

VOLUNTEER MARLBOROUGH



ANNUAL REPORT 2022

**Volunteer Marlborough
Charitable Trust**



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VOLUNTEER MARLBOROUGH



Strategic Plan 2020-2023

Values

Empowerment

To inspire and enable people to connect and contribute within their communities

Collaboration

To work within community partners and organisations to promote, value, and support effective volunteering

Inclusiveness

To recognise and value the diversity of all expressions of volunteering

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

Capacity Building ~ Community Engagement

Volunteer Marlborough

BOARD OF TRUSTEES

Angelea Stanton
CO-CHAIR

Ros Byrne
CO-CHAIR

Sharon Blount
SECRETARY & TREASURER

Nathan Hanson
TRUSTEE

Michelle Campbell
TRUSTEE

Rohit Girijadharan
TRUSTEE

Travis du Preez
TRUSTEE

John Rawcliffe
MINUTES SECRETARY

STAFF

Meg Martin
MANAGER

Julie Cadwallender
COORDINATOR FOR VOLUNTEER SERVICES

Jyn Cunningham
MARKETING & PROMOTIONS COORDINATOR

OUR PROGRAMMES & SERVICES

- Volunteer Recruitment & Referral Services
- Community Outreach
- Training & Annual Funding Expo
- Networking Opportunities
- Presentations
- Resources
- Annual Community Awards
- Youth, Migrant, Mature, and Support Volunteering Programmes

Co-Chair's Report

It is with pleasure that I present this year's Volunteer Marlborough Chairs report on behalf of Ros Byrne and myself.

Firstly, I would like to take this opportunity to thank Ted Ellens for his service as Chair in 2021 until April 2022. Ted provided stability at a time when the board was in need. We thank Ted for holding this post and his trust in passing the portfolio over to myself and Ros.

We have farewelled several other board members in the last twelve months, we thank them for their service to Volunteer Marlborough.

It's a difficult task to form and sustain a nonprofit board, understanding and maintaining the lines between governance and management, developing and utilizing the skills of board members and sustaining a positive working relationship that supports the organisation's growth allowing it to truly honor its mission.

I am pleased to report that over the last twelve months we have welcomed several new members to the board each with a comprehensive skill set including non-profit, business, policy, and management backgrounds. We have acquired an excellent mix of experienced and new to governance members who are bringing not only enthusiasm, but also giving us the opportunity to empower a new generation of community minded future leaders.

I truly believe that the mix of our current board provides us the ability to steer Volunteer Marlborough toward a sustainable future ensuring it remains adequately resourced in what is a challenging environment.



Co-Chair's Report cont...

The last two years have been difficult for us as a nation, learning to navigate our way through a pandemic that restricted our ability to continue with life as we had before.

This inevitably impacted on volunteer services. Our community of volunteers were at times unable to serve in the roles that they were invested in, and we were not able to provide support to organisations in the manner we previously had. I am, however, proud to say that we have remained current in our community and continued to provide a range of opportunities for both volunteers and organisations throughout the pandemic.

This year has been one of significant change and growth for Volunteer Marlborough. In November 2021 after a devastating weather event that damaged the offices in the community building, including our own, the decision was made to relocate to a new site and share the lease with Workbridge. This partnership has provided the additional benefit of supporting each other's clients where appropriate and increasing the space available for our users. We are also now regularly based in the Picton community having recently been offered a small site in the Mariners Mall. Meg and Jyn have been joined by Julie who is our Coordinator for Volunteer Services while Jyn has moved into the role of Marketing & Promotions. These changes have all been ratified by a board who recognised and supported the team's desire to advance the services to our community.

The Vision, Mission and Values of Volunteer Marlborough are at the heart of the service we provide. As a Board we are committed to supporting Meg and her team to sustain this in our community. From a governance perspective we have been working on reviewing our Trust Deed to ensure it remains relevant and our strategic planning day is pending, for which we have engaged the services of an experienced volunteer and business performance coach, and approached key funders for their input. A review of policies and procedures is also planned.

We remain grateful to all our funders, with special mention to Marlborough District Council, Rātā and DIA for their significant contributions to the financial viability of Volunteer Marlborough.

Finally, I would like to thank Meg, Jyn, and Julie for their tireless commitment to Volunteer Marlborough. Your service to our community often goes beyond your job description and far beyond your working hours. Our appreciation for your support, honesty and ongoing dedication cannot be overshadowed.

Angelea Stanton
Co-Chair Volunteer Marlborough

Manager's Report

Well, we have certainly seen our fair share of challenges over the last two years here at Volunteer Marlborough, within our region and, indeed, across the entire motu but with each challenge came opportunity. The work that we do in the community hasn't changed, but how we carry out that work has. As we move into the next year, post-pandemic but still cautious, our focus here at Volunteer Marlborough is shifting to what's next for our organisation and for the entire not-for-profit sector here in Marlborough.

This is an interesting time for us as we work to find our way through an evolution of sorts - where old structures and systems are giving way and new ones are emerging; where old-school views and narratives are being challenged; where we, as individuals and as a collective, are being asked to step up to create the futures we want to see in our part of Aotearoa and the world. It is both an exciting and daunting time for the team!

We are already working to better understand how our organisation and the community we serve must evolve to meet the needs of the changing sector. This means taking a good, hard look at our structures and systems and asking ourselves: which ones need to be retired? It also means taking a look around and exploring which new practices and knowledge we should be embracing and championing. My role as the Manager, with the steadfast support of our Board of Trustees, is to shepherd the organisation through this time and cultivate the conditions for success for all the organisations, individuals, and stakeholders that we serve.

As we build our new Strategic Direction, Volunteer Marlborough will continue to focus on strengthening and creating pathways to volunteerism and civic engagement through our core functions.

We are, as always, grateful for the ongoing support of our stakeholders, volunteers, and larger community. Without all of you, the work that we do would simply not be possible.

As we move into our next stage, I look forward to connecting with and deepening our relationships and connections across the sector. My door is always open, and I am excited to take this journey with you.

With an abundance of appreciation,

Meg Martin, Manager



Volunteer Profile



LAKSHAY NEGI

Lakshay has been part of the Marlborough Youth Trust Advisory Group (MYTAG) since July 2020. He has dedicated his time to volunteering at events, setting up and working them. He has done food service with the Blenheim Golf Club, and he is often the first to put his hand up to volunteer when things need doing.

He immigrated to New Zealand from India and taught himself English. He has thrown himself into all areas of life including Kapa Haka, boxing, soccer...nothing is off limits! Lakshay will give everything a go, is always positive, and enjoys a challenge. He works hard to build strong relationships wherever he goes and is a staunch advocate for mental health.

Thank You

Day-to-day, Stella works with children professionally and is in the process of setting up a new volunteer-led learning programme to support school children.

Outside of that, Stella has been organising the Kea section of one of the local Scout groups since the beginning of 2021. She organises the weekly meetings in conjunction with two other leaders, making sure the night is resourced with enough adults for a safe environment, and activities and resources for the kids to experience a fun and educational programme.

Stella's dedication to the more than 25 children who attend is exemplary. She always goes the extra mile to make sure they are well looked after, and always works hard to volunteer for extra tasks as needed. Her efforts affect dozens of Marlborough children. Her bright and bubbly nature makes everything look fun!

STELLA MACHADO



Volunteerism & Community Engagement

For 15 years now, Volunteer Marlborough has promoted and celebrated volunteers and volunteerism across the region. We do this by encouraging people to volunteer their time through community outreach and referring fitting volunteer opportunities to individuals. We also work with groups and organisations to help enhance and promote their recruitment of volunteers.

**THIS PAST YEAR,
VOLUNTEERMARLBOROUGH.ORG.NZ
REACHED ALMOST
35,000
PAGE VIEWS!**

**210
VOLUNTEER
REFERRALS**

*to 1st choice organisations

**98
BRAND NEW
ROLES LISTED**

**221
NEW
VOLUNTEERS
REGISTERED**



TESTIMONIAL

"These young people worked so hard and I think some really important seeds were planted in their minds. Hopefully one day we will all be lucky enough to see even a glimpse of the fruit of the work they did. We are so grateful for the opportunity to work with Volunteer Marlborough"

Networks & Engagement

Part of Volunteer Marlborough's role is to connect and enhance engagement with organisations within our regional and national networks...



VOLUNTEER CENTRES NETWORK AOTEAROA (VCNA)

Bi-weekly Zoom sessions with members of the VCNA - all Managers of the country's volunteer centres - began with the pandemic in April 2020 and continues to this day.

The VCNA, with support from Volunteering New Zealand, leads discussions on non-profit data and statistics, government relations and policy, the non-profit workforce, funding, and the value and impact of the sector. It has been an absolute pleasure to collaborate with fellow leaders and participate on various working groups including Employee Volunteering, Marketing, Schools & Youth, and more. As a network, we have helped to mobilise knowledge and shared resources not just for the VCNA but for non-profits across the country.

Through the VCNA, each of our centre managers has the space to network with, and learn from and alongside each other. In addition, the VCNA provides a platform for volunteer centres to showcase our accomplishments and milestones, and stay attuned to the trends happening in the different regions of New Zealand.

MOVERS NETWORK

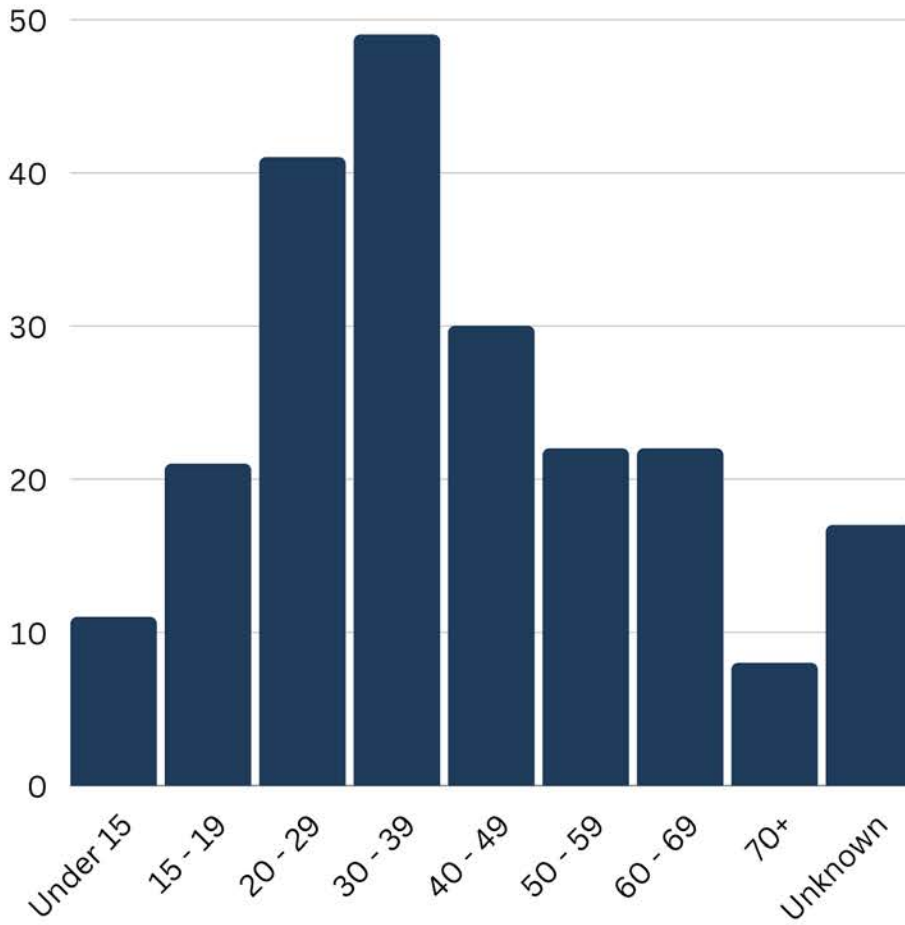
We also facilitate a network which strives to meet monthly throughout the year (in-person and online) to serve those people in organisations - staff or volunteer - whose role it is to recruit, train, and support volunteers.

The MoVERS Network (Managers of Volunteers - Education, Resources, Sharing) are a forum for open and honest discussion, sharing of expertise and experience, and for providing resource material on topics of interest and concern.



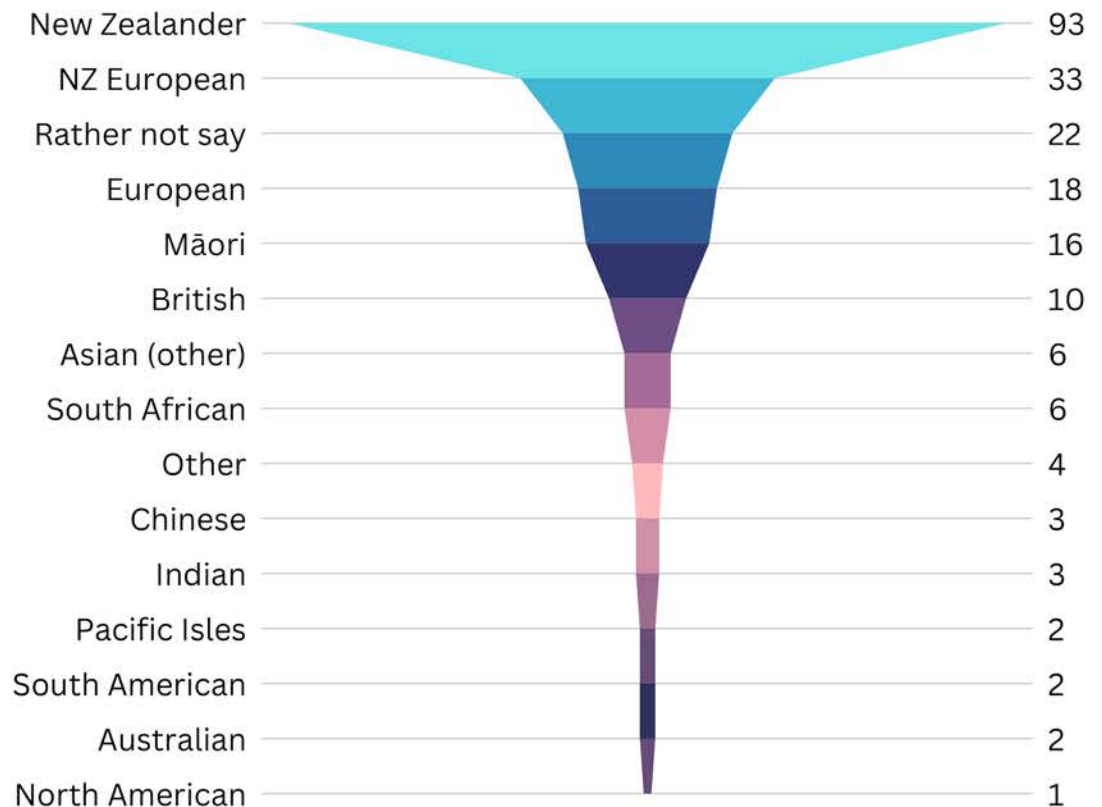
**NETWORK
MEETING**

Stats

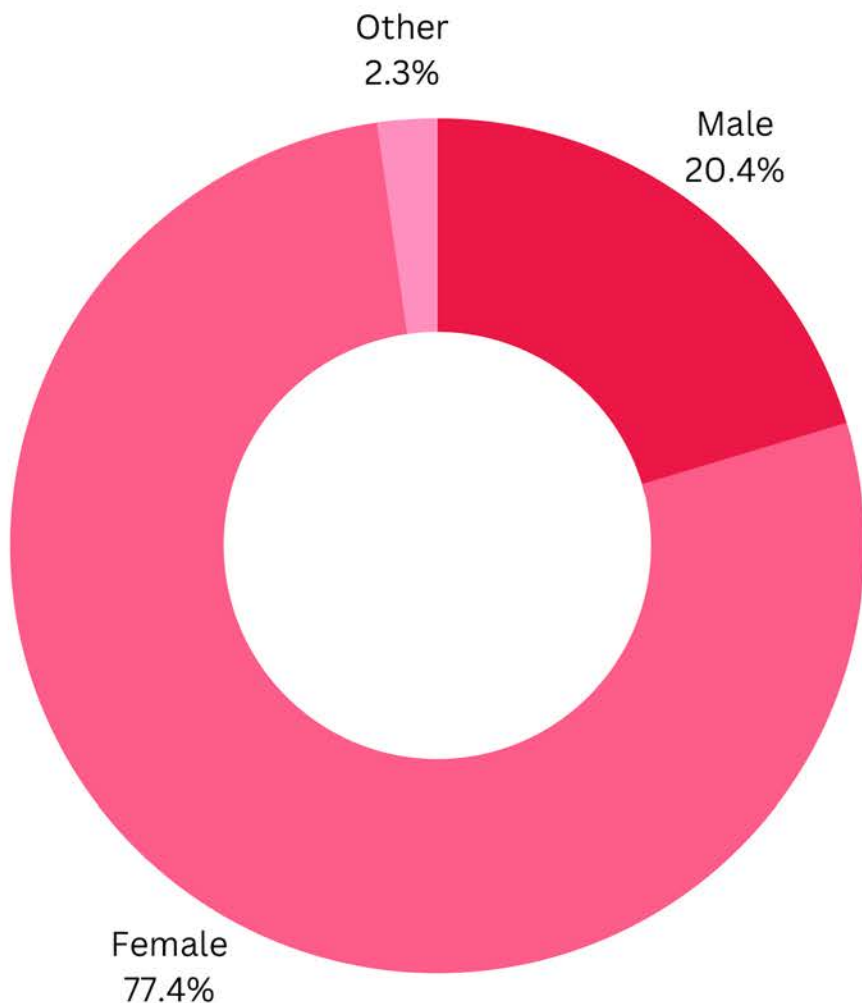


AGE OF REGISTERED VOLUNTEERS (2021-22)

IDENTIFIED ETHNICITY OF REGISTERED VOLUNTEERS (2021-22)

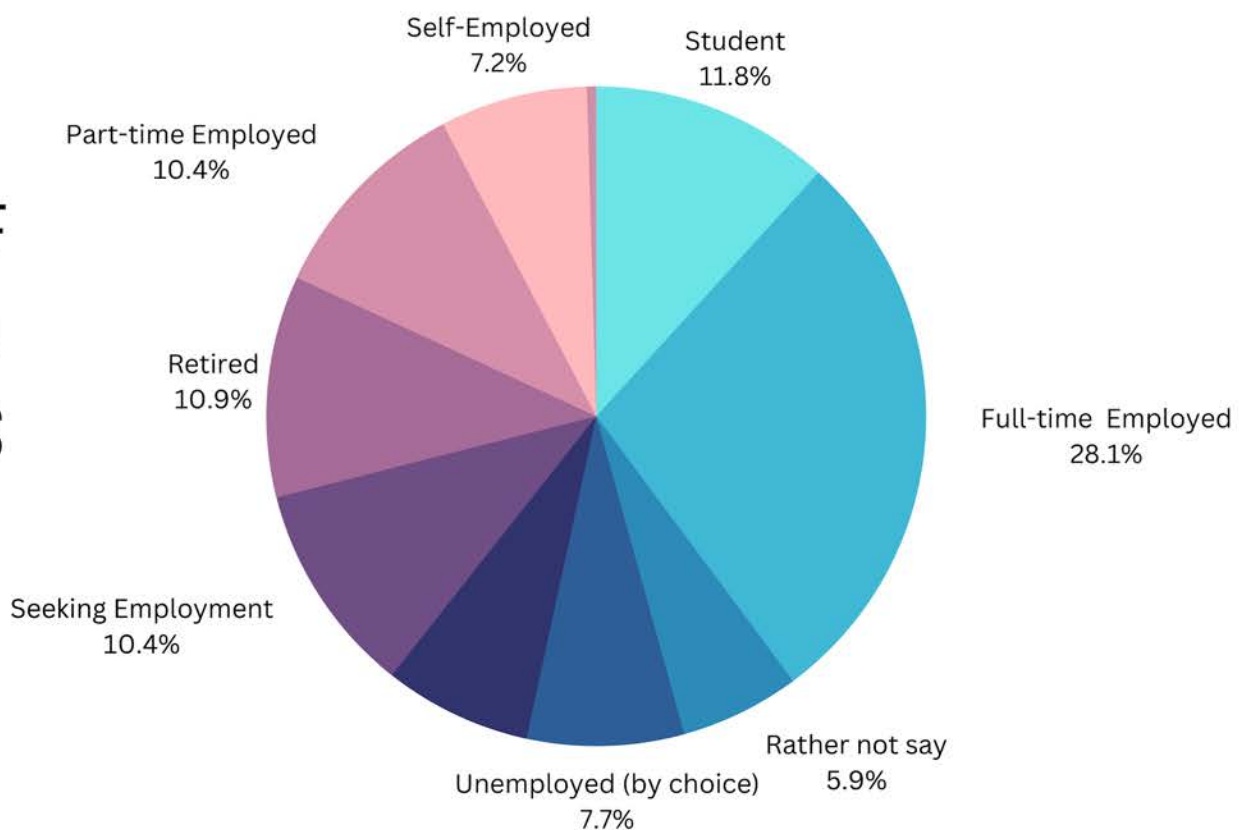


Stats cont...



GENDER OF REGISTERED VOLUNTEERS (2021-22)

IDENTIFIED ETHNICITY OF REGISTERED VOLUNTEERS (2021-22)



Our Supporters

With the generosity of our funders and other financial supporters, Volunteer Marlborough has been able to further connect, promote, and strengthen volunteerism and Marlborough's non-profit sector in the 2021-2022 year.

We extend a special thank you to all of them. They include:



**Te Tari Taiwhenua
Internal Affairs**

**Community and Volunteering
Capability Fund**



Lottery Grants Board



FUNDS FOR YOUR
COMMUNITY



**Rātā
Foundation**



**Rachel
Roberts**

RayWhite

Performance Report

Volunteer Marlborough Charitable Trust Inc.
For the year ended 30 June 2022

Prepared by Logical Business Solutions Limited

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Entity Information

Volunteer Marlborough Charitable Trust Inc. For the year ended 30 June 2022

'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

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

Entity Structure

Volunteer Marlborough Charitable Trust Incorporated is governed by an annually-elected 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 bi-annual fund-raising expo. Volunteer Marlborough also charges for attendance at seminars.

Entity's Reliance on Volunteers and Donated Goods or Services

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

Physical Address

1 Market Street, Shop 8, Blenheim, 7201

Postal Address

1 Market Street, Shop 8, Blenheim, 7201

Approval of Financial Report

Volunteer Marlborough Charitable Trust Inc. For the year ended 30 June 2022

The Management Committee are pleased to present the approved financial report including the historical financial statements of Volunteer Marlborough Charitable Trust Inc. for year ended 30 June 2022.

APPROVED

Trustee

Date

Trustee

Date

Statement of Service Performance

Volunteer Marlborough Charitable Trust Inc.

For the year ended 30 June 2022

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	5	27
New volunteer registrations	221	217
New volunteer roles	98	134
Candidates referred to first choice organisations	210	202
Training workshops facilitated	3	4
Peer network meetings facilitated	4	4
Lunchtime forums facilitated	2	2

Statement of Financial Performance

Volunteer Marlborough Charitable Trust Inc.

For the year ended 30 June 2022

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

	NOTES	2022	2021
Revenue			
Donations, fundraising and other similar revenue	1	550	1,000
Revenue from providing goods or services	1	167,007	113,007
Interest, dividends and other investment revenue	1	55	19
Total Revenue		167,612	114,026
Expenses			
Volunteer and employee related costs	2	95,077	75,887
Costs related to providing goods or service	2	42,416	29,281
Other expenses	2	5,454	1,248
Total Expenses		142,946	106,416
Surplus/(Deficit) for the Year		24,666	7,610

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 2022

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

	NOTES	30 JUN 2022	30 JUN 2021
Assets			
Current Assets			
Bank accounts and cash	3	64,195	68,864
Total Current Assets		64,195	68,864
Non-Current Assets			
Property, Plant and Equipment	5	18,181	3,326
Total Non-Current Assets		18,181	3,326
Total Assets		82,376	72,191
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	3,076	3,677
Employee costs payable	4	5,244	4,842
Total Current Liabilities		8,320	8,519
Non-Current Liabilities			
Other non-current liabilities	4	41,906	56,188
Total Non-Current Liabilities		41,906	56,188
Total Liabilities		50,226	64,706
Total Assets less Total Liabilities (Net Assets)		32,150	7,484
Accumulated Funds			
Accumulated surpluses or (deficits)	6	32,150	7,484
Total Accumulated Funds		32,150	7,484

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 2022

'How the entity has received and used cash'

	2022	2021
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	550	1,000
Receipts from providing goods or services	25,717	530
Interest, dividends and other investment receipts	55	19
GST	(4,027)	4,003
Payments to suppliers and employees	(134,067)	(107,507)
Total Cash Flows from Operating Activities	(111,772)	(101,954)
Cash Flows from Investing and Financing Activities		
Payments to acquire property, plant and equipment	(20,308)	(3,582)
Cash Flows from Other Investing and Financing Activities	127,410	109,164
Total Cash Flows from Investing and Financing Activities	107,102	105,582
Net Increase/ (Decrease) in Cash	(4,669)	3,628
Cash Balances		
Cash and cash equivalents at beginning of period	64,897	61,269
Cash and cash equivalents at end of period	60,228	64,897
Net change in cash for period	(4,669)	3,628

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 2022

'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 2022

	2022	2021
1. Analysis of Revenue		
Donations		
Donations	550	1,000
Total Donations	550	1,000
Revenue from providing goods or services		
Contract Income	4,459	8,427
Grant Income	136,831	104,050
Rental Income	6,686	-
Insurance Settlement	18,153	-
Workshop Income	878	530
Total Revenue from providing goods or services	167,007	113,007
Interest, dividends and other investment revenue		
Interest Income	55	19
Total Interest, dividends and other investment revenue	55	19
	2022	2021

2. Analysis of Expenses

Volunteer and employee related costs		
ACC	230	146
Salaries	93,986	75,560
Staff Training	860	181
Total Volunteer and employee related costs	95,077	75,887
Costs related to providing goods or services		
Accountancy Fees	725	725
Advertising	727	2,480
Branding Expenses	1,409	-
Committee Expenses	272	765
Computer Expenses	-	723
General Expenses	1,255	824
Health & Safety Expenses	675	-
Hui Costs	1,329	270
Insurance	2,004	2,320
Office Equipment < than \$1,000	2,500	-
Office Expenses	-	860
Outreach Expenses	219	487
Photocopier Charges	3,251	-
Power	1,502	-
Printing & Stationery	946	5,164
Recognition of Volunteers	-	1,551
Rent	16,114	4,323

	2022	2021
Repairs & Maintenance	875	-
Subscriptions	774	410
Telephone & Internet	816	493
Travel & Accommodation	-	2,022
Website Expenses	500	274
Workshop Expenses	6,189	5,109
Xero Fees	335	480
Total Costs related to providing goods or services	42,416	29,281
Other expenses		
Depreciation	5,454	1,248
Total Other expenses	5,454	1,248
	2022	2021

3. Analysis of Assets

Bank accounts and cash		
Call Account	40,114	40,058
M.H	120	-
Volunteer Marlborough	23,961	28,806
Total Bank accounts and cash	64,195	68,864
	2022	2021

4. Analysis of Liabilities

Creditors and accrued expenses		
Accounts Payable	4,368	429
GST	(1,293)	3,248
Total Creditors and accrued expenses	3,076	3,677
Employee costs payable		
Accrued Holiday Pay	5,244	4,842
Total Employee costs payable	5,244	4,842
Other non-current liabilities		
MDC - Minor Services Contract	6,865	5,830
MDC - YOB Contract	2,500	2,500
Unspent DIA Grant	1,432	33
Unspent Lions Grant	5,000	-
Unspent Lotteries Grant	2,102	-
Unspent Rata Foundation Grant	24,007	47,825
Total Other non-current liabilities	41,906	56,188
	2022	2021

5. Property, Plant and Equipment

Other Fixed Assets		
---------------------------	--	--

	2022	2021
Opening Balance	3,326	993
Owned fixed assets		
Computer Equipment	10,563	3,582
Office Equipment	9,745	-
Total Owned fixed assets	20,308	3,582
Accumulated depreciation - fixed assets owned		
Less Accumulated Depreciation on Computer Equipment	(4,364)	(1,242)
Less Accumulated Depreciation on Office Equipment	(1,090)	(6)
Total Accumulated depreciation - fixed assets owned	(5,454)	(1,248)
Total Other Fixed Assets	18,181	3,326
Total Property, Plant and Equipment	18,181	3,326
	2022	2021

6. Accumulated Funds

Accumulated surpluses or (deficits)		
Opening Balance	7,484	(126)
Current year earnings	24,666	7,610
Total Accumulated surpluses or (deficits)	32,150	7,484
Total Accumulated Funds	32,150	7,484

7. Commitments

There are no commitments as at 30 June 2022 (Last year - nil).

8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2022 (Last year - nil).

9. Assets Held on Behalf of Others

None as at 30 June 2022 (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).