



# Chairperson's Report

Kia Ora

An organisation's Annual Report provides a great opportunity to look back over the past year, to celebrate the successes, identify the areas of ongoing work and determine areas which may become the focus of future efforts.

For a small organisation Volunteering New Zealand has a significant role to play within this country, as we work to ensure that volunteering, in all its guises, is recognised, celebrated and promoted, and that the environment which surrounds it enhances this most important and vital activity.

The 2008 – 2009 year has been one of many opportunities and challenges and it is important to recognise at this time the stress and pressures that the recession has brought to the not for profit and voluntary sector. Many organisations have been hard hit by the effects of reduced levels of voluntary giving and the lower level of funding available from many trusts and other funders who have had to respond to both an increase in applications for funding and reduced levels of money available for distribution. For many organisations this has meant that they have to make significant changes to the way they operate to remain viable and sustainable while at the same time managing a greater call on their services.

Volunteering New Zealand has noted with interest the establishment of the \$40 million recession response fund by government. While the fund did not include any specific funding for volunteer services we are aware that some agencies which have experienced an increased demand for volunteer based services, such as budget advisors, have received funding through this fund which may potentially assist them in developing their volunteer programmes and services.

The recession has also brought opportunities and challenges for volunteers and those who manage their involvement within organisations. We are aware that some people who have recently been made redundant or have had their paid hours of work reduced have expressed an interest in volunteering. They recognise the many advantages that can come from utilising their existing skills, developing new ones, remaining active and



Alison Marshall Chairperson

developing another level and type of experience which can be of advantage when seeking other paid employment opportunities. A positive outcome for volunteer services has been the decision by government to enable Work and Income NZ to work with Volunteer Centres, and Volunteering New Zealand, on encouraging and facilitating employees on the employment support scheme to seek volunteering opportunities for their non-paid work hours.

The current Board of Volunteering New Zealand brings together a wide range of skills and experience both within and outside of the world of volunteering. We have worked well together to ensure that the organisation meets its mission and goals and we are again pleased to report on another successful year in which we can identify some memorable achievements within our key strategic focuses of: Governance and Stewardship; Gathering information; Providing Resources and Tools that support voluntary service; Provide Advice/ Expertise to those providing/influencing volunteering services, and; Promoting Volunteering.

We have achieved some significant successes over the year. These include continued growth of and interest in volunteering generated by Volunteer Awareness Week and International Volunteer Day; our input to the government's work on the Taxation Bill which includes clauses relating to reimbursements of volunteer expenses; progress in developing our plans to promote volunteering amongst youth and baby-boomers; negotiation with those government departments and organisations involved in the running of the Rugby World Cup in 2011; and the preparations for Volunteering New Zealand's 3<sup>rd</sup> national conference to be held in October 2009.

It has been with immense interest that I have noted, what appears to be an increase in reporting about volunteering in the media. Volunteering New Zealand regularly issues press releases on issues and topics relevant to volunteering and is also sought out by the media for comment and feedback. It seems to be that volunteering is now regularly referred to along with an increase in dedicated reports and articles which focus on the input and value of volunteers,



the diverse ways that volunteering occurs along with the contribution and difference it makes. This type of exposure can only increase the awareness of volunteering and the ways that people can contribute to their communities and inspire and encourage others to get involved.

We recognise that our effectiveness is determined by the quality of our relationships with our members and stakeholders. The Board and staff of Volunteering New Zealand are committed to building strong and rewarding connections with these groups which are defined by mutual respect and cooperation recognising their different perspectives and viewpoints. I would like to thank all of our members and stakeholders for their involvement in and support of the organisation.

The key to Volunteering New Zealand's success has been the conscientious and hard work of Tim Burns, the Executive Director, Branka Cicak, the Communications Officer and Glennis Poschich, the Administrator. I thank them most sincerely for all they

have done to further our aims and objectives and all they have done to ensure the organisation's success and the promotion and support of volunteering.

This year I stand down as the chairperson of Volunteering New Zealand. It is with an immense sense of achievement that I celebrate all that has been achieved since 2001 when the organisation was established. I offer my most sincere thanks to those past and present members of the Board, for their energy, time and expertise which has been shared generously, with enthusiasm and passion. It has been a pleasure to work with you and to share our common goal of ensuring that volunteering in this country is recognised, represented, promoted and supported so that this essential work continues and grows to meet the needs of our diverse and dynamic communities.



Alison Marshall Chairperson

# Executive Director's Report

When I began at Volunteering NZ something over four years ago, it quickly became obvious that working together with other organisations would help VNZ in its key purposes promoting. supporting representing volunteering in New Zealand. An early example was the ComVoices joining initiative when it began in 2004. Being active in ComVoices has certainly enabled VNZ to increase media awareness of volunteering and to be part of dialogue with MPs, Government agencies and within the sector.

This year working together within the sector has been even more important as we faced the economic downturn. For VNZ a key working relationship was my involvement with the CEOs of six other national umbrella organisations in discussion with Social Development Minister, Paula Bennett. The initial focus was on how the Government might provide appropriate funding for social services in its Recession Response package. Being part of that group ensured the volunteering perspective was presented, recognising the important contribution



Tim Burns Executive Director

by volunteers in front line service delivery and governance of the non-profit sector. The dialogue between the NGO CEOs and the Minister and her officials is continuing, recognising the pre-budget work was but a start in an important relationship between Government and the sector.

Other important collaborative relationships for VNZ have included our work with Philanthropy NZ and the Office for the Community and Voluntary Sector (OCVS) as lead agencies for the Promoting Generosity initiative and with four other national umbrella organisations in the development of

CommunityCentral. More details about both these projects are included in the Highlights of the Year feature of this annual report.

We also continued to work with OCVS in the promotion of both International Volunteer Day and Volunteer Week. Their financial support for production of posters and balloons enabled the provision of these sources to around 1000 organisations and individuals. VNZ has worked



with the volunteer centres networks to maximise promotional opportunities for these two events and in other ways such as establishing a working relationship with Work and Income to find volunteering roles for workers in the employment support scheme or out of work and the continuing development of VolunteerNow.

Obtaining adequate funding in the current economic environment has been a challenge for VNZ as it has for many other community sector organisations. So we are particularly appreciative of those agencies which have provided our funding for the past year. Our largest single grant continues to come from the Support for Volunteering Fund administered by the Department of Internal Affairs. The Tindall Foundation gave their final grant this year. Their support over several years has enabled VNZ to both set up the VolunteerNow website and establish the Executive Director role on a full time basis. An increased grant was received from the National

Communities Committee, Lottery Grants. A new and unexpected funder has been Mobil Oil which has provided funds to meet the costs of VNZ producing special health and safety guidelines for employee/group volunteering. VNZ thanks all its funders.

The work of the VNZ office is a team effort and I thank Branka Cicak and Glennis Poschich for the commitment and enthusiasm for our mission and our many projects. Equally I want to thank the volunteers who have helped us this past year. Without their input some key pieces of work would not have happened. This includes this annual report which has been designed for us by Peri Te Wao. Leo Stretch and Mike Lin have both been helping with website improvements and Nick Ruane writes articles for VNZ Update.

Tim Burns
Executive Director

# Treasurer's Report

I was elected to the position of Treasurer in November 2008 part way through the 2008/2009 financial year. Notwithstanding that I am pleased to comment that, in my view, together with the Board's careful financial stewardship and prudent day-to-day financial management by the operational team. Volunteering New Zealand's finances are in safe hands.



Lloyd Davies Treasurer

This year's financial statements reflect more planned activity by Volunteering New Zealand with a view to increasing value for members and raised awareness of the major part volunteers play in services to our communities and their contribution to the New Zealand economy. Introduction of additional services required the Board to make a strategic decision to increase its personnel resource. This is reflected in the \$7,845 deficit recorded this year. Concurrent with that decision the Executive Directors and the Board also sought further means to increase revenue for now and into the future. this is a progressive project which will result in a comprehensive funding strategy to better secure Volunteering New Zealand's future. Nevertheless our Executive Director continues to actively seek revenue with some notable successes, particularly the decision by Mobil Oil to support production

of health and safety guidelines for employee/group volunteering. Their decision endorses the growing confidence of the commercial sector in both Volunteering New Zealand's work and the value of volunteers in our communities.

This confidence is supported by the prudent manner in which the Executive Director and team, in consultation with the Board, manage the finances,

reflected particularly in the Statement of Financial Position, whereby assets of \$80,000 fall well within the Board reserves policy.

It is further encouraging to note that while income is down by \$13,000 on 2008, we have not been as negatively affected by the recession as many other not-for-profit organisations, albeit partially aided by the major financial contribution made by central government. In turn, despite the necessary increase in personnel costs, overheads have been well controlled to and there was only a \$7,850 increase on the previous year

and the same

Lloyd Davies Treasurer



# The team of Volunteering New Zealand

**Board Chairperson: Alison Marshall** 

**Vice Chairperson: Olwen Taylor** 

**Treasurer: Lloyd Davies** 

Members: Heather Clark, Dianne Danny, Tyrone Love,

Gillian Peacock, and Jane Poa.

**Staff:** Executive Director: Tim Burns

**Communications Officer: Branka Cicak** 

**Administration Accounts Clerk: Glennis Poschich** 

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Wellington www.volunteeringnz.org.nz

# "Do a world of good" Volunteer Visit www.volunteernow.org.nz or phone 0800 VOL CNTR (0800 865 268)



# Highlights of the Year

# The Major Events

International Volunteer Managers Day and International Volunteer Day were both marked very successfully. VNZ used both these days to promote volunteering through the news media

both these days to promote volunteering through the news media and took part in Wellington based events on both days. On IV Day, we displayed our services and resources at Volunteering Market Day organised by Volunteer Wellington.



Participation by a large number of community groups and good media coverage of **Volunteer Awareness Week 2009,** held 14 - 20 June, considerably raised the awareness of volunteering during that week. It certainly aided increased interest in volunteering - one measure of this was the marked



increased in the numbers who visited www.volunteernow.org.nz and then went on to register their interest in specific volunteer positions.

# International Volunteer Day 2002

Day 2008



Right: Tim Burns, the Executive Director explaining the work of Volunteering New Zealand during the Volunteering Market.



# **Collaborative Projects**

# **Volunteer Now**

VolunteerNow is an on-line resource of volunteering opportunities in New Zealand which on one side enables Volunteer Centres and other national organisations to list their volunteer positions and on the other it attracts individuals who are able to register as volunteers for these positions. Thanks to the numerous promotional events and other activities,

during the last year the usage of VolunteerNow significantly increased reaching its peak during June 2009 when the average daily number of hits on the website has been over 11,500.

■VolunteerNow.org.nz

# **Promoting Generosity**

This project to grow the level of giving in all its forms in New Zealand took several steps forward in the past year. The Generosity Hub, the group which leads this project, developed a strategic and operational plan and now has seven project areas which are being worked on. These were presented to and endorsed by the Communities of Interest Meeting attended by 50 community representatives

held during Volunteer Awareness Week. It was the Generosity Hub which wrote to the Minister for the Community and Voluntary Sector and gained her support and that of the Employment Minister for Work and Income to work with volunteer centres and provide information and encouragement to workers in the employment support scheme, and others who are unemployed, find volunteer roles.

# Volunteer Awareness Week 2009



Above: Presbyterian Support volunteers having a lunch celebration.



Above: Engaging the young ones in Far North.



# **CommunityCentral**

This new online webspace for use by the community voluntary sector was fully launched in early July. VNZ has worked with its four partners on this project over the past two years. They are NZ Federation of Voluntary Welfare Organisations, ANGOA, NZCOSS and the Centre for Social and Health Outcomes Research and Evaluation. VNZ will be making good use of the site. VNZ Update, our monthly e-newsletter, was the first newsletter sent out through CommunityCentral. The VNZ Board will be using the private workspace facility to aid our work and provide an area for common

records. It was also encouraging to see a volunteer managers' network was one of the first discussion networks to be established on CommunityCentral. VNZ is supporting this initiative and sees it as a place where discussion about the development of professional volunteer management can take place.





Left: Presentation of CommunityCentral to the VNZ members.



# **Education & Research**

# **Employee Volunteering Health and Safety Guidelines**

At the end of 2008 Volunteering NZ started developing Employee/Group Volunteering Health and Safety Guidelines with funding assistance from Mobil Oil New Zealand. The rationale for developing the guidelines arises from the growth in formalised employee and group volunteering in New Zealand and recognition there as specific health and safety factors to be considered.

In the first phase of the project VNZ conducted research to explore current practices from the perspectives of employers and hosting community organisations. We are now preparing the actual guidelines with the aim of publishing them by the end of 2009.

# Awarding Youth Volunteers

Right: Mia Scherrer wins the Western Bay of Plenty Youth Community Spirit Award.

# **IAVE Partnership**

Volunteering New Zealand in the NZ national representative for the International Association for Volunteer Effort. Through this partnership VNZ is connecting



the New Zealand volunteering community with the volunteering organisations, projects and initiatives across the globe. It serves as an information point for the IAVE activities such as regional and global conferences and shares the news on the New Zealand volunteering with the volunteering network overseas.

# Volunteering Management Workshops

There was a high level of satisfaction reported by the participants who attended the eight volunteer management workshops presented by Martin J. Cowling in late February/early March 2009. VNZ worked with Martin and the host Volunteer Centres to develop the overall programme.





### AUDIT REPORT

## To the Members of Volunteering New Zealand Incorporated (Inc)

We 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 2009 and its financial position as at that date. This information is stated in accordance with the accounting policies described in the notes to the financial statements.

### Executive Committee Responsibilities

The Executive Committee is responsible for the preparation and presentation of the financial statements which fairly reflect the financial position of the Society as at 30 June 2008 and of the results of its operations for the year ended on that date.

### Auditors' Responsibilities

We are responsible for expressing an independent opinion on the financial statements presented by the Executive Committee and report our 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.

We conducted our audit in accordance with New Zealand Auditing Standards. We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to obtain reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

We have no relationship with or interest in the Society other than our capacity as auditors.

### **Unqualified Opinion**

We have obtained all the information and explanations that we have required.

In our opinion,

- proper accounting records have been kept by the Society as far as appears from our examination of those records; and
- the financial statements
  - comply with generally accepted accounting practice; and

Combre & Associates.

give a true and fair view of the financial position of the Society as at 30 June 2009 and the
results of its operations for the year ended on that date.

Our audit was completed on 15 October 2009 and our unqualified opinion is expressed as at that date.

Wellington

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# **Volunteering New Zealand Incorporated**

# STATEMENT OF FINANCIAL RESPONSIBILITY For the year ended 30 June 2009

The management of Volunteering New Zealand Incorporated ('Society') accepts responsibility for the preparation of the annual financial statements and the judgements used in these financial statements.

The Board accepts responsibility for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of the Society's financial reporting.

In the opinion of the Society's management, the annual financial statements for the year fairly reflects the financial position and operations of the Society for the year ended 30 June 2009.

The Society's 2009 financial statements were adopted by the Society at it's meeting held on 13 October 2009 and signed by the Society's Chairperson and Treasurer.

Chairperson

Treasurer

# STATEMENT OF FINANCIAL PERFORMANCE For the Year Ended 30 June 2009

	Notes	2009 \$	2008 \$
INCOME	2	166,442	179,490
EXPENSES			
Project Costs	4	3,328	5,418
Governance Costs	4	12,692	13,341
Overheads	4	158,267	150,419
TOTAL EXPENSES		174,287	169,178
NET SURPLUS TRANSFERRED TO			
ACCUMULATED FUNDS		(7,845)	10,312



# STATEMENT OF MOVEMENT IN ACCUMULATED FUNDS For the Year Ended 30 June 2009

GENERAL FUNDS	2009 \$	2008 \$
Balance as at 1 July (Deficit)/Surplus for the year Transferred to Special Projects Fund	87,792 (7,845) (12,000)	77,480 10,312 -
Balance at 30 June	67,947	87,792
SPECIAL PROJECTS FUND Balance as at 1 July Unutilised grant for project Balance at 30 June	12,000 12,000	- 
TOTAL ACCUMULATED FUNDS	79,947	<u>87,792</u>

The notes to the financial statements form part of and are to be read in conjunction with this statement.

# STATEMENT OF FINANCIAL POSITION As at 30 June 2009

Notes		2009 \$	2008 \$
ACCUMULATED FUNDS General Funds Special Project Funds Represented by:		67,947 12,000 79,947	87,792 87,792
CURRENT ASSETS Cash and Bank Term Deposits GST		24,920 55,684 2,959	10,374 77,074 5,003
TOTAL CURRENT ASSETS		83,563	92,451
FIXED ASSETS	3	3,528	3,392
TOTAL ASSETS		87,091	95,843
CURRENT LIABILITIES Accounts Payable Other Creditors		1,158 5,987	2,712 5,339
TOTAL CURRENT LIABILITIES		7,144	8,051
NET ASSETS		79,947	87,792

The notes to the financial statements form part of and are to be read in conjunction with this statement.



# NOTES TO THE FINANCIAL STATEMENTS For the year ended 30 June 2009

### 1 STATEMENT OF ACCOUNTING POLICIES

### Reporting Entity

The financial statements are presented and prepared in accordance with generally accepted accounting practice.

Volunteering New Zealand Incorporated (the Society) is a national body set up to represent, promote and support volunteering. The members of the Society represent independent volunteer centres and national organisations with a commitment to volunteering.

### **Measurement Base**

The measurement base adopted is historic cost.

### **Accounting Policies**

The following accounting policies, which materially affect the measurement of the Society's financial performance and financial position have been applied.

### (a) Fixed Assets

Fixed assets have been valued at cost. The cost of purchased fixed assets is the value of the consideration given to acquire the assets and the value of other directly attributable costs which have been incurred in bringing the assets to the location and condition necessary for their intended service.

### (b) Depreciation

Fixed assets other than land are depreciated on a diminishing value basis on fixed assets at rates that will write off the cost of assets over their estimated useful life:

Major depreciation rates are: Computer Hardware 48.00%

Furniture/Fittings 18.00% Blinds 26.40%

## (c) Accounts Receivable

Accounts Receivable are stated at their estimated realisable value.

### (d) Goods and Services Tax

Revenue and expense items are stated net of GST unless the GST is irrecoverable. Receivables and payables are stated inclusive of GST.

### (e) Income Tax

Volunteering New Zealnd Incorporated is registered under the Charitable Act 2005 and is exempt from taxation.

### (f) Financial Assets and Liabilities

The carrying amount of all financial assets and liabilities in the Statement of Financial Position are considered to be equivalent to their fair value.

### (g) Differential Reporting

Differential reporting applies as there is no public accountability and is not considered large. Advantage has been taken of all available differential reporting exemptions.

### (h) Changes in Accounting Policy

There were no changes in accounting policies during the year.



# NOTES TO THE FINANCIAL STATEMENTS (Continued)

2	INCOME			2009 \$	2008 \$
	General Income  Donations - Tindall Foundation - J R McKenzie Trust  Grant - Lottery Grants Board  Grant - Internal Affairs  Grant - Mobil			20,000 - 40,000 80,000 20,000	40,000 15,000 26,420 84,444
	Interest Net book income (expense) Other income	vnonoog		6,601 (495) 336 166,442	8,271 - 248 174,383
	Project & Workshop Income & Ex Internal Affairs - Pacific Project Pacific Project	<u>(penses</u>			26,667 (26,412) 255
	Conference Revenue Expenses Net Conference Revenue			- - -	13,428 (8,576) 4,852
	TOTAL INCOME			166,442	179,490
3	FIXED ASSETS	2009 Cost	2009 Accum Depn	2009 Book Value	2008 Book Value
Fι	omputer Hardware Software urniture/Equipment inds	10,177 4,572 983	8,945 2,426 834	1,232 2,147 149	787 2,402 203
		15,733	12,205	3,528	3,392



# NOTES TO THE FINANCIAL STATEMENTS (Continued)

4 SCHEDULE OF EXPENSES	2009 \$	2008 \$
Project Costs	•	•
VolunteerNow	3,328	5,418
Governance Costs		
Accommodation	2,834	2,463
General expenses	1,829	368
Travel expenses	8,029	10,510
	12,692	13,341
Overhead Costs	,	====
Accident Compensation	543	483
Accounting & audit	1,750	1,500
Administration	7,898	8,944
Conferences & seminars	1,719	311
Depreciation	1,745	1,444
Education & training	3,311	-
Event promotions	3,042	-
Information technology	717	329
Membership fees	439	-
Printing & stationery	2,336	2,901
ComVoices	2,000	2,000
Occupancy	10,950	12,416
Research	927	-
Travel	1,165	15,333
Salaries & Wages	119,634	104,758
	158,267	150,419
<u>Total Expenses</u>	174,287	169,178

# Volunteering NZ thanks the following agencies for their funding support

# **Support for Volunteering Fund**







**Tindall Foundation** 







# **VOLUNTEERING NZ MEMBERSHIP**

**Volunteer Centres** 

Gisborne Volunteer Centre

New Plymouth Volunteer Service

Taupo Volunteer Centre Volunteer Marlborough

Volunteer Nelson Volunteer Wellington

Volunteer Western Bay of Plenty

Volunteer Whanganui Volunteering Auckland Volunteering Canterbury Volunteering Hawkes Bay

Volunteering Mid & South Canterbury

Volunteering Mid North Volunteering Otago Volunteering Waikato

**National and Other Members** 

AFS Intercultural Programme Age Concern New Zealand Inc Alzheimers New Zealand Inc

Amnesty International Athletics New Zealand

Badminton NZ Barnardos NZ Basketball NZ Boxing NZ Inc

Breast Cancer Foundation - Pink Ribbon Day

Cancer Society of New Zealand Conservation Volunteers NZ English Language Partners NZ Federation of Workers Educational

Associations Aotearoa NZ

GirlGuiding NZ Girls Brigade NZ

Ice Speed Skating New Zealand

IHC

Karate NZ

Leprosy Mission (NZ) Motorcycling NZ Motorsport NZ Inc

**National Heart Foundation** 

Netball NZ

New Zealand Inline Hockey Association

NZ AFL

NZ Association of CAB
NZ Canoeing Federation
NZ Federation of Body Builders
NZ Federation of Ethnic Councils

NZ Federation of Family Budgeting Services Inc

**National and Other Members** (continued)

NZ Federation of Roller Sports

NZ Federation of Voluntary Welfare Organisation

NZ Fire Service NZ Gymnastics

NZ Hockey Federation

NZ Land Search and Rescue

NZ Olympic Committee

NZ Olympic Luge Association

NZ Polo Association

NZ Prisoners Aid & Rehabilitation Society

NZ Red Cross

NZ Riding for the Disabled Association (RDA)

NZ Rodeo Cowboys Association Inc NZ Sheep Dog Trial Association

NZ Shooting Federation

NZ Society of Genealogists Inc.

NZ Tennis Inc

NZ Trust for Conservation Volunteers Inc

**Nurse Maude Association** 

Olympic Weightlifting New Zealand Parents Centre New Zealand

Pregnancy Help

Prison Fellowship New Zealand Refugee Services Aotearoa NZ RNZ Foundation of the Blind

Royal New Zealand Coastguard Inc

Royal NZ Plunket Society Inc

Softball NZ

Special Olympics NZ

Sport and Recreation Council (SPARC)

St John

Surf Life Saving NZ

Surfing NZ

Te Hau Ora o Kaikohe

The Personal Advocacy Trust The Royal Life Saving Society

The Scout Association of New Zealand

The Young New Zealanders Challenge of the

Duke of Edinburg's Awards

Toy Library Federation of New Zealand

Unicef NZ

United Fire Brigades Association

Victim Support

Volunteer Services Abroad (VSA)

World Vision NZ

WWF NZ
Yachting NZ
YMCA NZ

YWCA Aotearoa-New Zealand