

2017



Annual Impact Report

Volunteering New Zealand
Incorporated



Annual Impact Report

Volunteering New Zealand Incorporated
For the year ended 30 June 2017

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Volunteering New Zealand
PO Box 25333, Featherston Street
Wellington



Our People

Volunteering New Zealand Governance and Operations

1 July 2016 to 30 June 2017

Board

Karen Smith (Chair from November 2016)
Helga Wientjes (Vice Chair from November 2016)
Alison Marshall
Corrine Coombe
Wendy Rapana (from November 2016)
Cathy Aiavao (from November 2016)
Brayden Smith (from November 2016)
Tania Jones (from November 2016)
Jan Harrison (Chair until November 2016)
Paul Eagle (until November 2016)
Paul Stowers (until November 2016)
Peter Davies (until November 2016)

Paid staff

Scott Miller: Chief Executive
Laura Allen: Content Manager
Erina Papp: National L&D Manager
Taylor Hamling: Web Designer
Madeline Sakofsky: Research Advisor

Volunteers

David Adams: Campaign Manager
Hely Kim: Communications Advisor
Jack Mayo: Social Media Advisor
Hannah Amante: Communications Advisor
Nick Havell: Assistant Accountant
Dianna Roberts: Research Advisor
Zariah Wilson: Graphic Designer
Martha Tjan: Campaign Manager
Fiona Cassidy: Communications Advisor
Declan Mordaunt: Strategic Advisor
Adriana Moreno: Office Manager
Oriane Mousset: Policy Advisor (Volunteer)
Amy Duxfield: Policy Advisor
Matt Magner: Policy Advisor
Hannah Robinson: Advisor
Camilla Busbridge: Web Designer
Molly Gilpin: Graphic Designer
Louise Holloway: Graphic Designer
Martina Danuser: Policy Advisor
Reece Bassett: Policy Advisor
Evelyn Walford-Bourke: Campaign Advisor
Lessa Morfee: Graphic Designer
Daniel Musson: Communications Coordinator
Charlotta Cutfield: Social Media Coordinator
Alana Hepburn: Social Media Coordinator
Yadi Manshahia: Technical Support



Chairperson's Report

2016/17 was a year of further growth and achievement for Volunteering New Zealand, and this report contains many examples of the impact VNZ is making. You can read about our promotional campaigns, State of Volunteering reports, the sell-out Pivot 2016 Conference, and much more.



In writing the Chair's report it is expected that I will acknowledge our volunteers, staff, members and all others who have contributed during the year. This I will certainly do. However, as I am stepping down after six years on the VNZ board, including the last year as Chairperson, I have been encouraged to take this opportunity to reflect on the progress in volunteering over this time.

In my 'day job' at Victoria University of Wellington I am privileged to be involved in numerous research projects on volunteering. That role also enables me to sit alongside, as well as inside, the community and voluntary sector. The last six years has seen many changes, not least the impact of digital technology to attract new volunteers and enable different ways of volunteering. But, to my mind, the greatest progress has been 'behind-the-scenes'. In a recent study on the legacy of Olympic Games volunteer programmes, my co-researchers and I referred to the importance of the volunteering infrastructure. This we defined as the organisations and programmes in place to promote, support and manage volunteering.

There is no doubt that VNZ, along with national network of volunteer centres, are at the core of an effective volunteering infrastructure in Aotearoa New Zealand. Our collective work in advocacy, promotion and support enables volunteering-involving organisations to thrive and deliver volunteering programmes that make an impact.

Managers of volunteers play a leading role in achieving this impact and I continue to be humbled when reminded of the important role my 2010 study *Managers Matters: who manages New Zealand's volunteers?* This provided the first data on New Zealand's managers of volunteers workforce, both paid and unpaid, and shone a light on this often taken-for-granted part of the volunteering infrastructure. The report, and the discussions it prompted, has informed VNZ's leadership in championing managers of volunteers and best practice in volunteer management. *The Competencies for Managers of Volunteers* and the *Best Practice Guidelines for Volunteering Involving Organisations* have been recognised as world-leading.

But VNZ does not rest on its laurels. For example, this year, VNZ used a Community Leadership Fund grant to launch InvolveMe, a digital platform that enables an organisation's board members, senior leadership, managers of volunteers, and volunteers to engage in reflection on and building of volunteer capability and support. It is exciting to hear how organisations are using InvolveMe as part of telling their volunteer impact stories.

The inclusion of board members in the InvolveMe assessment speaks to the importance of strong governance as an example of volunteer involvement and as fundamental to effective non-profit organisations. I am immensely proud to have been part of the VNZ board. Individually and collectively VNZ board members have shown leadership and dedication to furthering the strategic goals and impact of VNZ. In particular, in 2016/17 we welcomed four new board members whose perspectives, knowledge and passion have pushed us to continue working for the good of all New Zealanders. I personally want to acknowledge and thank Helga Wientjes, who moved into the role of Vice Chair, and Jan Harrison, my predecessor as Chair, for their wise counsel and support.

Each year, the number of VNZ paid staff and volunteers grows, and I would like to recognise and thank all our staff for their dedication, expertise and enthusiasm for VNZ's work. The team is led by our Chief Executive Scott Miller who continues to demonstrate his leadership of VNZ and showcase our work on a national and international stage.

As a membership organisation we particularly value the continued support of our volunteer centre and national members, and also thank our other partners, funders and supporters.

At its best, volunteering is a collective endeavour, and the volunteering whānau of New Zealand has exciting times ahead.

Ngā manaakitanga

Karen Smith

¹ Lockstone-Binney, L., Holmes, K., Shipway, R. and Smith, K.A. (2016) Evaluating the volunteering infrastructure legacy of the Olympic Games: Sydney 2000 and London 2012. International Olympic Committee Olympic Studies Centre, Lausanne.

² Smith, K.A., Cordery, C. & Dutton, N. (2010) Managers Matter: who manages New Zealand's volunteers? Victoria University of Wellington, Wellington.



Chief Executive's Report

Impact: the ability to affect long-term outcomes for communities and individuals as a result of sustained, quality strategies and solutions.



This year's annual impact report is our anthology of energy and efforts made by a committed team and network of people to realise our shared vision of communities where volunteering is recognised and respected and advances the common good.

Our remarkable achievements this year have been successful by ensuring a close alignment with our strategic plan, while remaining agile to the rapidly changing environment. Some of the highlights you will read about as a result of VNZ's work in this year's report include:

- The Minister for the Community and Voluntary Sector doubling the amount of funding for volunteering infrastructure
- A second consecutive year of increasing financial surpluses and financial reserves
- Increasing the impact of our campaigns, advocacy and best-practice tools and resources,
- An increasingly diverse membership that reflects our sector, and
- A governance and operational team committed to continuous improvement.

A snapshot of our year's work as aligned with our strategic goals:

Strategic Goal 1: Stronger communities through engaged volunteers

As the national centre of excellence for volunteering and volunteers, this year we have gone further to support our members and the wider sector to understand and respond to the rapid changes in volunteers' engagement, efforts, and expectations.

Most markedly, we released InvolveMe, which was funded by a grant from the Community Leadership Fund. This digital platform, entirely developed and delivered in-house and based on our own and international best-practice is a testament to good design, user experience and impact. We are only just starting to see the potential for individuals and communities as a result of this platform, and encourage you to give it a go for yourself, if you haven't already.

Strategic Goal 2: Volunteering is visible and celebrated

Our impact in the national media has certainly given visibility to volunteering. We gained national coverage of our reports, research activities and insights. Our commitment to quality media releases tell stories that galvanise volunteer effort and were featured in most national print, digital and television and radio channels. Further, our support of existing and new national awards and recognition activities give us much pride and optimism for the future of our sector.

Strategic Goal 3: Volunteering is advocated through leadership and collaborative relationships

We take our leadership role very seriously, and remain committed to ensuring our relevance in a rapidly changing sector. Our relationship with Ministers, MPs, public officials, funders and the wider sector mean we have leveraged our existing relational capital to gain greater economic and social capital for our members and our sector. We are particularly proud of our efforts to produce the very important Overview Paper on the State of Volunteering in New Zealand which directly responds to the future involvement of VNZ and the Government in partnership to achieving even more towards more effective volunteering.

Strategic Goal 4: Volunteering New Zealand is an effective and sustainable organisation

The Board of VNZ have represented the membership and wider sector with considerable wisdom and knowledge. The seamless transition of the Chair role from Jan Harrison to Professor Karen Smith, and the appointment of four new Board members during this year was an example of how good succession planning ensures this Board moves from strength to strength.

VNZ is well positioned to continue its current trajectory, and for that, I thank the efforts of our highly capable Board, staff and volunteers. Together, you can be sure we are making every difference.

E hoa ma, ina te ora o te tangata (my friends, this is the essence of life).

Scott Miller



Impact Building

Volunteering New Zealand delivers workshops, key-notes, monthly thought leadership editorials, and most importantly a range of tools for improving the impact of volunteering. In this section we celebrate some of the important contributions we have made to enhancing the impact volunteers provide to their communities and to themselves.

Involvement

VNZ was delighted to receive funding from the Community Leadership Fund in September 2016. This fund aims to help strengthen leadership and capability across the community and voluntary sector, and in accordance with the strategic outcome set by the VNZ board, the VNZ team identified a digital solution that has revolutionised the way people assess their organisation's volunteering impact called InvolveMe.

InvolveMe is our solution to the next generation of volunteering efficacy, which stands on the shoulders of our Best Practice Guidelines. The platform allows people across four organisational domains to assess their volunteering strengths and areas for improvement. InvolveMe then generates a customised report for that organisation. The report can be used for strategic planning and operational enhancements.

We were privileged to release InvolveMe during 2017 National Volunteer Week at the Grand Hall of Parliament. VNZ remain committed to investing in the architecture and content of this product to retain our reputation for leading the world when it comes to building the impact of volunteering.



Thought leadership

A new initiative this year was the introduction of members' thought leadership being showcased in our monthly newsletters. We have been privileged and delighted with the efforts contributors have offered to this work. This initiative has a dual purpose, framing new ways and means of collectively increasing the impact of volunteering, and pushing people to put their best foot forward for the benefit of the wider sector. We look forward to working with more members in the coming year to ensure we continue to offer a broad cross section on the forms and approaches to volunteering.

VNZ Conference

Volunteering New Zealand held its annual conference at Rydges Hotel, Wellington on the 31st of October 2016 to an audience of some 150 leaders of volunteers. From the formalities of Hon Jo Goodhew opening the conference, to Andy Fryar laying down our challenge, to the various national and international speakers, we exceeded expectations once again.



The conference organising group included Alison Marshall, Simon Cayley, Corrine Coombe and Jan Harrison. This team ensured the conference offered workshops, networking opportunities and openings for people to share their own approaches to best-practice. The success of this event has cemented VNZ's conference as an essential date on the national volunteering calendar.

Workshops, key-notes

National: Even with a small staff, VNZ enjoyed the impact of presenting face to face to workshop attendees. In the last twelve months, VNZ delivered an impressive 23 workshops to all corners of New Zealand. Most of these workshops were based on our Best Practice Guidelines, improving volunteering impact or the changing trends and expectations of volunteers

International: Scott Miller as the national representative to IAVE, and with the support of funding from the Minister's Discretionary Fund, attended the IAVE world volunteering conference in Mexico in 2017. Scott presented twice at this conference, once on volunteering as a pathway to work, and the second time, convening an international panel on volunteer management.



Campaigns



Student Volunteer Week, 1-7 May 2017

Student Volunteer Week celebrates young people who are striving to make a change through volunteering, and encourages students to try volunteering. The 2017 national campaign was led by VNZ, and celebrated by student groups within Universities, Polytechnics and high schools throughout New Zealand.

Volunteering is an opportunity for young people to make a huge difference within their communities. They may also gain work and life skills in addition to having fun and meeting new people.

Student Volunteer Week were celebrated through activities including: events, volunteer expos, awards, social media promotion of student volunteer stories and images.

VNZ contributed to a site <http://www.studentvolunteerweek.nz/> and it is sponsored by Seek NZ.



National Volunteer Week, 18-24 June 2017

NVW is New Zealand's largest celebration of volunteers and volunteerism. It's a week where charities, organisations and communities celebrate the incredible work volunteers do for others throughout the year.

'Live, laugh, share – volunteer' was the theme this year, which helped capture the heart-felt appreciation we feel when people come together to build stronger, more vibrant communities through volunteer service.

To support volunteer-involving organisations and volunteer centres, VNZ provided a website and a toolkit which contained a range of branded promotional material and certificate templates to award to volunteers. IHC provided the visuals featuring a hand and heart logo.

VNZ's social media presence was strong, resulting in an increase in promotional activity through Facebook, LinkedIn and Twitter, including the sharing of video, and New Zealand comedian Te Radar encouraging Kiwis to volunteer and "give it a go".



International Volunteer Managers Day, 5 November 2016

International Volunteer Managers Day in New Zealand is co-ordinated by VNZ, celebrating and recognising volunteer managers around the world. This event also helps us to promote volunteering in New Zealand while creating awareness around the importance of volunteer managers.

The international theme in 2016 was "One Role, Many Hats", which recognised that the role of a Volunteer Manager involves diverse skills and practice. VNZ provided the branded material for New Zealand organisations to use for the day of celebration. Resources were available as free downloads by organisations. We also released an open letter to organisations, based on our experiences working with organisations and in developing the Best Practice Guidelines, and provided advice on ways to help volunteer managers achieve greater success throughout the year.



International Volunteer Day, 5 December 2016

The annual International Volunteer Day (IV Day), organised by the United Nations, is a chance for volunteers to promote the contributions they make in our communities on a local, national and international level.

'Together we can' was the global theme. We were supported with design material from VSA, and provided a toolkit with visuals and promotional text on the VNZ website, which were displayed across the country to promote International Volunteer Day.

This year we also recognised the efforts of volunteers following the November Kaikoura earthquake. "International Volunteer Day is a day to recognise all that volunteers do in our communities, and the response to the recent Kaikoura earthquake is an example that brings New Zealand's considerable volunteer effort into plain sight" VNZ Chief Executive Scott Miller said.



Advocacy

Advocacy can be defined as 'the ability to mobilise resources and public opinion in efforts to shape policy'. And to this definition, Volunteering New Zealand has had an exceptional year building the trust and confidence of Government, funders and the sector to gain many important outcomes for volunteers and volunteering. Some notable highlights included:

Increasing the Support for Volunteering Fund

The Minister for the Community and Voluntary Sector, with the support and efforts of Volunteering New Zealand doubled the Support for Volunteering Fund this year.

"Record funding to the voluntary sector is supporting it to make an even bigger difference." Hon Alfred Ngaro, Minister for the Community and Voluntary Sector [NZ Government Media Release]

This increase in funding will have many direct outcomes on how Volunteering New Zealand and the national network of volunteer centres are able to organise their resources to better support and enable individuals and communities to increase their impact.

"Like highways are the primary infrastructure for effective transportation, volunteer centres and VNZ are the primary infrastructure for more effective volunteering. This increase will mean volunteer centres creaking under sustained pressures to meet the dynamic needs of volunteer managers and volunteers will finally get the funding they need to ensure

their value proposition remains relevant to the sector." [Volunteering NZ Media Release]

Submitting and securing concessions for volunteer-involving organisations on the Policing (Cost Recovery) Amendment Bill

VNZ, with cross-party political support, but in particular from Hon Peter Dunne and the Maori party secured exemptions from vetting fees for registered charities and other non-profits not performing more than 20 checks a year.

"Democracy is enacted when parties work together to find a compromise outcome that yields as much benefit as possible" states Miller. "Volunteering New Zealand is therefore pleased to have been part of this important work for the sector, and commend the various political parties honouring the Government Policy on volunteering that seeks to support and value the vital work of volunteers across the country." [Volunteering NZ Media Release]

Submitting on the Fire and Emergency New Zealand Bill

VNZ, in support of its Fire and Emergency members, the UFBA and

the New Zealand Fire Service (now called Fire and Emergency New Zealand) submitted twice on the development of the FENZ Bill.

VNZ found that the development and delivery of this Bill exemplified the positive possibilities of a constructive amount of engagement. In principle, VNZ were very encouraged by the philosophy, expectations and understanding of how volunteers extensively contribute to the New Zealand Fire Service. [Scott Miller]

Submitting on the Incorporated Societies Bill

VNZ, with engagement from the members, submitted to the Ministry of Business, Innovation and Employment (MBIE) submitted on the proposed changes to the 1908 Act on Incorporated Societies. In summary, Volunteering New Zealand (VNZ) conditionally supported the introduction of a new Incorporated Societies Act. VNZ does have issues with the Incorporated Societies Bill (the Bill) in its current form, and VNZ recommends that the Bill be altered so as to assist in the good governance of incorporated societies in New Zealand.

Writing 16 media releases

VNZ undertakes a lot of effort to broadcast the impact of volunteering across various forms and channels. This is particularly important given the breadth and depth of volunteering in the 21st century. Some of the more notable media releases we wrote

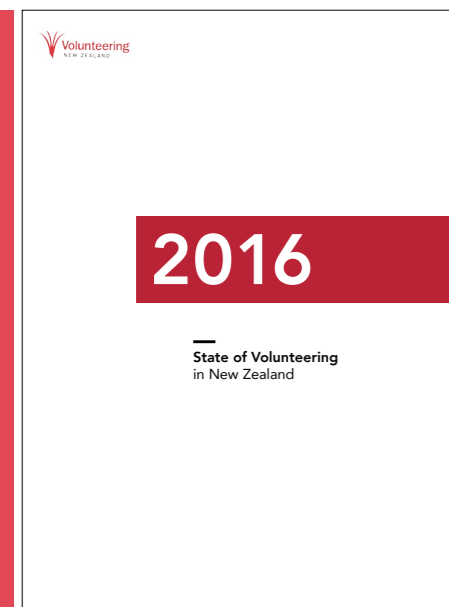
during the last 12 months included:

- an open letter to CEOs of volunteer-involving organisations,
- acknowledging the value of volunteers in response to the 2016 Kaikoura Earthquake,
- recognising the role of women in the Bonn 2016 Call to Action for gender equality
- volunteers' efforts to improve water quality in New Zealand
- the health effects of volunteering in beating depression
- how volunteers work to end hunger in New Zealand
- the countless hours of our environmental volunteers

Other advocacy work increasing the impact of volunteering

1. Scott was the Chair of ComVoices for the 2016 calendar year
2. Various meetings with Ministers, MPs and other public-service staff
3. VNZ was a key voice at the inaugural Charities Services Sector User Group meeting in May 2017
4. Raising attention on the current ACC coverage of certain claims by volunteers

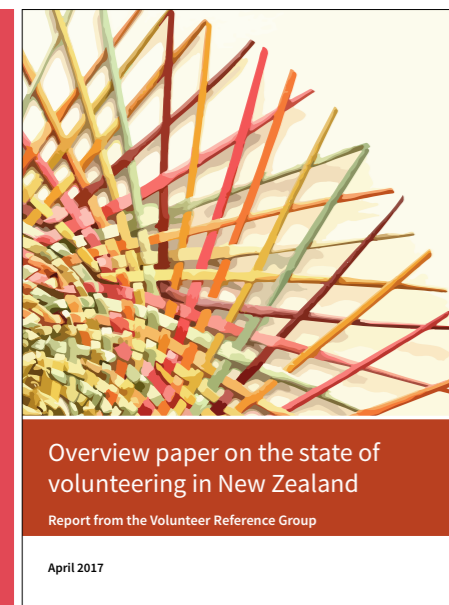
Volunteering New Zealand believes one of the most important ways to enhance the efficacy of volunteering is through the increase of evidence-based research. VNZ has contributed several major reports to the knowledge base this year, including research relating to volunteer-managers and volunteering and its impact on individuals and communities in New Zealand.



2016 State of Volunteering Report

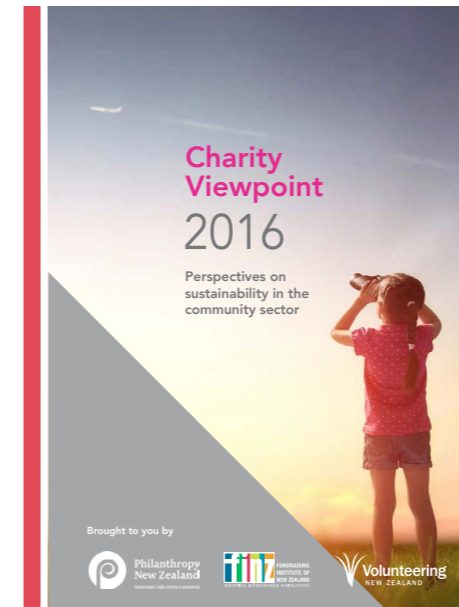
VNZ produced its second annual State of Volunteering in New Zealand Report in April 2017. This report collated and interpreted data from 1,260 respondents from across New Zealand NFP sector, offering further insights into volunteering ecosystem within New Zealand.

“Despite a significant decrease in volunteer hours since 2004, as reported in the Non-profit Institutions Satellite Account: 2013 (Statistics New Zealand), only 32% of survey respondents had noticed a decline in hours volunteered. Increasing efficiency through effective volunteer management is a key strategy in coping with a reduction in volunteer hours.”



Overview Paper on the State of Volunteering in New Zealand

At the request of the previous Minister for the Community and Voluntary Sector, Hon Jo Goodhew, and with support from the Department of Internal Affairs, Volunteering New Zealand convened a reference group to produce a significant report on the issues and barriers affecting volunteers and volunteering in New Zealand. The resulting report, Overview Paper on the State of Volunteering in New Zealand, was instrumental in corroborating the need for increased funding in the sector. It also offered further leads into other areas of the wider ecosystem that volunteering requires to thrive.



Charity Viewpoint Report

Volunteering New Zealand, along with peak bodies Philanthropy NZ and the Fundraising Institute of NZ produced the publication Charity Viewpoint 2016: Perspectives on sustainability in the community sector. This report identified and explored issues in governance, fundraising, volunteering and corporate/charity relations and how to achieve sustainability in the community and voluntary sector.

Sector Research Archive on our Website

Retired librarian Dianna Roberts completed an extensive review and update of the VNZ web archive of relevant volunteer-involving literature. The VNZ site now has a comprehensive and updated index of over 100 resources. We have made this easily accessible from the VNZ site. This resources is useful for people looking to explore diverse areas of volunteering from corporate volunteering to disabilities, Maori and Pacific Island perspectives and measurement and assessment.



Student Profiles

In 2017, Volunteering New Zealand has continued to be a proud sponsor of Victoria University's Victoria Plus volunteering programme and its flagship event - Student Volunteer Week. We speak to two students to find out what volunteering means to them, the ways they have given back to the community, and what they have learnt from their volunteering experiences.

Phoebe Ellwood

Volunteering has always been a big part of Phoebe's life, but it wasn't until her arrival at Victoria University that volunteering became a regular and indispensable part of her life.

The second year Law and Arts student attributes enjoys the opportunities and flexibility of the Victoria Plus Programme, where students can take ownership of their approach to volunteering with activities available both within the university and embedded in the wider community. Volunteering is also highly visible at Victoria University and encourages students to think about causes they are passionate about—“As soon as I got to campus, I saw lots of posters and signs about things I could get involved in,” Phoebe said.

For the past year, Phoebe has been a disability services note-taker and helps document lectures for students with special needs. As a note-taking leader, she has also undergone training to better understand the requirements of special needs students and take notes that effectively captures the lecture content. She also regularly checks in with other student note-takers to share learnings and experiences. For Phoebe, being involved in something consistent like note-taking



throughout the year has been the best way to incorporate volunteering into her daily life – “It is good for my schedule and sustainable given all the other things going on with sports and coursework.” Phoebe's efforts have been recognised during this year's Student Volunteer Week, where she was one of the three student speakers who shared their volunteering experiences to the wider campus community.

In the future, Phoebe hopes to branch into more community-based volunteering, including getting involved with Arthritis New Zealand – a cause dear to her heart. “For me, personally, seeing people happy or be able to succeed from a small thing I have done is so rewarding. I have friends with learning impairments and disabilities, and it is cool to help someone get the same chance of learning as others.

Lylia Azizshah

When she first moved to New Zealand to begin the third year of her Account degree at Victoria University, Lylia had found it difficult to adjust to her new life. Wellington was worlds away from her home country of Malaysia, the combination of a new culture, language, and way of life often triggered bouts of homesickness. “At the time, I felt small in this new country,” she said, reflecting on her first few months here.

But when Lylia discovered volunteering, things took a turn for the better. The Victoria Plus Programme offers a diverse range of volunteering opportunities that are regularly advertised on the university careers website. Students also receive email updates when new activities pop up.

Through the Victoria Plus Programme, Lylia took part in section clearing at Pikawaka Reserve, where she and other students cleared weeds and prepared the land for winter. The experience also took her to a new part of New Zealand – “It was so beautiful! People were also extraordinarily kind and showed us around the reserve after we finished up work for the day.”

Volunteering also exposed Lylia to the pride New Zealand takes in maintaining our pristine natural environment. At the Otaki Kite Festival, where she took on recycling duty and guided the public to put different types of rubbish in the right bins, Lylia found a new appreciation for how much work goes into preserving the environment.



“It was so clean, unlike any other festivals I had seen, and not only were people so conscientious about where they put their rubbish, they also don't forget to say thank you.” The experience made her feel accomplished, along with growing love for the environment.

Nevertheless, Lylia's most rewarding volunteering experience was baking for the New Zealand Cancer Society. Along with several community groups in Wellington, she baked cupcakes and cookies for patients in the Newtown Cancer Home and spent the day chit-chatting over plates of delicious treats. “I felt very accomplished when people enjoyed my food and I saw how happy they were to receive visitors, it felt great to give back to my community,”

As her university career comes to an end (Lylia will be graduating at the end of this year), volunteering will continue to be a big part of Lylia's life. “Volunteering helped me improve my confidence, meet new people, and make a difference,” She said, “it makes me feel happy and helped me find a sense of belonging.”



Performance Report

Volunteering New Zealand Incorporated
For the year ended 30 June 2017

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Entity Information

Volunteering New Zealand Incorporated
For the year ended 30 June 2017

Legal name of entity:	Volunteering New Zealand Incorporated
Other name of entity:	Volunteering New Zealand (VNZ)
Type of entity and legal basis:	Registered Incorporated Society and Registered Charity
Registration number:	1145286, CC23344

Entity Structure:

VNZ has a board elected by its members to oversee development and implementation of the strategy. The board are volunteers and elected for a three year term each prior to the Annual General Meeting. The Chief Executive is appointed by the board, and is a full time role, delegated to manage the organisation's operations. Other employees, contractors and volunteers are contracted for specific roles and projects as required.

The main sources of the entity's cash and resources:

VNZ has received its income from a mixture of government contracts/grants; consulting work; and membership fees. Over the past year VNZ has continued to carry out a grant agreement with the Department of Internal Affairs. The other proportion of income is from grants such as Lottery National Communities and membership fees. VNZ has limited reserves and relies on current year grants and contracts to deliver its services, along with volunteer support.

The main methods used by the entity to raise funds:

VNZ relies on grant applications to raise funds, and consulting work based on its Best Practice Guidelines for volunteer-involving organisations.

Use of/reliance on volunteers and donated services and products:

VNZ has a volunteer board it relies upon for setting strategy, ensuring representation at meetings, monitoring financial records, and assisting with current projects. The organisation has a wide volunteer base for operational work, including student interns, other interns, advisory and working groups across New Zealand.

Contact details

Physical Address:	Level 4, 120 Featherston Street, Wellington
Postal Address:	PO Box 25 333, Featherston Street, Wellington 6146
Phone:	04 384 3636
Email/Website:	office@volunteering.org.nz www.volunteeringnz.org.nz

IMPACT STATEMENT

The entity's mission and objectives:

The vision of VNZ is:

“A New Zealand that promotes, values and supports effective volunteering for the benefit of individuals and communities.”

Our mission is to promote, support and advocate for volunteering. Our two strategic goals are:

1. Engaged people who strengthen communities; and
2. Leadership through collaborative relationships positively impacting society.



Statement of Service Performance

Volunteering New Zealand Incorporated
For the year ended 30 June 2017

Describe the outcomes:

During the last 12 months, Volunteering New Zealand has made significant steps towards achieving on its strategic outcome areas, and through the quantified outputs below.

Yet, it is also through qualitative measures like relationships developed, respect earned, more effective volunteering undertaken, and staff developed that VNZ has truly had an exceptional year. We have generated new research findings through our State of Volunteering research, gained legislative concessions for volunteers in police vetting, Fire Service regulations, and seen volunteering retained in the Census. Our foundation work our new best-practice platform for effective volunteering (InvolveMe), our annual national conference and steps towards a national qualification mean we are well and truly delivering for our nation's volunteers, members, funders and the sector.

Describe the outputs:

	Actual This Year	Actual Last Year
Membership (Organisations)	73	68
National media releases	16	15
National promotional campaigns	4	6
Workshops and presentations delivered	23	9
Submissions on Government proposals	1	2
Newsletter recipients	2,856	2,222

Commentary

Volunteering New Zealand had a very successful year, encompassing a wide range of promotional and media campaigns, government relations, presentations to hundreds of people, as well as regular communication through our monthly communications channels. All this could not have been achieved without a workforce of over 30 people, primarily volunteers, offering their time and expertise to ensure VNZ remains a respected and recognised leader in volunteering, both nationally and internationally.



Statement of Financial Performance

Volunteering New Zealand Incorporated
For the year ended 30 June 2017

Revenue

	Note	This Year	Last Year
Donations, Grants & Contracts	1	\$193,884	\$150,844
Membership Fees	1	\$19,020	\$17,748
Revenue from activities providing services and products	1	\$51,257	\$35,110
Investment revenue	1	\$339	\$592
Total Revenue		\$264,500	\$204,294

Expenses

	Note	This Year	Last Year
Employment related costs	2	\$ 153,910	\$125,459
Costs related to activities providing services and products	2	\$59,122	\$33,116
Other expenses	2	\$42,364	\$42,886
Total Expenses		\$255,396	\$201,461

Surplus/(deficit)		\$9,104	\$2,833
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The accompanying notes form part of these financial statements.



Statement of Financial Position

Volunteering New Zealand Incorporated
For the year ended 30 June 2017

Assets

Current Assets	Note	This Year	Last Year
Cash	3	\$80,420	\$56,058
Debtors and prepayments	3	\$14,920	\$8,046
Total Current Assets		\$95,340	\$64,104

Non-Current Assets

Property, plant and equipment	4	\$3,061	\$4,466
Total Non-Current Assets		\$3,061	\$4,466

Total Assets		\$98,401	\$68,570
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Statement of Cashflows

Volunteering New Zealand Incorporated
For the year ended 30 June 2017

Cash flows from operating activities

Cash was received from:	This Year	Last Year
Grants and Contracts income	\$213,069	\$150,433
Membership fees	\$19,020	\$17,748
Providing services and products	\$52,886	\$43,614
Investments	\$339	\$592
Net GST	(\$7,062)	\$3,326

Cash was applied to:

Payments to suppliers and employees	(\$253,890)	(\$198,493)
Donations/Grants paid	-	-

Net cash flows from operating activities **\$24,362** **\$17,220**

Cash flows from investing and financing activities

Cash was received from:

Cash was applied to:

Fixed Asset Purchases	-	(\$782)
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Net cash flows from investing and financing activities **-** **(\$782)**

Net increase / (decrease) in cash **\$24,362** **\$16,438**

Opening cash **\$56,058** **\$38,861**

Closing cash **\$80,420** **\$55,299**

This is represented by:

Cash **\$80,420** **\$56,058**

The accompanying notes form part of these financial statements.

Liabilities

Current Liabilities	Note	This Year	Last Year
Creditors and accruals	3	\$15,510	\$19,431
Income received in advance		\$5,463	-
Grants received in advance	6	\$49,067	\$29,882
Total Current Liabilities		\$70,040	\$49,313

Total Liabilities **\$70,040** **\$49,313**

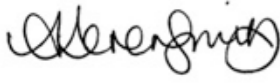

Total Assets less Total Liabilities (Net Assets) **\$28,361** **\$19,257**

Accumulated Funds

Accumulated surpluses or (deficits)	5	\$28,361	\$19,257
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Total Accumulated Funds **\$28,361** **\$19,257**

For and on behalf of the Volunteering New Zealand Inc Board:

	19/09/17		19/09/17
Karen Smith Chairperson	Date	Brayden Smith Treasurer	Date

The accompanying notes form part of these financial statements.



Statement of Accounting Policies

Volunteering New Zealand Incorporated

For the year ended 30 June 2017

1. Basis of Preparation

Volunteering New Zealand Incorporated (VNZ) 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 of 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.

2. Changes in accounting policies:

There have been no significant changes in accounting policies during the current year. Accounting policies have been applied on a basis consistent with prior year.

3. Property, Plant & Equipment

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

4. Depreciation

Depreciation has been calculated to allocate the cost or valuation of assets over their estimated useful lives.

Fixed Asset classes and Depreciation rates include:

Computer Equipment: 48 - 50% DV

Office Equipment: 18 - 50% DV

5. 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.

6. Receivables

Receivables are stated at their estimated realisable value.

7. Interest Income

Interest Income is recognised on a time proportionate basis taking into account the effective yield on the financial asset.

8. Grants

Grants received are recognised in operating revenue, 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.

9. Revenue

Revenue from the following transactions are recorded when the cash is received:

Unconditional grants and donations; Course Income.

All other revenue is accounted for on an accruals basis.

10. Goods and Services Tax (GST)

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

11. 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

12. Income Tax

The entity is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.



Notes to the Performance Report

Volunteering New Zealand Incorporated

For the year ended 30 June 2017

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year	Last Year
Donations, Grants & Contracts	Contracts	-	-
	Department of Internal Affairs Grant	\$144,817	\$100,000
	Lottery National Community Grant	\$45,998	\$48,644
	Other Grants	\$2,879	\$2,200
	Donations	\$190	-
	Total		\$193,884
Membership Fees	Membership - Individual	\$313	\$313
	Membership - Organisation	\$18,707	\$17,435
	Total	\$ 19,020	\$17,748
Revenue from activities providing services and products	Conference	\$32,381	\$16,716
	Consulting	\$14,423	\$7,830
	Corporate Income	\$3,700	\$8,087
	Course/Workshop Income	-	\$713
	Events	\$359	-
	Other Income	\$394	\$1,764
	Total	\$51,257	\$35,110
	Investment revenue	Interest	\$339
Total		\$339	\$592

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year	Last Year
Employment related costs	ACC	\$281	\$389
	Salaries & Wages	\$148,172	\$119,755
	Kiwisaver	\$4,003	\$3,140
	Health & Safety	-	\$260
	Recruitment related expenses	\$338	-
	Training	\$1,116	\$1,915
Total		\$153,910	\$125,459
Costs related to activities providing services and products	Catering	\$2,298	\$1,363
	Conferences & Seminars	\$362	\$183
	Consultant & Contractor costs	\$24,401	\$3,449
	Design & Photography	\$6,071	\$7,350
	Equipment & Venue hire	\$16,804	\$14,104
	Gifts	\$363	\$11
	Entertainment	\$811	\$547
	Travel - National	\$2,997	\$1,731
	Travel - International	\$2,935	-
	Volunteer related expenses	\$2,080	\$4,378
	Total		\$59,122

Expense Item	Analysis	This Year	Last Year
Other expenses	Accounting Fees	\$1,364	\$920
	Advertising	\$678	\$25
	Review Fee	\$1,935	\$3,035
	Bank Fees	\$164	\$194
	Books & Publications	\$269	\$101
	Depreciation	\$1,405	\$2,401
	Insurance	\$ 85	\$457
	Interest expense	-	\$2
	Occupancy costs	\$20,269	\$20,747
	Office related costs	\$953	\$2,448
	Printing, Stationery & Postage	\$3,709	\$2,957
	Subscriptions	\$2,987	\$ 1,710
	Telephone, Internet & Videoconferencing	\$1,661	\$1,787
	Volunteer Governance Expenses	\$6,885	\$6,102
	Total	\$42,364	\$42,886

Note 3 : Analysis of Assets and Liabilite

Asset Item	Analysis	This Year	Last Year
Cash	BNZ Cheque account balance	\$2,923	\$10,452
	BNZ Online Saver account balance	\$77,497	\$45,606
	Total	\$80,420	\$56,058
Debtors and prepayments	Accounts receivable	\$6,449	\$2,615
	GST Receivable	\$470	-
	Prepayments	\$8,001	\$5,431
	Total	\$14,920	\$8,046

Liability item	Analysis	This Year	Last Year
Creditors and accruals	Bank of New Zealand Visa	\$1,175	\$759
	Trade and other payables	\$2,291	\$2,523
	Accrued expenses	\$5,391	\$4,587
	Holiday Pay Accrual	\$6,653	\$4,972
	GST Payable	-	\$6,590
	Total	\$15,510	\$19,431

Note 4 : Property, plant and equipment

This Year

Asset Class	Opening Carrying Amount	Current Year Depreciation and Impairment	Closing Carrying Amount
Computer Equipment	1,841	\$899	\$942
Office Equipment	2,625	\$506	\$2,119
Total	4,466	\$1,405	\$3,061

Last Year

Asset Class	Opening Carrying Amount	Current Year Depreciation and Impairment	Closing Carrying Amount
Computer Equipment	3,601	\$1,760	\$1,841
Office Equipment	3,266	\$641	\$2,625
Total	6,867	\$2,401	\$4,466

The Diminishing value method of depreciation has been applied.

Note 5: Accumulated funds

Description	This Year	Last Year
Opening Balance	\$19,257	\$16,424
Surplus/(deficit)	\$9,104	\$2,833
Closing Balance	\$28,361	\$19,257

Note 6 : Grants received in advance

This Year	Received This Year	B/fwd Last Year	C/fwd Refund Next Year	This Year's Income	Last Year's Income
Pub Charity Grants	-	-	-	-	-
Dept of Internal Affairs: Support for Volunteering Fund, VNZ	\$165,000	-	\$20,183	\$144,817	\$100,000
Pelorus Trust - Conference	-	-	-	-	\$1,000
Pelorus Trust - Development	-	-	-	-	\$1,200
NZ Lotteries Ministeries Discretionary Fund	\$2,963	-	\$84	\$2,879	-
Lottery National Community 2015	-	-	-	-	\$28,526
Lottery National Community 2016	-	\$29,882	-	\$29,882	\$20,118
Lottery National Community 2017	\$45,000	-	\$28,884	\$16,116	-
	\$212,963	\$29,882	\$84	\$49,067	\$150,844

Note 7 : Commitments and contingencies

Commitment	Explanation and timing	At balance date This Year	At balance date Last Year
Commitments to lease or rent assets	In the next year	\$17,708	\$21,250
	1 to 5 years in the future	-	\$17,708

Contingencies

There are no contingencies as at balance date (Last Year - nil).

Note 8: Other

Related Party Transactions:

There were no related party transactions for financial consideration requiring separate disclosure (Last Year - nil).

Events after the balance date:

There were no events that have occurred after the balance date that would have a material impact on this Performance Report (Last Year - nil).

Going concern:

Volunteering New Zealand has the ability to operate as a going concern.

However, the current reliance on the Department of Internal Affairs (Support for Volunteering and Lotteries funding) does provide some uncertainty for this ongoing concern assumption. While the Department of Internal Affairs have previously maintained funding, there is no guarantee that this funding will always be available.

Volunteering New Zealand will work closely with the Department of Internal Affairs to ensure its funding options and will also progress other business opportunities that will develop Volunteering New Zealand as a resilient and successful organisation, with the financial strength to secure its future.



Independent Assurance Practitioner's Review Report

To the Members of Volunteering New Zealand Incorporated

We have reviewed the accompanying performance report of Volunteering New Zealand Incorporated on pages 2 to 12, which comprises of the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 30 June 2017, the statement of financial position as at 30 June 2017, and the statement of accounting policies and other explanatory information.

The responsibility of the board for the performance report

The board are responsible on behalf of the entity for:

- a) identifying suitable outcomes and outputs and quantification methods where practicable to report in the statement of service performance
- b) the preparation and fair presentation of the performance report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) Standard issued in New Zealand by the New Zealand Accounting Standards Board, and
- c) for such internal control as the board determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the performance report. We conducted our review of the financial information (consisting 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 Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, "Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity", and the review of the non-financial information (consisting of the entity information and statement of service performance) in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Those standards require us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance with the Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) Standard. Those standards also require that we comply with ethical requirements.

A review of the Performance Report in accordance with ISRE (NZ) 2400 and ISAE (NZ) 3000 (Revised) is a limited assurance engagement. A review of the statement of service performance also involves performing procedures to obtain evidence and evaluating the suitability of the reported outcomes, outputs and quantification methods used. We performed procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applied analytical procedures, and evaluated the evidence obtained. The procedures selected depend on our judgement, including the areas identified where a material misstatement is likely to arise.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand) and ISAE (NZ) 3000 (Revised). Accordingly, we do not express an audit opinion on the performance report. Other than in our capacity as assurance practitioner we have no relationship with, or interests in, Volunteering New Zealand Incorporated.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that this performance report does not present fairly, in all material respects, the entity information and the financial position of Volunteering New Zealand Incorporated as at 30 June 2017 and its financial performance, cash flows and service performance for the year then ended in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) Standard.

Moore Stephens Wellington Audit | Chartered Accountants, Wellington, New Zealand
19 September 2017



Member Organisations

1 July 2016 to 30 June 2017

AFS Intercultural Programme
Age Concern New Zealand
Arthritis New Zealand
Auckland War Memorial Museum
Bellyful New Zealand
Cancer Society of New Zealand
Coastguard Southern Region
Community Law Centres Aotearoa
Community Patrols of New Zealand Charitable Trust
Community Rotorua
Conservation Volunteers New Zealand
Department of Corrections
English Language Partners New Zealand
Forest and Bird
Fundraising Institute of New Zealand
GirlGuiding New Zealand
Girls Brigade New Zealand
Gisborne Volunteer Centre
Hospice New Zealand
IHC New Zealand Incorporated
Ministry for Primary Industries
Motorcycling New Zealand
Multicultural New Zealand
Multiples NZ
New Zealand Fire Service
New Zealand Football

New Zealand Inline Hockey Association
New Zealand Land Search and Rescue
New Zealand Newcomers Network
New Zealand Pony Club Association
New Zealand Recreation Association
New Zealand Red Cross
New Zealand Riding for the Disabled Association
NZ Blood Service
NZ National Fieldays Society
Pregnancy Help
Prison Fellowship New Zealand
Royal New Zealand Foundation of the Blind
Royal New Zealand Plunket Society
Special Olympics New Zealand
Sport Wellington
St John
Student Volunteer Army
Surf Life Saving New Zealand
The Bishop's Action Foundation
The Duke of Edinburgh's Hillary Award
The Neonatal Trust New Zealand
The Paul Hunter Centre Incorporated
The Scout Association of New Zealand

Toy Library Federation of New Zealand
United Fire Brigades Association
Volunteer Kapiti
Volunteer Marlborough
Volunteer Nelson
Volunteer Resource Centre - Manawatu & Districts
Volunteer Services Abroad (VSA)
Volunteer Wellington
Volunteer Whanganui
Volunteering Auckland
Volunteering Bay of Plenty
Volunteering Canterbury
Volunteering Hawkes Bay
Volunteering Mid & South Canterbury
Volunteering New Plymouth Trust
Volunteering Northland
Volunteering Otago
Volunteering Waikato
Wairarapa Volunteer Centre
Waitemata DHB
Wellington Zoo Trust
Who Did You Help Today?
WITSA - Waiariki Institute of Tech Student Association Inc
YMCA New Zealand
Youthline Auckland

Volunteering New Zealand is particularly grateful to the following impact funders of our work:

Department of Internal Affairs

- Support for Volunteering Fund
- Community Leadership Fund

New Zealand Lotteries Grants Board

Lottery Minister's Discretionary Fund

Our network of national members
(refer p40 - 41)



**“Life’s most persistent and
urgent question is, What
are you doing for others?”**

- Martin Luther King, Jr.

www.volunteeringnz.org.nz