

ANNUAL REPORT 2011

Volunteering New Zealand Incorporated

Leading, promoting and representing volunteering in Aotearoa New Zealand



OUR PEOPLE

BOARD

Chairperson: Gillian Peacock
Vice Chairperson: Olwen Taylor
Treasurer: Lloyd Davies (until January 2011)
Peter Davies (from January 2011)
Members: Tyron Love
Alison Marshall
Jane Poa
Anna Wilson

STAFF

Executive Director: Tim Burns
Communications Officer: Branka Cicak (until March 2011)
Jennie Yang (from March 2011)

FUNDERS

Department of Internal Affairs, Support for Volunteering Fund
Mobil New Zealand
New Zealand Lotteries Grants Board
Office for the Community and Voluntary Sector
Outward Bound

INTERNS

Claire Teal, Managers of Volunteers Project

VOLUNTEERS (PROJECTS)

Mena Bassily
Eoin Houston
Shambhavi Manjreka
David Morra
Hie Tin Ngo
Danny Nguyen
Kavita Raj
Nela Saoji
Harwinder Singh
Parminder Singh
Sandeep Thati
Sarah Wang
Anna Xu
Sherman Yim

MANAGERS OF VOLUNTEERS WORKING GROUP MEMBERS

Jo Bailey WILSS
Darryl Bishop National Heart Foundation
Adele Blackwood IHC
Tim Burns VNZ*
Ruth Collingham (facilitation)*
Dr. Carolyn Cordery Victoria University of Wellington
Mary Curnow Volunteer Nelson*
Rachel de Haas New Zealand Fire Service
David Duff New Zealand Federation of Family Budgeting Services
Jenny Greaves Gisborne Volunteer Centre
Barbara Jennings Department of Corrections
Biddy Harford Te Omanga Hospice
Jan Harrison Volunteer Canterbury*
Liz Hicks Cancer Society of New Zealand
Sue Hine Independent Advocate*
Robyn Hogan Capable New Zealand
Jane Kibble Gisborne Volunteer Centre
Sue Kobar Nurse Maude
Veronica Linfoot National Heart Foundation
Cheryll Martin Volunteering Auckland*
Mary O'Regan Wellington Citizens' Advice Bureau*
Gillian Peacock New Zealand Red Cross*
Heidi Quinn Royal Forest and Bird Protection Society of New Zealand
Claire Rumble Plunket New Zealand
Raewyn Sinclair New Zealand Fire Service
Dr. Karen Smith Victoria University of Wellington*
Hilary Star Foged Unitec
Gemma Stewart Wellington Zoo
Jacci Tatnell St John
Claire Teal VNZ*
Julie Thomson Volunteer Wellington
Helga Wientjes Department of Conservation
Graham Witts Skills Active ITO*

Report layout by Rebecca Walthall

* Steering Group members

CHAIRPERSON'S REPORT



*Gillian Peacock
Chairperson*

It has been a year of change at Volunteering New Zealand. A number of Board members found that as their lives and commitments changed they needed to move on. During the year we said fare well to Tyron Love and Lloyd Davies. We are grateful for their time, commitment and service. Anna Wilson who served on the Board for a short time made the decision to return home to Wales. The Board is strong, and we have had the good fortune to attract Peter Davies, a Chartered Accountant who has led us through some difficult financial times, and recently to have Wellington City Councillor Paul Eagle join us.

The change that has had the most impact for you, our members, is to the staff. After six years as Executive Director, Tim Burns left VNZ. Tim prepared VNZ for the future, and we are now ready to launch ourselves into a new era.

In January this year I attended the 21st IAVE World conference in Singapore. Dr. Karen Smith, Tim Burns and I were invited to make a presentation about the Managers of Volunteer programme. The aim of our presentation was to share with the worldwide volunteer sector the development of our grassroots sector driven approach to recognising the importance of managers of Volunteers. While we were at the conference Claire Teal was starting her DIA funded six month internship. As an intern she was tasked with galvanising this project. She achieved this and more! The ground swell that started at our conference in 2009 grew to the point where the VNZ Board has made this programme a strategic goal.

We held our bi-annual conference in May this year to avoid the demand on venues by the Rugby World Cup. It was a conference of two halves. Most of you will be aware that we initially struggled to secure partners and sponsorship and nearly had to make the heart breaking decision to cancel. With the help of our members and partners, we were able to carry

on and deliver a very successful conference for you that gave us valuable learnings following the devastating Christchurch earthquake, and a positive direction for the Managers of Volunteer Programme.

In Volunteer Awareness Week this year, 19 to 25 June VNZ launched the Employee Volunteering Health and Safety Guidelines. This project supported by Mobil NZ involved many people who freely gave their time and expertise to create a resource that has already been of great use to the sector.

VNZ launched our online eLearning tutor supported course for Managers of Volunteers. I am proud of our involvement and management of this resource and very pleased that we can offer this blended learning solution to the sector. It dovetails perfectly with Managers of Volunteer Programme, and is a first step to recognising our commitment as a sector to identify and offering opportunities to cement your skills and ensure we have qualifications that are recognised.

Volunteering had a high profile this year. The spontaneous volunteering after the Christchurch earthquake was inspirational. Communities stepped up, organised themselves and delivered for New Zealand. In contrast, an army of volunteers for the Rugby World Cup, selected and trained to perform their roles have also been inspirational as the face of a successful event.

Vanisa Dhiru was appointed to the role of Executive Director in July and Claire Teal to the role of Managers of Volunteers Programme Manager. Vanisa has also engaged a number of active volunteers who are sharing their skills and experience with us. The office is buzzing, and alive with ideas and new initiatives. It is an exciting time to be associated with the leadership, promotion and representation of volunteers in New Zealand.

TREASURER'S REPORT



*Peter Davies
Treasurer*

Volunteering New Zealand is pleased to be able to report a substantial improvement in its financial performance in the 2011 financial year. While still operating with a deficit, it has managed to reduce its net loss from \$35,857 in FY2010 to \$11,669, an improvement of 68%.

The improvement was achieved through a combination of increasing its revenue while maintaining strict controls on its expenditure. Consequently, while revenue has increased from \$136,267 to \$158,322 (16%), total expenditure has fallen by \$2,180 (1%). The team at VNZ should be commended for this achievement, particularly against a background of a constricted funding environment and rising prices. That this has been achieved while maintaining the quality and volume of services is also praiseworthy.

VNZ's revenue is highly dependent on the continuing support of central government, with 68% of its revenue in the 2011 financial year derived from two government departments. While it is pleasing to acknowledge this tangible evidence of central government support of VNZ, the Board acknowledges it is also an area of significant risk. Consequently it has taken steps to try and diversify VNZ's income streams. Strategic initiatives, such as the collaboration with Xperts on the Introduction to Managing Volunteers Course is an example of this. Over the coming years, we anticipate initiatives such as these will form an increasingly significant part of VNZ's revenue stream.

Overall, the financial objectives of VNZ should be to ensure it is able to continue to operate effectively and efficiently in achieving its mission. This does not mean VNZ needs to achieve financial surpluses in order to accumulate funds, but rather, that it should prudently match its income and expenditure. The Board is satisfied that VNZ is moving towards that goal, and that its financial situation is sound. The Board will continue to exercise diligent oversight of VNZ's financial status, with its priority being the effective representation of the volunteering movement in Aotearoa New Zealand.

HIGHLIGHTS AND ACHIEVEMENTS

National Volunteering Conference – Raising the Bar 23rd/24th May

2011 marks the 10th anniversary of the International Year of the Volunteer and in a fitting celebratory style, two hundred enthusiastic participants descended on Wellington Town Hall to share and learn from each other's experiences of volunteering and managing volunteers. In line with this momentous anniversary the theme of the conference was "Raising the Bar". High-profile speakers and participants worked together to discuss two main strands:

Episodic and Events Volunteering and Developing the Leaders

Attendees reflected on the responses to the Christchurch earthquake and addressed the role of volunteers in the upcoming Rugby World Cup.

Developing the Leaders Stream

In keeping with the conference-to-conference theme for progression of the managers and leaders of volunteers work, attendees took some time in one of the stream sessions to envisage where life will be in 2015. Some of the things the Managers of Volunteers occupational group cited desire for:

// Managers of Volunteers have pay equity with people doing similar roles and are known as not intrinsically less worthy than people managing paid staff.

// The strategic role of Managers of Volunteers is recognised throughout the whole organisation – Managers of Volunteers are seen as part of the senior management team, along with other specialists.

// There is equal recognition for both volunteer and paid Managers of Volunteers.

// There is recognition of the diversity of people who manage volunteers.

// Managers of Volunteers have a career path, with a mix of entry points and levels and online learning options.

HIGHLIGHTS AND ACHIEVEMENTS



Volunteer Awareness Week 2011 19-25th June

In recognition of the 10th anniversary of the International Year of the Volunteer the UN has called for a worldwide showcase of the diversity, breadth and depth of volunteering with the objective of mobilising many more volunteers. VNZ responded to this call by giving this year's Volunteer Awareness Week the theme of "Every Minute Counts". The aim of this campaign was to commend volunteers on every minute they contribute, and by doing so, encourage even the busiest of people to volunteer. VNZ liaised with regional volunteer centres and provided them and other organisations with promotional materials to enable local and international high-profile events as part of VAW, garnering positive local media coverage.



Employee Volunteering Health and Safety Guidelines

Employee Volunteering is a growing area of volunteering and with previously scant resources for employers and volunteers there was the potential for misinformation and general confusion over the legislation of health and safety of Employee Volunteers. With the financial support of Mobil Oil NZ, VNZ produced these guidelines as reference material covering legal responsibilities, ACC, agreements and information briefs and useful checklists for both the employer and the employee volunteer. These guidelines are now available as a resource on the VNZ website and a limited number exist in print in the nineteen regional volunteer centres around the country.



Launch of Online Managers' Course

As part of VNZ's major project for the development of managers of volunteers, VNZ launched an online course for volunteer managers seeking tuition, guidance and support. This six-week course has been developed by Xperts – specialist tertiary course designers and content developers. The course addresses people-management issues; registrants will learn how to recruit, train, motivate, reward and appraise volunteers. The course also clarifies the complex issues of legislation surrounding volunteering. Registrants are equipped with an online course book, study notes, a contactable tutor, an online forum, online assessment, and extra resources with links to further specialist training.

FINANCIAL STATEMENTS

Statement of Financial Position	8
Statement of Movements in Accumulated Funds	9
Statement of Financial Performance	12
Notes to the Financial Statements	16
Auditor's Report	

STATEMENT OF FINANCIAL POSITION

As at 30 June 2011

	Note	2011 (\$)	\$2010 (\$)
Cash and bank		47,412	12,487
Term deposits		20,995	35,000
Other debtors		-	985
GST refund		-	2,595
Total current assets		68,407	51,067
Non-current assets – Property, Plant & Equipment	3	2,365	3,446
Total assets		70,772	54,513
Accounts payable		5,733	1,311
GST payable		4,618	-
Income in advance		28,000	-
Other creditors		-	9,113
Total current liabilities		38,351	10,423
Net assets		32,421	44,090
Represented by;			
General funds		20,421	32,090
Special project funds		12,000	12,000
Total accumulated funds		32,421	44,090

This Statement is to be read in conjunction with the Notes to the Financial Statements on pages 12 to 14 and the Auditor's Report on pages 16 and 17.

STATEMENT OF MOVEMENTS IN ACCUMULATED FUNDS

For the year ended 30 June 2011

	2011 (\$)	\$2010 (\$)
General funds at beginning of year	32,090	67,947
(Deficit)/surplus	(11,669)	(35,857)
Total recognised revenues & expenses for the year	(11,669)	(35,857)
General funds at end of year	20,421	32,090
Special projects funds at beginning of year	12,000	12,000
(Deficit)/surplus	-	-
Total recognised revenues & expenses for the year	-	-
Special projects funds at end of year	12,000	12,000
Total accumulated funds	32,421	44,090

This Statement is to be read in conjunction with the Notes to the Financial Statements on pages 12 to 14 and the Auditor's Report on pages 16 and 17.

STATEMENT OF FINANCIAL PERFORMANCE

For the year ended 30 June 2011

	Note	2011 (\$)	\$2010 (\$)
REVENUE			
Grants received	2	154,013	130,000
Interest received		3,035	2,982
Book sales		434	300
Other income		840	2,985
Total income		158,322	136,267
LESS EXPENSES			
Comvoices		2,000	2,000
Education programme		5,743	-
Fundraising report		400	1,186
IAVE conference/seminars		4,076	-
Research		227	137
Volunteer Awareness Week		2,773	6,516
Volunteer Now		-	972
Youth volunteering		729	4,729
Total operational & project costs		15,948	15,540
Accomodations		726	2,237
General expenses		2,139	1,021
Travel expenses		5,169	9,156
Total governance costs		8,034	12,414

STATEMENT OF FINANCIAL PERFORMANCE (CONT'D)

For the year ended 30 June 2011

	2011 (\$)	2010(\$)
Accident compensation levies	641	602
Accounting & audit	1,750	1,750
Administration	7,999	5,388
Depreciation	1,081	1,095
Information technology	534	327
Membership fees	340	586
Printing & stationery	1,597	2,592
Occupancy	15,879	14,399
Travel	254	1,353
Salaries & wages	115,934	116,080
Total administration & overhead costs	146,009	144,171
Total expenses	169,991	172,124
Net surplus/(deficit)	(11,699)	(35,857)

This Statement is to be read in conjunction with the Notes to the Financial Statements on pages 12 to 14 and the Auditor's Report on pages 16 and 17.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2011

1. Statement of accounting policies:

REPORTING ENTITY

Volunteering New Zealand Incorporated ("The Society") is registered as an incorporated Society under the Incorporated Societies Act 1908 and the Charities Act 2005. The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand (NZ GAAP) and other applicable financial reporting standards as appropriate for public benefit entities that qualify for, and apply, differential reporting concessions.

MEASUREMENT BASE

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis are followed by the society, except for the revaluation of certain financial instruments. Cost is based on the fair values of the consideration given in exchange for assets.

SPECIFIC ACCOUNTING POLICIES

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions, or other events, is reported.

The following specific accounting policies which materially affect the measurement of financial performance and the financial position, have been applied: –

(a) Property, plant & equipment

Plant and equipment are recorded at cost, less accumulated depreciation.

(b) Depreciation

Depreciation has been calculated to allocate the cost or valuation of assets over their estimated useful lives, at the following rates:

Computer hardware	48% diminishing value
Furniture & fittings	18% diminishing value
Blinds	26.4% diminishing value

(c) Receivables

Receivables are stated at their estimated realisable value.

(d) Income tax

The Society has charitable status and is exempt from income tax.

(e) Special grants

Grants received are recognised in operating venue, unless specific conditions attached to a grant and repayment of the grant is required where these conditions are not met. In these cases, the grant is treated as a liability until the conditions are met.

(f) Employee benefits

Provision is made for benefits accruing to employees in respect of wages, salaries and annual leave entitlement when it is probable that settlement will be required and they are capable of being measured reliably. Provisions made in respect of employee benefits expected to be settled within 12 months are measured at their nominal values using the remuneration rate expected to apply at the time of settlement.

(g) Goods and services tax (GST)

Revenues, expenses, assets and liabilities are recognised net of the amount of GST, except for receivables and payables which are recognised inclusive of GST.

(h) Differential reporting

The Society qualifies for exemptions from certain financial reporting standards under the Framework for Differential Reporting, as it is not large and is not publicly accountable. All differential reporting exemptions have been applied.

CHANGES IN ACCOUNTING POLICIES

There have been no changes in accounting policies during the period under review. All policies have been applied on bases consistent with those used in the prior year.

This Statement is to be read in conjunction with the accompanying Accounts and the Auditor's Report on pages 16 and 17.

2. Grants received

	2011 (\$)			2010 (\$)	
	Received in year	B/Fwd last year	C/Fwd next year	This year income	Income
Internal Affairs	83,000	-	3,000	80,000	80,000
Lottery Grants Board	49,013	-	-	49,013	45,500
IBM	-	-	-	-	5,000
Ministry of Social Development	50,000	-	25,000	25,000	-
	182,013	-	28,000	154,013	130,000

3. Property, plant & equipment

2011 (\$)	Original cost	Dep'n to 30/06/10	NBV 30/06/10	Acq'd during year	Depreciation this year	Dep'n to 30/06/11	NBV 30/06/11
Computers	11,042	9,637	1,506	-	48%DV 723	10,260	782
Furniture/equipment	4,721	2,890	1,830	-	18%DV 329	3,219	1,502
Blinds	983	873	110	-	26.4%DV 29	902	81
	16,746	13,300	3,446	-	1,081	14,381	2,365

2010 (\$)	Original cost	Dep'n to 30/06/09	NBV 30/06/09	Acq'd during year	Depreciation this year	Dep'n to 30/06/10	NBV 30/06/10
Computers	11,042	2,097	8,945	-	48%DV 7,440	9,537	1,505
Furniture/equipment	4,721	2,295	2,295	-	18%DV 595	2,890	1,831
Blinds	983	138	138	-	26.4%DV 735	873	110
	16,746	4,530	4,530	-	8,770	13,300	3,446

4. Contingent liabilities

There were no contingent liabilities at 30th June 2011 (2010: \$Nil).

5. Post balance sheet events

There are no significant events that require disclosure in these financial statements, (2010: \$Nil).

6. Charities Commission

The Society is registered as a Charity under the Charities Act 2005 with registration number CC23344.

This Statement is to be read in conjunction with the accompanying Accounts and the Auditor's Report on pages 16 and 17.

AUDITOR'S REPORT

To the Members of Volunteering New Zealand Incorporated

I have audited the attached financial statements. The financial statements provide information about the past financial performance of the Society for the year ended 30 June 2011 and its financial position at that date. This information is stated in accordance with the accounting policies described in the notes to the financial statements.

BOARD RESPONSIBILITIES

The Board is responsible for the preparation and presentation of the financial statements which fairly reflect the financial position of the Society as at 30 June 2011 and of the results of its operations for the year ended on that date.

AUDITOR'S RESPONSIBILITIES

I am responsible for expressing an independent opinion on the financial statements presented by the Board 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 Executive Committee in the preparation of the financial statements; and
- // Whether the accounting policies are appropriate to the Society's circumstances and have been consistently applied and adequately disclosed.

I conducted my audit in accordance with the New Zealand Auditing Standards. I planned and performed my audit so as to obtain all the information and explanations I considered necessary in order to provide me with sufficient evidence to obtain reasonable Assurance that the financial statements are 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.

I have no relation with or interest in the Society other than in my capacity as auditor.

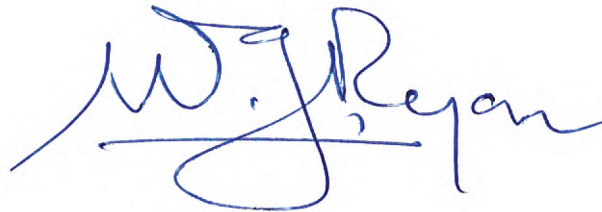
UNQUALIFIED OPINION

I have obtained all the information and explanations that I have required. In my opinion proper accounting records have been kept by the Society as far as appears from my examination of those records; and

// the financial statements comply with generally accepted accounting practice; and

// give a true and fair view of the financial position of the Society as at 30 June 2011 and the results of its operations for the year ended on that date.

The audit was completed on 7 December 2011 and my unqualified opinion is expressed as at that date.

A handwritten signature in blue ink, appearing to read 'W. J. Ryan', with a horizontal line drawn across the middle of the signature.

William James Ryan
Chartered Accountant
New Zealand Institute of Chartered Accountants

34 Plunket St
Kelburn
Wellington

04 475 9713

VOLUNTEERING NEW ZEALAND MEMBERSHIP LIST

VOLUNTEER CENTRES

1. Gisborne Volunteer Centre
2. Nelson Volunteer Centre
3. Volunteer Kapiti
4. Volunteer Marlborough
5. Volunteer Resource Centre – Manawatu & Districts
6. Volunteer Taupo
7. Volunteer Wellington
 - Volunteer Hutt
 - Volunteer Porirua
8. Volunteer Western Bay of Plenty
9. Volunteer Whanganui
10. Volunteering Auckland
11. Volunteering Canterbury
12. Volunteering Hawkes Bay
13. Volunteering Mid & South Canterbury
14. Volunteering New Plymouth
15. Volunteering Otago
 - Volunteering Central
16. Volunteering Waikato

NATIONAL AND OTHER ORGANISATIONS

1. AFS Intercultural Programme
2. Age Concern New Zealand
3. Alzheimers New Zealand
4. Amnesty International
5. Athletics New Zealand
6. Badminton New Zealand
7. Bangladesh New Zealand Friendship Society
8. Barnardos New Zealand
9. Basketball New Zealand
10. Boxing New Zealand
11. Cancer Society of New Zealand
12. Conservation Volunteers New Zealand
13. DANZ Aotearoa New Zealand
14. English Language Partners New Zealand
15. GirlGuiding New Zealand
16. Federation of Workers Educational Assns Aotearoa New Zealand
17. Girls Brigade New Zealand
18. Gymsports New Zealand
19. Ice Speed Skating New Zealand
20. IHC
21. Karate New Zealand

22. Leprosy Mission (New Zealand)
23. Motorcycling New Zealand
24. Motorsport New Zealand
25. National Heart Foundation
26. Netball New Zealand
27. New Zealand Inline Hockey Association
28. Nurse Maude
29. New Zealand AFL
30. New Zealand Association of CAB
31. New Zealand Canoeing Federation
32. New Zealand Council of Victim Support Groups
33. New Zealand Federation of Body Builders
34. New Zealand Federation of Ethnic Councils
35. New Zealand Federation of Family Budgeting Services
36. New Zealand Federation of Roller Sports
37. New Zealand Federation of Voluntary and Welfare Organisation
38. New Zealand Fire Service
39. New Zealand Hockey Federation
40. New Zealand Land Search and Rescue
41. New Zealand Olympic Committee
42. New Zealand Olympic Luge Association
43. New Zealand Polo Association
44. New Zealand Recreation Association
45. New Zealand Red Cross
46. New Zealand Riding for the Disabled Association
47. New Zealand Rodeo Cowboys Association
48. New Zealand Sheep Dog Trial Association
49. New Zealand Shooting Federation
50. New Zealand Society of Genealogists
51. New Zealand Trust for Conservation Volunteers
52. Olympic Weightlifting New Zealand
53. Parents Centre New Zealand
54. Pregnancy Help
55. Prison Fellowship New Zealand
56. Refugee Services Aotearoa New Zealand
57. Royal New Zealand Foundation of the Blind
58. Royal New Zealand Coastguard
59. Royal New Zealand Plunket Society
60. Softball New Zealand
61. SPARC
62. Special Olympics New Zealand
63. St John
64. St Vincent de Paul
65. Surf Life Saving New Zealand
66. Surfing New Zealand
67. Tennis New Zealand
68. The New Zealand Breast Cancer Foundation
69. The Personal Advocacy Trust
70. The Royal Life Saving Society
71. The Scout Association of New Zealand
72. The Young New Zealanders' Challenge of the Duke of Edinburgh's Award
73. Toy Library Federation of New Zealand
74. Trees For Survival
75. UNICEF New Zealand
76. United Fire Brigades Association
77. Volunteer Services Abroad
78. World Vision New Zealand
79. WWF New Zealand
80. Yachting New Zealand
81. YMCA New Zealand
82. YWCA of Aotearoa New Zealand

OUR MISSION IS TO CREATE AN ENVIRONMENT WHICH SUPPORTS, PROMOTES, VALUES AND ENCOURAGES EFFECTIVE VOLUNTEERING BY THE PEOPLE OF AOTEAROA NEW ZEALAND.

Our guiding principles include:

// We lead the development of new opportunities and best practice to increase the involvement of volunteers and enhance the quality of their contributions.

// We promote the importance of volunteering as an expression of active citizenship, giving, and value to community wellbeing.

// We initiate representation of the interests of all involved in volunteering by influencing policy and legislation and promoting best practice.

Volunteering New Zealand

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Marion Square

Wellington 6142

www.volunteeringnz.org.nz

www.volunteernow.org.nz

New Zealand registered
charitable entity: CC23344

Representative of IAVE International Association for Volunteer Effort



International Association for Volunteer Effort

