

# Financial and Service Statements

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## Phillipstown Community Centre Ch. Trust

For the Year Ended 31 December 2021

### Comprising

**Statement of Funding**  
**Statement of Reserves**  
**Statement of Cash Flows**  
**Statement of Service Activity**  
**Entity Information**  
**Statement of Accounting Policies**  
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### **Title for Charity Reporting Purposes**

*Statement of Financial Performance*  
*Statement of Financial Position*  
*Statement of Cash Flows*  
*Statement of Service Performance*  
*Entity Information*  
*Statement of Accounting Policies*  
*Notes*



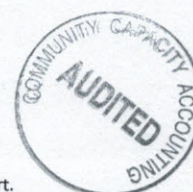
# Phillipstown Community Centre Ch. Trust

## Statement of Funding

For the period 1 January 2021 to 31 December 2021

	2021 \$NZ	2020 \$NZ
<b>Funds Received</b>		
After School Programme	\$ 21,619	\$ 91,005
Community Development	\$ 2,070	\$ 2,327
Community Hub (Note 13)	\$ 111,879	\$ 71,099
Applied Grants (Note 6 a,b)	\$ 158,730	\$ 182,067
Donations	\$ 1,920	\$ 8,165
Interest	\$ 1,420	\$ 3,307
Other Income	\$ 47,178	\$ 50,087
<b>Total Funds Received</b>	<b>\$ 344,815</b>	<b>\$ 408,057</b>
<b>Funds Applied</b>		
Audit & Accounting	\$ 1,290	\$ 5,043
Bad Debts	\$ 6,978	\$ -
Depreciation	\$ 4,278	\$ 7,814
Event Related Expenses	\$ 12,752	\$ 9,077
HUB capacity building	\$ 29,819	\$ 40,828
Insurance	\$ 4,668	\$ 7,126
IT expenses	\$ 6,131	\$ 2,120
Legal expenses	\$ 2,444	\$ 7,750
Maintenance & Cleaning	\$ 13,531	\$ 11,380
Office Expenses	\$ 3,492	\$ 3,201
OSCAR expenses	\$ 6,129	\$ 15,839
Other Expenses	\$ 4,503	\$ 1,228
Phone	\$ 1,086	\$ 884
Power	\$ 9,477	\$ 10,066
Security	\$ 360	\$ 1,195
Small assets	\$ 2,778	\$ 1,509
Staff Wages	\$ 239,338	\$ 251,150
Subscriptions	\$ 1,199	\$ 92
Volunteer Recognition	\$ 2,083	
Website	\$ 243	\$ 483
<b>Total Funds Applied</b>	<b>\$ 352,579</b>	<b>\$ 376,787</b>
<b>Net Reserves Accumulated/(Applied)</b>	<b>(\$ 7,763)</b>	<b>\$ 31,270</b>

These financial statements are to be read in conjunction with the attached statement of accounting policies, notes and auditor's report.





# Phillipstown Community Centre Ch. Trust

## Statement of Reserves

As At 31 December 2021

	2021	2020
	\$NZ	\$NZ
<b>ASSETS</b>		
<b>Current Assets</b>		
Bank Accounts and Cash	\$ 256,387	\$ 265,700
Debtors and Prepayments	\$ 14,090	\$ 16,154
<b>Total Current Assets</b>	<b>\$ 270,477</b>	<b>\$ 281,853</b>
<b>Non-Current Assets</b>		
Property Plant and Equipment (Note 7)	\$ 23,346	\$ 20,517
<b>Total Non-Current Assets</b>	<b>\$ 23,346</b>	<b>\$ 20,517</b>
<b>TOTAL ASSETS</b>	<b>\$ 293,823</b>	<b>\$ 302,370</b>
<b>LIABILITIES</b>		
Payables	\$ 4,070	\$ 17,701
Staff Entitlements and Payroll	\$ 22,203	\$ 19,296
Grants and other income in Advance (Note 12)	\$ 95,976	\$ 87,976
GST Payable	\$ 5,388	\$ 3,447
<b>TOTAL LIABILITIES</b>	<b>\$ 127,638</b>	<b>\$ 128,420</b>
<b>NET ASSETS</b>	<b>\$ 166,186</b>	<b>\$ 173,949</b>
<b>RESERVES</b>		
Opening Accumulated Funds	\$ 173,949	\$ 142,680
Funds Accumulated During Year	(\$ 7,763)	\$ 31,270
<b>TOTAL RESERVES</b>	<b>\$ 166,186</b>	<b>\$ 173,949</b>



These financial statements are to be read in conjunction with the attached statement of accounting policies, notes and auditor's report.



# Phillipstown Community Centre Ch. Trust

## Statement of Cash Flows

For the period 1 January 2021 to 31 December 2021

	2021	2020
	\$NZ	\$NZ
<b>Operating Cash Received</b>		
Grants and Donations	\$ 178,333	\$ 191,551
After-School and Holiday Programme Funding	\$ 19,863	\$ 91,005
Other Receipts from Service Provision	\$ 142,385	\$ 125,114
COVID Subsidies	\$ 10,072	\$ -
Interest	\$ 1,314	\$ 3,359
<b>Total Operating Cash Received</b>	<b>\$ 351,968</b>	<b>\$ 411,030</b>
<b>Operating Cash Applied</b>		
Salaries and Wages	(\$ 240,615)	(\$ 246,626)
Other Operating Payments	(\$ 113,466)	(\$ 108,613)
<b>Total Operating Cash Applied</b>	<b>(\$ 354,081)</b>	<b>(\$ 355,239)</b>
<b>Operating Cash Flow</b>	<b>(\$ 2,113)</b>	<b>\$ 55,791</b>
<b>Investing/Financing Cash Received</b>		
Loan Repayments	\$ 114	\$ -
<b>Investing/Financing Cash Applied</b>		
Loans Given	(\$ 380)	
Plant and Equipment	(\$ 7,148)	(\$ 3,089)
<b>Investing/Financing Cash Flow</b>	<b>(\$ 7,414)</b>	<b>(\$ 3,089)</b>
GST Movement	\$ 214	(\$ 3,181)
<b>Net Cash Flow</b>	<b>(\$ 9,313)</b>	<b>\$ 49,522</b>
Add Opening Cash Balance	\$ 265,700	\$ 216,178
<b>Closing Cash Balance</b>	<b>\$ 256,387</b>	<b>\$ 265,700</b>



These financial statements are to be read in conjunction with the attached statement of accounting policies, notes and auditor's report.



# Phillipstown Community Centre Ch. Trust

## Statement of Service Activity

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*Mandatory disclosures according to s.4 of PBE SFR-A (NFP)*

### Outcomes

#### 2021

To address the needs of our community through our programmes, activities, events and community conversations and by providing and managing a safe and welcoming space (the Phillipstown Hub) where our communities can meet, socialize, connect and attend the activities and services offered by our numerous partners and stakeholders.

#### 2020

To address the needs of our community through our programmes and by providing and managing a safe and welcoming space (the Phillipstown Hub) where our communities can meet, socialize, connect and attend the activities and services offered by our numerous partners and stakeholders.

### Outputs

#### 2021

Oscar child sessions: 1201 (programme closed in April 2021)

10 organisations (including this reporting entity) are permanently sited at the Phillipstown Community Hub and more than 55 community groups use the Hub premises for their activities and projects.

Every week 500 people walk through the gates to attend more than 50 weekly activities run by the occupants of the Hub.

There were 6 community-wide free events held at the Hub this year; 3 Phillipstown walks (two during the ChCh Heritage Festival), 4 Community conversations.

#### 2020

Oscar child sessions: 4540

9 organisations (including this reporting entity) are permanently sited at the Phillipstown Community Hub and more than 55 community groups use the Hub premises for their activities and projects.

Every week 500 people walk through the gates to attend more than 50 weekly activities run by the occupants of the Hub.

There were 5 community-wide free events held at the Hub this year.



# Phillipstown Community Centre Ch. Trust

## Entity Information

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*Mandatory disclosures according to s.3 of PBE SFR-A (NFP)*

### **Type of Organisation**

Phillipstown Community Centre Ch. Trust is a Charitable Trust incorporated under the Charitable Trusts Act 1957.

### **Purpose of Organisation**

To create a more caring community in Phillipstown.

To provide a linkage between Phillipstown residents and other community groups.

To cater to the needs of the community by providing a safe and friendly base where the Phillipstown community can meet.

To empower people in the community by providing educational opportunities.

### **Organisation Structure**

The organisation is governed by a Board of Trustees which meets regularly. Day-to-day operation of the organisation is handled by an appointed manager.

### **Main Sources of Funds**

The Main Sources of funds for the organisation are grants from philanthropic and government funders and the provision of after-school childcare.

### **Main Methods of Fundraising**

The organisation regularly applies to philanthropic or government funders for grants and donations.

The organisation raises service fees for its after-school and holiday programmes.

### **Volunteers and in-kind Donations**

The organisation receives occasional donations of goods or services but is not reliant on those for its day-to-day operations.



# Phillipstown Community Centre Ch. Trust

## Statement of Accounting Policies

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### 1 Basis of Preparation

Phillipstown Community Centre Ch. Trust is eligible and has elected to apply accounting standard PBE SFR-A(NFP) because it is not publicly accountable, is not large, and has annual expenditure of less than \$2,000,000.

Transactions are reported on an accrual basis where expenditure is matched to the income funding it. The Financial Statements contained within this report have been prepared on the assumption that the organisation will continue operating for at least 12 months after Balance Date.

### 2 Taxation

As a Registered Charity the organisation is exempt from Income Tax.

The organisation is registered for GST, and all figures are shown exclusive of GST with the exception of Payables and Receivables disclosed in the Statement of Reserves.

### 3 Fixed Assets

Items of Property, Plant and Equipment are shown at Cost less accumulated depreciation. Depreciation is applied using tables issued by Inland Revenue for Income Tax purposes, and may not be reflective of the lifetime of the asset.

### 4 Grants

Unexpended portions of grants with restrictions on how they can be used, and which must be repaid if not used, are recognised as liabilities. Only the expended part of grants is recognised as Funds Received.

### 5 Changes in Accounting Policies

All accounting policies have been applied consistent with previous years.





# Phillipstown Community Centre Ch. Trust

## Notes to the Accounts

### 6 Grants Received and Expended

Phillipstown Community Centre Ch. Trust has received and expended the following grants, with thanks:

#### a. Grants which must be returned if unused

2021				
	Unspent as at beginning of year	Received	Applied	Unspent as at end of year
Lotteries Grant Board	\$ -	\$ 54,224	\$ 40,524	\$ 13,700
Rata Foundation - Hub Capacity Building		\$ 7,500	\$ 5,168	\$ 2,332
Rata Foundation	\$ 10,611	\$ 35,000	\$ 24,283	\$ 21,328
Working Together	\$ 7,801	\$ -	\$ 7,801	\$ -
CCC	\$ 44,500	\$ 55,000	\$ 50,335	\$ 49,165
CCC Sustainability Fund	\$ -	\$ 5,689	\$ 5,689	\$ -
CCC Strengthening Communities		\$ 1,000	\$ 995	\$ 5
COGS	\$ 6,219	\$ 8,000	\$ 6,219	\$ 8,000
The Southern Trust	\$ -	\$ 10,000	\$ 10,000	\$ -
DIA	\$ 7,716	\$ -	\$ 7,716	\$ -
<b>Totals</b>	<b>\$ 76,847</b>	<b>\$ 176,413</b>	<b>\$ 158,730</b>	<b>\$ 94,530</b>

2020				
	Unspent as at beginning of year	Received	Applied	Unspent as at end of year
Lotteries Grant Board	\$ -	\$ 68,140	\$ 68,140	\$ -
Rata Foundation	\$ 26,226	\$ 35,000	\$ 50,615	\$ 10,611
Working Together	\$ -	\$ 12,000	\$ 4,199	\$ 7,801
CCC	\$ 35,000	\$ 44,500	\$ 35,000	\$ 44,500
COGS	\$ 4,767	\$ 8,000	\$ 6,549	\$ 6,219
Place Cadets	\$ 2,500	\$ -	\$ 2,500	\$ -
The Southern Trust	\$ -	\$ 5,000	\$ 5,000	\$ -
DIA	\$ -	\$ 9,859	\$ 2,143	\$ 7,716
<b>Totals</b>	<b>\$ 68,493</b>	<b>\$ 182,499</b>	<b>\$ 174,145</b>	<b>\$ 76,847</b>

#### b. Grants with no return obligation

2021

No grants with no return obligation received in 2021

2020			
	Received	Unspent	Purpose
CCC	\$ 5,000	\$ -	Community Mapping
MSD - CCRF	\$ 2,921	\$ -	Community Capability and Resilience Fund
<b>Totals</b>	<b>\$ 7,921</b>	<b>\$ -</b>	





# Phillipstown Community Centre Ch. Trust

## Notes to the Accounts (continued)

### 7 Fixed Assets

#### a. Depreciable Assets

2021				
Asset Class	Book Value 2020	Depreciation	Purchases/ Disposals	Book Value Dec 2020
Plant and Equipment	\$ 20,517	\$ 4,278	\$ 7,107	\$ 23,346
<b>Total</b>	<b>\$ 20,517</b>	<b>\$ 4,278</b>	<b>\$ 7,107</b>	<b>\$ 23,346</b>

2020				
Asset Class	Book Value 2019	Depreciation	Purchases/ Disposals	Book Value Dec 2020
Plant and Equipment	\$ 17,542	\$ 7,814	\$ 10,789	\$ 20,517
<b>Total</b>	<b>\$ 17,542</b>	<b>\$ 7,814</b>	<b>\$ 10,789</b>	<b>\$ 20,517</b>

### 8 Contingent Liabilities, Commitments and Guarantees

There have been no contingent liabilities or commitments or guarantees as at the end of the financial year (2020: nil).

### 9 Related Parties

The following significant financial transactions have occurred with related parties during the reporting year:

#### 2021

Related Party	Amount	Type of Transactions
Nil		Nil

#### 2020

Related Party	Amount	Type of Transactions
Nil		Nil

### 10 Events after Balance Date

#### 2021

There have been no events after balance date for the 2021 financial year.

#### 2020

The organisation closed the OSCAR programme 16 April 2021. This will affect both income and expenditure in the part of Out-of-School programme in 2021 financial year.





# Phillipstown Community Centre Ch. Trust

## Notes to the Accounts

### 6 Grants Received and Expended

Phillipstown Community Centre Ch. Trust has received and expended the following grants, with thanks:

#### a. Grants which must be returned if unused

2021

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#### b. Grants with no return obligation

2021

No grants with no return obligation received in 2021

2020

	Received	Unspent	Purpose
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MSD - CCRF	\$ 2,921	\$ -	Community Capability and Resilience Fund
<b>Totals</b>	<b>\$ 7,921</b>	<b>\$ -</b>	





## 7 Fixed Assets

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### 2021

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Related Party	Amount	Type of Transactions
Nil		Nil

## 10 Events after Balance Date

### 2021

There have been no events after balance date for the 2021 financial year.

### 2020

The organisation closed the OSCAR programme 16 April 2021. This will affect both income and expenditure in the part of Out-of-School programme in 2021 financial year.

## 11 Movements in Reserves

	2021	2020
Opening Balance	\$ 173,950	\$ 142,680
Funds Accumulated During Year	(\$ 7,763)	\$ 31,270
<b>Closing Balance</b>	<b>\$ 166,186</b>	<b>\$ 173,950</b>





## 12 Income in Advance

	2021	2020
Unexpended Grants (Note 6a)	\$ 94,530	\$ 76,847
Community hub shares prepayments	\$ 126	\$ 3,508
Refundable Bonds Collected	\$ 1,320	\$ -
MSD - OSCAR Funding	\$ -	\$ 5,370
OSCAR Parent Fees	\$ -	\$ 2,252
<b>Totals</b>	<b>\$ 95,976</b>	<b>\$ 87,976</b>

## 13 Community Hub Revenue

Seven tenants in 2021 shared the cost for using the HUB. Each tenant pays proportionate to their usage of the facility. This covers all utilities, such as power, rubbish, security and cleaning as well as wages. The Tenants are invoiced based on a budget and at the end of the year, the cost is balanced with the actual cost with no surplus intended by Phillipstown Community Centre.

## 14 Lease of Old Phillipstown School

The Ministry of Education provides Phillipstown Community Centre with free usage of the closed Phillipstown School grounds and buildings, in return for the organisation taking responsibility for day-to-day maintenance (not building repairs). This agreement ends on 30/6/2023





# AUDITOR'S REPORT

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## Opinion

I have audited the financial statements of **Phillipstown Community Centre Charitable Trust**, a registered Charity, for the year ending 31 December 2021. These statements include the Statement of Funding, Statement of Reserves, Statement of Cash Flows and the Notes.

In my opinion the financial statements provide a true and fair view of the financial activities of Phillipstown Community Centre Charitable Trust for the year ended 31 December 2021 and their financial position at that date according to the reporting requirements for registered charities.

Note that the report also includes non-financial information, on which I express no opinion.

## Basis for Opinion

I have taken guidance from New Zealand auditing standards ISA(NZ) in performing this audit in as much as they are applicable to small not-for-profit entities, and also considering the readability of this report for non-accountants.

An audit involves collecting and examining evidence about the numbers and other information presented in the financial statements. The auditor is striving for a very high degree of accuracy and therefore assurance. This also means that the information given in the statements must be *complete*, with no significant omissions that may mislead the reader of the Statements.

Audit procedures for an entity such as this may involve:

- Gathering evidence that both income and expenses include all transactions that relate to the reporting period (not just those paid within that period). Such evidence may include the organisation's internal processes and analysis of the organisation's transaction patterns.
- Gathering evidence that the presentation of the organisation's assets and liabilities is complete and that the numbers are stated in accordance with acceptable accounting practice.
- Verifying compliance with accounting standard PBE SFR-A (NFP), which is mandatory for this entity.
- Examining the assumption that the organisation remains in operation for at least 12 months after the end of this reporting year.
- Gathering evidence about activities or changes to the organisation that may impact a reader's opinion about their future financial activities and that would be reportable in the Notes, such as legal commitments, events that have disrupted the entity after Balance Date, or Related Party transactions.
- Examining whether the organisation has control over other entities that would require their financial information to be consolidated.

*Y.A.*



Community Capacity Accounting has compiled the financial statements and provided other services for this organisation. Threats to reviewer independence have been addressed predominantly through internal separation of duties in accordance with PES 1.

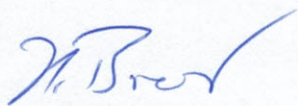
I have received sufficient and appropriate evidence to form an audit opinion. Other than in my capacity as auditor I have no relationship with or financial interest in the Trust.

**Responsibilities**

It is the responsibility of the organisation's Board of Trustees to ensure that financial statements are prepared, that give a true and fair view in accordance with the legal requirements. Ensuring that appropriate processes and procedures are in place to prevent misstatements from occurring through error or fraud are also their responsibility.

My responsibility as an auditor is to seek credible evidence with regards to the numbers and related information contained in the financial statements, and to provide an opinion about the results of my audit. Professional ethics require me to approach an audit with a sceptical mind.

My audit was completed on 16 June 2022 and my opinion is expressed as at that date.



Harald Breiding-Buss, MSc, NZDipBus  
Community Capacity Accounting  
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