

VOLUNTEER MARLBOROUGH

ANNUAL REPORT

2019—2020



VOLUNTEER MARLBOROUGH

Volunteer Marlborough is:

- ❖ registered as an incorporated Charitable Trust
- ❖ exempt from income tax

Donations to Volunteer Marlborough are tax deductible to the donor.

Registered Charity CC21512

Our Vision

A community that values volunteering as an integral part of a thriving society.

Our Mission

Supporting and connecting the people and organisations of Marlborough through volunteering.

Our Values

Empowerment – inspiring and enabling people to connect and contribute within their communities

Collaboration – working with community partners and organisations to promote, value, and support effective volunteering

Inclusiveness – recognising and valuing the diversity of all expressions of volunteering

Aims and Objectives

Volunteer Marlborough is a community organisation that focuses on supporting and promoting volunteering and building the capacity and capability of organisations in the Marlborough region. We work with over 150 community-based organisations, helping to provide the indispensable volunteers they need to sustain their services. We provide advice and professional development in the management of volunteers and support community organisations in the development of inclusive and effective volunteer programmes.

What We Do

- ❖ Recruit and refer volunteers to voluntary roles suited to their individual interests and goals
- ❖ Maintain a varied range of quality volunteering opportunities from our network of community organisations
- ❖ Promote the benefits and value of volunteering with emphasis on diversity and inclusion
- ❖ Provide professional development to managers and leaders of volunteers
- ❖ Support networks of managers of volunteers and volunteer involving organisations in the Marlborough and Kaikoura regions
- ❖ Maintain and develop resources and publications accessible by community organisations

A MESSAGE FROM THE CHAIRPERSON



It is a pleasure to present this report as the Chair of Volunteer Marlborough. It has been an unusual year in so many respects, especially second part of our financial year (the first half of 2020), but the staff and board have risen to the challenge and we have come out the other side a stronger and better equipped organisation.

We started the year with our Chair, Heather Sorensen, relocating from Marlborough and resigning her position as Chair, meaning I took over not long after having my first child – a big step in both areas! I have had great support from the other trustees and from Meg and Hannah in the office.

During the latter part of 2019 we completed our Governance Bites training sessions which were well received by the community as well as by the funder, Rata Foundation. Other training sessions were held and were

well attended.

We also got the Youth on Boards programme up and running, subcontracting Rory at Sport Tasman to manage this pilot programme for us. The case study and final report has now been completed and this has been successful from both the young people's point of view as well as that of the organisations. We will be looking to continue this in the future.

As we started 2020 and planning for training and events was underway, the worldwide COVID-19 pandemic hit and we went into lockdown. This presented some challenges, with Meg and Hannah working from home for the duration of Alert Levels 4, 3 and 2 before returning to the office in early June. During this time we started a database of volunteers who were available to help, this was passed on to Marlborough District Council and Civil Defense who were spearheading this in our region.

We also used this time to start using Zoom for meetings for both staff and trustees, something we are planning to continue in the future as well as investigating some options for virtual training. It is important that as an organisation we don't lose the learnings we have gained during this time and we look at how they can be of benefit in the future.

We have had a number of trustee changes during the past year, with Heather and Anita Overgaauw relocating out of Marlborough in August 2019, and Terri Hendricks deciding to step down at the AGM in September. Thank you to all three of these ladies for the time they have given to Volunteer Marlborough. We also had some new trustees join our Board for a short time then leave, we appreciate the time and honesty of these people. Shannon McLean our Youth Board Member also decided to step down after two years, she left us in November 2019. Finally, Amy Lister decided to step down in June 2020, we thank her for her time and effort as Treasurer over the past year. Some great people have stepped up as Trustees with Emma Freestone and Christine Jackson joining us in June and July 2020 respectively, Sam Smith as a Youth Board Member in July 2020, and there are more new trustees joining us at the AGM this year. It is great to know that Volunteer Marlborough is attracting high quality of trustees.

Looking forward to the coming year, there are plenty of training sessions planned for the community in many different areas, some online and some in person. Youth on Boards will roll over and we are also



continuing to work with other organisations to progress volunteering for seniors, migrants/refugees and groups as well as our Tangata Whaiora Project (People Seeking Wellness). We have some good systems in place and have updated our Strategic and Operational Plans for the organisation.

This year has been different, challenging, and unlike any we've known, but we have learned some new things that we can take into the future and continue the evolution of the organisation, making sure we continue to be relevant in the future.

Beth Barnes
Chairperson
Volunteer Marlborough

A MESSAGE FROM THE MANAGER



Volunteer Marlborough has encountered possibly the most unusual year in the 9 years that I have been with the organisation, particularly in the latter part of the financial year with the office needing to be closed, however we have still achieved much in the last 12 months.

It has been another year of growth and development, particularly in the areas of human resources and volunteer recruitment and engagement. We are increasing in momentum toward our vision and mission where volunteering is a staple in everyone's life. Helping community members learn, apply knowledge, and change to meet their needs is essential work because it helps strengthen our community of practice. When

our community members succeed, we succeed.

We have made a commitment to inspire everyone to volunteer, to ensure that organisations have the tools they need to recruit, manage and support volunteers, and to develop learning and development opportunities that help build and strengthen the not-for-profit sector and those who work and volunteer in it. It is this creative and energizing work that connect **Volunteer Marlborough** to hundreds of people each year. We are grateful to our community for welcoming us, for supporting our vision, and inspiring our work.

As a result of the ever changing circumstances around COVID, we have been reminded of the critical role that volunteers play in helping to build and strengthen communities across this wonderful country, and the increasingly critical role that volunteers will continue to play in Marlborough in the future. As our population ages, our neighbourhoods grow more diverse, and innovation and change embrace us, volunteers will be in higher demand, and the roles for volunteers will broaden and expand. **Volunteer Marlborough** has an important role to play as we help to bridge the gaps and seize the opportunities that will emerge, and that are best filled by engaged and motivated volunteers.

Volunteer Advising Services

Each year, people of all ages and stages of life self-select a volunteer position posted on our website and connect with an organisation to find a volunteer role that suits them. Many people still want or need assistance to explore their volunteering options before they can make an informed choice about volunteering. In 2019/20, **Volunteer Marlborough** staff helped more than 300 individuals find a place to volunteer. We also celebrated and recognised volunteers in our community.

Through our outreach and advising services we helped members of the community explore their volunteering passions, skills, and learning needs and better understand how their volunteer needs can be met while still making a difference for the community.



Supported Volunteering

Volunteering can be a critical first step in recovery and rehabilitation for individuals facing physical disabilities, mental health or substance abuse difficulties.

The supported volunteer programme – **Tangata Whaiora** – helps individuals integrate into community, increase connections, and explore their passions, skills, and interests through volunteerism. We have worked closely with organisations like Te Ara Mahi, WorkBridge, and CCS Disability Action to assist their service users in finding roles in the community that will not only foster their sense of wellbeing but potentially lead to paid employment in the future and grow their skills.

Youth Volunteering

Our interaction with Youth increased significantly this year with the growth of our Youth on Boards programme, under the facilitation of Rory Crawford. With more youth getting involved in the community, volunteering has a much brighter future.

This year saw 6 new youth board positions established with organisations represented from fields across the not-for-profit sector. A wealth of knowledge was gathered in first-hand accounts from the perspective of both youth and organisations.

Key Achievements

- Significant increase in visibility of **Volunteer Marlborough**, its staff, and awareness of the expertise available
- Increased awareness of external factors influencing **Volunteer Marlborough's** future and the development of strategies to adapt to these influences
- Increase in volunteer registrations and referrals, with great success from referrals to first choice organisations

Thank You

I would like to truly thank our member organisations, our incredible staff and volunteers, as well as our funders and stakeholders for being so engaged in the development of our volunteer programmes and volunteerism. I would also like to thank our past, current, and incoming Board members who sit around the table and give their time, expertise and insights to **Volunteer Marlborough**. We are very fortunate to have such a diverse and passionate group of people who believe in the important work that we do.

This year we say goodbye to Beth Barnes and Melissa Haylock, while welcoming Emma, Christine, Graeme and Ted. I am looking forward to working with this new configuration of Board and have every confidence that as a team we can continue to push **Volunteer Marlborough** forward into an even better space. Thank you so much to Beth for her ongoing support and mentoring. We are sad to see you and Mel go and wish you all the best for the future.

Lastly, I would like to thank Hannah, our Coordinator for Volunteer Services, for all her hard work and support in the office. Your contributions do not go unnoticed and you are valued and appreciated for all that you do to support me in my own work, and our members in theirs.

Meg Martin
Manager
Volunteer Marlborough



KEY ACHIEVEMENTS

Recruitment and Referral

317 new formal volunteer seekers – includes those interviewed face-to-face (66) and those referred online (251)

244 volunteer referrals made with 31% referral match rate

29 new volunteer roles added to the database with 68% average available roles per month

Capacity Building in the Community

169 community organisations / groups registered

81 liaison visits and calls with community organisation members

5 MoVERS Network meetings held to strengthen managers of volunteers

5 Professional development workshops held

60 training participants

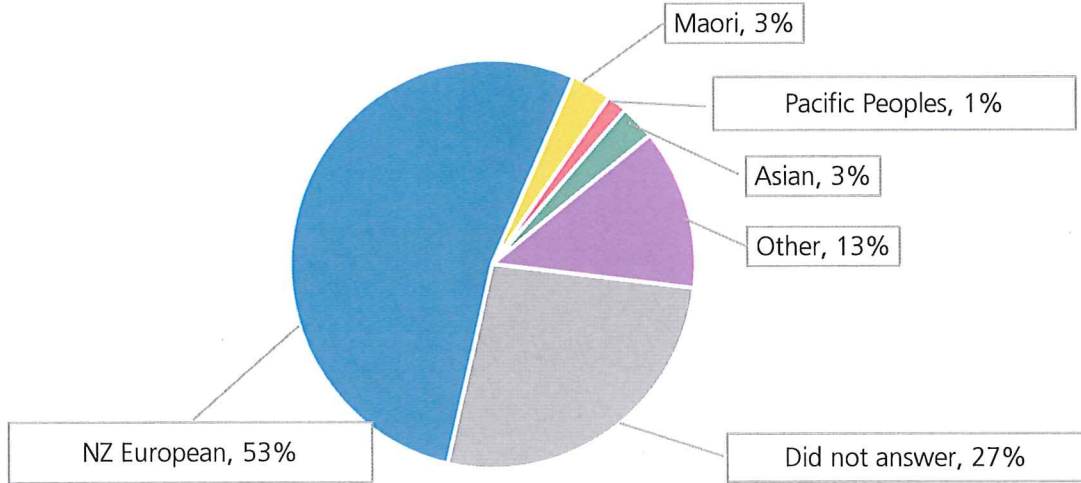
Community Engagement

22 new community organisations registered

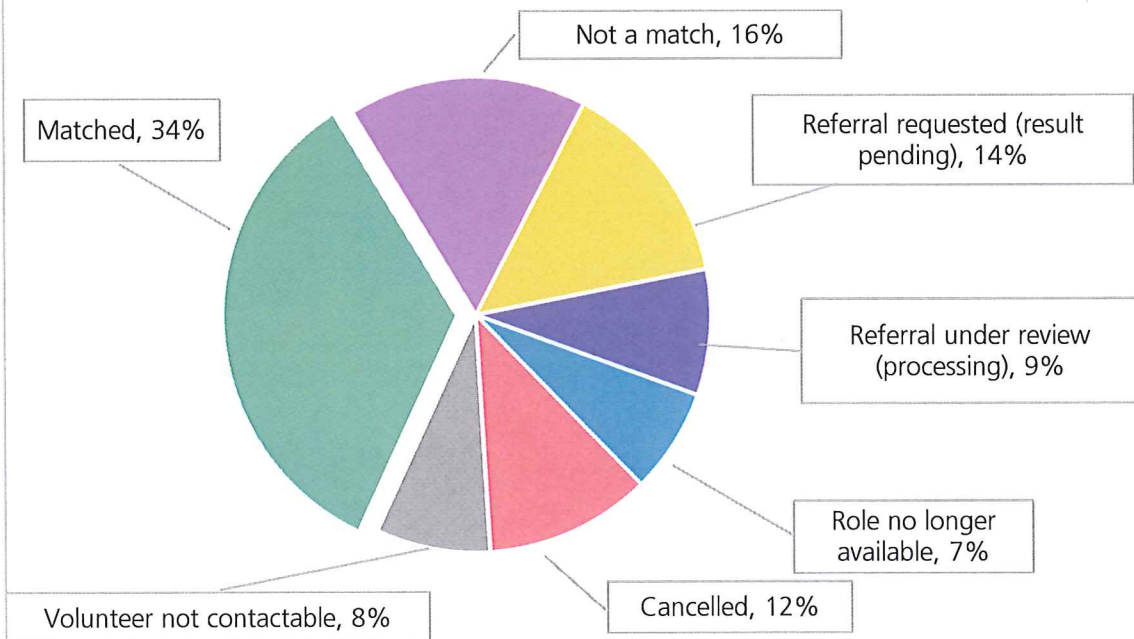
4 media stories

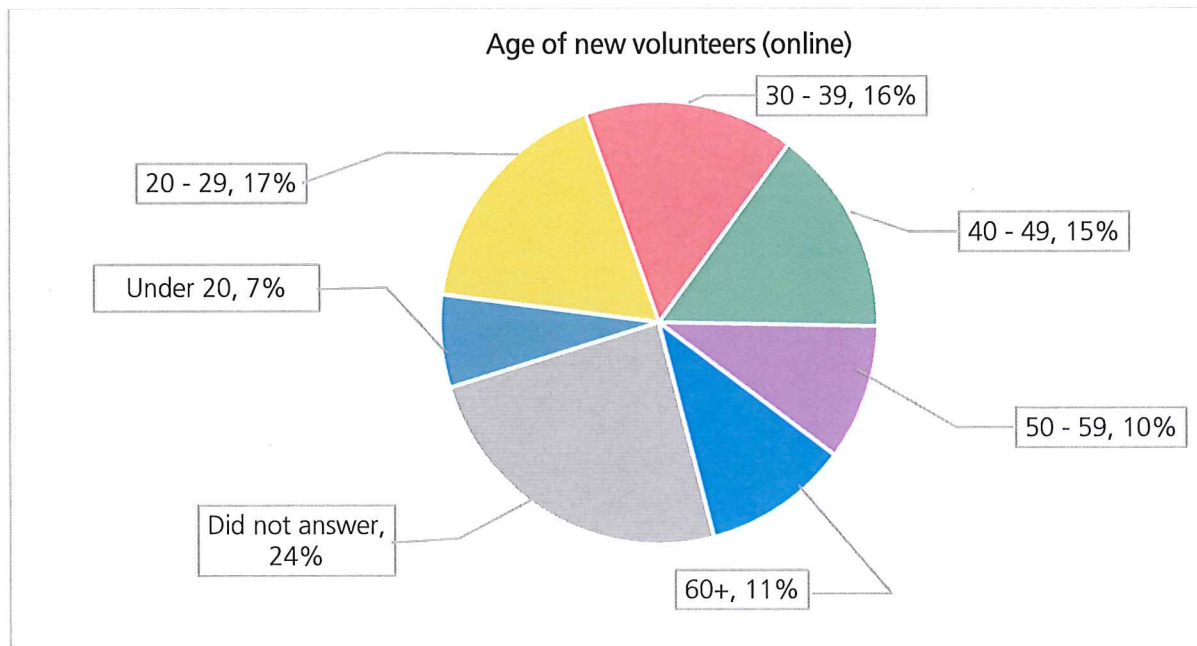
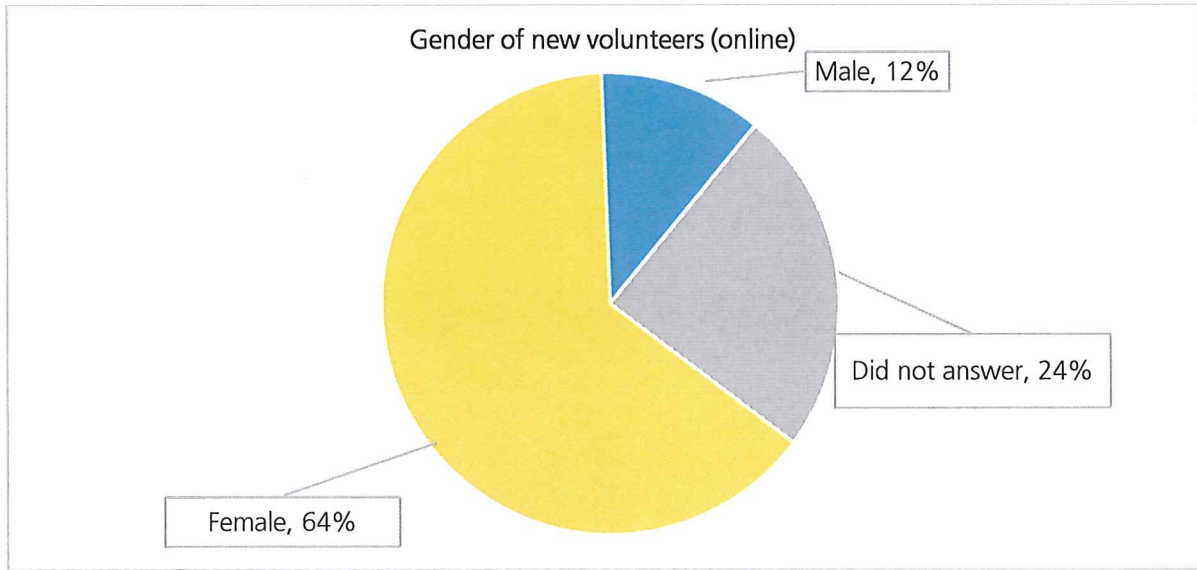
4 external presentations with 38 attendees

Ethnicity of new volunteers (online)



Results of Referrals







THANK YOU

FUNDERS

- ❖ Department of Internal Affairs Support for Volunteering Fund
- ❖ Lottery Community Fund
- ❖ Marlborough District Council
- ❖ Rata Foundation

BOARD MEMBERS

- ❖ Beth Barnes
- ❖ Melissa Haylock
- ❖ Carrie Robinson
- ❖ Amy Lister
- ❖ Shannon McLean (Youth on Boards)

SUPPORTERS

- ❖ Stuart Smith, MP Marlborough
- ❖ John Leggett, Mayor Marlborough
- ❖ Lyne Reeves, Marlborough District Council
- ❖ Michelle Kitney, Volunteering New Zealand
- ❖ Tania Jones, Volunteering New Zealand
- ❖ VCNA Network
- ❖ Wendy Sadd, accountant
- ❖ Leanne Hayes, graphic designer
- ❖ Michael Widdowson, website developer
- ❖ Paula Hulburt, Marlborough Media
- ❖ Marlborough Media

VOLUNTEERS

- ❖ Ashlee Martin (data entry, photography & social media)
- ❖ Shay Martin (data entry, flyer delivery & social media)
- ❖ Koko Wong (flyer delivery)
- ❖ Colin Martin (general handyman)

Performance Report

Volunteer Marlborough Charitable Trust Inc.
For the year ended 30 June 2020

Prepared by Logical Business Solutions Limited

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Entity Information

Volunteer Marlborough Charitable Trust Inc. For the year ended 30 June 2020

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

Legal Name of Entity

Volunteer Marlborough Charitable Trust Inc.

Entity Type and Legal Basis

Charitable Trust incorporated under the Charitable Trusts Act 1957, and Registered Charity under the Charities Act 2005

Registration Number

Incorporation #1967403, Charities #CC21512

Entity's Purpose or Mission

A community that values volunteering as an integral part of a thriving society. Supporting and connecting the people and organisations of Marlborough through volunteering

Entity Structure

Volunteer Marlborough Charitable Trust Incorporated is governed by a board of trustees. The responsibility for day-to-day management of the organisation is delegated to the Manager.

Main Sources of Entity's Cash and Resources

Most of Volunteer Marlborough's income is from:

- Contracts - Marlborough District Council
- Grants - Support for Volunteering Fund, Lotteries, Rata Foundation
- Interest

Main Methods Used by Entity to Raise Funds

Volunteer Marlborough raises funds through providing seminars for not-for-profit organisations. It is contracted by Marlborough District Council to provide seminars and a biennial fund-raising expo

Entity's Reliance on Volunteers and Donated Goods or Services

Volunteer Marlborough is dependent on volunteers for its governance. Also for supporting the paid staff with office administration and occasionally for help at expos etc.

Physical Address

Room 5,25 Alfred Street,Blenheim,New Zealand,7201

Postal Address

Room 5,25 Alfred Street,Blenheim,New Zealand,7201

Approval of Financial Report

Volunteer Marlborough Charitable Trust Inc. For the year ended 30 June 2020

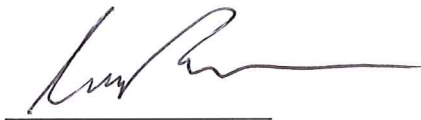
The Board of Trustees are pleased to present the approved financial report including the historical financial statements of Volunteer Marlborough Charitable Trust Inc. for year ended 30 June 2020.

APPROVED



Trustee

Date 23-9-2020



Trustee

Date 23/09/2020

Statement of Service Performance

Volunteer Marlborough Charitable Trust Inc. For the year ended 30 June 2020

Description of Entity's Outcomes

Promote the concept, practice, and value of volunteering in our community
Maintain and strengthen the services we offer

- Ensure excellent service and opportunities for those who choose to volunteer
- Assist community organisations with their volunteering needs
- Provide training and support for volunteer involving organisations
- Support and strength the sector

Ensure our organisation structure enables us to achieve our strategic goals and to continue to operate efficiently and effectively in the community.

Description and Quantification of the Entity's Outputs

Output	Actual This Year	Actual Last Year
Organisations registered	22 (Drop due to COVID-19)	55
New volunteer registrations	317	201
New volunteer roles	29 (Drop due to COVID-19)	81
Candidates referred to first choice organisations	244	203
Training workshops facilitated	5	2
Peer network meetings facilitated	5	5
Lunchtime forums facilitated	2	3

Statement of Financial Performance

Volunteer Marlborough Charitable Trust Inc.

For the year ended 30 June 2020

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

	NOTES	2020	2019
Revenue			
Revenue from providing goods or services	1	101,855	88,477
Interest, dividends and other investment revenue	1	15	234
Total Revenue		101,870	88,711
Expenses			
Volunteer and employee related costs	2	64,031	59,466
Costs related to providing goods or service	2	37,397	30,357
Other expenses	2	952	97
Total Expenses		102,379	89,920
Surplus/(Deficit) for the Year		(509)	(1,210)

This statement should be read in conjunction with the Notes for the Performance Report.

Statement of Financial Position

Volunteer Marlborough Charitable Trust Inc. As at 30 June 2020

'What the entity owns?' and 'What the entity owes?'

	NOTES	30 JUN 2020	30 JUN 2019
Assets			
Current Assets			
Bank accounts and cash	3	65,236	36,899
Debtors and prepayments	3	-	357
Total Current Assets		65,236	37,256
Non-Current Assets			
Property, Plant and Equipment	5	993	144
Total Non-Current Assets		993	144
Total Assets		66,228	37,400
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	1,584	711
Employee costs payable	4	8,114	6,372
Total Current Liabilities		9,698	7,083
Non-Current Liabilities			
Other non-current liabilities	4	56,657	29,934
Total Non-Current Liabilities		56,657	29,934
Total Liabilities		66,354	37,017
Total Assets less Total Liabilities (Net Assets)		(126)	383
Accumulated Funds			
Accumulated surpluses or (deficits)	6	(126)	383
Total Accumulated Funds		(126)	383

This statement should be read in conjunction with the Notes to the Performance Report.

Statement of Cash Flows

Volunteer Marlborough Charitable Trust Inc. For the year ended 30 June 2020

'How the entity has received and used cash'

	2020	2019
Cash Flows from Operating Activities		
Receipts from providing goods or services	1,880	1,280
Interest, dividends and other investment receipts	15	234
Cash receipts from other operating activities	-	6,745
GST	(77)	(482)
Payments to suppliers and employees	(100,055)	(92,577)
Total Cash Flows from Operating Activities	(98,238)	(84,800)
Cash Flows from Investing and Financing Activities		
Payments to acquire property, plant and equipment	(1,800)	-
Cash Flows from Other Investing and Financing Activities	128,374	110,163
Total Cash Flows from Investing and Financing Activities	126,574	110,163
Net Increase/ (Decrease) in Cash	28,337	25,363
Cash Balances		
Cash and cash equivalents at beginning of period	32,932	7,569
Cash and cash equivalents at end of period	61,269	32,932
Net change in cash for period	28,337	25,363

This statement should be read in conjunction with the Notes for the Performance Report.

Statement of Accounting Policies

Volunteer Marlborough Charitable Trust Inc. For the year ended 30 June 2020

'How did we do our accounting?'

Basis of Preparation

The entity 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 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)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Volunteer Marlborough Charitable Trust Inc. 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.

Property, Plant & Equipment

PPE is valued at historical cost less accumulated depreciation. Depreciation rates used are:
50% DV - computers & IT equipment
13-21.6% DV - office equipment.

Revenue Recognition

Donations and grants without "Use or Return" conditions are recorded as income upon receipt.

Grants with "Use or Return" conditions are initially recorded as unspent grants and are shown in the Balance Sheet as liabilities. The expenditure relating to these grants is tracked in Xero and every month the spent portion of the grant is transferred to income until the grant funds have been fully expended.

Interest income is recognized as it accrues using the effective interest method.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Notes to the Performance Report

Volunteer Marlborough Charitable Trust Inc. For the year ended 30 June 2020

	2020	2019
1. Analysis of Revenue		
Revenue from providing goods or services		
Contract Income	19,775	1,518
Grant Income	80,511	85,456
Workshop Income	1,570	1,503
Total Revenue from providing goods or services	101,855	88,477
Interest, dividends and other investment revenue		
Interest Income	15	234
Total Interest, dividends and other investment revenue	15	234

	2020	2019
2. Analysis of Expenses		
Volunteer and employee related costs		
ACC	169	141
Other Personnel Expenses	113	113
Salaries	63,749	59,186
Staff Training	-	26
Total Volunteer and employee related costs	64,031	59,466
Costs related to providing goods or services		
Accountancy Fees	90	624
Advertising	1,112	520
Committee Expenses	391	78
Computer Expenses	-	453
General Expenses	424	1,564
Hui Costs	2,388	2,072
Insurance	1,230	1,985
Other Programme Expenses	12,500	292
Outreach Expenses	-	1,389
Printing & Stationery	4,652	5,261
Recognition of Volunteers	74	453
Rent	4,716	4,696
Subscriptions	443	136
Telephone & Internet	587	587
Travel & Accommodation	76	1,758
Volunteer Matching Scheme	-	535
Website Expenses	816	130
Workshop Expenses	7,390	3,135
Xero Fees	507	535
Young Leaders	-	4,154
Total Costs related to providing goods or services	37,397	30,357

	2020	2019
Other expenses		
Depreciation	952	97
Total Other expenses	952	97

	2020	2019
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3. Analysis of Assets

Bank accounts and cash

Call Account	20,039	20,028
Volunteer Marlborough	45,196	16,871
Total Bank accounts and cash	65,236	36,899

Debtors and prepayments

Accounts Receivable	-	357
Total Debtors and prepayments	-	357

	2020	2019
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4. Analysis of Liabilities

Creditors and accrued expenses

Accounts Payable	2,689	853
Accrued Expenses	-	600
GST	(1,106)	(742)
Total Creditors and accrued expenses	1,584	711

Employee costs payable

Accrued Holiday Pay	8,114	6,372
Total Employee costs payable	8,114	6,372

Other non-current liabilities

MDC - Minor Services Contract	6,257	5,532
MDC - YOB Contract	2,500	-
Unspent COG'S Grant	1,519	3,344
Unspent DIA Grant	506	1,908
Unspent Lotteries Grant	7,367	-
Unspent Rata Foundation Grant	38,508	19,150
Total Other non-current liabilities	56,657	29,934

	2020	2019
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5. Property, Plant and Equipment

Other Fixed Assets

Opening Balance	144	242
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Owned fixed assets

Computer Equipment	1,800	-
Total Owned fixed assets	1,800	-

Accumulated depreciation - fixed assets owned

Less Accumulated Depreciation on Computer Equipment	(945)	(89)
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Less Accumulated Depreciation on Office Equipment	(7)	(8)
Total Accumulated depreciation - fixed assets owned	(952)	(97)
Total Other Fixed Assets	993	144
Total Property, Plant and Equipment	993	144
	2020	2019

6. Accumulated Funds

Accumulated surpluses or (deficits)		
Opening Balance	383	1,593
Current year earnings	(509)	(1,210)
Total Accumulated surpluses or (deficits)	(126)	383
Total Accumulated Funds	(126)	383

7. Commitments

There are no commitments as at 30 June 2020 (Last year - nil).

8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2020 (Last year - nil).

9. Assets Held on Behalf of Others

None as at 30 June 2020 (Last year - nil).

10. Related Parties

There were no transactions involving related parties during the financial year.

11. Events After the Balance Date

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