

# GLENFIELD Community Centre

*Ko te Hapori tō mātou Pokapū*  
Community is at our Centre

2019 ~ 2020  
ANNUAL REPORT

## FIVE WAYS TO WELLBEING

INTRODUCE THESE FIVE SIMPLE STRATEGIES INTO YOUR LIFE & YOU WILL FEEL THE BENEFITS

### CONNECT

TALK & LISTEN,  
BE THERE, FEEL CONNECTED

### BE ACTIVE

DO WHAT YOU CAN,  
ENJOY WHAT YOU DO,  
MOVE YOUR MOOD

### TAKE NOTICE

REMEMBER THE SIMPLE THINGS  
THAT GIVE YOU JOY

### Give

YOUR TIME, YOUR WORDS, YOUR PRESENCE

### KEEP LEARNING

EMBRACE NEW EXPERIENCES,  
SEE OPPORTUNITIES, SURPRISE YOURSELF

Mental Health Foundation  
Mauiri Te Raukiri  
www.mentalhealth.org.nz

We apply the five ways to wellbeing (ētahi ara e rima ki te ngākau ora) to all the work we do: connecting with our Community through activities and events, promoting active transport alternatives when visiting our Centre, giving of our time and resources, taking notice of Community needs and wants and learning from our stakeholders and user groups.

## OUR VISION

Ko te Hapori tō mātou Pokapū  
Community is at our Centre

## OUR MISSION

Support and enhance community by making space to bring individuals and groups together to provide services and resources that meet community needs.

## OUR VALUES

Support Our Community

Provide Services that Respond to Need

Build Connections with People and Organisations  
With Similar Values



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# Chair's Report



**Gary Thornton**  
**Chair 2020/2021**

2020; a year to remember for us all.

It has been a difficult time in a most bizarre upheaval to all our lives, work and leisure. As the year closes out we can only reflect on the trying circumstances all have had to face.

I would like to take the opportunity to thank all staff and more particularly Paula our GELC Manager and, of course, Nigel, our Centre Manager, for their ongoing attention to detail in providing a safe working environment. Many thanks for all your efforts.

The year has been of considerable strain to our finances, with much reduced viable income, however, most importantly, we have been able to sustain and maintain our staff, the core of our organisation.

The New Year offers fresh hope in many directions.

Our participation in the legal class action on cladding should be resolved early in 2021, and with the hope of a positive outcome to rectify the cladding issues we have faced. This will give the Centre a much needed opportunity to move forward positively.

We are taking steps to review our operations and how we generate our income, to allow us more scope in setting a strong base income level. All aspects will be reviewed and assessed, with perhaps more emphasis on base-line tenancies. We are hopeful to negotiate a stronger commitment from Council in their ongoing support of our operational budget.

As we move towards 2021 and beyond, we look forward to the ongoing support of all parties involved and the further development of our activity in and for the local community.

With best wishes to all

Keep well, stay safe and enjoy a very merry Christmas.

# Centre Manager's Report

What to say about the year that was 2020 that is fit for print? There has been so much that has happened over the last twelve months it will take another just to process everything. Change and all it brings with it meant our entire workplace and how we function was completely upended. Due to the Covid-19 Coronavirus pandemic, the Centre spent the better part of a quarter of a year in lockdown or so severely restricted it risked closing the doors if not for steps taken by the Government to support affected businesses through the Covid Wage Subsidy and Small Business Loan. Working with community has never been more challenging. Supporting our families in our GELC was tough. Supporting our Staff as they managed the shift to working from home and online was mentally draining. Having to meet the ever-changing health and safety requirements was frustrating, but we all pulled together. If anything, the crisis proved we work with people of trust, who care, and whose focus remains helping their Community. Financially, this has been another rough year. We lost one of our tenant groups, Sweet Charity in January due to restructuring and have been looking for a replacement for almost nine months. We watched as parents and families with children in our Early Learning Centre did not return after the end of the first lockdown. Our room bookings were down, cancellations were up and even when we looked as though we were returning to normal in July, bang, a second wave sent us ricocheting back into lockdown.

Consequently, our focus has been on maintaining cashflow, reducing unnecessary expenditure, and generating additional income through new tenancy and repairs and renewals through grant applications. We have placed a hold on employing additional staff, which means our capacity is further limited, and we have had to be careful how much we take on in terms of new work or initiatives. We wait with baited breath for the outcome of the cladding legal class action, the sixteen week hearing for which started in August. But there are limits to how much we have control over and we have all needed to put our own mental wellbeing first to be able to cope.

All our events were cancelled or postponed until November. We watched our March Dino Hunt launch party, Health and Learning Expo, and Repair Café get postponed or canned due to health and safety concerns. We saw the number of food parcel requests increase and Council gut the section that historically supports Community Places as part of its austerity measures.

My thanks to the Auckland Council staff: Jo Heaven, Jamie Adkins, Zella Morrison, Challen Wilson, the Kaipātiki Local Board Staff and Members, the Kaipātiki Community Facilities Trust's Jill Nerhenny, and Michelle Whiu, and the Kaipātiki Project's Janet Cole and her Staff for all their support.

Thanks to our sponsors: the Lion Foundation, Glenfield Library, NZ Post, the Kaipātiki Local Board and Auckland Council. Thanks to the Auckland North Community House/Hub/Centre/Hall/Place Managers for continuing to share their knowledge, wisdom and support.

Sadly, we farewelled some staff; Verneese Ioane who left to take up a position in an ECE closer to home, Cleressa van Niekerk, who left to pursue a career in real estate but who we welcome onto our Governance, and Almira Martinez who went on maternity leave but who we look forward to welcoming back in 2021.

Finally, my personal thanks to my Staff and Volunteers for their continuing hard work and dedication: Sandie and Carol, strive to provide excellent administrative support and service with good humour and professionalism. Our Early Learning Centre Teaching Team led by the wonderful Paula, Nick, Joanne, Almira, Verneese, Dole, and all the fantastic group of Casual Relievers: Ana, Mercy, Holly, Betty, Arnish, Kala, Jessie, Michaelia, Ginko, Kanika and Lucy.

We are all looking forward to a break where we can finally catch our collective breath.

*Here's wishing us all a better decade than the last.*



**Nigel Green**  
**Centre Manager**

# Early Learning Centre Manager's Report



**Paula Tra**  
**Early Learning Centre**  
**Manager**

Well, this has been a bit of a different year for us all, some might even say unprecedented. Covid-19 has given us the opportunity to pause and reflect on what is really important. It has given us the gift of a marker in time — a 'before and after' that we can use to ensure our 'after' is in alignment with these values and needs. Our year at GELC was very much impacted by Covid-19 in regards to the lockdown periods, our programme, changes to our processes and practices, our finances and the needs of our tamariki, our team and our whānau.

The year started when Coronavirus was only happening in China and just a snippet in the daily news. We started our year off with our first family event — a picnic at Mairangi Bay Surf Club to learn how to keep ourselves safe around water and in the sun. We had the rest of the term booked with trips out in the community and visitors to the centre, as well as a free Parenting Workshop Series for our parents — but as Covid-19 spread, our programme became more limited, until we suddenly closed for our first lockdown along with the rest of Aotearoa.

During this time, we aimed to support our whānau through keeping connections and relationships active via our GELC Facebook group. We also used this group to share information relevant to the reopening of GELC and upcoming changes. Our teaching team had many opportunities to participate in free online professional learning and development on a range of topics.

Reopening after the eight-week lockdown meant huge changes to our programme (no more trips, events or visitors and very limited equipment and resources for the tamariki to access due to strict hygiene restrictions). It also required huge changes to our processes (extra and intensive disinfecting of surfaces throughout the day and EVERYTHING each end of day; ensuring we have contact tracing up and running seamlessly; creating new policy and enrolment addendum to allow for and ensure anyone who is unwell is not at the centre; creating worksafe plans; and ensuring we constantly had the latest information from Ministries of Health and Education to base our changes on). Finally, it meant huge changes to our finances (fees and donations from families stopped during the lockdowns and is income we won't get back; the loss of opportunity for potential families to visit and the fear to go to public places has impacted greatly on our ability to fill the sessions after children leave which leaves the sessions unfunded; our ability to hold fundraisers has also been restricted — we did receive the wage subsidy, Ministry of Education funding and Childcare Subsidy which made a positive difference).

And, just at the end of the first lockdown, our teacher Almira Martinez started her maternity leave — the application process for cover for her role was put on hold during lockdown due to the massive uncertainty around this time.

Once we reopened after the first lockdown, in addition to being one teacher down, our programme was severely limited due to health and safety requirements.





During this time, our children slowly came back and we got to see first-hand how this strange time had affected our whānau. As soon as possible, we held a parent event with a slide-show of their tamariki enjoying their time at GELC. We felt this was an important evening to both give an opportunity to reconnect together and to reassure whānau that their precious children were safe, happy and having fun during their time at GELC. It was at this event that we shared with parents that our wonderful teacher Verneese would leave at the end of the term as she had been offered a teaching job much nearer her home, run by her church, and speaking her home language, Samoan. While we were super happy for Verneese to accept this awesome opportunity, we were now another valued, qualified and experienced teacher down.

It felt like we had only just got back to level one, when suddenly we were faced with the second lockdown. While this was a lot shorter, it seemed to take a higher toll on our tamariki, team and whānau. We again used our Facebook group to offer support and information while the Centre was closed, and, once re-opened, the team were able to adhere to all the changes required at Alert Level 2. A week after reopening, on the 8th of September, Carla Kapp joined the teaching team as our new qualified teacher. It was a very limited term once again with all the restrictions that Level 2 required, but we started Term 4 at Level 1 and celebrated Pink Shirt Day all the first week of term.

We already have parent events, family events, public events, trips, visitors and professional learning and development booked in for this term. We are currently working on creating a public GELC Facebook page to share our events and news in the wider community with a view to making more of the public aware of us, and increasing our enrolments. We are very happy to have Holly Stevens joining our team on the 9th of November as our newly qualified teacher. Holly was previously both a student and an unqualified reliever here at GELC so she knows our centre well. Unfortunately Holly won't be getting a gradual transition into this role though, as Carla has decided to go into part-time relieving as a primary school teacher. Primary is where Carla sees herself in the future, so this is a step towards that, while also giving her time to support her older son with all his specialist appointments. Carla's last day was 13 November. Holly was originally to cover for the rest of Almira's maternity leave, we would be interested to see if Holly would be keen to commit for a longer period.

This year has been a huge one, for everyone, with so much stress and uncertainty in so many different areas of life (physical, financial and emotional). Our teaching team, including all our wonderful relievers, have supported each other and our tamariki and their families while managing each of these challenges with integrity, grace, energy and humour — thankfully lots of humour! I would like to take this opportunity to thank both the team and the GCC team for their work and commitment to our team, our centre, our families and our community.

*"Near, far, wherever you are... make sure you're practicing social distancing!" Celine Dion*



# Organisational Structure

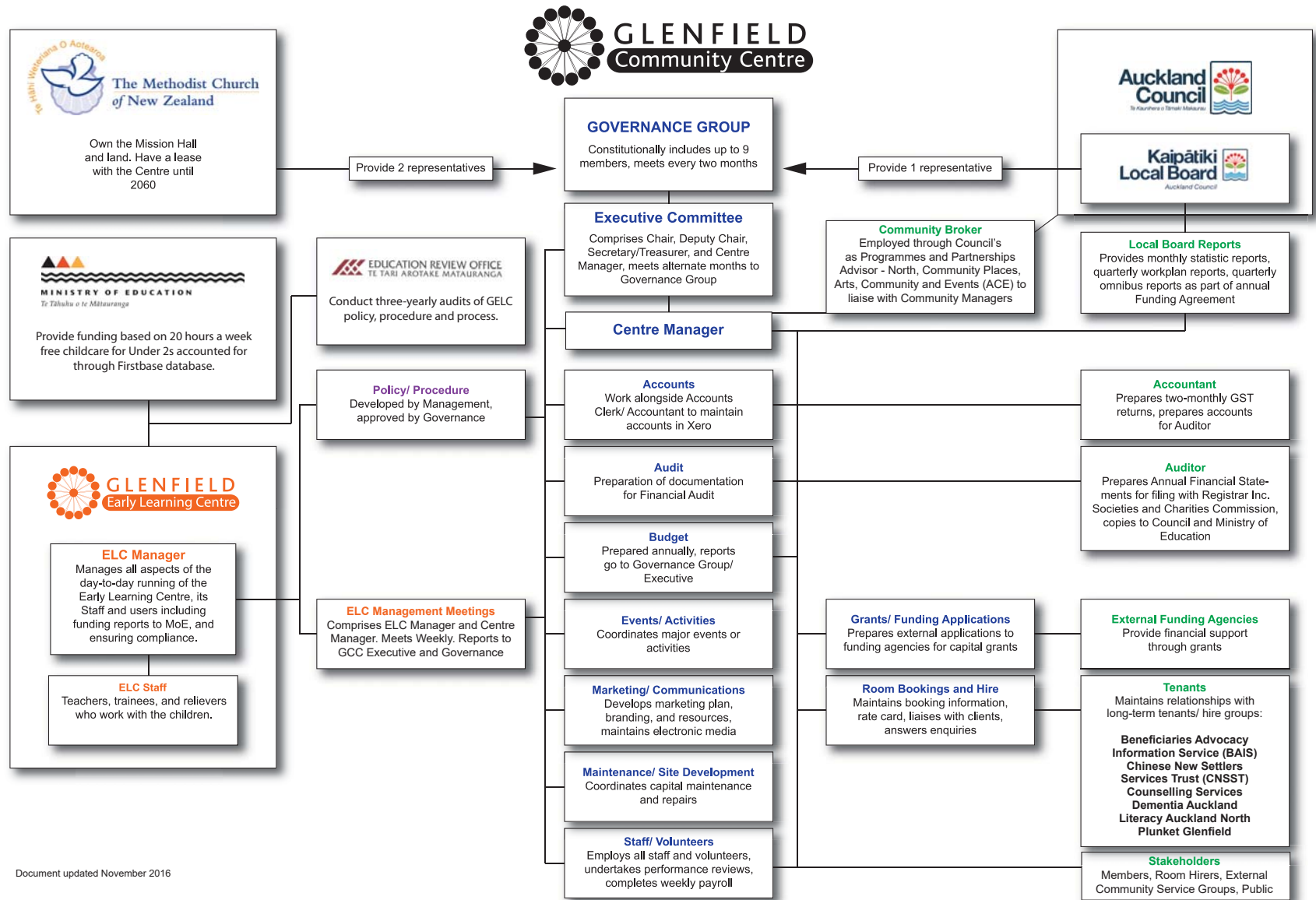
The Society gained Incorporated status in May 1977 and entered into a three-party lease with the Methodist Church, on whose land the Centre sits, and Auckland Council, who helped fund the building.

Governance comprises up to 12 members including two representatives from the Methodist Church and one from the Kaipātiki Local Board.

Governance appoints three to four persons to an Executive made up of the Chair, Deputy Chair, Secretary and Treasurer positions.

The Executive employs all Staff including the Centre Manager and Administration, the Early Learning Centre Manager and Teaching Staff.

The Centre Manager is directly responsible for the management and wellbeing of all Staff and Volunteers, Accounts, Events, Marketing, Maintenance and Compliance.





# Meet Our Team~Governance



**Gary Thornton**  
Chair

Gary has served on the Board since 2011 and took up the Chair in November 2019. A Real Estate Agent, Gary is focussed on ensuring the Centre is recognised for the good work it does in the Glenfield Community, helping restore the building, and ensuring a good working relationship with all our stakeholders.



**Frankie Godfrey-Robson**  
Deputy-Chair/Secretary

Frankie served as Chair from 2015 -2018 and prior to that as Secretary/ Treasurer. Frankie is passionate about the GELC, supporting families and is a proud Rotarian.



**Craig Pettit**  
Treasurer

Craig is a Mortgage Broker and Registered Financial Adviser with Loan Market for the last 10 years. He worked for Westpac for 32 years, joined the Board in 2018 and has held the role of Treasurer for the last two terms.



**Sarah Nilson**  
Board Member

Sarah has been a member of the Board since 2018 and Chair in 2018/2019. She has a genuine love of and respect for the Centre, its staff and stakeholders and is committed to its progress.



**Brian Ellis**  
Methodist Church

Brian is appointed by the Methodist Church and has been involved with the Centre from its inception through his past work as an electrical engineer. He also serves as the Takapuna Methodist Church Property Convener.



**Michael Chin**  
Board Member

Michael has been a member of the Governance Group for the Centre for over ten years holding the position of Treasurer from 2016 - 2018 and maintains many connections with current and past user groups.



**Alex Croft**  
Board Member

Alex joined the Board in December 2019. He brings a youth perspective to the table and worked as part of the electorate teams for Dan Bidois and Christopher Luxon.



**Andrew Shaw**  
Kaipātiki Local Board

Andrew was appointed the KLB Representative after the Local Board elections in 2019. He has worked alongside numerous community groups in the past and is a strong advocate for community engagement.

# Meet Our Team~Staff



**Nigel Green**  
Manager

Nigel joined the Centre as its Manager in 2015. He has a degree in Business, has worked in the social profit sector since 1993, and has held previous roles as a Project Manager, Consultant, Designer, and Writer. He is on the Board of the Kaipātiki Project, is the President of Rotary Kaipatiki, and is a JP.



**Sandie Gorst**  
Office Administrator

Sandie has been the face of the Centre and first port of call for visitors, queries, bookings, events and office administration since 2014. Her background includes 10 years in the Travel Industry, 15 years in Publishing, and numerous years as a volunteer with Girl Guiding NZ and the North Shore Civil Defense Rescue Team.



**Cleressa van Niekerk**  
Office Administrator

Cleressa joined the admin team in August 2019 and supports Nigel and Sandie through a job share of the Office Administrator position. She brings with her experience working in the Childcare sector in South Africa, and a passion for community.



**Carol Young**  
Accounts Clerk

Carol joined the Centre in 2011. She works for three client companies dealing with residential building management, landscape consultancy & construction, and a coffee machine rental and products, and previously owned a fish & chips franchise in Glenfield Mall.



**Paula Tra**  
Early Learning Centre Manager

Paula worked as a teacher in GELC from 2008, then moved into the Head Teacher role in 2015 and is currently the GELC Centre Manager. She has her Diploma in Teaching, and gained her teaching experience through parenting and Playcentre.



**Nick Batley**  
ELC Head Teacher

Nick joined our team in 2019 and has been a fully qualified ECE teacher for 7 years. He likes to be actively involved in the children's learning, and building a strong and positive relationship with the children, parents, teachers, and community.



**Joanne Cass**  
ELC Teacher

Joanne joined the early learning centre in 2012. She graduated with a Bachelor of Education (ECE Teaching) in 2011 and became a fully registered teacher in 2014.



**Almira Hilario**  
ELC Teacher

Almira was born and raised in the Philippines. She holds a Bachelor's degree in Early Childhood Education from AUT and started her teaching career at Glenfield Early Learning centre in 2015.



**Verneese Ioane**  
ELC Teacher

Verneese joined the Glenfield Early Learning Centre in 2014. She has a degree in primary teaching, graduating in 2015 and recently completed her Diploma in ECE in 2018.



# 2019~2020 Highlights

## Events:

### Charity Book Fair: June/July 2019

For the second year, the Centre acted as the principal contact providing information about the annual Book Fair organised by the Rotary Clubs of Northcote and Glenfield that was hosted at Northcote College on the 12 - 14 July. This is one of the largest recycling events of its type in Auckland with around 34,000 books collected and close to 30,000 on-sold raising around \$25,000 for charity.



**ROTARY CHARITY BOOK FAIR**  
ORGANISED BY THE ROTARY CLUBS OF NORTHCOTE AND GLENFIELD

**12 - 14 JULY**

**NORTHCOTE COLLEGE HALL**  
Onewa Road, Northcote

**FIRST HOUR\***  
Friday 11 AM - 12 PM

Friday	12 July	11 AM - 7 PM
Saturday	13 July	9 AM - 5 PM
Sunday	14 July	9 AM - 3 PM

\*\$10 entrance fee for first hour on Friday only

Rotary

### Repair Café: 16 November 2019

We ran our second Repair Café for the year on Saturday 16 November from 10:00am to 1:00pm. The same set of ten regular volunteers came to assist and our thanks go again to Duncan of Bike Kaipātiki, Isaac of Wizard Electrical, Sam of the Kaipātiki Project, Trevor from the Men's Shed, Jill from Glenfield Rotary, Rachael from Bayview Community Centre and our other volunteers, Pat and Carol for continuing to support us. With the theft of equipment from the Repair Café trailer earlier in the year, we found ourselves thankfully to be largely self-sufficient, but were required to work around the availability of an electrician. Over the course of the three hours we saw 25 persons, repaired around 70% of the various items brought in which is the equivalent of around \$3,500 replacement value. We have also put forward a successful funding request to the Kaipātiki Local Board for some large tear-drop advertising signs that can be used all over the Community.



### Glenfield Lions' 27th Christmas Parade: 17 November 2019

We continue to support the local community by participating in the Glenfield Lions' Santa Parade. We were joined by eight families from our Early Learning Centre and were ably supported by Eco Nappy Services who brought their van. This year our Gingerbread Man took a well-earned break but we were joined by Pikachu, who was also very popular with the crowd. At the end of the parade, our ELC ran a cake stall in Marlborough Park and raised money for equipment and activities for the children. Unfortunately, there won't be a 2020 Santa Parade for Glenfield due to the event being cancelled through a mixture of concerns around Covid-19 but mainly due to funding. We look forward to it hopefully being reinstated in 2021.







# Covid-19 Pandemic:

Our Glenfield Early Learning Centre (GELC), was faced with even more stringent requirements by the Ministries of Education and Health, and this was a particularly stressful time for our families and Staff. There was a lot of having to respond directly and agilely with the situation changing literally daily.

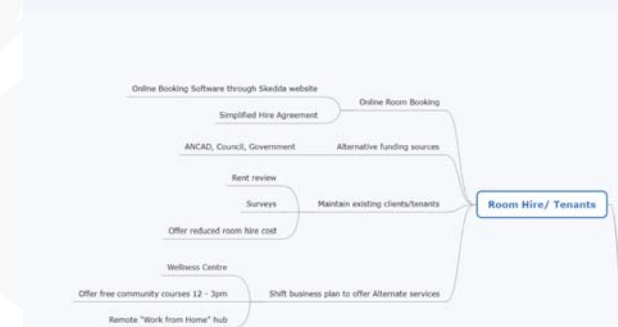
Time over lockdown was spent in a variety of ways: on budgeting, strategic review, business continuity planning, training (especially around digital skills), supporting community through distributing information about community support services (for example, Glenfield Salvation Army food bank), development of required Pandemic Policy and Covid-19 Health and Safety Plans for both sections (based on the Work Safe NZ template). We applied for and received the Government Wage Subsidy and this allowed us to retain both permanent and casual staffing levels at 100%, although this will need to be reviewed in 2021. We received next to no income during April and May, provided rent relief to our tenant groups over this period, and also qualified for the Government's Small Business Loan as there was a level of uncertainty over Auckland Council's Service Agreement funding as they launched their own emergency budget consultation.

Lockdown measures meant the Centre's main revenue streams: Room Hire, ECE students and Tenancy, were all directly affected. Room Hire is unstable revenue and the Centre may be better placed to seek additional tenants for spaces, so we have been working hard on achieving this aim: from November 2020, De La Riva Martial Arts have tenanted Art Space, while Literacy Aotearoa are exiting a lease building in Glenfield, already tenant one room at the Centre, and have signalled they wish to move their operation here in 2021.

We are managing our costs down as far as possible. With the exception of urgent maintenance items beyond our control (e.g. the recent insurance claim around water damage and the replacement motor for our main door), major items will be deferred unless we can gain external grant funding. We lodged an application for \$70K with the Lion Foundation in March, but this was deferred until August, at which point they approached us to suggest we reconfigure the application to include provision for Opex as well as Capex, which we re-submitted in November. We continue to seek other funds to help subsidise wage and salaries, but the philanthropic sector is also very tight.

We have spoken with our two major stakeholders, Auckland Council (through the Local Board) and the Methodist Church, about ways they can support us. To date, the Local Board, through its Local Discretionary Initiative fund (LDI) has granted us a one-off grant of \$15K for the current annum to assist, while the Church has foregone any income from Room Hire associated with the hire of the Mission Hall.

After the first lockdown, we began to rebound in late July/ August to a point where our bookings were back to at or above the same position in 2019, but then we were plunged back into lockdown; effectively destroying all progress until the start of the fourth school term on 12 October. All said, we remain cautiously optimistic we can maintain sufficient cashflow in order to trade our way back to some sense of normalcy and keep the doors open for the benefit of our Community.



Strategic Planning Mindmaps



## Publications, Hui and Submissions:

### Submission to Kaipātiki Local Board Plan

Our Centre was used by the Kaipātiki Local Board (KLB) for consultation meetings with the public around the updated Local Board Plan 2020. We provided a submission in which we reiterated the need for the KLB to continue to support the Centre to resolve our weather-tightening issue and advocate this message to Council. We support recognition around the advocacy of cycling as a transport option, including e-cycling, which would need the support of infrastructure like bicycle repair stations at well-identified community facilities including the Community Houses, and in the integration into transport plans (such as the Kaipātiki Connections Network Plan), that promotes cycling pathways and cycle tracks in appropriate park facilities. We argued the KLB must also continue to advocate to provide sufficient budget to support these initiatives otherwise this consultation process will remain aspirational rather than produce tangible results that will benefit the community and its people. We are also looking forward to reviewing the proposed Glenfield Centre Plan as this is a 30-year plan for revitalising the town centre and will influence and shape future Local Board Plans.

### Mission Hall Historic Mural Plaque

When the mural depicting the day the Mission Hall was built was completed as part of the World War Two commemorations, it was always intended to be complemented by a plaque that explained this important local historical event. An application for funding was made to Auckland Council's Regional Historical Grant, in February, but due to budget restrictions arising from the impact of Covid-19, this unfortunately got knocked back. Eventually, the decision was made to proceed with the plaque, and our Office Administrator and Centre Historian, Sandie Gorst completed the final version of the text for the engravers in September. The plaque is now proudly displayed alongside the mural for the public to read and understand how the community came together 105 years ago and erected the building in a single day.



"A ONE-DAY CHURCH  
ERECTED AT GLENFIELD  
BUILDERS UP WITH THE LARKS  
WORKING TILL DUSK THIS EVENING"  
*[Headlines in the Auckland Star 4 September 1915]*



Around the turn of the 20th century a half-acre section was purchased on this site with the ultimate objective of erecting a Methodist church at Glenfield.

In August 1915 the grass was still growing and there was no definite plan of action until a group of forward-thinking locals suggested getting a building underway. Funds were insufficient, but not to be thwarted, it was proposed to build the church in one day, and by voluntary effort thus ensuring minimal cost.

The Organiser in Chief, Mr Marmaduke R. Souster and Architect Mr Fred Souster, both reputable local builders, undertook to organise the work, and the residents set about gathering the assistance of trustees and friends for contributions and gifted materials for the proposed £400 building cost.

As daylight broke on Saturday 4th September, and with many local men away at war, some 50 volunteer tradesmen arrived from all over Auckland. During the afternoon their number swelled to approximately 100. Within the first hour and a half they erected the frame for a building 43ft 6in x 24ft, with studs 12ft in height, and the frame for a vestry of 22ft x 12ft dimensions. Remembering the patriotic significance of the times, the workers signaled the completion of the frame by hoisting the Union Jack.

At 5pm the foundation stone (as can be seen on the front of the Hall) was laid by Mr James Trounson and the announcement was made that the building was to be placed at the disposal of all denominations and for the greater good of the community. By 6pm the painted building was complete in every detail, including an impressively ornate double gate and gateposts.

To commemorate the success a tea meeting and concert were held. The financials reported receipts of £421 9/- and after all expenditure had been met there remained a credit balance of £3 4/-

Mrs John Hall [Annie] was gifted a gold medal in recognition of the large number of subscriptions collected by her towards the building fund, and Mr Souster was given an album containing views of the new building - copies of some of these pictures can be seen framed inside the building today.

- 1915 Trustees:  
Edwin Edmonds  
Andrew Runciman  
Robert Pearcey Kilham  
Adolphus James Atherton  
Alexander McArthur James  
William Chappell (Secretary)  
Archibald McFadglean Wilson  
(who remained a trustee for 50 years)

- 1915 Local Committee:  
Robert George Howlett  
James Rendell Brodie  
Andrew Geddes  
John Hall

The Glenfield Mission Hall has continued to serve the community of Glenfield in many forms throughout the past 100+ years, and the heritage-listed building undertook refurbishment in 2015 with completion in time to celebrate its centenary on 4th September 2015. Included were a return of identical finials set atop the building and double gates and posts at the roadside. The original gothic window frames are still in situ.

While the building itself remains in the ownership of the Methodist Church, it has always been a facility for the whole community, and in recent



## Branding, Marketing and Communications:



### Updated Signage

With our new gcc.net.nz domain and email, Centre advertising and signage have been updated including new teardrop signs advertising the Centre and GELC, a new main entrance sign, and a replacement for the Glenfield Road and Bentley Avenue corner core-flute. These all carry our three strategic aims: to *Support Community, Provide Services and Build Connections*.

### Website

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 alternate forms of transport; information about our Glenfield Early Learning Centre, and the location of other Community Centres around Kaipātiki. In 2021, we will be integrating an online booking system for room hire.

### Facebook

Our Facebook pages carry up-to-date information about what is happening at the Centre and our Early Learning Centre, including links to other groups in our local community. This has proved an invaluable way of getting information in a timely manner out to hirers and families who access the Centre.

### E-newsletter & Centrelines

A monthly electronic newsletter is sent out to over 350 recipients, and the "Centrelines" newsletter is updated constantly, available from our foyer and is always in demand.

### KaipātikiKonnnect

In June, the Bayview Community Centre was approached by a group of final year Marketing students studying at AUT. They were interested in a project to trial a combined approach to advertising and increasing awareness of the four Community Houses in Kaipātiki. With their assistance, and in support of the Dino Hunt event, a mixed marketing campaign was launched utilising social media platforms including the Centre's websites, Facebook pages and Instagram accounts.





## Maintenance and Infrastructure:

### Weather-tightness Legal Class Action

The legal class action against Hardies began in the High Court in Wellington in August 2020. Proceedings were delayed a week due to the second Covid lockdown and were set aside for sixteen weeks. There is now an insurance under-writer based in Australia that is supporting our case and the other 120+ participants, with the Judge likely to reserve their judgement until February/ March 2021. This could still face appeal by either party, however the hope remains for settlement so we can get on and get the building repaired.

### Insurance Claim

In August, a water pipe feeding one of the sinks in the Women's toilets off the main foyer ruptured spilling water into the main entranceway and adjoining rooms including downstairs into the (thankfully) vacant Art Space. This led to repairs and reinstatement of the water damaged walls, skirting, ceiling but was interrupted by the second lockdown in August with repairs not complete until the end of October. Total cost of repairs is just shy of \$22,000 for a remedial repair of a piece of pipe that sells for just over \$15.

### Improved Wi-Fi

In order to better serve our user groups, we undertook to improve the Wi-Fi available in the rooms and courtyard. This work was completed in June in time for the start of the second term. has led to better wire-less connectivity and removed the need to provide access tickets. This has had a flow-on effect for the ESOL classes, whose members routinely access the internet for translation services, and has allowed small business owners the opportunity to work remotely but not from home.



## Community Development & Partnerships:

### Little Library: Community Placemaking

As part of a community place-making initiative funded through the Local Board, we are looking at the installation of a "Little Library" to be placed at the main entrance to the Centre. We are partnering with the Men's Shed who will build and install the finished library before the end of the year. Leftover books from the Book Fair will be made available to persons wishing to access this service, and we are actively supporting the installation of others in Totaravale and Windy Ridge Primary Schools.



### Community Garden Project

Designed as a three-year project, the aim of this project is to involve local community groups and volunteers to use it as a teaching aid supported by online and print resources that will allow everyone from school groups learning about garden to plate to English Language classes learning about how to grow plants in the New Zealand environment, to take advantage of this resource. We continue to partner with the Kaipatiki Project and Glenfield College and are investigating Adult Community Education funding.



### Women's Refuge 2019 Christmas Appeal

Working alongside The Warehouse, Glenfield, we organised to deliver goods and presents collected on behalf of the Hestia Women's Refuge based in Orewa. We normally try and pick a charity to support around this period, with last year undertaking a collection on behalf of City Mission, but this year decided to switch (as delivering toys to Orewa is slightly easier than delivering foodstuffs to Mt Eden).



### Wilson School Student Volunteer

We have renewed our commitment to the Wilson Special School by hosting a Special Education student volunteer for a fourth year running. Marcus Davy, who has been coming here for the last two years, and we have seen his confidence and communication grow every visit. He is enthusiastic and we really enjoyed having him and his caregivers visit us every Wednesday through the school term. We will miss him as he is leaving to take up a role with the Abilities Group but will continue to support the school and another student in 2021.





# 2018~2020 Strategic Plan Update

Three years into the Centre's Strategic Plan and we are about to start the new cycle with a review scheduled in 2021:

## Relationships

Our network of business and community contacts continues to grow and enrichen. We continue to work alongside the other North Shore and, in particular Kaipātiki, Community Houses, Managers and Staff. Through community place-making initiatives, we look to involve more individuals and businesses to collaborate with and support our local Community. Community-lead events and activities including Repair Cafés, Dino Hunt Competitions, Eco-Fest, Neighbours' Day, and Community Garden Projects.

### Outcomes

- Partner with Local Businesses and other Social Profits that share the Centre's Values to deliver services that benefit Local Community.
- Deliver Community Events focussed on need.
- Strengthen relationship with Kaipātiki Local Board and Auckland Council.
- Create Community Spaces and Connections.

### Measures

- Increased number of Business and Social Profit contacts and networks.
- Increased range of services provided or accessible.
- Increased number and scale of community events.
- More services align with KLB and Council priorities and planning.
- Increased Community awareness of Centre and services provided.

## Internal Capacity & Capability

Work on a Risk Management Plan was expanded during 2020, due to Covid-19, with the work being spread across the following topics: Succession, Room Hire and Tenancy, Marketing and Communications, Health and Safety, the Early Learning Centre and the Weather-tightening. High level discussions are scheduled to occur with our major stakeholders in the New Year.

### Outcomes

- Develop Risk Management Plan for Centre.
- Resolve Weather-tightening problem alongside principal stakeholders (Methodist Church, Council).
- Complete Policy review, develop SOP for key areas, incorporate 5 Ways of Wellbeing into best practice.
- Align Constitution with new Inc. Societies Act.
- Develop Succession Plan for Governance and Mgt.

### Measures

- Risk Management Plan completed and reviewed.
- Formation of Weather-tightening Action Group comprised of lease partners, agreed plan of action.
- Complete key policy schedule and review, policy ratified by Governance.
- Completed Constitution and remits accepted by Governance and Membership.
- Clear Succession Plan communicated to all key stakeholders.

## Financial Viability

We will be looking to integrate online room booking software alongside the Xero accounting system in early 2021. This will provide greater access and ease some of the administration around room hire. A review of our Early Learning Centre is underway as, regardless of when the Centre's monolithic cladding is repaired, the ELC will need alternate accommodation either short or long term. Our Donations and Bequest programme is set to launch before the end of 2020.

### Outcomes

- Increase Room hire and utilisation.
- Integrate online Booking system with Xero.
- Develop sponsorship of spaces by Local Business.
- Review Early Learning Centre Business Model and identify opportunities for growth.
- Develop Donations and Bequests programme.

### Measures

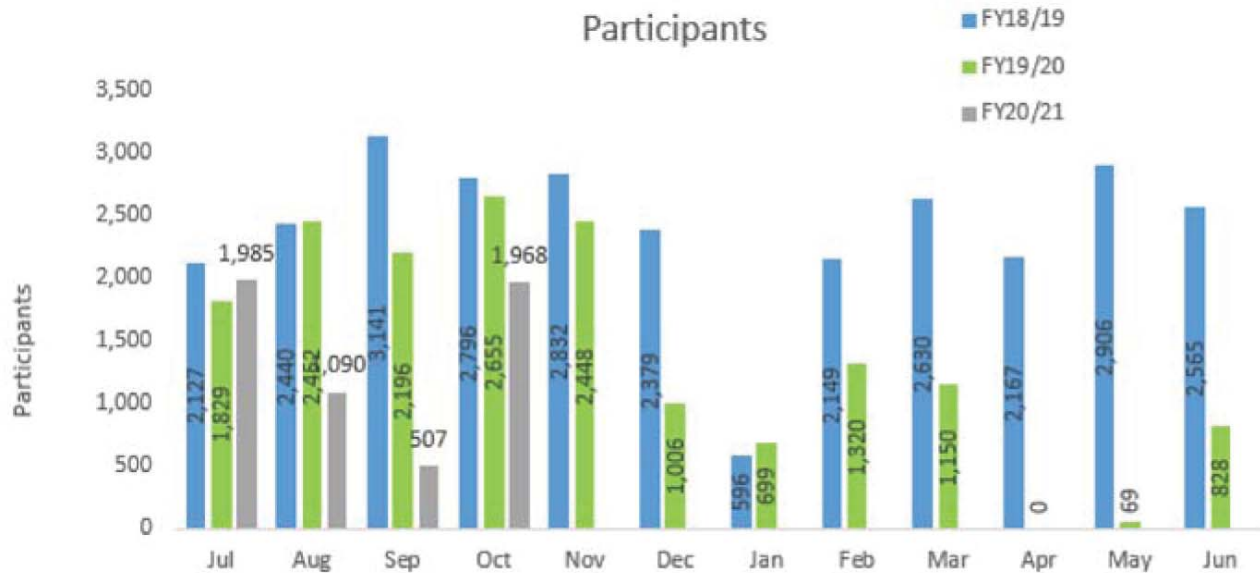
- Monthly Room Hire and Utilisation statistics reports.
- Internal Staff Surveys.
- Customer Satisfaction Surveys.
- Community Engagement review.
- Redeveloped ELC Business Plan.
- Increase in donations and bequests.

# Room Hire Statistics\*



The effect of Covid-19 on bookings and attendance was dramatic as can be seen by a comparison of our position in 2018, 2019 and 2020. We remain optimistic, this trend will reverse with two new ESOL providers, a Tertiary Provider and a new Church joining us in 2021.

**Total Visits – Decreased from 28,728 in 2018/19 to 16,652 in 2019/20 due to Covid-19**



**Total Hours Booked – Decreased from 5,608 in 2018/19 to 3,220 in 2019/20 due to Covid**

\* Note: these figures do not include visits to our Tenant Groups: Plunket, BAIS, Literacy Aotearoa, or to our GELC

Summary	FY18/19	FY19/20	FY20/21
Booking Hours	5,608	3,220	1,084
Participants	28,728	16,652	5,550

# Engagement and Customer Satisfaction

## Enquiries Received, Advice Given, People Referred, and General Assistance Provided 2019/2020

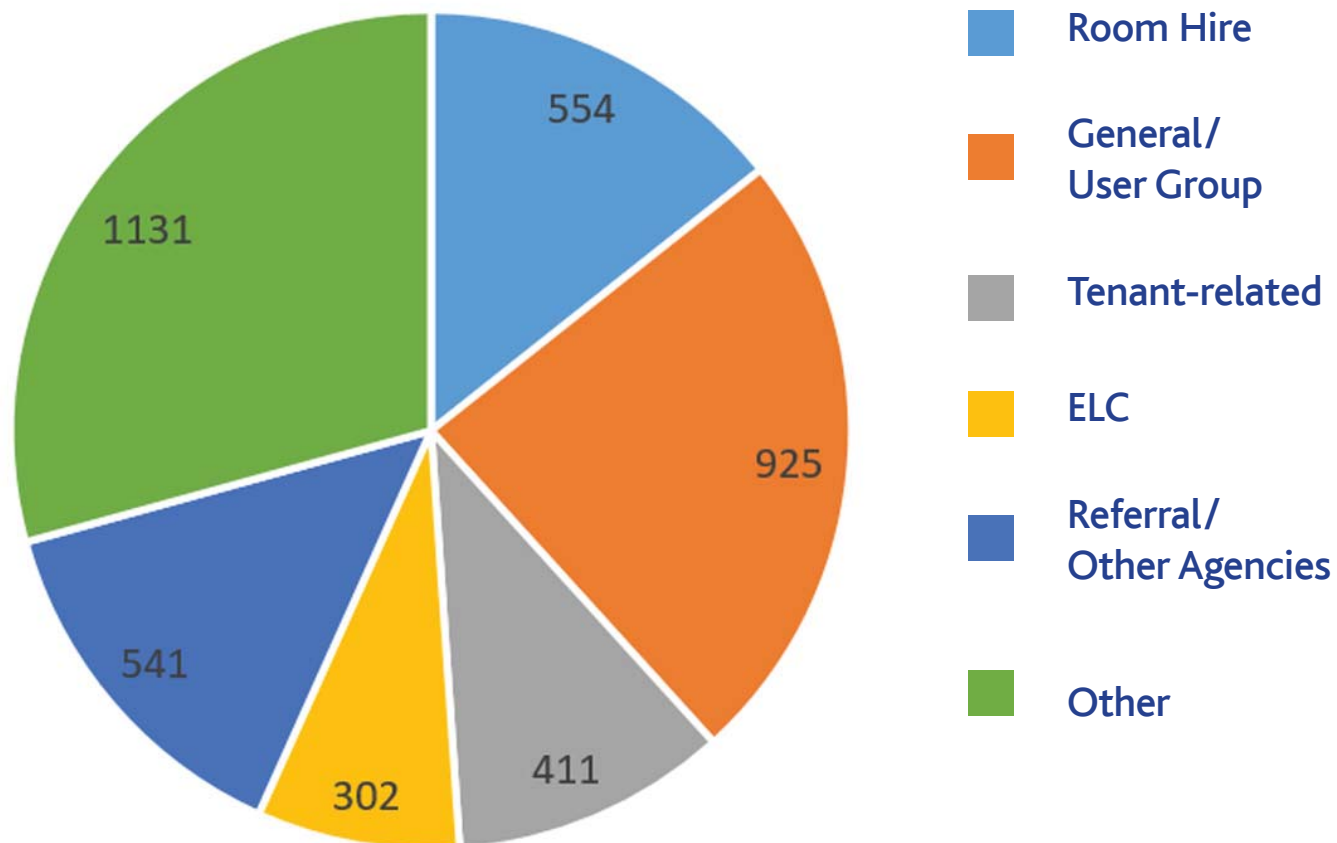


### Customer Satisfaction Survey\*:

(Survey size 350, Response Rate 21%, Margin of Error +/-10%)

- 59% of persons found information via our website, 15% through a verbal recommendation, and 7% were a repeat client.
- 79% were either very satisfied or satisfied with our Room Booking and Hire system
- 32% utilised space for between 20 and 40 persons
- 40% were attracted to use the Centre because of its price, location, facilities, and availability.
- 100% found the Staff friendly and helpful
- 80% our booking process easy, we met their needs, and found the overall level of service high
- 83% found our fees reasonable
- 91% would recommend our service to other clients
- 90% were very likely or likely to use our service again.

(\* 2019 Survey, next is scheduled for February 2021)





# Financial Overview

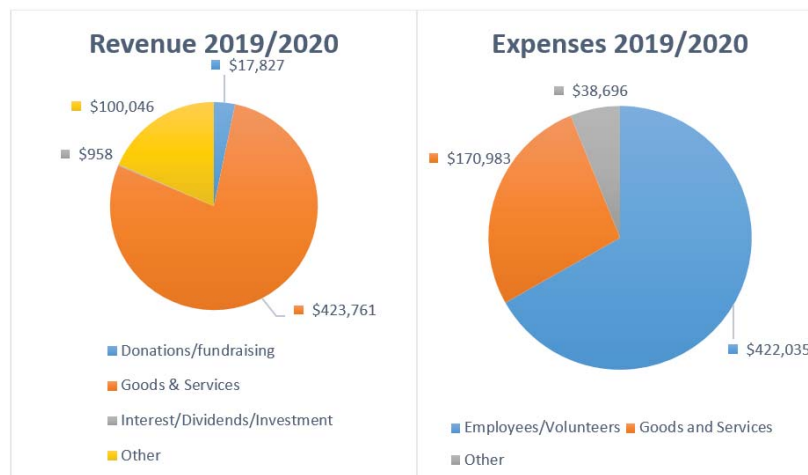
## General

The Centre remains a going concern. Its cash flow is steady and within expected operating parameters. Its cash reserves are maintained at a level to meet all our commitments in the foreseeable future.

While the rate of Ministry of Education funding to Early Learning Centres for 20 hours ECE for under two-year olds increased by CPI, overall the total amount of money received declined by around \$27,000 over 2019/2020 through a mixture of reduced enrolments, Covid-19 lockdown and a smaller number of under two's enrolled.

Rental income dipped as the Centre lost sixteen weeks of revenue due to the various Covid-19 Alert Levels. Together with the loss of our Sweet Charity tenant, several accounting adjustments around legacy staff wages, various accruals, the cost of funding the legal class action, and the Society posted a deficit, although one that served mainly to reduce the Centre's equity as opposed to its ability to continue to operate (see sidebar notes as well as the audited Performance Report for more detail).

We thank the Kaipātiki Local Board for continuing to provide an Operating Grant as well as a one-off LDI Grant to assist with the financial effects of Covid-19. We have moved to a new one-year Service Level Agreement from July 2020, and in 2021, we will be seeking a review of the legacy funding level with a view to petitioning for an increase in our base funding.



## Statement of Financial Performance (Profit and Loss)

The Centre posted an operating deficit of \$89,122 after end-of-year adjustments and depreciation were applied. The reasons behind this can be summarised as follows:

- Depreciation (\$38,696);
- Decreased number of groups hiring space due to Covid-19 leading to a decrease in room rental income (\$29,889);
- A decrease in MoE funding due to enrolments and cohort size of under two-year olds and Covid-lockdown (\$27,278);
- Cost of funding the weather-tightening class action (\$11,826);
- Repairs and Maintenance (\$20,185);
- An increase in overall costs of utilities, insurance, external service providers and contractors.

## Statement of Financial Position (Balance Sheet)

Compared to the previous year, the Centre held less cash on hand, had fewer Debtors, held a higher level of creditors and current liabilities including the adjustment for Covid-19 wage subsidy payments made post balance date, grant funding for community engagement projects and Governance training.

Together with the deficit noted above, this resulted in a decrease in the total accumulated funds from \$1,619,509 to \$1,530,380.

*For more detail, please refer to the audited Performance Report, available separately.*

# Thanks to ~ Our User Groups and Tenants





# Thanks to ~ Our Sponsors and Partners







*Ko te Hapori tō mātou Pokapū*  
Community is at our Centre

# Performance Report

Glenfield Community Centre Incorporated  
For the year ended 30 June 2020

Prepared by Chapmans Chartered Accountants Limited

# Contents

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# Compilation Report

## Glenfield Community Centre Incorporated For the year ended 30 June 2020

Compilation Report to the Directors of Glenfield Community Centre Incorporated.

### 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 Incorporated for the year ended 30 June 2020.

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 Incorporated 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.

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Chapmans Chartered Accountants Limited  
3a/2 Maki Street, Westgate  
Auckland 0618

Dated: 29 July 2020

# Entity Information

## Glenfield Community Centre Incorporated For the year ended 30 June 2020

### Legal Name of Entity

Glenfield Community Centre Incorporated

### Entity Type and Legal Basis

Social (not-for) profit incorporated society with charitable status

### Registration Number

CC22509

### Entity's Purpose or Mission

To support and enhance our community by making space to bring individuals and groups together to provide services and resources that meet community needs.

### Entity Structure

Incorporated society with elected members

### Main Sources of Entity's Cash and Resources

We receive an operational grant from the Auckland City Council through the Kaipātiki Local Board. Our Early Learning Centre receives funding under the 20 Hours Early Childhood Education (ECE) allowance through the Ministry of Education. We lease and hire rooms to social (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 6 full-time and 15 part-time staff. We have a 9 member Governance Group elected by our membership. We own the building and lease the land from the Methodist Church of NZ alongside Auckland City Council up to 2060.

### Physical Address

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

### Postal Address

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

# Approval of Financial Report

## Glenfield Community Centre Incorporated For the year ended 30 June 2020

The Governance Group are pleased to present the approved financial report including the historical financial statements of Glenfield Community Centre Incorporated for year ended 30 June 2020.

APPROVED



Gary Thornton

Chair

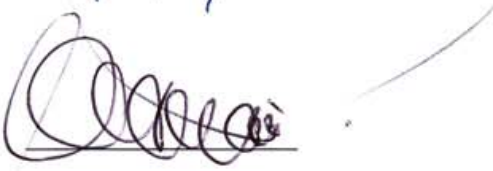
Date 10/11/2020



Frankie Godfrey-Robson

Deputy Chair

Date 12/11/2020



Craig Pettit

Treasurer

Date 4/11/20



Frankie Godfrey-Robson

Secretary

Date 12/11/2020



# Statement of Service Performance

## Glenfield Community Centre Incorporated For the year ended 30 June 2020

### Description of Entity's Outcomes

Mission: We are focused on recognising and responding to social, cultural, recreational and educational needs of the Glenfield/ Kaipātiki 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 Kaipātiki community through provision of space hire for educational, religious, creative arts, counselling, 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 collaborate with other social profit organisations, 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.

	2020	2019
<b>Description and Quantification of the Entity's Outputs</b>		
Room Hours Booked	3,220	5,536
Users / Visitors	16,652	28,605
Number of Bookings	1,510	2,004
Families using ELC	70	70
Teaching hours per annum for children (standard)	5,660	5,660

### 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. With the impact of lockdown as a consequence of the Covid-19 coronavirus, the Centre was directly impacted in terms of the outputs we measure. The Centre was shut to the public from 24 March to 18 May 2020 (8 weeks) with persons cancelling programmes and courses; parents were withdrawing children as early as the start of March.

### Additional Output Measures

On a daily basis we track information around the various inquiries we field at our reception. This gives a clearer picture of the number of persons we see (2,676 in 2019/2020) and for what reason: Room Hire (14%), General User Group (32%), Tenant-related (11%), referral to other agencies or services (8%) and other (28%).

### Additional Information

Auckland City Council is migrating their 65 Community Houses, Hubs, Centres and Places from their old agreements to a new service agreement in order to provide a rationale for funding levels and the range of services provided at each location. With the extended effect on the Auckland City Council's revenue an emergency budget was proposed in June and passed in July that may see their overall budget reduced by up to 10% across the board. After petitioning Council's Community Places, bridging finance was provided to community facilities across Auckland by way of a first-quarter extension to these service agreements with final agreements, terms and conditions to be confirmed and to be realigned with the local board's new draft local plan.

The Parker and Associate class action against James Hardie Industries around the monolithic weather cladding that has led to leaky building syndrome at the Centre continues with a High Court hearing set aside for 16 weeks from 17 August 2020. We will continue to work alongside our local board and Auckland City Council's Community Places staff to positively resolve this issue for the benefit of the community.

# Statement of Financial Performance

## Glenfield Community Centre Incorporated For the year ended 30 June 2020

	NOTES	2020	2019
<b>Revenue</b>			
Donations, fundraising and other similar revenue	1	17,827	22,198
Fees, subscriptions and other revenue from members	1	25,316	27,071
Revenue from providing goods or services	1	398,445	465,539
Interest, dividends and other investment revenue	1	958	2,579
Other revenue	1	100,046	9,580
<b>Total Revenue</b>		<b>542,593</b>	<b>526,967</b>
<b>Expenses</b>			
Volunteer and employee related costs	2	422,035	377,078
Costs related to providing goods or service	2	170,983	193,553
Other expenses	2	38,696	40,342
<b>Total Expenses</b>		<b>631,714</b>	<b>610,973</b>
<b>Surplus/(Deficit) for the Year</b>		<b>(89,122)</b>	<b>(84,006)</b>

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 Incorporated As at 30 June 2020

	NOTES	30 JUN 2020	30 JUN 2019
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	3	91,409	97,520
Debtors and prepayments	3	5,034	8,797
<b>Total Current Assets</b>		<b>96,443</b>	<b>106,317</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	5	1,528,678	1,558,950
Other non-current assets	3	17,332	22,605
<b>Total Non-Current Assets</b>		<b>1,546,009</b>	<b>1,581,555</b>
<b>Total Assets</b>		<b>1,642,453</b>	<b>1,687,872</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses	4	42,771	16,786
Other current liabilities	4	65,302	47,584
<b>Total Current Liabilities</b>		<b>108,073</b>	<b>64,370</b>
Non-Current Liabilities		4,000	4,000
<b>Total Liabilities</b>		<b>112,073</b>	<b>68,370</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>1,530,380</b>	<b>1,619,502</b>
<b>Accumulated Funds</b>			
Accumulated Fund		2,093,471	2,093,471
Accumulated surpluses or (deficits)	7	(563,091)	(473,969)
<b>Total Accumulated Funds</b>		<b>1,530,380</b>	<b>1,619,502</b>

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 Incorporated For the year ended 30 June 2020

'How the entity has received and used cash'

	2020	2019
<b>Cash Flows from Operating Activities</b>		
Donations, fundraising and other similar receipts	17,950	22,562
Fees, subscriptions and other receipts from members	28,480	33,459
Receipts from providing goods or services	381,057	360,635
Interest, dividends and other investment receipts	958	2,579
Cash receipts from other operating activities	169,971	89,672
GST	(30,682)	(60,329)
Payments to suppliers and employees	(614,325)	(593,699)
<b>Total Cash Flows from Operating Activities</b>	<b>(46,590)</b>	<b>(145,121)</b>
<b>Cash Flows from Investing and Financing Activities</b>		
Payments to acquire property, plant and equipment	(3,286)	(4,019)
Cash flows from other investing and financing activities	43,765	199,958
<b>Total Cash Flows from Investing and Financing Activities</b>	<b>40,479</b>	<b>195,939</b>
<b>Net Increase/(Decrease) in Cash</b>	<b>(6,111)</b>	<b>50,818</b>
<b>Bank Accounts and Cash</b>		
Opening cash	97,520	46,702
Closing cash	91,409	97,520
<b>Net change in cash for period</b>	<b>(6,111)</b>	<b>50,818</b>

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 Incorporated For the year ended 30 June 2020

### 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.

### Going Concern

The financial statements have been prepared on a going concern basis. On March 11, 2020, the World Health Organisation declared the outbreak of COVID-19 (a novel Coronavirus) a pandemic. This event has caused the Centre to close for a period with the resulting of reduction on revenue. While the disruption is currently expected to be temporary, there is a level of uncertainty around the impact. At this time, the full financial impact of the COVID-19 pandemic is not able to be determined.

The Centre was required to close for eight weeks during Alert Level 3 and so qualified for and took advantage of the Government Wage Subsidy and Small Business Loan. Additional funding was secured from Auckland Council through the Kaipātiki Local Board for the new financial period while steps are being taken to carefully manage costs and investigate additional revenue streams. Providing the Centre returns to normal operation (Alert Levels 1 and 2), it expects to be able to trade its way back to an operating surplus.

### 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 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.

### 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.

### Property Plant and Equipment

Property plant and equipment are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets and includes the cost of replacements that are eligible for capitalisation when these are incurred.

An item of property plant and equipment or investment property is recognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset is included in the profit or loss in the year the asset is derecognised.

Building and Improvements	0 - 20% DV
Furniture and Fittings	6% DV – 40% DV
Office Equipment	30% DV - 50% DV

### **Revenue Recognition**

The grants are recorded as revenue when the entity has the rights to funding, unless there are unfulfilled conditions attached to the grants, in which case the amount relating to the unfulfilled conditions is recognised as a liability and released to revenue as the conditions are fulfilled.

The ELC Fees and hall hire income is recorded as revenue in the period it is earned.



# Notes to the Performance Report

## Glenfield Community Centre Incorporated For the year ended 30 June 2020

	2020	2019
<b>1. Analysis of Revenue</b>		
<b>Donations, fundraising and other similar revenue</b>		
ELC Donations Received	17,001	19,827
ELC Fundraising	809	2,346
GCC Donations and Bequests	17	25
<b>Total Donations, fundraising and other similar revenue</b>	<b>17,827</b>	<b>22,198</b>
<b>Fees, subscriptions and other revenue from members</b>		
ELC Fees	25,316	27,071
<b>Total Fees, subscriptions and other revenue from members</b>	<b>25,316</b>	<b>27,071</b>
<b>Revenue from providing goods or services</b>		
Auckland Council Contract	49,454	48,628
Bad Debts Recovered	-	17
Community Projects Income	3,478	-
ELC Portfolios	1,122	913
ELC Rental Income	25,884	25,884
Event Income	87	-
Mission Hall Rental	17,226	24,052
MOE Funding	233,622	260,900
Room Hire	49,794	79,683
Tenancy Income	17,778	25,461
<b>Total Revenue from providing goods or services</b>	<b>398,445</b>	<b>465,539</b>
<b>Interest, dividends and other investment revenue</b>		
Interest Income	958	2,579
<b>Total Interest, dividends and other investment revenue</b>	<b>958</b>	<b>2,579</b>
<b>Other revenue</b>		
Governance Training Grant	1,687	-
Grants	5,552	8,212
Ministry of Social Development Covid-19 Wage Subsidy	91,937	-
Other Income	870	1,368
<b>Total Other revenue</b>	<b>100,046</b>	<b>9,580</b>
	2020	2019
<b>2. Analysis of Expenses</b>		
<b>Volunteer and employee related costs</b>		
Holiday Pay	(13,868)	13,594
KiwiSaver Employer Contributions	10,526	10,501
Wages and Salaries	425,376	352,983
<b>Total Volunteer and employee related costs</b>	<b>422,035</b>	<b>377,078</b>
<b>Costs related to providing goods or services</b>		

	2020	2019
ACC	1,959	2,284
Accounting and Audit Fees	5,389	9,654
Advertising	1,763	1,341
Bank Fees	19	-
Child Consumables	513	568
Cleaning Consumables	4,544	3,529
Cleaning Contractors	25,803	29,967
Communication Expenses	4,533	4,834
Computer Expenses	1,090	2,325
Educational Consumables	1,070	1,819
Educational Resources	450	524
EFTPOS Rental	532	623
ELC Donations Expense	132	209
ELC Fundraising Expenses	932	953
ELC Rental Expense	25,884	25,884
ELC Student Placement Expense	-	296
Events	2,144	540
General expense	-	13,714
Gifts and Meeting Expenses	783	950
Grounds Maintenance	669	1,514
Hall Hire Expenses	7,743	10,939
Insurance	11,321	12,676
Interest on O/D	30	-
IRD GST/PAYE Penalties	50	-
Light, Power, Heating	6,203	6,551
Loss on Disposal of Asset	-	2,092
Maintenance Contracts	6,065	4,138
Payroll Charges	3,972	3,676
Postage	45	22
Printing & Stationery	5,361	6,425
Professional Development	806	556
Rates and Water Rates	7,044	6,883
Recladding Project	11,826	7,826
Repairs and Maintenance	20,185	17,803
Security	6,431	5,373
Small Equipment	575	238
Staff Amenities	490	542
Subs & Membership	957	2,086
Sundries/General	42	45
Uniforms & Immunisation	531	918
Waste Disposal	3,099	3,236
<b>Total Costs related to providing goods or services</b>	<b>170,983</b>	<b>193,553</b>

**Other expenses**

Depreciation	38,696	40,342
<b>Total Other expenses</b>	<b>38,696</b>	<b>40,342</b>

2020                      2019

### 3. Analysis of Assets

#### Bank accounts and cash

Glenfield CC - 00	37,541	44,449
Glenfield CC - 52	53,868	2,910
Glenfield CC - 72	-	50,000
Petty Cash Float	-	162
<b>Total Bank accounts and cash</b>	<b>91,409</b>	<b>97,520</b>

#### Debtors and prepayments

Debtors	3,701	8,797
Prepaid Insurance	1,333	-
<b>Total Debtors and prepayments</b>	<b>5,034</b>	<b>8,797</b>

#### Other non-current assets

Ministry of Education	17,332	22,605
<b>Total Other non-current assets</b>	<b>17,332</b>	<b>22,605</b>

2020                      2019

### 4. Analysis of Liabilities

#### Creditors and accrued expenses

GST	8,190	8,517
Back Pay Due	18,156	-
Other Creditors	1,424	-
Sundry Creditors	15,001	8,269
<b>Total Creditors and accrued expenses</b>	<b>42,771</b>	<b>16,786</b>

#### Other current liabilities

A.C.C Accrual	325	278
Government Wage Subsidy Grant - Unexpired Portion	31,589	-
Holiday Pay Accrual	33,387	47,255
Rounding	-	1
Suspense	-	50
<b>Total Other current liabilities</b>	<b>65,302</b>	<b>47,584</b>

#### Other non-current liabilities

Accruals	4,000	4,000
<b>Total Other non-current liabilities</b>	<b>4,000</b>	<b>4,000</b>

2020                      2019

### 5. Property, Plant and Equipment

#### Buildings

	2020	2019
Buildings at cost	2,212,956	2,212,956
Accumulated depreciation - buildings	(732,913)	(702,277)
<b>Total Buildings</b>	<b>1,480,043</b>	<b>1,510,679</b>
<b>Furniture and Fittings</b>		
<b>Furniture and fittings owned</b>		
Appl, Furn & Fixt Cntr at Cost	176,802	171,664
ELC Outdoor at cost	29,484	29,484
ELC Indoor At Cost	12,504	10,788
Office Equipment	9,554	7,984
<b>Total Furniture and fittings owned</b>	<b>228,345</b>	<b>219,921</b>
<b>Accumulated depreciation - furniture and fittings owned</b>		
Less Accumulated Depreciation on Appl, Furn & Fixt Cntr at Cost	(141,913)	(137,746)
Less Accumulated Depreciation on ELC Outdoor	(22,932)	(21,294)
Less Accumulated Depreciation on ELC Indoor	(7,322)	(6,074)
Less Accumulated Depreciation on Office Equipment	(7,543)	(6,535)
<b>Total Accumulated depreciation - furniture and fittings owned</b>	<b>(179,710)</b>	<b>(171,650)</b>
<b>Total Furniture and Fittings</b>	<b>48,635</b>	<b>48,271</b>
<b>Total Property, Plant and Equipment</b>	<b>1,528,678</b>	<b>1,558,950</b>

## 6. Impairment of Assets

In August 2012, we identified a weather tightening issue on the building owned by the Centre. On carrying invasive and destructive testing it was found that the building envelope exceeds safe water loading in two-thirds of the tested area. There had been several quotes obtained in the early years, however after further deliberations the Centre has decided to join a class action against James Hardie Industries in 2018. The building value is stated cost and no impairment has been recorded to date as the cost of remediation is uncertain at this stage.

	2020	2019
<b>7. Accumulated Funds</b>		
<b>Accumulated Funds</b>		
Opening Balance	1,619,502	1,703,508
Accumulated surpluses or (deficits)	(89,122)	(84,006)
<b>Total Accumulated Funds</b>	<b>1,530,380</b>	<b>1,619,502</b>
<b>Total Accumulated Funds</b>	<b>1,530,380</b>	<b>1,619,502</b>

## 8. Commitments

There are no commitments as at 30 June 2020 (Last year - nil).

## 9. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2020 other than the matter noted in Note 6 (Last year - nil).

Further to note 6, Glenfield Community Centre has opted into a Wellington-based class action against James Hardie Industries around the monolithic weather cladding that has led to the development of a leaky building issue at the premises. The High Court set aside sixteen weeks for a hearing on the issue that was pushed back to 17 August due to the pandemic, after which the Judge will reserve their decision until around February / March 2021. This decision could further be appealed by either party and



the option for negotiated settlement can still occur at any phase of the process, however the final outcome and the settlement amount remain uncertain as at balance date.

#### **10. Related Parties**

There were no transactions involving relating Parties during the financial year.

#### **11. Ability to Continue Operating**

The entity will continue to operate for the foreseeable future.

#### **12. 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).

# Glenfield Community Centre Incorporated

Independent auditor's report to the Members

## Report on the Performance Report

### Opinions

We have audited the performance report of Glenfield Community Centre Incorporated (the entity), which comprises the the statement of financial position as at 30 June 2020, the entity information, statement of service performance, statement of financial performance and statement of cash flows for the year ended 30 June 2020, and the statement of accounting policies and other explanatory information.

*In our 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 accompanying performance report gives a true and fair view of:
  - i) the entity information for the year then ended;
  - ii) the service performance for the year then ended; and
  - iii) the financial position of Glenfield Community Centre Incorporated as at 30 June 2020 and of its financial performance, and cash flows for the year then ended.

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

We conducted our 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).

Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of our report. We are independent of the entity 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 we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, the entity.

#### ACCOUNTANTS & ADVISORS

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William Buck Audit (NZ) Limited

## **Responsibilities of the Governance Group for the Performance Report**

The Governance Group are responsible 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 of a performance report on behalf of the entity that gives a true and fair view, which comprises:
  - the entity information;
  - 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 reportin accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board, and
- c) for such internal control as the Governance Group determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Governance Group 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 Governance Group 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 Financial Statements**

Our 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 our 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 economic decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit. We 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 Governance Group 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 we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

- 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.

We communicate with the Governance Group regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### **Restriction on Distribution and Use**

This report is made solely to the entity's members, as a body. Our audit work has been undertaken so that we might state to the entity's members those matters which we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the entity and the entity's members, as a body, for our audit work, for this report or for the opinions we have formed.

A handwritten signature in blue ink that reads "William Buck".

### **William Buck Audit (NZ) Limited**

Auckland  
18 November 2020