTRE INC. 1999

HISTORY

The Centre site, on the corner of Glenfield Rd and Bentley Ave
Has been owned by the Methodist Church since the early 1900's.

At the time the district was known as Mayfield but it was changed
To Glenfield to avoid confusion with Mayfield in the South Island.

In 1915, the community and parish erected in one day
A building to be used as a Community Church.

Initially it was used as a church by many denominations
Until they established their individual places of worship.
It also acted as a meeting place for the wider community.

In 1975 the Co-operating Anglican/Methodist Parish
Of Glenfield, Greenhithe and Albany
And a community group held a public meeting
To discuss community needs.

In response to an expressed need for a Community Centre
The Parish offered their site and the Church building
For community use.

Another small building was provided by the Takapuna City Council.

In 1981, a Youth Project building was established on the site
Also by the Takapuna City Council from Sport and Recreation funds.

After the original T.C.C building was destroyed by fire,
The Youth Project vacated their building and it became the
Community Centre.

In the late 1980's a long term lease of the site
was granted by the Parish and planning
for a new purpose built Community Centre began.

The existing Centre was again destroyed by fire and replaced by
the Council with a temporary building.

In early 1994 the new Centre was finished and occupied.

THE GLENFIELD COMMUNITY CENTRE

The Glenfield Community Centre is a modern purpose built Facility which replaced several small buildings on the site
Owned by the Glenfield Anglican / Methodist Church.
The historic church has been integrated with the Centre
And ministerial offices and church counselling rooms
Are also located in the building.

The Centre also includes a self contained Creche
Which at present operates five mornings and three
Afternoons a week.

The Centre has seven rooms available for casual or regular bookings,
The Glenfield Plunket office and clinic
And offices which are tenanted by community groups such as:
Glenfield Community Facilities Foundation
North Shore Tongan Community, Beneficiaries Advocates
The Health Advocates and the North Shore Bahai Community.

More than sixty community groups hold regular meetings.
They include Service Organisations, Parents Support Groups,
Craft Groups, Sports Groups, Spiritual Groups,
Substance Abuse Support Groups, Coffee Groups
and Educational Groups.

Local MPs and businesses hold public meetings
and staff training.

MISSION STATEMENT

To provide those in the community not catered for elsewhere
With affordable and appropriate space
And skilled support personnel and resources
In order to enable self-determination and responsibility
And to provide a focus and identity
for the Glenfield Community.

PURPOSE

The purpose of the Community Centre
Is to recognise and respond to
The social, cultural, recreational and educational needs
In the community
And to find ways to meet those needs
With specific recognition for those who have least opportunity
To participate in decision making in the community.

GOALS

To administer and maintain the Community Centre building
To provide services to families in Glenfield
To be a source of information and referral
To respond to community needs
To be a Centre of community activity
To develop and maintain a service to young people in Glenfield
To increase community awareness of the Centre's resources
To be accountable to the community, and funding bodies.

CHAIRPERSON'S ANNUAL REPORT

The past year has again been one of change and challenge which has ultimately resulted in the Centre emerging with a greater sense of purpose, sounder organisation and excellent staff relations.

STAFF: Concerns about the Administrator's less than satisfactory work performance led to the Governance Group deciding, at a meeting in February, to terminate Raewyn Barker's contract. Termination procedure was carefully followed and we were grateful to the staff of North Shore City Council for their support and advice. Gillian Barlow our Deputy Administrator was appointed the vacated position. For several months, during the prolonged absences of Raewyn, Gillian had been very capably carrying out the responsibilities of the position. Lisa Fenech was appointed as Assistant Administrator. Gillian, Lisa and Joan are proving to be a very capable and imaginative team much to the benefit of the dynamics of the Centre. We are very grateful to Joan McLean who as a volunteer continues to provide valuable service.

CRECHE: The crèche received a very satisfactory report from the Ministry of Education resulting from their recent inspection of our facility. This was not surprising given the enthusiasm of the staff, and as evidenced by parent's satisfaction. Jenny Boyd (Supervisor) and Ellison McGowan (Deputy Supervisor) provide very capable leadership. We are grateful for the Ministry of Education for their important ongoing subsidies.

FINANCIAL: Thanks to Satish Samsi our accountant and Gillian the accounts procedures are now functioning well. Transferring from software N.Z.A Gold to M.Y.O.B. was not an easy task as it entailed the overcoming of many problems, some technicalities only fully resolved with new procedures commencing 1st July. The benefits are readily understandable reports and user friendly inputs.

MAINTENANCE AND SECURITY: With the building now five years old we have been experiencing substantial expenditure on repairs. Cleaning and security procedures also caused problems; these have now been satisfactorily resolved. A case has been submitted to Council for a grant to help meet maintenance costs.

BENEFICIARIES: Thanks to Chris Richards and helpers, the Drop-In, the Food Shop and Food Bank provide a community dimension that relates strongly to our mission.

GENERAL: Thanks: to all the members of Governance who have diligently attended our meetings, North Shore City Council and Community Board for the Grants which are so important to our operation, Church members for their ongoing support, our capable staff and volunteers who have given their very best in the interest of making the Centre a place of importance to the community, the tenants who provide such valuable services, and finally our thanks to all users of the Centre. Special commendation to Graham Cameron (Dept Chairperson) for his much appreciated support. Finally, Governance thank our auditor (Minda Dowdswell) for her commitment.

Bruce Powell

CENTRE ADMINISTRATORS REPORT

1999 has been a year of significant change; with Raewyn Barker the Centre's Administrator leaving us in February. I have been very fortunate when taking over this position to have had a wonderful team of dedicated staff and a very supportive Chairperson, who have all helped make the transition into my new role a smooth one.

Lisa Fenech was employed fulltime as Assistant Administrator, during which time has demonstrated ability, reliability and a keen interest in the wellbeing of the Centre. Special thanks to Joan McLean who continues to unselfishly give up her mornings to assist in reception.

I am well supported by the Creche Supervisor Jenny Boyd and would like to thank her for her co-operation and significant contribution to the development of the Creche.

The year of the Older Person was celebrated by holding a festival on the 3rd July; the New Zealand Lottery Grants board kindly donated a \$500.00 grant.

This year we have decided to go back to employing cleaners rather than hiring a cleaning company. We expect users have noticed a remarkable improvement in the general presentation of the Centre. The security of the building has been put in the hands of a security company; which we are finding more reliable and efficient.

My concerns have been significant with the parking problems and peoples total disregard of others when parking at the Centre. We are currently addressing the problems and ways that they can be rectified.

Balancing income from room hireage, permanent tenants rents, and grants to equitably finance the Centre's operation whilst ensuring we meet our mission, requires increased time and effort.

A strong focus has been placed heavily on marketing the Centre, we are all working hard to achieve our goals and objectives. Also keeping regular users in touch with the latest information by the way of a monthly update letter.

I am extremely fortunate in having a supportive and hard working Governance Group. I would like to thank them for their past years efforts.

The Centre acknowledges the patronage from the community, in particular our regular users whose ongoing support is greatly appreciated.

Gillian Barlow

CRECHE REPORT

The Crèche is happy to report a very positive and productive year. We have seen bookings remain stable as never before in view of the transit age and nature of the community, and our waiting list remains active. We put this down to several factors. The whole Centre environment is pleasant and upkeep and maintenance is promptly acted upon. Management offers considerable support to the crèche staff enabling an effective two-way progress and therefore rapport and accountability is current. Working conditions and the sense of worth we receive from the local community make an ideal base for happy staff relationships. The crèche programme and equipment is attractive to families therefore we continue to attract younger siblings and thus retain a friendly and long-term link.

The crèche currently employs four full time staff and three part time staff. Rhonda Chase has been with us almost 2 terms and we are indeed lucky to have her working with the children as an educator. Ellison McGowan and Nicola Harvey are half way through their diploma course and the tertiary college liaises closely with myself, enabling the girls to actively pursue the course to completion in December.

After almost five years the Ministry of Education came to the Centre for our ERO review. We welcomed the review although it took several long days to gather and photocopy all the relevant documents they requested in advance. I would like to thank Bruce Powell and Gillian Barlow for the time, attention and support we received. It came at a time when the Centre was extremely busy and the management / staff appreciated and understood the importance of a good ERO report, which can reflect for several years to come. We chose not to tell the parents on that day so that a true picture would be seen of our everyday operations / activities. The report came back with only one recommendation. The conclusion from the Ministry as follows: Children attending Glenfield Community Creche receive good quality care and education from well motivated educators. Staff provides opportunities to make choices about their own learning. Children and staff enjoy warm and friendly relationships.

The Creche charter has been approved and stamped by the Ministry of Education. The charter is available on site for interested parties.

Hillcrest Lions presented the crèche with a cheque to the value of \$1,000, which purchased 30 new children's chairs. The Creche felt it was necessary to have a large fundraising commitment from families and we sold sweets for a projected profit of \$1,000 this will be completed over the next term.

My thanks go to Ellison, Nicola, Rhonda, Eva, Soudy and Hazel. I applaud their skills and creative energies building a strong and happy environment.

Jenny Boyd

AUDITORS

REPORT

NOTES TO THE FINANCIAL STATEMENT

1. Statement of Accounting Policies

The measurement base adopted is that of historical cost. Reliance has been placed on the fact that the Community Centre is a going concern. Accrual accounting is used to match expenses and revenues.

Particular Accounting Policies

A. Accounts Receivables

Accounts receivables are shown at their expected realisable value.

B. Differential Reporting

The Community Centre is a qualifying entity under the framework for differential reporting issued by the Institute of Chartered Accountants of New Zealand. As at balance date the entity has no public accountability and was also considered not large, the entity has taken advantage of the reporting exemptions available within the Differential Reporting Framework.

C. Taxation

The Glenfield Community Centre is a charitable organisation and is not required to pay tax.

D. Land and Buildings

The Community Centre has a long term non-commercial lease over the land on which the building is sited. There has been no Government Valuation of the buildings to date.

2. Changes in Accounting Policies

There have been no changes to the accounting policies during the year.

AUDITORS

REPORT

To the readers of the financial statements of the Glenfield Community Centre.

I have audited the financial report contained herein. The financial statements provide information about past financial performance of the Centre and its financial position as at 30 June 1999. This information is stated in accordance with the accounting policies set out below.

Management Committee's Responsibilities

The Management Committee is responsible for the preparation of the financial statements which give true and fair view of the financial position of the Glenfield Community Centre as at 30 June 1999 and the results of its operation for the year ended 30 June 1999.

Auditor's Responsibilities

It is my responsibility to express an independent opinion on the financial statements presented by the Management Committee and report my opinion to you.

Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing:

- The significant estimates and judgements made by the Management Committee in the preparation of the financial report.
- Whether the accounting policies are appropriate to the Centre's circumstances, consistently applied and adequately disclosed.

I conducted my audit according to the generally accepted auditing standards in New Zealand except that my work was limited as explained below. I planned and performed audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give assurance that the financial report is free from material misstatements, whether caused by fraud or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements. Other than in my capacity as auditor, I have no relationship with or interest in Glenfield Community Centre.

My opinion is limited in respect of the depreciation charged for the accounting period on the basis of the depreciable amount. I have not obtained all information and explanations I have required. In my opinion the financial report contained herein fairly reflects the financial position of the Glenfield Community Centre as at the 30 June 1999 and the results of its operations for the year then ended. My audit was completed on 20th August 1999 and my qualified opinion is expressed as at that date.


M Dowdeswell
Auckland

1998 – 1999
END OF YEAR ACCOUNTS
CENTRE ACCOUNT

<u>INCOME</u>	1998 – 99	1997 - 98
Marketed Income		
Creche Fees (inc DSW Subsidy)	\$59,810.00	\$52,935.00
Rental Income	\$14,126.00	\$7,801.00
Room Hire	\$23,693.00	\$24,516.00
Holiday Programme	\$3,305.00	
Total Marketed Income	\$100,934.00	\$85,252.00
Bank Interest	\$2,746.00	\$4,468.00
Photocopying	\$2,668.00	\$9,934.00
Other Income	\$5,414.00	\$14,402.00
TOTAL INCOME	\$106,348.00	\$99,654.00
<u>EXPENSES</u>		
Personnel Expenses		
ACC	\$1,200.00	\$2,154.00
Training	\$4,185.00	\$973.00
Uniforms	\$603.00	
Wages	\$147,918.00	\$144,506.00
Holiday Pay	\$11,752.00	\$9686.00
Travel & Petrol	\$490.00	\$98.00
Total Personnel Expenses	\$166,148.00	\$157,417.00
Administration Expenses		
Accounting & Audit	\$3,840.00	\$222.00
Bank Charges	\$211.00	\$109.00
Bad Debts	\$436.00	\$88.00
Insurance	\$2,117.00	\$1,935.00
Postage	\$661.00	\$71.00
Printing & Stationery	\$5,733.00	\$6,596.00
Total Administration	\$12,998.00	\$9,021.00

1998 – 1999
 END OF YEAR ACCOUNTS
 CENTRE ACCOUNT

Cleaning & Grounds Expenses	1998 – 99	1997 – 98
Labour	\$10,746.00	\$9,884.00
Materials	\$2,516.00	\$3,529.00
Total Cleaning & Grounds	\$13,262.00	\$13,413.00
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Variable Operating Cost		
Water & Waste Water	\$3,816.00	\$3,560.00
Power	\$4,387.00	\$4,621.00
Telephone	\$2,140.00	\$3,136.00
Security	\$4,082.00	\$3,305.00
Waste Disposal	\$685.00	
Repairs & maintenance	\$5,009.00	\$6,026.00
Cafeteria Expenses	\$1,485.00	\$758.00
Educational Aids	\$5,755.00	\$2,030.00
Gratuities & Meetings	\$447.00	\$926.00
Holiday Programme	\$1,225.00	\$97.00
Computer Software	\$1,617.00	
Rent	\$4,900.00	\$4,440.00
Total Variable Cost	\$35,548.00	\$28,899.00
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Building Improvements		\$4,006.00
Depreciation	\$1,307.00	\$1,232.00
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TOTAL EXPENSES	\$229,263.00	\$213,988.00
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Gross Excess / (Shortfall)	(\$122,915.00)	(\$114,334.00)

1998 – 1999
 END OF YEAR ACCOUNTS
 CENTRE ACCOUNT

<u>Grants & Subsidies</u>	1998 – 99	1997 – 98
Ministry Of Ed Subsidy	\$86,405.00	\$69,947.00
North Shore City Council Grant	\$33,933.00	\$33,096.00
Other Grants / Donations	\$2,500.00	\$21,368.00
Total Grants & Subsidies	<u>\$122,838.00</u>	<u>\$124,411.00</u>
Net Excess / (Shortfall)	\$(77.00)	\$(10,077.00)
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<u>Extra Ordinary Items</u>		
Accrual for Sick Pay	\$8,260.00	
Other Accruals	\$18,625.00	
Total Extra Ordinary Items	<u>\$26,885.00</u>	
Excess (Shortfall) to Balance Sheet	\$26,808.00	\$10,077.00

1998 – 1999
END OF YEAR ACCOUNTS
BALANCE SHEET

ASSETS	1997 –98	1998 – 99
Current Assets		
Cash and Bank Accounts	\$36,698.21	\$65,912.50
Debtors (includes from Govt. Depts.)	\$18,280.94	\$14,043.07
Prepayments		\$1,216.07
Total Current Assets	\$56,195.22	\$75,955.57
Fixed Assets		
Buildings	\$911,524.83	\$913,591.54
Computer Equipment	\$3,266.86	\$1,960.12
Creche Outdoor Equipment		\$2,096.89
Creche Indoor Equipment	\$970.74	\$487.54
Furniture and fixture	\$110,286.95	\$111,168.09
Total Fixed Assets	\$1,026,049.38	\$1,029,304.18
TOTAL ASSETS	\$1,082,244.60	\$1,109,259.75
LIABILITIES		
Current Liabilities		
Creditors (Inc advances from customers)	\$1,139.23	\$5,712.38
Goods and Services Tax	\$7,322.44	\$7,792.28
PAYE Payable		\$2,757.62
Accruals and Provisions	\$16,616.09	\$8,545.01
TOTAL LIABILITIES	\$25,077.76	\$24,807.29
NET ASSETS (ASSETS – LIABILITIES)	\$1,057,166.84	\$1,084,452.84
EQUITY		
Accumulated Fund	\$1,057,166.84	\$1,047,090.42
Previous Year Adjustments		\$477.75
Retained Earnings (Current Year)	\$10,076.42	\$26,076.42
TOTAL EQUITY	\$1,057,166.84	\$1,084,452.46

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THE NORTH SHORE TONGAN COMMUNITY

Social Worker - George Tui is available to give assistance to Tongan families on the North Shore; by providing information and advice, counselling, home based social work, referrals and interpretation.

Ph: George Tui on 443-1539 or after hours on 025-912-545

THE ROYAL NEW ZEALAND PLUNKET SOCIETY

Plunket provides a child and family health service free to all New Zealand families with children under five.

The Plunket rooms are open all day weekdays for parents to come in and weigh their babies.

The Plunket Nurse is in attendance on Wednesday 10-12pm and 1-4pm,
Thursday 8.30-12pm, 1-4pm and Friday 8.30-12pm.

Ph: Vivienne Haybittle for an appointment on 444-8479.

NORTH SHORE BAHAI COMMUNITY

The North Shore Baha'i Community provides an information/administration office which is based at the Centre.

Currently there are no regular office hours.

A regular public meeting is held on Sundays at 10am at the Centre with children's virtues classes and youth classes running simultaneously.

Ph: Corrina on 479-4701

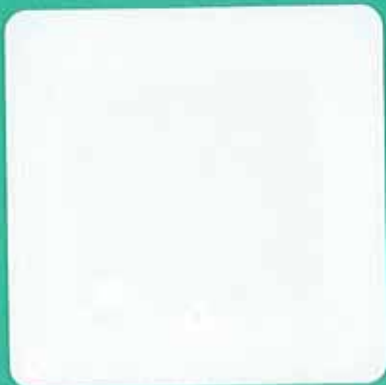
GOVERNANCE GROUP

Hugh Bruce Powell (Chairperson), Graham Cameron (Vice Chairperson),
Marylyn Watling (Minutes Secretary), Gillian Barlow (Secretary),
Satish Samsi (Treasurer), Gael Duffill, Marlene Pinnegar,
Kingsley Moody, John Keeble, Sue Nelhams, Heather Brown.

CONTACT DETAILS

CNR BENTLEY AVE & GLENFIELD RD
GLENFIELD

P O BOX 40-112
GLENFIELD



Phone: 444-5023 Fax: 444-5020

REGULAR USER GROUPS

AA Glenfield	9 Heatherleigh Rise	Glenfield
AA North Harbour	3/172 Beachhaven Road	Beachhaven
Amiga Auckland	P O Box 24-467	Royal Oak
Ancient Historian Group (U3A)	11 Allender Drive	Torbay
Anger Change Trust	4 Tobago Place	Sunnynook
Akl Bethel Community Church	253 Wairau Road	Glenfield
Children's Ballet	3/11 Sanders Ave	Takapuna
Christian Outreach Centre	P O Box 40-013	Glenfield
Clarion Computer Group	P O Box 31-087	Milford
Eckankar	P O Box 28-852	Remuera
ESOL (Home Tutor Scheme)	Private Bag 92-006	Auckland
Fibromyalgia Support Group	c/- 50 Omaha Road	Remuera
Garden Group	391 Upper Harbour Drive	Greenhithe
Glenfield Craft Show	c/- 51 Merani Street	Devonport
Glenfield Reiki Group	c/- 1132 Huia Road	Waitakere City
Glenfield Toastmasters	43 Stanaway Avenue	Northcote
Hillcrest Lions	P O Box 36-037	Northcote
Info Plus	35 Domain Street	Glenfield
Kumon Maths	55 Unsworth Drive	Unsworth Hghts
North Shore Sai Centre	54 Goldfinch Rise	Glenfield
One Hour Toastmasters	P O Box 40-049	Glenfield
Pergamano	P O Box 467	Warkworth
Rangitoto Tecorians	53 Monarch Avenue	Glenfield
Suma Ching Hai	27 Paramu Avenue	Birkdale
Takapuna Youth Justice	P O Box 78-901	Grey Lynn
Therapeutic Massage	c/- Glenfield Community Centre	Glenfield
Yasmina School of Dance	2/6 Gladys Avenue	Glenfield

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