

Big Brothers Big Sisters of Christchurch Inc.

Annual Report

For the Year ended 31 January 2017

BIG BROTHERS BIG SISTERS OF CHRISTCHURCH INC.

ANNUAL REPORT

For The Year Ended 31 January 2017

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BIG BROTHERS BIG SISTERS OF CHRISTCHURCH INC.

DIRECTORY

As At 31 January 2017

Entity Structure

The Big Brothers Big Sisters of Christchurch Inc. is a Trust. The trust operates in the Canterbury region. While independent it operates within the quality control parameters of the National office. Governance is pursuant to the founding trust deed. The Trust officers are the Chairperson, Secretary and Treasurer, who are appointed annually at the AGM.

Purpose:

The work of Big Brothers Big Sisters of Christchurch is all about adding in to the lives of young people in need of some extra care and attention. We do this by matching young people largely between the ages of 6 to 12 with suitable adult mentors. The young person and their mentor meet once a week with one of the key objectives being to have as much fun as possible doing things they enjoy and in the process building a friendship.

Sources of Cash and Fundraising

The Trust could not operate without the financial support it receives from fundraising, donations and grant funders.

Reliance on Volunteers

The Trust is reliant on volunteers at both a governance and mentor level.

Inland Revenue Number:	87-152-421
GST Registration:	No
Address:	63 Brookside Terrace Bryndwr Christchurch
Office Bearers:	Simon Panckhurst (Chairperson) Grant Anderson Vanessa Thompson Michael Woodward Roger Sutton Rob Murfit Summer Pringle Lydia Hemingway David Sewell (Appointed April 2016)
Beneficiaries:	Young People in Canterbury

BIG BROTHERS BIG SISTERS OF CHRISTCHURCH INC.

DIRECTORY
As At 31 January 2017

Bankers: Westpac Ltd
45 Main North Road
Papanui
Christchurch

Chartered Accountants: Mackay Bailey Ltd
109 Blenheim Road
Christchurch

Auditor John Grocott
7 Joiners Lane
Christchurch

BIG BROTHERS BIG SISTERS OF CHRISTCHURCH INC.

STATEMENT OF SERVICE PERFORMANCE For The Year Ended 31 January 2017

Outcomes:

The work of Big Brothers Big Sisters of Christchurch is all about adding in "to the lives of young people in need of some extra care and attention.

We do this by matching young people largely between the ages of 6 to 12 with suitable adult mentors. The young person and their mentor meet once a week with one of the key objectives being to have as much fun as possible doing things they enjoy and in the process building a friendship.

"Mentors become like a stake in the ground next to a sapling, providing stability and a listening ear to the young people as they navigate their way through a tumultuous time of life"

We're not talking about children who are particularly troublesome who already have access to a range of supports we're talking about kids who fly under the radar most of the time and therefore get very little attention from anyone.

Often lacking in self-esteem and confidence, these young people are longing for someone to take an interest in them, to listen to what they have to say and to help them come to terms with life's challenges. Big Brothers Big Sisters of Christchurch provides such children with adult mentors.

Mentors are from all walks of life young and old, some who have experience in the field and many others who want to give it a go for the first time. Each are prepared to give one child, one hour of their time, once a week.

Big Brothers Big Sisters provides mentoring both in the community and in certain schools across Christchurch. It's our role to encourage, help and support the mentors as these relationships develop.

Mentoring relationships have been proven to be key in bringing hope to young lives, helping to keep them out of trouble and therefore giving them a future.

Big Brothers Big Sisters of Christchurch is part of the broader group Big Brothers Big Sisters of New Zealand, which in turn is part of Big Brothers Big Sisters International.

Outputs

Key metrics achieved during the year include:

- 165 children had a mentor during the year
- 31 new matches between mentors and mentees were opened during the year
- 36 matches closed during the year. The average length of each match was a successful 2.83 years.
- 3 Group events were held during the year including ten pin bowling, canoeing and climbing
- 11 New mentor information evenings were held

Big Brothers Big Sisters of Christchurch Chairperson's Report

April 2017

The last twelve months has involved survival, future proofing and growing optimism.

The year started with Matt recovering in hospital from open heart surgery. Matt never ceases to amaze me with the way he leads our organisation and in recovery he was no different epitomizing all the qualities we value and frequent witness from our mentors; honesty, patience, willingness, reflection, appreciation, resilience and fortitude. The remaining staff, Kirsty, Beth and Anna had a major challenge on their hands and were truly incredible in their determination in not just ensuring essential tasks were completed but were absolutely determined to minimise the unavoidable reduction in the frequency of support they provided to mentoring relationships. A huge thank you to you all and to the board members that in turn offered additional support to staff.

For a long time now there has been constantly increasing competition for charity funding as the not for profit sector continues to expand. This means the need to explore alternative revenue streams has never been greater and so it was exciting this year to successfully re-recruit Rachel Hewitt, having made the landmark decision last year to establish a new role with this as the primary focus. This strategic step was bold, exiting and fundamentally necessary. While only in the role for six months Rachel has already created enormous energy and momentum quickly validating this new organisation structure. We were also delighted to recently welcome new co-ordinator Faye Higgins who has quickly become an integral and valued team member and thus finally completing the team and forging the way for stability and optimism for the year ahead.

At BBBS National level there is exciting change in the wind with the planned influx of several additional board members mostly from Christchurch. This is likely to include current two Christchurch board members and current Christchurch mentors. Furthermore, Matt was very much at the forefront of this change that has been welcomed by all, including the existing national board.

The last twelve months has included a number of new and old events for mentors and mentees. Feedback from the very well attended kayaking event at Antiqua Boat Sheds was fantastic, while the Clip and Climb and Laser Strike events are always popular and all three events are a great opportunity to witness the incredible connections between mentors and our young people. The mentor's dinner was a memorable night with several mentors singled out for amazing commitment, perseverance and compassion. The recent desert night, sponsored by Cameron and Co. was superbly organised, really fun with its unique tea party theme and all speakers were unique and entertaining, insightful and encouraging. A huge thanks to all those that organised, sponsored and attended these critical events.

This month unfortunately we will be fare welling Grant Anderson who has been an invaluable board member over several years holding a range of diverse portfolios, including secretary and health and safety as well as being able to advocate for mentors. We know Grant will still be flat out juggling a very demanding project manager role with his young family. Grant thank you for a huge contribution over a long period of time, we wish you well.

Finally thank you to our mentors, all of our funders, both big and small, trusts and individuals, to our loyal and committed staff Kirsty, Anna, Rachel and Faye, Matt who enters his fourteenth year at the helm and my board colleagues, Vanessa, Lydia, Summer, Mike, Rob, Grant, Roger, and Dave and our strategic guru John, for your contributions, time, vision, and professionalism.

Despite a hugely challenging year with limited staffing capacity, the feedback from our young people, their caregivers and our mentors was consistently uplifting and heart-warming and served to continually remind us why BBBS plays such a pivotal and preventative role in our community. The benefit of one hour, once a week, truly is profound.

Simon Panckhurst
Chairperson Big Brothers Big Sisters of Christchurch



BIG BROTHERS BIG SISTERS OF CHRISTCHURCH INC.

STATEMENT OF FINANCIAL PERFORMANCE For The Year Ended 31 January 2017

	Note	2017	2016
INCOME			
BBBS Events		501	900
Donations	2	15,560	25,435
Grants	2	157,969	194,163
Contracts		2,000	14,810
Opening Tagged Funding		32,468	50,927
Closing Tagged Funding		(57,112)	(32,468)
Interest Received		3,094	5,314
GROSS INCOME		154,480	259,081
LESS EXPENSES			
ACC Levies		579	773
Auditors Remuneration		492	345
Bank Charges		320	248
Group Events		1,373	4,605
Insurance		1,875	1,875
IT Expenses		1,210	-
Mentee Development		1,564	2,867
Mentor Acknowledgements		2,660	2,331
Mentor Recruitment		156	393
Mentor Resources		477	1,337
Mentor Supervision		829	1,816
Mentor Training		1,866	2,566
Mileage		5,268	7,504
National Hui		1,760	1,529
Professional Supervision		3,523	3,205
Printing, Stationery & Office Expenses		1,956	5,338
Project Promotion		1,726	3,860
Recruitment		2,015	524
Rent		2,400	2,400
Telephone		3,295	3,062
Team Welfare		1,129	841
Wages - Administration		13,873	11,151
Wages - Mentor Co-Ordinators		165,428	171,834
TOTAL EXPENSES		215,774	230,404
NET SURPLUS/(DEFICIT) TRANSFERRED TO TRUST EQUITY		(\$61,294)	\$28,677

The Special Purpose Financial Report above is to be read in conjunction with the Notes to the Financial Statements and the Audit Report.



BIG BROTHERS BIG SISTERS OF CHRISTCHURCH INC.

TRUST EQUITY

For The Year Ended 31 January 2017

	2017	2016
Trust Equity at beginning of year	158,678	130,002
Contributions:		
Trustees Income For Year	-	28,677
	<hr/> -	<hr/> 28,677
Distributions:		
Trustees Loss For Year	61,294	-
	<hr/> 61,294	<hr/> -
TRUST EQUITY	<hr/> <hr/> \$97,384	<hr/> <hr/> \$158,679



BIG BROTHERS BIG SISTERS OF CHRISTCHURCH INC.

STATEMENT OF FINANCIAL POSITION **As At 31 January 2017**

	Note	2017	2016
CURRENT ASSETS			
Petty Cash		-	77
Westpac Ltd - Cheque Account		24,043	63,435
Westpac Ltd - Online Saver Account		40,047	5,985
		<hr/>	<hr/>
		64,090	69,497
NON-CURRENT ASSETS			
Investments			
Westpac Ltd - Term Deposits		90,000	120,000
Loan - BBBS of North Canterbury		4,000	5,000
		<hr/>	<hr/>
Total Investments	1	94,000	125,000
		<hr/>	<hr/>
TOTAL ASSETS		158,090	194,497
CURRENT LIABILITIES			
Westpac Ltd - Team Credit Cards	3	99	507
Accounts Payable		3,495	2,843
Tagged Funding		57,112	32,468
		<hr/>	<hr/>
TOTAL LIABILITIES		60,706	35,818
		<hr/>	<hr/>
NET ASSETS		<u>\$97,384</u>	<u>\$158,679</u>

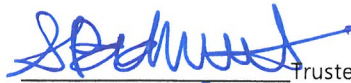
The Special Purpose Financial Report above is to be read in conjunction with the Notes to the Financial Statements and the Audit Report.

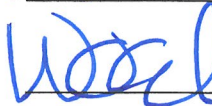


BIG BROTHERS BIG SISTERS OF CHRISTCHURCH INC.

**STATEMENT OF FINANCIAL POSITION
As At 31 January 2017**

	Note	2017	2016
REPRESENTED BY:			
TRUST EQUITY		<u>\$97,384</u>	<u>\$158,679</u>


Trustee


Trustee

10 May 2017 Date

BIG BROTHERS BIG SISTERS OF CHRISTCHURCH INC.

STATEMENT OF CASH FLOWS
For The Year Ended 31 January 2017

	Note	2017 \$	2016 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash was provided from:			
Donation and Grant Funding		176,030	235,308
Interest Received		3,094	5,314
Transfer from Term Deposits		30,000	-
Repayment of Loan to BBBS North Canterbury		1,000	-
		<u>210,124</u>	<u>240,622</u>
Cash was applied to:			
Payment of Expenses		(215,123)	(231,379)
Loan Made to BBBS North Canterbury		-	(5,000)
		<u>(215,123)</u>	<u>(236,379)</u>
NET (DECREASE)/INCREASE IN CASH HELD AND CASH EQUIVALENTS		<u>(4,999)</u>	<u>4,243</u>
Add Opening Cash and Cash Equivalents brought forward		68,990	64,747
ENDING CASH AND CASH EQUIVALENTS CARRIED FORWARD		<u>63,991</u>	<u>68,990</u>

The statement above is to be read in conjunction with the Notes to the Financial Statements and the Independent Auditors Report.

BIG BROTHERS BIG SISTERS OF CHRISTCHURCH INC.

NOTES TO THE FINANCIAL STATEMENTS For The Year Ended 31 January 2017

1. STATEMENT OF ACCOUNTING POLICIES

Special Purpose Report

Big Brothers Big Sisters of Christchurch Inc. is a charitable organisation under the Charitable Trusts Act 1957 and registered with the Charities Commission. This special purpose financial report was authorised for issue in accordance with a resolution of trustees.

Basis of Preparation

The financial statements presented here are for the reporting entity Big Brothers Big Sisters of Christchurch Inc.. Big Brothers Big Sisters of Christchurch Inc. 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.

Measurement Base

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on an historical cost basis are followed by the trust, with the exception of certain items for which specific accounting policies have been identified.

Accrual accounting is used to match revenue and expenses. Reliance is placed on the fact that the trust is a going concern.

Specific Accounting Policies

The following is a summary of the specific accounting policies adopted by the trust in the preparation of this special purpose financial report.

Goods and Services Tax

These financial statements have been prepared inclusive of GST as Big Brothers Big Sisters of Christchurch Inc. is not registered for GST.

Investments

Investments are recorded at the lower of cost and net realisable value.

Where in the Trustees' opinion, there has been a permanent reduction in the value of the investments, this has been brought to account in the current period.

Tagged Funding

Tagged Funding relates to Grants received with the condition that the funds are used for specific purposes. Any unspent Tagged Funds are carried forward to the next financial year. Unspent Tagged Funding at year end is disclosed as a current liability within the Statement of Financial Position.

Accounts Receivable

Receivables are stated at their estimated net realisable value. Bad debts are written off in the year in which they are identified.

BIG BROTHERS BIG SISTERS OF CHRISTCHURCH INC.

NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended 31 January 2017

Taxation

As a registered charitable trust the organisation has no income tax responsibilities.

Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

2. DONATIONS AND GRANTS RECEIVED

Donations

Anonymous Donations	5,115	10,736
Cequent Projects Ltd	-	5,000
Holcim (NZ) Limited	-	1,000
Regular Giving Program	7,480	3,748
Sarah Murray Charity Shop	-	275
St Andrews College	1,185	784
Z Good in the Hood	1,780	3,892
	<u>15,560</u>	<u>25,435</u>



BIG BROTHERS BIG SISTERS OF CHRISTCHURCH INC.

NOTES TO THE FINANCIAL STATEMENTS For The Year Ended 31 January 2017

Grants

Aorangi School	-	3,000
ANZ Staff Foundation	-	5,600
Beecham Foundation	2,000	928
Blogg Charitable Trust	1,301	4,797
Canterbury Youth Services	1,680	3,450
Christchurch City Council	30,000	30,000
Christian Healing Trust	-	500
Clyde Graham Trust	4,000	5,000
Community Organisation Grant (COGS)	7,000	8,000
Rata Foundation	25,000	25,000
Christchurch Casino Helping Hand Trust	4,000	4,000
Christchurch Earthquake Recovery Trust	5,000	3,900
Dove Charitable Trust	5,000	5,000
E B Millton Charitable Trust	10,000	10,000
First Sovereign Trust	5,688	4,436
Four Winds Foundation	2,000	5,000
Howzler Family Trust	-	555
George Sevicke Jones Trust	-	2,000
J & M Ferrier Trust	-	3,000
Keith Laugesen Trust	3,000	5,000
Mainland Foundation	2,800	-
Maurice Carter Charitable Trust	5,000	5,000
NZ Charitable Foundation	3,000	6,000
NZ Lottery Grants Board	25,000	25,000
Pub Charity	-	1,349
St Aidans	2,000	1,000
Rotary Clubs	2,500	2,000
The Southern Trust	-	10,000
Trust Aoraki	-	1,648
Trust's Charitable Foundation	5,000	-
United Way	7,000	8,000
Youthtown	-	5,000
	<u>157,969</u>	<u>194,163</u>

The trustees would like to thank all of the above entities for their generous support.

3. SECURITIES AND GUARANTEES OF LIABILITIES

There are no securities held over the trust's assets.

BIG BROTHERS BIG SISTERS OF CHRISTCHURCH INC.

NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended 31 January 2017

4. EVENTS OCCURRING AFTER BALANCE DATE

The trustees are not aware of any matter or circumstance since the end of the financial year, not otherwise dealt with in these financial statements that has significantly or may significantly affect the operation of Big Brothers Big Sisters of Christchurch Inc., the results of those operations or the state of affairs of the organisation.

BIG BROTHERS BIG SISTERS OF CHRISTCHURCH INCORPORATED

INDEPENDENT AUDIT REPORT TO TRUSTEE'S

I have audited the accompanying financial statements of Big Brothers Big Sisters of Christchurch Incorporated on pages 4 to 9, which comprise a Statement of Financial Position as at 31 January 2017, a Statement of Financial Performance for the year then ended, a statement of Equity, a Statement of Cash Flows and a summary of significant accounting policies and other explanatory information.

The financial statements have been prepared in accordance with the Special Purpose Framework for use by Not-For-Profit Entities.

Trustee's Responsibility for the Financial Statements

The Trustees are responsible for the preparation of these financial statements in accordance with the Special Purpose Framework for use by Not-For-Profit Entities and for such internal control as the Trustees consider necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with International Standards on Auditing (New Zealand). These standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Other than in my capacity as auditor, I have no relationship with, or interests in Big Brothers Big Sisters of Christchurch Incorporated.

Opinion

In my opinion, the financial statements on pages 4 to 9 are prepared, in all material respects, in accordance with the Special Purpose Framework for use by Not-For-Profit Entities.

Basis of Accounting and Restriction on Distribution

Without modifying my opinion, I draw attention to the basis of preparation in the notes to the financial statements, which describes the basis of accounting. The financial statements are prepared for the benefit of Trustees. As a result, the financial statements may not be suitable for another purpose. My report is intended solely for the Trustees and should not be distributed to parties other than the Trustees.


J. W. Grocott CA
10-May 2017

Christchurch
New Zealand