

Te Atatu Peninsula Community Trust

2018 Annual Report

and

2019 Strategic Plan

**He aha te mea nui o te ao
He tangata, he tangata, he tangata**

**What is the most important thing in the world?
It is people, it is people, it is people**



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Abbreviations Used:

CSW.....	Community Support Worker
ESOL	English for Speakers of Other Languages
GM.....	General Manager
KRAs	Key Result Areas
TAPCT.....	Te Atatu Peninsula Community Trust
TCN	Te Atatu Community Network
TOM	Trust Operations Manager

Front cover image:

The photo at the bottom of the front page of this report features the mural on the fence along the northern boundary of our property. It was painted by Vaimoana Miumeitolu, a friend of Monique, our Community Support Worker. Vaimoana was visiting from New York. Its symbolism honours people, past and present, from The Chapel and our community.

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Chairperson's Report

On behalf of all of us at TAPCT, I would like to express our sincere appreciation to various individuals who have supported us this past year, along with the following organisations:

- COGS Waitakere (Community Organisation Grant Scheme)
- New Zealand Lottery Grants Board – Auckland Community
- Foundation North
- The Chapel – Te Atatu
- The Trusts Community Foundation
- Z Good in the Hood - Z Te Atatu

Their generosity has enabled TAPCT to execute on the strategic plan, to fund staffing, to continue renovations, to give the exterior a face lift and to address a number of much needed repairs including addressing roof leaks which have been causing damage within the auditorium for years. Today, many parts of the facility have a sparkling refreshed modern appearance both inside and outside.

A hearty thank-you, also, to all the trustees, operations staff and volunteers who serve at TAPCT, directly and through our growing team of Trust Partners. This team boasts gender balance, diversity of ethnicity and experience and all serve with passion to make a difference in the community.

In an average week, around 6-700 people access the facilities across the 20 Trust Partners with and estimated 2-3000 individuals visiting at least once a year.

The Trust has, again, received a clean bill of health with its financial audit.

In 2018 we welcome Rochelle Doyle as a trustee. She brings a wealth of experience in process management and leading teams to deliver on programmes to make a positive difference to community. This includes, under her stewardship, a strategy for achieving our key result areas for Tangata Whenua.

Our mission is to provide the direction and resources which will enable TAPCT directly and through the church to meet the social, emotional, physical, spiritual and educational needs of the local community. This mission remains valid especially with the Auckland unitary plan fuelling the rapid development of density living on the Peninsula.

For the last couple of years, the trustees have been envisioning transforming the existing facility to produce a modern, multi-level, multi-function building. This transformed facility must incorporate a tranquil garden, safe entry and exit routes and convenient parking facilities. I am pleased to report that the team are now galvanized in moving ahead on this and fully committed to the following:

1. Understand the needs of the changing demographic by undertaking a needs analysis which will determine the functional use of the proposed new facility.
2. Producing one or more scheme plans which depict topographical map views of the options for the proposed facility.
3. Establishing a funding team who will develop a strategy to fund the development.

I remain hopeful that we will make significant progress on these three areas before the next chairperson's report is due.

Introduction

The ongoing process, of review and planning, is undertaken by the trustees and staff of the Te Atatu Peninsula Community Trust (TAPCT) in accordance with the TAPCT Trust Deed and, as required by that Deed, in consultation with the Eldership of The Chapel.

Our Past

The Te Atatu Peninsula Community Trust was established in 2006 by the Te Atatu Bible Chapel, now known simply as The Chapel. Serving the local community has been a priority for The Chapel in Te Atatu for more than 50 years. The church's first employees were a couple, paid by the members of the church to seek practical ways to respond to the needs of the local community. This practical expression of care and concern was later met through the establishment of the 'Between the Banks Trust' and is now continued by the TAPCT.

*From the
Western Leader
February 1986*

Te Atatu Bible Chapel is a Christian Community Church that believes the truths of the Bible and endeavours to express these in ways appropriate to our community.

LOVE

IN OUR COMMUNITY

Jesus taught us to LOVE OUR NEIGHBOUR as ourself, especially the POOR, HELPLESS and NEEDY – Christians of Te Atatu Bible Chapel are committed to demonstrate CHRIST'S LOVE to the community of WEST AUCKLAND ***

ONE ANOTHER
Neighbourhood friendship groups operate throughout West Auckland where Christian and non-Christians meet, establish friendships and encourage one another to grow in Christian faith, and in a balanced life.

UNEMPLOYED
A work scheme teaches work skills and helps unemployed youth find jobs.

SOLOS / ELDERLY
Lawns mowed, hedges trimmed, gardens dug, free of charge.

REHABILITATION
4221 FAROM is an extended family for "Street Kids" - drug addicts, alcoholics. The 36 acre horticultural block and adjoining pig breeding units help reshape lives, teach farming skills and provide produce and funds to help the needy.

YOUNG PEOPLE
* 7.29 club for youth
* Salt Company for young adults
* Sunday School & Bible Class

FAMILIES
* Experienced Marriage and Budget Counsellors
* Food and financial assistance for needy families
* 'Crash' homes sought for suddenly homeless

WORSHIP
* Community Singing
* Drama, dance, mime, clowns & puppets
* Learning from God's word the Holy Bible
* Lives Restored - People Healed -

RELOCATION
As from Feb 8, our 10AM FAMILY & COMMUNITY PROGRAMME will be held at the HENDERSON CIVIC CENTRE

Te Atatu Bible Chapel
Craft and Book Shop (inspirational) books & tapes
Lovely "CRASH" work (Centre Te Atatu Nth Shoppes)
834-6066 • Office
834-5410 • Pastoral
834-6022 • Between the Banks' Shop

MR This ADVERT is sponsored by local businessmen

Our Present

For a number of years, with the generous support of several grant makers, and the local community, the Trust have been strongly focussed on upgrading and managing the church owned facilities; making these available to a variety of church and community groups, each making their own unique contribution to the wellbeing of the local community.

While this work continues, we are increasingly returning our core focus to the purposes for which the Trust was first established: *providing the direction and resources which will enable the Trust, directly and through the church, to meet the social, emotional, physical, spiritual and educational needs of the people of its local community.* (Quoted from the Trust Deed.)

This shift in focus is reflected in the additional faces around the Trust Board table in 2017 and 2018 with a growing percentage of the Trustees being people with extensive experience in, and a clear passion for, community, community service and community development.

Our Future

As we prepare for 2019 we continue to explore how we might better serve the needs of our increasingly diverse community.

In years gone by, Te Atatu Peninsula was a low socio-economic area however, as the years have passed, extensive new housing developments along the city side of the Peninsula have seen the demographics change significantly. While, in some ways this has mirrored a general shift in NZ society, on the Peninsula this has been even more evident as it has become an increasingly popular place to live. These changes will only accelerate with the rapid densification of housing in Te Atatu Peninsula which is being fuelled further with the passing of the Auckland Unitary Plan.

On the one hand, these changes have brought a fresh diversity to the Peninsula and surrounding communities however they have also resulted in a greater sense of separation and, in many cases, isolation, especially for those who populate the lower reaches of the social-economic spectrum.

This will lead to an even more diverse, and increasingly isolated, community in need of the type of services the Trust provides.

Hosting a diversity of groups and individuals within our facilities makes a significant contribution to the wellbeing of the community, however, sharing a facility does not, in and of itself, foster or create connection and community.

As we seek to meet the social, emotional, physical, spiritual and educational needs of the local community, our hope, our intention is to seek ways to close those gaps, to create opportunities for greater connection between, and participation by, all those who call this place home. When you build relational bridges between diverse communities everyone wins.

Trust Objectives

The objects of the Trust, as stated in the Trust Deed, are to *provide direction and resources which will enable the church to serve its local community by seeking to meet the social, emotional, physical, spiritual and educational needs of people within that community.*

Any initiative that the Trust embarks upon must align with the objectives of the Trust and with the ambitions, passions and talents of the people who make up the teams of volunteers who contribute their time and energy. The Trust is the organisational structure that provides management and governance oversight for the community focused activities that are initiated in the hearts and minds of many volunteers representing many community minded groups.

Key Result Areas

The strategic plan is structured around 8 key result areas:

- A. Personnel (Staff and Volunteers)
- B. Community Programmes
- C. Tangata Whenua
- D. New Initiatives
- E. Facilities
- F. Finance and Funding
- G. Administration and Communication
- H. Health and Safety

In the pages which follow we detail:

- Overview
- 2018 Review
- 2019 Plan

Personnel (Staff and Volunteers)

Overview

We must support, and effectively manage all staff and volunteers associated with Trust programmes. This includes the provision of appropriate training, supervision etc, as appropriate to each role. A strong and well lead team is essential if we are to best serve our community. To this end we must continually seek to improve the recruitment, training and care of our staff and volunteers.

2018 Review

- We have yet to find a suitable candidate for the TOM role. This continues to limit our ability to advance certain aspects of the Strategic Plan.
- We have added one new trustee in 2018 (Rochelle Doyle)
- A new staff appraisal process, now titled a Personal Development Plan, has been adopted, adapted and implemented. Initial reports are positive.

2019 Plan

- The search will continue for a permanent part-time Trust Operations Manager.
- We will seek to appoint new trustee with financial expertise to serve as TAPCT Treasurer. (Chair)
- Review current policies and procedures and how these are communicated and monitored (TOM) Rolled over from 2018.
- Identify local training opportunities for staff

Community Programmes

Overview

We will continually assess the needs and objectives of all current community programmes. This will require regular connection and conversations with the leadership of the various Trust Partners.

We will seek to identify ways of creating greater relational connectivity between various Trust partners.

We will continually review, and seek to improve, all forms of communication to our Trust Partners and to the people of our community.

2018 Review

- We hosted a 'Coffee and Cake' evening in February, and a dinner in October, for those involved in leadership of the various Trust Partners. While it is still early days on this initiative there are positive signs of greater connection, communication and cooperation between groups to the benefit of all.
- Quarterly one-on-one meetings with the leaders of each Trust Partner are proving beneficial to relationships and communication and these will continue.
- A Facebook group was created for TAPCT. The intention is that this would be a Community Noticeboard for the promotion of community events on the Peninsula and surrounding areas. The rules for this page exclude the posting of controversial matters or business promotion.
- A discussion of the Te Atatu Peninsula community Facebook page saw an individual from the community contrast a Fruit and Vege Swap Stand which is now hosted and promoted by the Trust and located near our Community Garden.
- The group hosting the *Mother's Day High Tea* chose not to run it in 2018.
- The TAPCT Information Booklet, and the Trust website, have been further reviewed and upgraded and this work will now be on-going.

2019 Plan

- We will again be hosting a Coffee and Cake evening and a dinner for the leadership of the various Trust Partners. (CSW)
- We will again facilitate four major events for the wider community. This will include two 'Block Parties' hosted directly by the Trust as well as two events hosted in partnership with other Trust Partners: *Mother's Day High Tea* and *Peninsula Women's Conference*.
- Prepare and introduce an MOU for all Trust Partners and one off facility hire to address a range of current operational issues including access, tidiness etc.
- Survey Trust Partners to identify their needs and their understanding of the TAPCT

Tangata Whenua:

Overview

This KRA was first added to our Strategic Plan for 2017 to flag our desire to give special attention as to how we might best discern and address the needs and aspirations of tangata whenua. We don't want to be presumptuous and say we will do something which is perhaps not needed and so we will undertake a needs analysis of tangata whenua in Te Atatu and seek to determine our best response. One option under consideration is to have a Matariki celebration (perhaps a hangi) and invite the community so as to build further connections with local Māori.

2018 Review

- While the Pasifika Beatz programme continues to operate, 2018 has not seen any progress in the development of new initiatives.

2019 Plan

- Build a team of people to lead our response in this KRA.
- We will continue to explore options for serving and supporting needs of tangata whenua. (CSW)
- We will explore ways in which we can provide support to the Te Atatu Marae Committee.
- We will seek opportunity to us to meet with our local Kaumatua and begin to build a relationship with our local Marae
- Take steps to first increase knowledge
 - Tikanga
 - Who are the tangata whenua?
 - Stories of the area?
 - How many Maori in Te Atatu Peninsula and environs?
 - What is currently avail?
- Connect with key community contacts working in this area

New Initiatives

Overview

We will continue to appraise potential new initiatives for alignment with Trust aims and objectives; creating or facilitating community ministries, within and beyond the facility, that align with our mission and help meet identified needs within the community.

2018 Review

- Results of a Community Needs Survey undertaken during the Te Atatu Peninsula Spring Festival have been collated and will be tabled early in 2019.

2019 Plan

- **Community Needs Survey** – Identify and evaluate possible responses. (CSM / TOM)
- Access other Needs Analysis work undertaken with the community eg Community Centre, Library, Schools, Social workers etc
- **COACH** (Creating Opportunities And Casting Hope) – Continue to explore options for the establishment of this community mentoring programme which currently operates in Australia, UK and elsewhere. (TOM / CSW / Trustees - Gaye Stembridge and Paul Eardley) – Rolled over.
- **Parenting Hub** – Engage Rochelle Doyle (Peninsula Parenting) and Tersia Govender (The Chapel) in discussions re the feasibility of establishing a Parenting Hub: creating and hosting a variety of workshops, seminars etc aimed at supporting, encouraging and inspiring parents and families in our community. (CSW) – Rolled over.
- Explore options for partnership and promotion in the crossover between the recently launched Chapel Neighbourhood Strategy and the work of TAPCT

Facilities

Overview

The recent revaluation of Auckland properties has, once again, highlighted the need for us to steward, and further develop, these facilities to maximise the benefit they offer to The Chapel and to the wider community we serve. While there are a number of projects in the pipeline to further upgrade the current facilities, we are reaching capacity in terms of the physical building space available. Appendix A sets out the list of current users of the facilities. If the Trust is to continue to be a provider of community services and facilities, there are necessary changes required to meet the changing and increasing needs of the local community.

Specifically, there are significant limitations to the current childcare facilities. Also in need of upgrading are the youth facilities and storage spaces. Current dysfunctional spaces need to be upgraded to provide safe functional facilities that match the needs of the evolving demographic anticipated under the Auckland Unitary plan.

2018 Review

- Semi-moveable wall between Auditorium and Hall removed and replaced with an Operable Wall.
- Auditorium fully refurbished – plastering, painting and new carpet. New carpet mats (2 x 10m x 3.66m laid in Hall. New carpet in foyer.
- Rusty roof above office/toilet/kitchen block replaced.
- Exterior of Auditorium was repainted.
- Significant landscaping work undertaken on two road facing sides of Auditorium to significantly improve appearance, and reduce maintenance, of the building.
- Main lighting in Auditorium and Hall replaced with LED which are more robust than existing fluorescent lights as well as reducing operational and maintenance costs.

2019 Plan

- Develop Signage for the facility – including in Te Reo.
- Replace carpet throughout the upstairs office and meeting spaces.
- Prepare, cost and progressively advance a 5-year plan including:
 - Re-energising exterior – a team is being brought together, and ideas tabled, for an exterior upgrade which will improve the look and feel of the building.
 - Carpark – reform and expand existing carparking area (TOM and Trustees - Darryn Lohead and Mark O'Loughlin)
 - Upgrade toilet and office area (TOM and Trustees - Darryn Lohead and Mark O'Loughlin)
 - Upgrade and/or replace outlying buildings, including youth and childcare facilities, to make them more serviceable and available for broader community use (TOM and Trustees - Darryn Lohead and Mark O'Loughlin)
- Bring together a team to produce a 20-year property development plan to ensure future short-term development aligns with the long-term development needs. (TOM) This plan shall be prepared having consideration for the following:

- Reference to the Auckland Unitary Plan – anticipating a change in demographic. A potential doubling of the current Peninsula population. The type of housing will change to higher density housing.
- There is likely to be an increase in the number of young families. Already, "Couples with children comprise 46 per cent of the population, higher than the national average of 41 per cent." NZ Herald 1 Dec 17.
- There will be a greater demand for open spaces. We need a strategy that protects our open space and maximises it for the use of the entire community.
- Research proves that early childhood education results in more stable families and individuals and is an overall cost effective strategy for effective communities.
- Our older population is not well catered for on the Peninsula. The percentage of senior residents will increase. They will likely be a fitter and healthier population. They may be wealthier than the current population and therefore more able to enter supported senior citizen accommodation.

Finance and Funding

Overview

We will continue to manage the funding available to the Trust so as to optimize their impact. We will explore options for funding of proposed developments in terms of programme and facilities. We will explore ways in which we can reduce our dependence on grants and create more sustainable funding streams.

2018 Review

- Thanks to the generous support of a number of Grant makers, as well as The Chapel community, significant funding has been made available to fund ongoing and upgrading work.

2019 Plan

- Explore and develop options for the creation of a sustainable funding stream to reduce long-term reliance on grants, including the concept of a Community Fund from which small local projects can be funded. TOM
- Create a plan to make good use of the community connection and promotion opportunities that will come if we are successful in selection for *Z Good in the Hood* and *The Trusts – Million Dollar Mission*.

Administration and Communication

Overview

We will maintain a strong focus on providing the necessary support systems to allow the Trust to continue to increase its impact without sacrificing efficiency.

2018 Review

- Hobsonville Community Trust, a Trust partner to which we provide accounting support, has now been set-up on Thanks You Payroll to align with the rest of our Payroll processes.
- Accounting processes continue to improve.

2019 Plan

- Develop and implement a regular calendar of meetings to ensure that all critical elements of Trust operations are addressed at least once a year. (TOM) Roll over
- Implement a process to ensure timely acknowledgment of donations. (TOM) Roll over
- Review and update current policies and procedures. Continues
- Develop a Website-Social Media Strategy

Health and Safety

Overview

We will continue to pursue a culture of awareness of the need for good practices in ensuring a safe and healthy environment is maintained, not just because of the legal requirement but first and foremost because our people, (staff, volunteers and our community) are our priority.

2018 Report

- Matters of concern regarding Health and Safety are reviewed at each meeting of the Trust. There were no urgent matters. A number of significant non-urgent matters were addressed and less important matters were added to the maintenance schedule.

2019 Plan

- Continue to maintain an 'Incident Log' on Trust premises in which to record all incidents relating to health and safety issues. Review the 'Incident Log' at every Trust meeting and take appropriate actions. (Trustees) Ongoing
- Regularly inspect the environment and identify hazards and risks. Carry out an annual 'walk around' of the premises to identify and document hazards and potential hazards. (Trustees) Ongoing
- Review and update current H&S policies and processes. Ongoing
- Develop a quarterly H&S update/eNews for Trust Partners to keep them aware of H&S matters and to solicit their feedback, ideas, concerns etc in the area.

Appendix A: Draft Calendar of Key Events in 2019

Appendix B: Community Partners

The Trust Partners fall into one of three groups:

- **Chapel Programmes** are Chapel initiated, community facing, programmes operating under the covering of the Trust but resourced, coordinated and delivered by teams of volunteers associated with The Chapel.
- **Trust Programmes** are initiated and operated by the Trust to meet observable community needs
- **Community Programmes**, some of which have approached us and some of whom have been approached by us to help us meet needs that we have identified but for which we lack the necessary resources or expertise.

We support these Partners in a number of ways including the provision of gathering space, accounting support etc.

Baby Sensory Group - a programme offering a complete approach to learning and development from birth to 13 months; designed to stimulate, educate and provide precious memories during the all-important first year of life.

Bellyful West Auckland – “At Bellyful, we know how hard those first few months with a new-born can be – and that’s before adding other children or career demands to the mix! Bellyful volunteers deliver meals to families with new-born babies and families, with young children, who are struggling with illness. Particularly those lacking a good support network.” The team from Bellyful West Auckland do cook-a-thons once a month in our commercial quality kitchen and store their meals in a freezer on site.

Birthdays, Funerals, Weddings, Piano Recitals and a variety of other one-off events.

Brickworks Drama – “Brickworks Drama is a performing arts school based in Te Atatu Peninsula, Auckland offering classes and workshops to children and young adults. At Brickworks Drama we believe each student has a unique voice and powerful imagination.”

CARE Waitakere – A counselling and budgeting centre, operating from their own building which is located on land leased, for a nominal fee, from us. They also operate occasional cooking classes using our kitchen.

Chapel Church Service – Every Sunday at 10 am with age appropriate gatherings for children of Preschool, Primary and Intermediate age.

Communicare – “Established in 1959, Communicare is a not for profit association, serving the elderly, lonely and disabled within the Auckland Community for over 55 years.” Their Thursday morning Friendship Centre, offering a range of activities as well as good fellowship and food, is one of 21 operating across Auckland and has been at home at The Chapel for over 20 years.

Community Cafe – A monthly café providing opportunity to gather and connect over lunch with others from our community. All proceeds go back into our community kitchen, providing food for local hospice families and volunteers and for our kids in schools without lunches.

Community Garden - Community Gardens are popping up all over Auckland and they are bringing communities together. Gardening can be fun, therapeutic, cheap and a social way to grow your own vegetables and other produce if you don't have room at home. It is also an opportunity to teach and help those across the community including support for the local food bank.

ICONZ Boys – ICONZ is an action, adventure, activity and values-based programme for kiwi men and kiwi boys. It is faith, blood, mud, fire, water, speed, smash and build. Our boys enjoy a wide range of action, fun, games, life skills, leadership and competition” Every Wednesday evening during the school terms the boys come to Te Atatu ICONZ; developing personal and leadership potential through a holistic fun and challenging program.

ICONZ4Girlz – A fun and action-packed life development programmes for Kiwi girls aged five to seventeen. An opportunity to enjoy those high activity pursuits so loved by the boys as well as the chance to have a go at some of the stuff that requires great hand/eye co-ordination that girls are so often good at... plus everything in-between.” Every Thursday after school the girls, plus the volunteer helpers, gather to have fun, make new friends, build confidence in themselves and learn new skills.

mainly music – “A fun music group for parents or primary care givers to enjoy together with their young child. Throughout the session, children develop gross and fine motor skills, language, imagination, mathematical and pre-reading skills as well as socialise with others.”

Michelle Pepper craft group – uses the hall monthly on a Tuesday evening

Pasifika Beatz - gives families the opportunity to stay in touch with their Pacific identity and culture through music, stories, play and dance. While the children play, their families have the opportunity to have a hot drink, share stories, laughter and experiences with other families.

Peninsula Parenting - Peninsula Parenting is a non-profit group, within Te Atatu Peninsula, whose mission is to 'Empower Parents & Caregivers'. They: provide community events with parenting speakers, facilitate The Parenting Place Toolbox parenting group workshops, network with other local supporting organizations and make free parenting resources and information available

Tat Youth – Intermediate and High School aged youth gather each Friday night to play games, socialise, eat together and head off on activities and challenges.

Te Atatu Peninsula Floral group – meets monthly on a Tuesday evening

Te Atatu Toy Library – offering a range of quality toys, puzzles, games and learning activities for members to hire for a set time. They can be found at The Chapel every Tuesday and Friday. They operate throughout the year except Christmas.

Thai Lao Christian Fellowship – A church gathering every Sunday afternoon and finishing over an early evening meal. Their music team practices at The Chapel every Saturday afternoon.

Appendix C: 2018 Facility Usage

Below is a list of our Partners, along with a record of their participation levels in 2017.

Organisation	Days / week	Hours / week	Weeks / Year	Av Attend	Total Attend	% Maori/PI	% Asian	% Other
Baby Sensory Group	1	5	39	30	228	20	40	40
Bellyful West Auckland	1	5	12	6	25	10	10	80
Brickworks Drama (Term)	1	3	40	50	125	3		97
Brickworks Drama (Holiday)	5	30	3	32	133	3		97
Communicare	1	4	40	26	38	4	8	88
Community Café	1	6	8	40	60	20	10	70
Community Events	1	8	3	270	600	20	10	70
Community Garden	1	1.5	30	4	4	20		80
ICONZ Boys	1	3	40	20	25	15	10	75
ICONZ4Girlz	1	3	35	16	25	20	20	60
mainly music	1	3	40	24	103	2	30	68
Peninsula Craft Night	1	3	12	6	12		10	90
Pasifika Beatz	1	3	38	20	82	97	1	2
Tat Youth	3	12	48	40	50	5	5	90
Te Atatu Peninsula Floral Group	1	3	10	35	57	2	2	96
Te Atatu Toy Library (families)	2	12	46	90	180	20	20	60
Chinese Language Class	1	2	28	6	16	0	90	10
CARE Cooking classes	1	5	12	6	16	30	20	50

Church Congregations	Days / week	Hours / week	Weeks / Year	Av Attend	Total Attend	% Maori/PI	% Asian	% Other
Thai Lao Fellowship	2	6	48	30	200		99	1
The Chapel	1	5	52	100	190	15	10	75

NB: For most groups, numbers are close approximations and are correct at time of publication.

Appendix D - Financials


Performance Report including Audited Accounts for 2018

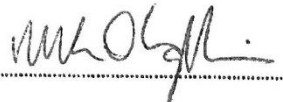


Performance Report

For the year ended 31 December 2018

The Trustees are pleased to present the approved performance report including the historical financial statements of Te Atatu Peninsula Community Trust for the year ended 31 December 2018.

 ASHOK MAGAN 12/05/19
Chairperson

 MARK O'LOUGHLIN 13/5/19
Trustee

..... Date

Te Atatu Peninsula Community Trust

Performance Report

**For the year ended
31 December 2018**

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Te Atatu Peninsula Community Trust

Entity Information

"Who are we?", "Why do we exist?"

For the year ended
31 December 2018

Legal Name of Entity:*	Te Atatu Peninsula Community Trust
Other Name of Entity (if any):	TAPCT
Type of Entity and Legal Basis (if any):*	Incorporated Society and Registered Charity
Registration Number:	CC40469
Entity's Purpose or Mission: * The Trust is established to provide leadership, direction and resources to help enable Te Atatu Bible Chapel to serve its local community by seeking to meet the social, emotional, physical, spiritual and educational needs of the people in its local community.	
Entity Structure: * Trust Structure: Our Trust Deed states that we must have between four and seven Trustees who are appointed by the Elders of Te Atatu Bible Chapel. During 2018 we have had six Trustees (a Chair and five Trustees). We are still looking to appoint a Treasurer. Operational Structure: Our operations are managed by a team of people in paid and voluntary positions. In 2018 we employed a Trust Operations Manager, Community Support Worker, Administrator/Receptionist and Facilities Assistant (Cleaner) and we have a number of volunteers involved with various programmes.	
Main Sources of the Entity's Cash and Resources:* We received income from a mixture of donations, grants, fees and facility hireage.	
Main Methods Used by the Entity to Raise Funds:* Some of the programmes that are run through the Trust request a small fee/donation to be paid to help cover expenses. We also apply to various Trusts for funding to cover general operating expenses. We are exploring options for expanding our current base of individual and corporate donors.	
Entity's Reliance on Volunteers and Donated Goods or Services: * Volunteers run the majority of our programmes - ICONZ, Mainly Music, ICONZ4 girlz, Mainly Mums etc.	
Additional Information:*	
Contact details	
Physical Address:	75-79 Beach Road, Te Atatu Peninsula, Auckland
Postal Address:	P O Box 45 004, Te Atatu Peninsula
Phone/Fax:	09 834 6906
Email/Website:	peninsulacommunitytrust.co.nz

Te Atatu Peninsula Community Trust

Statement of Service Performance

"What did we do?", When did we do it?"

For the year ended
31 December 2018

Description of the Entity's Outcomes*:

To continue to provide and develop the quality of facilities and range of services available to our local community so that we more effectively meet the social, emotional, physical, spiritual and educational needs of the people within our community.

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	Actual* This Year	Actual* Last Year
<p>Personnel (Staff and Volunteers). The Community Support Worker (15 hours per week), Reception/Admin (20 hours per week) and Facilities Assistant (6 hours per week) have permanent contracts and received the required support from funders for 2018. The Trust Operations Manager role (8 hours per week) was temporarily filled to the end of 2018. We have yet to find a suitable candidate for the TOM role. We have added one new trustee (Rochelle Doyle).</p>		
<p>Community Programmes. We have 23 different groups who utilise the facilities and services of the Trust on a regular basis with approximately 700 people passing through the building every week. Two of these groups were new in 2018.</p> <ul style="list-style-type: none"> - Mainly Music - Mainly Mums - ICONZ for boys - ICONZ4 girlz - Community Garden - Communicare - Te Atatu Toy Library - Te Atatu Floral and Garden Circle - Bellyful - Peninsula Women - Craft Group - The Chapel - Thai Lao Fellowship - Hobsonville Community Trust - Peninsula Parenting - Brickworks Drama School - Pasifika Beatz - CARE Waitakere Cooking Classes - Baby Sensory - Community Café - Mothers Helpers - Community Fruit and Vege Swap (new) - Auckland Sunrise Education Centre (Chinese Classes - new) 	23	23
<p>In 2018 we hosted a Coffee and Cake evening in February and Dinner in October for those involved in leadership of our various Trust Partners with the outcome being positive signs of greater connection between the groups. A discussion on the Te Atatu Peninsula Community Facebook page saw an individual from the community construct a Fruit and Vege Swap stand now hosted and promoted by the Trust and located near our Community Garden.</p>		

Page 4

Te Atatu Peninsula Community Trust

Statement of Service Performance

"What did we do?", When did we do it?"

For the year ended
31 December 2018

Tangata Whenua. While the Pasifika Beats programme continues to operate, 2018 has not seen any further development of new initiatives.

New Initiatives. Work continues to be done on identifying possibilities for new initiatives.

Facilities. Projects Advanced/Completed:

- Semi-moveable wall between the Auditorium and Hall has been removed and replaced with an Operable Wall.
- Auditorium fully refurbished - plaster, paint and new carpet. New carpet mats (two 10m x 3.66m) laid in the Hall. New carpet in foyer and reception office.
- Rusty roof above office/toilet/kitchen block has been replaced.
- Exterior of Auditorium has been repainted.
- Landscaping work has been undertaken on two road facing sides of the Auditorium to help improve the appearance and reduce maintenance of the building
- Lighting in the Auditorium and Hall has been replaced with LED lights which are more robust and will help reduce operational and maintenance costs.

Finance and Funding. Thanks to generous support of a number of Grant makers, as well as The Chapel community, significant funding has been made available to fund ongoing and upgrading work.

Administration and Communication. Hobsonville Community Trust, a Trust Partner to which we provide accounting support, has now been set-up on Thankyou Payroll to align with the rest of our Payroll processes. Accounting processes continue to improve.

Health and Safety. Matters of concern regarding Health and Safety are reviewed at each meeting of the Trust. There were no urgent matters. A number of significant non-urgent matters were addressed and less important matters were added to a maintenance schedule.

Te Atatu Peninsula Community Trust

Statement of Financial Performance

"How was it funded?" and "What did it cost?"

For the year ended
31 December 2018

INTEGRITY AUDIT

	Note	Actual* This Year \$	Actual* Last Year \$
Revenue	1		
Donations, fundraising and other similar revenue*		171,286	74,398
Revenue from providing goods or services*		25,200	25,445
Interest, dividends and other investment revenue*		559	16
Other revenue		1,377	3,367
Total Revenue*		198,422	103,226
Expenses	2		
Volunteer and employee related costs*		65,962	53,654
Costs related to providing goods or services*		71,811	53,407
Grants and donations made*		-	-
Other expenses		20,272	7,514
Total Expenses*		158,045	114,574
Surplus/(Deficit) for the Year*		40,377	(11,348)

MURD.
13/5/19


12/05/19

Te Atatu Peninsula Community Trust

Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at
31 December 2018

INTEGRITY AUDIT

	Note	Actual* This Year \$	Actual* Last Year \$
Assets			
Current Assets	3		
Bank accounts and cash*		71,743	99,709
Debtors and prepayments*		1,584	-
Inventory*		-	-
Other current assets		844	-
Total Current Assets		74,171	99,709
Non-Current Assets			
Property, plant and equipment*	4	498,951	444,861
Investments*		-	-
Other non-current assets		-	-
Total Non-Current Assets		498,951	444,861
Total Assets*		573,122	544,570
Liabilities			
Current Liabilities	3		
Creditors and accrued expenses*		3,500	4,208
Employee costs payable*		8,247	5,923
Unused donations and grants with conditions*		51,415	64,856
Other current liabilities		-	-
Total Current Liabilities		63,162	74,987
Non-Current Liabilities			
Loans*		-	-
Other non-current liabilities		-	-
Total Non-Current liabilities		-	-
Total Liabilities*		63,162	74,987
Total Assets less Total Liabilities (Net Assets)*		509,960	469,583
Accumulated Funds	5		
Capital contributed by owners or members*		-	-
Accumulated surpluses or (deficits)*		509,960	469,583
Reserves*		-	-
Total Accumulated Funds*		509,960	469,583

Te Atatu Peninsula Community Trust

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended

31 December 2018

INTEGRITYAUDIT

	Actual* This Year \$	Actual* Last Year \$
Cash Flows from Operating Activities*		
Cash was received from:		
Donations, fundraising and other similar receipts*	157,845	151,284
Receipts from providing goods or services*	25,200	28,364
Interest, dividends and other investment receipts*	559	16
Other Revenue	1,377	3,367
Net GST received / (paid)	(4,211)	(546)
Cash was applied to:		
Payments to suppliers and employees*	137,671	114,415
Donations or grants paid*	-	-
Net Cash Flows from Operating Activities*	43,099	68,070
Cash flows from Investing and Financing Activities*		
Cash was received from:		
Receipts from the sale of property, plant and equipment*	-	-
Cash was applied to:		
Payments to acquire property, plant and equipment*	70,247	8,320
Payments to purchase investments*	-	-
Repayments of loans borrowed from other parties*	-	-
Capital repaid to owners or members*	-	-
Net Cash Flows from Investing and Financing Activities*	(70,247)	(8,320)
Net Increase / (Decrease) in Cash*	(27,148)	59,750
Opening Cash*	98,868	39,118
Closing Cash*	71,720	98,868
This is represented by:		
Bank Accounts and Cash*	71,743	99,709
Credit Card	(23)	(841)
Total Cash	71,720	98,868

Te Atatu Peninsula Community Trust

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended
31 December 2018

INTEGRITYAUDIT

Basis of Preparation*

Te Atatu Peninsula Community Trust 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.

Goods and Services Tax (GST)*

Te Atatu Peninsula Community Trust is registered in terms of the Good and Services Tax 1985. These statements have been prepared on a GST exclusive basis of accounting and the Statement of Financial Position reflects any GST owing or due at balance date.

Income Tax

Te Atatu Peninsula Community Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Revenue

Revenue is accounted for as follows:

Donations

Donations are accounted for depending on whether or not they have been given with a "use or return" condition attached. Where no use or return conditions are attached revenue is recorded as income when the cash is received. Where donations include use or return condition the donation is initially recorded as a liability on receipt. The donation is subsequently recognised in the Statement of Financial Performance as the performance conditions are met. Donated goods or services (other than donated assets) are not recognised.

Grants

Grants are accounted for depending on whether or not they have been given with a "use or return" condition attached. Where no use or return conditions are attached revenue is recorded as income when the cash is received. Where donations include use or return condition the donation is initially recorded as a liability on receipt. The donation is subsequently recognised in the Statement of Financial Performance as the performance conditions are met.

Interest Income

Interest income is recognised on an accrual basis

Other Income

All other income is accounted for on an accrual basis and accounted for in accordance with the substance of the transaction.

Te Atatu Peninsula Community Trust

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended
31 December 2018

INTEGRITYAUDIT

Fixed Assets and Depreciation

Property, Plant and Equipment are recorded at cost and impairment losses.

Depreciation

Depreciation is provided on a mixture of straight line and diminishing value basis on all property, plant and equipment that will write the cost of the assets to their estimated residual values over their useful lives. The depreciation rates and useful lives associated with major classes of assets have been estimated as follows:

- Building Improvements	2% - 5% SL
- Computer Equipment	50% DV
- Furniture and Fixtures	16% DV. New assets 5% SL

Comparative Information

Comparative information for the expense accounts has been adjusted to match the current years classification. This has no impact on the overall total expenses.

Changes in Accounting Policies*

There have been no changes in accounting policies during the financial year (Last year - nil).

Te Atatu Peninsula Community Trust

Notes to the Performance Report

For the year ended
31 December 2018

INTEGRITY AUDIT

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Donations and other similar revenue	Donations - General	15	1,155
	Donations - Te Atatu Bible Chapel	55,500	14,000
	Donations - Te Atatu Community House	1,000	-
	Donations - Thai Lao Fellowship	1,500	600
	Grants - Dragon Community Trust 2017	-	2,313
	Grants - COGS 2017 - Salaries	1,556	1,944
	Grants - COGS 2018 - Salaries	2,376	-
	Grants - Foundation North 2018	9,959	20,000
	Grants - Lottery Community 2017 - Facility Upgrade	26,700	-
	Grants - Lottery Community 2017 - Salaries	36,600	13,400
	Grants - Lottery Community 2018 - Salaries	4,750	-
	Grants - Te Atatu Bible Chapel - Salaries	-	8,250
	Grants - The Trust Community Foundation 2018 - Facility Upgrade	30,000	-
	Grants - The Trust Community Foundation 2017- Salaries	-	10,000
	Grants - Western Gas Limited 2018 - Z Good in the Hood	1,330	736
	Legacy - Sir John Logan Campbell	-	2,000
	Total	171,286	74,398
Revenue from providing goods or services	Facility Usage	17,707	17,084
	Community Programmes - Community Cafe (Mainly Mums)	1,497	403
	Community Programmes - ICONZ	2,745	2,671
	Community Programmes - ICONZ4 girlz	1,752	1,968
	Community Programmes - Mainly Music	1,499	2,624
	Community Programmes - Peninsula Women	-	696
	Total	25,200	25,445
Interest, dividends and other investment revenue	Interest	559	16
	Total	559	16
Other revenue	Photocopier	162	143
	Sundry	1,215	3,224
	Total	1,377	3,367

Te Atatu Peninsula Community Trust

Notes to the Performance Report

For the year ended
31 December 2018

INTEGRITY/AUDIT

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	ACC Levies	179	81
	Fundraising Project Fee	3,000	2,500
	Kiwisaver / Student Loan	1,202	767
	Salaries and Wages	59,928	50,253
	Staff Training	1,653	52
	Total	65,962	53,654

Expense Item	Analysis	This Year \$	Last Year \$
Costs related to providing goods or services	Admin - Accounting Services	899	1,202
	Admin - Bank Fees	50	41
	Admin - Consumables	2,672	3,617
	Admin - Miscellaneous Expenses	1,732	2,722
	Admin - Photocopier Rental	4,154	4,282
	Admin - Printing and Stationery	468	194
	Admin - Professional Services	2,788	2,702
	Admin - Telephones and Mobiles	3,348	1,789
	Community Programmes - Community Cafe (Mainly Mums)	1,152	402
	Community Programmes - Community Events	3,013	2,938
	Community Programmes - ICONZ	2,707	4,480
	Community Programmes - ICONZ4 girlz	1,957	2,528
	Community Programmes - Mainly Music	1,933	1,776
	Community Programmes - Peninsula Women	-	525
	Facility - Cleaning/Waste	1,421	1,035
	Facility - Electricity/Gas	4,612	4,449
	Facility - Insurance	3,168	6,765
	Facility - Lawns & Property	9,277	2,535
	Facility - Maintenance	19,401	5,873
	Facility - Rates	4,352	2,533
	Facility - Water Rates	1,233	1,019
	Facility - Upgrade	1,474	-
	Total	71,811	53,407

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Audit Fees	3,613	1,940
	Depreciation	16,157	5,109
	Subscriptions - Xero	502	465
	Total	20,272	7,514

Te Atatu Peninsula Community Trust

Notes to the Performance Report

For the year ended
31 December 2018

INTEGRITYAUDIT

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year	Last Year
Bank accounts and cash		\$	\$
	ASB Bank	71,743	59,709
	Term Deposits	-	40,000
	Total	71,743	99,709
Asset Item	Analysis	This Year	Last Year
Debtors and prepayments		\$	\$
	Insurance Prepayment	1,584	
	Total	1,584	-
Asset Item	Analysis	This Year	Last Year
Other current assets		\$	\$
	GST Refundable	844	-
	Total	844	-
Liability Item	Analysis	This Year	Last Year
Creditors and accrued expenses		\$	\$
	Accounts Payable	648	-
	Audit Fee Accrual	2,070	-
	Accounting Services Fee Accrual	759	-
	Credit Card	23	841
	GST	-	3,367
	Total	3,500	4,208
Liability Item	Analysis	This Year	Last Year
Unused donations and grants with conditions		\$	\$
	Grants - COGS 2018 Salaries	1,124	1,556
	Grants - Foundation North 2018	15,041	-
	Grants - Lottery Community 2017 - Facility Upgrade	-	26,700
	Grants - Lottery Community 2018 - Salaries	35,250	36,600
	Total	51,415	64,856
Liability Item	Analysis	This Year	Last Year
Employee costs payable		\$	\$
	Accrued Leave	6,919	5,923
	Salaries Payable	1,328	-
	Total	8,247	5,923

Te Atatu Peninsula Community Trust

Notes to the Performance Report

For the year ended
31 December 2018

Note 4 : Property, Plant and Equipment

INTEGRITYAUDIT

This Year							
Asset Class*	Opening Carrying Amount*	Correction of Error- Carrying Amount	Purchases	Sales/Disposals	Correction of Error- Prior Year Depreciation	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*	-	-	-	-	-	-	-
Buildings Improvements*	417,532	-	14,771	-	-	8,784	423,519
Motor Vehicles*	-	-	-	-	-	-	-
Furniture and fixtures*	26,630	-	55,476	-	-	7,023	75,083
Office equipment*	-	-	-	-	-	-	-
Computers (including software)*	699	-	-	-	-	350	349
Machinery*	-	-	-	-	-	-	-
Heritage assets	-	-	-	-	-	-	-
Total	444,861	-	70,247	-	-	16,157	498,951

Last Year							
Asset Class*	Opening Carrying Amount*	Correction of Error- Carrying Amount	Purchases	Sales/Disposals	Correction of Error- Prior Year Depreciation	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*	-	-	-	-	-	-	-
Buildings Improvements*	415,230	-	2,313	-	-	11	417,532
Motor Vehicles*	-	-	-	-	-	-	-
Furniture and fixtures*	-	29,731	6,006	-	4,710	4,397	26,630
Office equipment*	-	-	-	-	-	-	-
Computers (including software)*	1,067	800	-	-	468	700	699
Machinery*	-	-	-	-	-	-	-
Heritage assets	-	-	-	-	-	-	-
Total	416,297	30,531	8,319	-	5,178	5,108	444,861

Te Atatu Peninsula Community Trust

Notes to the Performance Report

For the year ended
31 December 2018

INTEGRITYAUDIT

Note 5: Accumulated Funds

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	-	469,583	-	469,583
Capital contributed by owners or members*	-			-
Capital returned to owners or members*	-			-
Surplus/(Deficit)*		40,377		40,377
Distributions paid to owners or members*		-		-
Correction prior year - depreciation		-	-	-
Correction prior year - fixed assets		-	-	-
Closing Balance	-	509,960	-	509,960

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	-	455,577		455,577
Capital contributed by owners or members*				-
Capital returned to owners or members*				-
Surplus/(Deficit)*		(11,348)		(11,348)
Distributions paid to owners or members*		-		-
Correction prior year - depreciation		(5,178)	-	(5,178)
Correction prior year - fixed assets		30,532	-	30,532
Closing Balance	-	469,583	-	469,583

Te Atatu Peninsula Community Trust

Notes to the Performance Report

For the year ended
31 December 2018

INTEGRITYAUDIT

Note 6 : Commitments and Contingencies

Commitment*	Explanation and Timing*	At balance date	At balance date
		This Year*	Last Year*
		\$	\$
Commitments to lease or rent assets*	Lease of photocopier - expiry 26 June 2022	11,130	-

Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date (Last Year - nil)

Note 7 : Related Party Transactions

There were no transactions involving related parties during the financial year. (Last Year - Nil)

Note 8 : Events After the Balance Date

There were no events that have occurred after the reporting date that would have a material impact on the performance report. (Last year - nil).

Note 9 : Ability to Continue Operating

The Trust will continue to operate in the foreseeable future.

Note 10 : Correction of Errors

In the prior year, a number of fixed assets owned by the Trust had not been recognised in the 2016 financial year. They were brought into account in the 2017 financial year together with the related depreciation - refer note 4.

To TRUSTEES of the TE ATATU PENINSULA COMMUNITY TRUST

Report on the Financial Statements

Qualified Opinion

We have audited the financial statements contained in the performance report of the TE ATATU PENINSULA COMMUNITY TRUST on pages 6 to 16 which comprise the statement of financial position as at 31 December 2018, the statement of financial performance and statement of cash flows for the year ended, the statement of accounting policies and other explanatory information.

In our opinion, except for the matters outlined in the basis for a qualified opinion, the financial statements on page 6 to 16 present fairly the financial position of the TE ATATU PENINSULA COMMUNITY TRUST as at 31 December 2018 and its financial performance and cash flows for the year ended on that date in accordance with the requirements of Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board relevant to reporting financial position, financial performance and cash flows.

Basis for a Qualified Opinion

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion, except that our audit work has been limited in the verifying of the cash sources of income from:

- Revenue from providing good or services of \$25,200 and Other Revenue of \$1,377, where the accounting control is limited prior to the cash being banked.

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described below in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organisation in accordance with Professional and Ethical Standard 1 (Revised)

Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

Other than in our capacity as auditor we have no other relationship with, or interests in, the TE ATATU PENINSULA COMMUNITY TRUST.

Restriction on responsibility

This report is made solely to the TRUSTEES, as a body, in accordance with section 42F of the Charities Act 2005, and the entity's constitutional requirements. Our audit work has been undertaken so that we might state to the TRUSTEES those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the TRUSTEES as a body, for our audit work, for this report, or for the opinions we have formed.

Other Information

The management board is responsible for the other information being the entity information and statement of service performance. Assurances on the other information are engaged under a limited assurance and reference should be made to a separate limited assurance report on page 3-5.

Our audit opinion on the financial statements does not cover any audit assurance on the other information.

Management Board Responsibility for the Financial Statements

The management board is responsible for determining that the Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) framework is acceptable in the entity's circumstances, for the preparation of financial statements in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-

For-Profit), and for such internal control as the management board determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the management board is responsible for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the

circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

conclude on the appropriateness of the use of the going concern basis of accounting by the board. Based on the audit evidence obtained, no material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report, and no assurances are provided for any future events or conditions may cause the entity to cease to continue as a going concern.

evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

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



Integrity Audit
Chartered Accountants
East Tamaki, Auckland
14 May 2019

2019 Budget

Te Atatu Peninsula Community Trust Budget - 1st Jan 2019 - 31st Dec 2019

Income	2019 Budget
General Income	
Donations - Other	\$ 2,500
Donations - The Chapel	\$ 15,000
Facility Hire	\$ 18,000
Grants	
Grants - Facility	
Grants - Operational	\$ 25,000
Grants - Salaries	\$ 70,000
Other Income	
Community Events	
Interest Income	\$ 700
Other Income - General	
Other Income - Photocopying	\$ 100
Trust Income	\$ 131,300
Community Programs	
Community Cafe (Mainly Mums)	
ICONZ	
ICONZ4 girlz	
Mainly Music	
Peninsula Parenting	
Peninsula Women	
Total Community Programs	\$ -
Total Income	\$ 131,300

Expenses

Administration

Bank Fees	\$	50
Consumables	\$	3,000
IT Equipment and Servicing	\$	1,200
Miscellaneous	\$	600
Photocopier Rental	\$	4,200
Printing and Stationery	\$	480
Professional Services	\$	7,500
Telephones and Mobiles	\$	2,800
Xero Fees	\$	500
Total Administration	\$	20,330

Operational

Cleaning/Waste	\$	1,500
Community Events	\$	4,000
Electricity/Gas	\$	4,500
Insurance	\$	7,000
Lawns & Property	\$	2,500
Maintenance	\$	6,000
Rates	\$	3,500
Water Rates	\$	1,200
Total Operational	\$	30,200

Facility Upgrade

Property Projects		
Total Facility Upgrade	\$	-

Staffing

ACC	\$	180
Kiwisaver/Student Loan		
Salary - Admin/Reception		26,520
Salary - Cleaner (Caretaker)		5,728
Salary - Community Support Worker		17,901
Salary - Trust Operations Manager	\$	21,216
Staff Supervision	\$	960
Staff Training	\$	300
Total Staffing	\$	72,805

Community Programs

Community Cafe (Mainly Mums)		
ICONZ		
ICONZ4 girlz		
Mainly Music		
Peninsula Parenting		
Peninsula Womens		
Total Community Programs	\$	-

Total Expenses	\$	123,335
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Next Income (Expense)	\$	7,965
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Appendix E - Our Board and Staff

The Te Atatu Peninsula Community Trust Board is comprised of individuals with a real heart for the local community and a desire to serve. These are high calibre and gifted people who collectively are dedicated to making a difference in the local community.

Ashok Magan (Chairman)

Ashok has 35 years of international experience working in the field of geospatial information management. He has a master of business administration from University of Auckland and trained in governance with the Institute of Directors New Zealand. Ashok enjoys sailing a Frostbite competitively and also serves as Commodore of the Taikata Sailing Club.

Gabrielle (Gaye) Stembridge (Trustee)

Gaye has over 34 years experience serving as a director in a variety of NGO's and Trusts. She has trained at Massey University in social policy. Gaye served previously as director on the Kauri Trust. Gaye has a passion for community development and enjoys walking, reading and travelling.

Paul Eardley (Trustee)

Paul is a qualified adult education teacher originally from the United Kingdom. Paul developed strong project management and leadership skills by serving in management roles at hotels, prisons and community support organisations. Paul loves riding and restoring collector type motorcycles.

Mark O'Loughlin (Trustee)

Mark has had eleven different vocations in his life thus far and is a versatile home handyman. For the past 20 years he developed his own small transport business in Auckland. Mark is a grateful Dad of two beautiful daughters and spends his time with them and friends enjoying the beauty of New Zealand in his favourite car.

Darryn Lohead (Trustee)

Darryn is a qualified brand consultant and graphic designer and has worked for design and advertising agencies in New Zealand and internationally. Darryn developed his own business since returning from a working OE in London 18 years ago. Darryn has a passion for the community and served as Chairman of the New Zealand Christian Football Association for over ten years. Darryn enjoys the outdoors especially playing football and fishing from his kayak.

Rochelle Doyle (Trustee)

Rochelle has over 20 years leadership experience in a variety of local government, IT and not-for-profit roles. She has a heart for community and, in her 13 years as a Te Atatu Peninsula local, she has started volunteer groups supporting families and women and has volunteered her time and expertise to some 11+ local charitable groups. Previously, Rochelle as served as a trustee for The Neonatal Trust - Auckland. Rochelle is blessed to be mum to 4 children and wife to Steve. In her spare time (not much!) she loves reading, going to the beach and continuing her studies in Te Reo and Te Ao Māori.

Our Staff

Monique Kauie (Community Support Worker)

Monique is our Community Support Worker who actively connects with our Community Partners. Monique has a background working in event management and staging and has a real passion encouraging and coordinating people in our community to use their gifts and talents to help meet the needs of others.

Hannah Bain (Admin/Reception)

Hannah's background is working as a Legal Executive in property law. For fun she likes to be creative with craft/hand work and spends time playing games with her family (while dreaming of overseas travel).

Theresa Williams (Facilities Assistant)

Teresa is the newest member of the staff team. In addition to keeping The Chapel spick and span, Teresa studies part-time and is a busy mother to two beautiful girls.

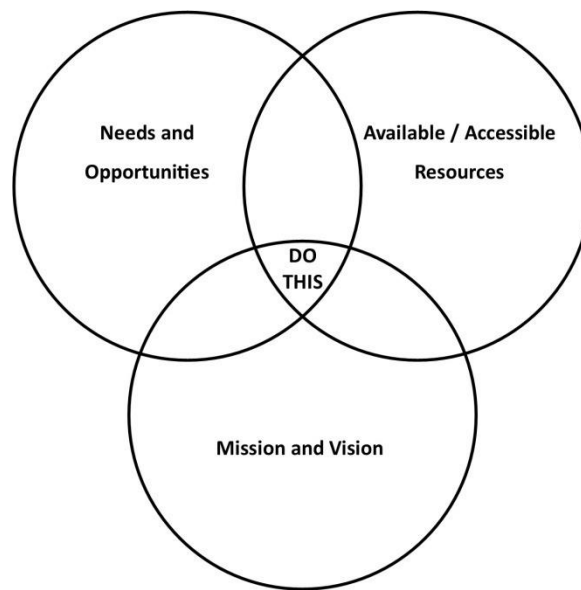
Brian Spicer (General Manager – Seconded from The Chapel)

Brian has over 30 years of leadership experience serving not-for-profit organisations. Amongst his varied qualifications and learning he also holds a graduate diploma in not-for-profit management. Brian provides pastoral leadership currently at The Chapel and has previously served as chairman for Mainly Music Australia.

Appendix F: Evaluating Existing and New Projects / Initiatives

Existing programmes and processes, and proposed new projects and initiatives, need to be evaluated having regard to:

- the current initiatives and perceived needs of the individuals and organisations currently hosted by the Trust, as well as individuals and organisations across the wider community
- the resources (Property, Finances, Personnel) available and accessible to the Trust
- various understandings concerning the strategic vision of the Elders of the Chapel; their hopes and aspirations for the Trust and the community it serves



The Trust seeks to identify and pursue those initiatives that sit at the intersection of these three criteria.

The following questions need to be addressed with respect to any proposed project/initiative to test its alignment with Trust Deed, especially the aims and objectives detailed with the Trust Deed. It is also intended to ensure that the project/initiative will be well led, supported by volunteers and is a response to clearly identified community need. Unless all of these questions can be answered positively then the project/initiative should not be pursued.

1. Will the project/initiative under consideration demonstrate to those who would participate, the love and support of the wider Peninsula community, providing people a sense of belonging?
2. Does the project/initiative under consideration meet any of the objectives as identified in the Trust Deed? (Ideally an initiative should meet two or more objectives.)
3. Is there at least one 'committed champion' from the teams of volunteers who will 'lead' the project/initiative under consideration?