



**Big Brothers Big Sisters**  
of Rotorua  
*Tuakana Teina*

## 2018 Annual Report



# From the children

A word from our children about their mentors....

*"I can tell people how I feel now when a year ago I couldn't as I had it all blocked up".*

*"I've really been able to talk to him about stuff I haven't been able to talk to anybody about".*

*"I can chill out with him and talk with him in ways I don't feel embarrassed".*

*"I like everything about her! She's really, really funny and she's pretty".*

This report is written for the presentation at the 4th Annual General Meeting of Big Brothers Big Sisters, August 2018.

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# Chair's Report

For the financial year ending 30 June 2018

We have moved from embedding in 2017 to expansion in 2018, and this has only happened due to the support of great people.

It was with no regret that we accepted the resignation of Board member Melanie Davies. Instead she has become an employee and a wonderful support for Darryl, in her role as marketer and funding coordinator. In her part time hours, she has managed to make great community contacts which has grown both our financial base and our mentor base. It feels good to have a team in place now. Melanie's place on the Board was taken by Gill Kenna who was already our minutes secretary. As a result meetings have been business as usual.

It is however with regret that we will accept the resignation of Katrina Allison at our AGM. Katrina was part of the initial steering committee that launched the service and has always been passionate about Big Brother Big Sisters. With her years of work as a child and adolescent psychologist she was able to give Darryl valuable, practical support. We are very grateful that despite her resignation she has kindly offered to carry on providing this support to the Rotorua team. We have also benefited from the large amounts raised by 'Swim the Lakes' which she has run in conjunction with the Rotary Club of Rotorua. On a personal note I have always been supported by Katrina and value her friendship and encouragement in many ways.

To the other board members Ed, Maxine, Laurie, Jeanette and Gill, again your passion for our Rotorua tamariki and our mentors means it is so rewarding to be part of this Board where all members shares a common focus.

Darryl, Melanie and I attended our first National Conference in June. As a Board member I came away knowing that we measure up well to the performance of the other 10 New Zealand branches. This is down to the amazing efforts of Darryl who ensures we meet the standards essential to the successful operation of this organisation. The Board thanks you Darryl for being the face of Big Brother Big Sisters in Rotorua. We know you often give up weekend and evening time to support us, the mentors and the mentees. We acknowledge that without you we wouldn't be in the strong position that we are. THANK YOU!

We are so grateful to our funders whether they be a small local business or a community trust. We treasure every dollar as it enables us to offer this amazing service to our Rotorua children. As always special thanks to Julie Shing who reviews our accounts free of charge and is always constructive in her support of Big Brothers Big Sisters.

As usual lastly but not leastly we thank our mentors who never fail to inspire us. You're the reason we do what we do!

The 2019 financial year will hopefully see us employ another part time staff member and yet more Rotorua children being mentored so they can reach their potential.

Robyn Spurdle

Chair

Big Brothers Big Sisters of Rotorua



## Coordinator's Report

My expectations for Big Brothers Big Sisters (BBBS) have always been positive and our journey until now has been one of growth and moving forwards. Saying that, 2018 has been a year when even my own positive expectations have been superseded! We have experienced so much consolidation and growth. I believe a few of the principal reasons for this upward trend have been:

1. A strong and stable Board of Trustees. We mainly have the same people involved that we had 4 years ago. These people remain positive, involved and united in their commitment to BBBS. I love how we get on well, all offer our different skills in different areas and support each other in the work we do.
2. The addition of Melanie Davies as a staff member. She is the ideal person and has the ideal skill set to build on the good work done until now and to take BBBS to the next level. For me some of the specific benefits are having someone to consistently bounce ideas off, checking processes in the form of peer review and someone who shares important tasks such as interviews and training sessions. Melanie also does so much work in building community connections, iwi relationships and growing our sponsorship and support base.
3. The great job our present mentors do and the positive feedback from caregivers and children. Word of mouth has always been the main communication channel for disseminating information about BBBS. Ensuring our processes are followed so people are safe and happy plants good seeds for the future proofing of the service. We continue to have regular mentor get togethers and these are always extremely positive and beneficial to share stories and build passion and purpose, and a sense of whanau.

### Two other significant highlights of the year have been:

**School Based Programme Launch** - This programme was launched in March this year with the establishment of a pilot programme with Rotorua Police and Western Heights Primary School. This has gone extremely well with five great Police employees on board and the feedback from all parties being very positive. We also have one community volunteer involved in a School Based Programme at Owhata Primary. This is an area where we could see more expansion and we are looking at funding sources to employ a staff member to grow this programme.

**National Conference** - This was very worthwhile especially to meet and talk to other BBBS centres from around the country. There were good learnings we took away and it was encouraging as well to receive feedback from other agencies about how well we are tracking in the four years we have been operating. It was particularly worthwhile with Chairperson Robyn Spurdle and Melanie Davies also attending.

We continue to get opportunities to speak to different community and business groups like Rotary and recently we were asked to speak at a Rotorua X Connect event which went particularly well. My slot was after the Mayoral update to a group of approximately 60 local young entrepreneurs and business people. The feedback was very positive and we received enquiries from people who were keen to mentor. Our profile steadily builds in Rotorua and it is important that we continue to do our mahi consistently well.

I can't imagine being in a more worthwhile and necessary role. I count it a blessing and a privilege to serve the whanau and tamaki of our Rotorua community with such a great bunch of people. Together may we continue to aspire to build strong and resilient young people and a better community.

Darryl Parker

Coordinator

Big Brothers Big Sisters of Rotorua



# STATISTICS 2017/2018

For financial year ending 30 June 2018

# 15

**NEW  
MATCHES**  
2017/2018

# 35

**MATCHES  
SERVED**  
2017/2018

# 53

**NUMBER OF  
MATCHES  
SERVED  
SINCE LAUNCH  
IN ROTORUA**  
2017/2018

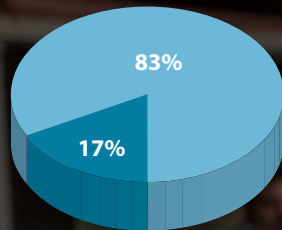




# STATISTICS 2017/2018

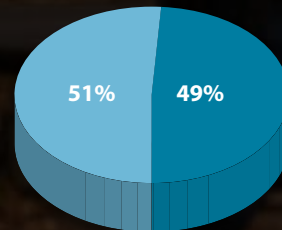
For financial year ending 30 June 2018

## Programme Type



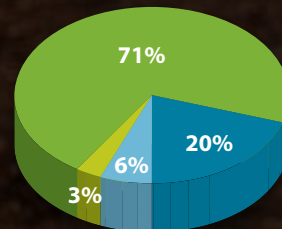
- Community Based Programme
- School Based Programme

## Gender of Young People Matched



- Male
- Female

## Ethnicity of Young People Matched



- European / Pakeha
- Maori
- Asian
- Other





# Financial Statements For the year ended 30 June 2018

## REVIEW OPINION

I have reviewed the financial statements of the Big Brothers Big Sisters of Rotorua. The financial statements provide information about the past financial performance and its financial position as at 30 June 2018. The review was planned and performed so as to obtain all the information and explanations that I considered necessary. I obtained sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming my opinion, I also evaluated the overall adequacy of the presentation of information in the financial statements. Other than my capacity as reviewer, I have no relationship with or interests in Big Brothers Big Sisters of Rotorua.

In my opinion the financial statements give a correct view of the position of the Trust as at 30 June 2018 and the results of its operations for the year ended on that date.

My review was completed on 20 August 2018 and my opinion expressed on that date.

Julie Shing ACA

## Big Brothers Big Sisters of Rotorua Charitable Trust

### Entity Information

<b>Nature of Business</b>	Community Charitable Trust registered under the Charities Act 2005
<b>Charity Number</b>	CC50503
<b>Date of Settlement</b>	19 March 2014
<b>Entity Structure</b>	The charity is governed by seven trustees
<b>Trustees</b>	Katrina Allison Jeanette Crean Melanie Davies (Resigned 20 September 2017) Ed Van den Broek Laurie Durand Maxine Rennie Robyn Spurdle Gill Kenna (Appointed 20 September 2017)
<b>Source of Cash and Resources</b>	Funding is from successful grant applications, donations and sponsorship. Fundraising is carried out when an opportunity presents.
<b>Reliance on Volunteers</b>	The charity relies on volunteers to administer the charity and to mentor children. There is one full time paid employee who trains mentors and arranges and supports mentor matches with children. There is one part time employee responsible for community engagement, marketing and fundraising.
<b>Registered Office</b>	1488 Hinemoa Street, Rotorua 3010
<b>Bankers</b>	Westpac, 1218-1228 Amohau Street Rotorua 3010 Bank of New Zealand, 1176 Amohau Street Rotorua 3010
<b>Postal Address</b>	Box 12-100, Rotorua 3045
<b>Place of Work</b>	Police Station, Fenton Street, Rotorua
<b>Trust Number</b>	2599542
<b>IRD Number</b>	113-889-535
<b>Reviewer</b>	Julie Shing, 19 Caulfield Place, Rotorua 3015



### Description of the Entity's Outcomes:

To make a positive difference in the lives of young people through strong and enduring, professionally supported, mentoring relationships.

### Additional Information:

The Trustees have ensured that the trust and the organisation is meeting its legal obligations by ensuring health and safety registers are created and maintained and all legal requirements are fulfilled.

### Description and Quantification of the Entity's Outputs:

	This Year	Last
<b>Year</b>		
Recruiting of Mentors	14	18
Matching of Mentors with Mentees	15	14
Maintaining and supporting matches	35	25

### Additional Output Measures:

A new School Based Programme was launched in March 2018 which allows mentors to meet with children on school grounds during school time. A pilot programme with Rotorua Police has also been launched in conjunction with the School Based Programme.

Community engagement has continued to be a high priority with presentations made at business networking events, local community events and to local community groups.

This year has seen a strong focus on iwi engagement with a series of meetings with Te Arawa leaders and communication through iwi Facebook pages.

In November 2017 a Coordinator Support was employed 12 hours per week to assist with administration, marketing, community engagement, funding and sponsorship.

## Big Brothers Big Sisters of Rotorua Charitable Trust | Statement of Financial Performance for the year ended 30 June 2018

2017	INCOME		2018
55,875	Grants	Note1	52,266
29,309	Donations		19,536
7,572	Fundraising		1,557
2,500	Sponsorship		8,900
<u>806</u>	Interest Revenue		<u>709</u>
96,062	<b>TOTAL OPERATING INCOME</b>		82,968
	<b>OPERATING EXPENSES</b>		
	<b>Costs Related to Providing the Service</b>		
122	Mentee Support	290	
60,352	Mentor Training and Facilitation	56,517	
2,665	Mentor Training - Supplies	581	
<u>263</u>	Mentor – Mentee Get-togethers	<u>683</u>	
63,402	Total Costs related to Providing the Service		58,071
	<b>Administration and Overhead Costs</b>		
	<b>Employee Related Overhead Costs</b>		
5,987	Administration Wage Component	6,280	
	Conference Expenses	1,788	
138	Professional Development	424	
<u>-</u>	Support Staff	<u>10,535</u>	
6,125	Total Employee related Costs		19,027
	<b>General Administration Costs</b>		
703	Computer Expenses	232	
681	Depreciation - Computer Equipment	587	
476	General and Office Expenses	302	
404	Marketing	610	
1,517	Phone Expenses	1,407	
903	Public Liability Insurance	906	
<u>4,291</u>	Total Vehicle Expenses	<u>4,366</u>	
<u>8,975</u>	Total Administration and Overhead Costs		<u>8,410</u>
78,502	Total Operating Expenses		85,508
<u>17,560</u>	<b>EXCESS OF INCOME OVER EXPENSES (EXPENSES OVER INCOME)</b>		<u>(2,540)</u>



## Big Brothers Big Sisters of Rotorua Charitable Trust | Statement of Financial Position as at 30 June 2018

2017			2018
<u>57,074</u>	<b>Accumulated Funds</b>	<i>Note 4</i>	<u>54,534</u>
	<b>Current Assets</b>		
70,830	Cash and Cash Equivalents	<i>Note 2</i>	65,158
79	Interest Accrued - Investment account		81
<u>917</u>	Prepaid Expenses		<u>915</u>
71,826	<b>Total Current Assets</b>		66,154
	<b>Non-Current Assets</b>		
<u>4,243</u>	<b>Property Plant and Equipment</b>	<i>Note 3</i>	<u>4,045</u>
76,069	<b>Total Assets</b>		70,199
	<b>Less Current Liabilities</b>		
1,000	Unexpended Grants	1,000	
4,600	Unexpended Sponsorship	-	
8,651	Employee Costs Payable	9,927	
<u>244</u>	Accounts Payable	<u>238</u>	
14,495		11,165	
<u>4,500</u>	<b>Restricted Purpose Funds</b>	<u>4,500</u>	
18,995	<b>Total Liabilities</b>		<u>15,665</u>
<u>57,074</u>	<b>Net Assets</b>		<u>54,534</u>

## Big Brothers Big Sisters of Rotorua Charitable Trust | Statement of Cash Flows for the year ended 30 June 2018

2017		2018
	<b>Operating Activities</b>	
	<b>Cash was received from:</b>	
96,606	Donations, fundraising and other similar receipts	77,659
<u>818</u>	Interest	<u>707</u>
97,424		78,366
	<b>Cash was applied to:</b>	
(73,463)	Payments to suppliers and employees	<u>(81,398)</u>
23,961	<b>Net Cash Flows to Operating Activities</b>	(3,032)
	<b>Investing Activities</b>	
	<b>Cash was applied to:</b>	
-	Purchase of computing equipment	(2,640)
7,562	Receipts from sale of investments	-
<u>4,500</u>	Cash contributed to a restricted purpose fund	-
<u>12,062</u>	<b>Net Cash Flows from Investing Activities</b>	
36,023	<b>Net Increase / Decrease in cash</b>	<u>(5,672)</u>
<u>14,807</u>	<b>Opening cash</b>	<u>50,830</u>
<u>50,830</u>	<b>Closing cash</b>	<u>45,158</u>



### Reporting Entity

Big Brothers Big Sisters of Rotorua is a registered charitable entity under the Charities Act 2005. These financial statements comprise the financial statement of the Charity for the year ended 30 June 2018.

### Basis of Preparation

The charity 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 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 Charity will continue to operate as a going concern in the foreseeable future.

These financial statements are prepared on an historical cost basis and are presented in New Zealand dollars (NZ\$).

### Audit or Review

These financial statements have been subject to a review.

### SPECIFIC ACCOUNTING POLICIES

The significant accounting policies used in preparation of these financial statements are summarised below:

#### Bank Accounts and Cash

Bank and Cash in the Statement of Cash Flows comprise current account bank balances. Investments that intend to be rolled over into the foreseeable future are not included.

#### Creditors and other Payable

Creditors are stated at cost.

#### Revenue Income

Interest income is accrued.

Donations are accounted for as income when they are received but sponsorship and grants, if received in advance, are apportioned to the correct year if unexpended.

### Income Tax

Big Brothers Big Sisters of Rotorua is exempt from income tax by virtue of section CW 42(1) of the Income Tax Act 2007.

### Good and Service Tax

This entity is not registered for GST therefore all figures shown in the financial statements are GST inclusive.

### Changes in Accounting Policies

There have been no changes in accounting policies.

### Capital Commitments

There are no capital commitments as at 30 June 2018 (2017 nil).

### Contingent Liabilities

There are no contingent liabilities as at 30 June 2018 (2017 nil).

### Related Parties

There were no transactions involving related parties during the financial year ended 30 June 2018 (2017 nil).

### Events after Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (2017 nil).

### Restricted Purpose Funds

A donation was received during the 2017 financial year from the Rotary Charity Luncheon towards the purchase of a new vehicle. The vehicle has not yet been purchased and the funds held are reflected in Statement of Financial Position.

Included in equity is an amount of \$26,724 that was donated from the final distribution of a trust with a similar purpose that was wound up. It was donated as seeding equity but with the stipulation that it be used for emergency funding and not general administration expenses of the Charity. It is primarily represented in the Investment Account funds.

### Note 1 - Grants:

The grants were made up from:

2017		2018
5,000	COGS	2,000
4,625	Geyser Foundation	4,625
-	Infinity	2,641
15,000	Lotteries	15,000
18,750	RECT	15,000
2,500	RECT – Administration Grant	3,000
<u>10,000</u>	Southern Trust	<u>10,000</u>
<u>55,875</u>		<u>52,266</u>

### Note 2 - Cash and Cash Equivalents:

2017		2018
50,830	Westpac Cheque Account	44,158
-	BNZ Cheque Account	1,000
<u>20,000</u>	Westpac Investment Account	<u>20,000</u>
<u>70,830</u>		<u>64,158</u>

The Westpac investment account earns interest at 3.30% p.a. It is intended to reinvest this when it matures on 16 November 2018.

### Note 3 - Property, Plant and Equipment

This year	Opening Carrying Amount	Purchases	Sales/ Disposals	Current year Depreciation and Impairment	Closing Carrying Amount
<b>Asset Class</b>					
Computers	1	2,640	1	587	2,053
Vehicles	4,242			2,250	1,992
	<u>4,243</u>				<u>4,045</u>

Last year	Opening Carrying Amount	Purchases	Sales/ Disposals	Current year Depreciation and Impairment	Closing Carrying Amount
<b>Asset Class</b>					
Computers	682			681	1
Vehicles	6,492			2,250	4,242
	<u>7,174</u>			<u>2,251</u>	<u>4,243</u>

### Note 4 - Accumulated Funds

2017		2018
39,514	Opening Accumulated Funds	57,074
17,560	Plus Excess Income over Expenses	-
-	Less Excess Expenses over Income	<u>(2,540)</u>
<u>57,074</u>	Closing Accumulated Funds	<u>54,534</u>



# THANK YOU

*Thank you to our community partners, funders and supporting agencies – without you, we wouldn't be able to deliver this wonderful programme to help our local tamariki.*

## Community Partners

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NZ Police  
Daily Post  
Weekender  
Mountain Bike Rotorua  
Rotorua Cycle Centre  
Redwoods Tree Walk  
Pita Pit  
Toi Ohomai  
Rotorua Lakes Council  
Rotorua Youth Centre  
Blackslate Accountants  
Pig and Whistle  
Hayes International  
Craigs Investment Partners  
Aura Accommodation  
Patchell Group of Companies  
Goodrick Contracting  
Red Spot Design  
Harcourts  
John Battersby

## Funders

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The Southern Trust  
Rotorua Energy Charitable Trust  
Rotorua Rotary Clubs  
Lotteries  
COGS  
Infinity Foundation  
Tindall Foundation  
NZCT  
Phillip Verry Foundation  
Geyser Community Foundation  
Zonta  
Hunt Foundation

## Agencies

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Schools  
Health Workers  
Social Workers  
Social Workers in Schools  
Grandparents raising Grandchildren  
Social Agencies



