



Tūao Te Matau-a-Māui
Volunteering Hawke's Bay

Performance Report

For the year ended 30 June 2025



Chairperson Report

Volunteering Hawkes Bay

For the year ended 30 June 2025

Heading into the year I would not have anticipated juggling was on my list of 'skills you need to master!' Two new Board members and an interim Manager were welcomed and inducted within weeks of the new financial year for VHB. Understandably a lot of support from trustees was needed to maintain operations day to day activities over the following months with new leadership. We were fortunate however that Anna Rutherford, our interim Manager, brought skills that added value to the services we offer and camaraderie to the team. As her tenure with VHB continued to be extended beyond the initial 3, then 6 months - eventually Anna finished in June 2025 – the Board gained some valuable insights from her impartial perspective. This resulted in several recommendations including reviewing the Manager and Administrator's responsibilities and the employment structure, whilst ensuring the ability to meet operational and community expectations.

Further trustee appointments were made in late 2024 and early 2025, bringing Board experience and specialist expertise including the appointment of a new Treasurer. VHB continues to attract generous and skilled trustees to guide the organization's service to the community.

Throughout the year the Board continued to undertake a regular schedule of reviewing policies and practices to ensure relevance and compliance in support of a commitment to best practice within VHB. Two trustees participated in the Governance workshop VHB hosted in March – the session was very well received by attendees.

As the financial year drew to a close, a meeting to review and draft a new Strategic Plan for 2026-2028 was set for the team. Our key areas for guiding operations are:

- Community, Diversity and Inclusion
- Engagement and Recognition
- Regulatory and Funding Compliance
- Management and Governance

With a new operations team in place, these core goals and linked key performance indicators will initially continue to guide the organization to deliver on its vision with development opportunities identified and implemented in due course. Our hopes rest with Liz and Tracey, a great team bringing skills, experience, enthusiasm and a commitment to the Hawke's Bay community, enabling the trustees to embrace their governance roles in the knowledge that Together Everyone Achieves More!

Our appreciation goes to our funding partners with grants from Napier City and various agencies within the Department of Internal Affairs. VHB is fortunate to have retained funds from a generous donation in 2023 which provides contingency support for operational costs and an allocation for special IT projects. Like the organizations we serve, we are ever mindful of our dependence on funders in a challenging economic climate across the motu. Our gratitude for this support is heartfelt on behalf of our community.

Kia ora!

Margot Minett Earwaker
Board Chairperson

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Compilation Report and Disclaimer of Liability to the Trustees

Volunteering Hawkes Bay For the year ended 30 June 2025

Compilation Report and Disclaimer of Liability to the Trustees of Volunteering Hawkes Bay.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the Performance Report of Volunteering Hawkes Bay for the year ended 30 June 2025.

This Report has been prepared in accordance with the accounting policies described in the Notes to the Performance Report.

Responsibilities

The Trustees are solely responsible for the information contained in this Performance report and have determined that the accounting policies used are appropriate to meet their needs and for the purpose that the Report was prepared.

The Performance Report was prepared exclusively for the Trustees benefit. We do not accept responsibility to any other person for the contents of the Report.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the Performance Report from information provided to us by the Trustees. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We are not independent of Volunteering Hawkes Bay because Courtney Stone, an employee of this firm is a Trustee of the entity.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the Performance Report. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this Performance report.



BDO Hawke's Bay Limited
Chartered Accountants
Napier

Dated: 1 October 2025

Entity Information

Volunteering Hawkes Bay For the year ended 30 June 2025

Legal Name of Entity

Volunteering Hawkes Bay ('VHB')

Entity Type and Legal Basis

Registered Charity established by a trust deed dated 22nd of May 2006 and registered under the Charities Act 2005, domiciled in New Zealand.

Entity's Purpose or Mission

VHB's constitutional objectives are: to promote and encourage volunteering within the Hawke's Bay community; to promote, refer, educate and support volunteers; to provide training support and consultative services to member organisations; to promote the rights and responsibilities of volunteers and to recognize the work of volunteers. In addition, liaising with affiliated organisations to support our objectives including our membership with Volunteering NZ, continues to be a key objective together with working in a multi-cultural manner whilst acknowledging the principles of The Treaty of Waitangi or Te Tiriti o Waitangi.

Entity's Operational Structure

Charitable Trust Board operating as a single entity with no controlled entities.

Entity's Governance Arrangements

A board consisting of seven persons comprising a Chairperson, Secretary, Treasurer and up to four Board Members. The Board appoints the Manager. The present management structure consists of a part-time Manager, and part-time administrator, along with volunteer support operating four days per week. Financial support is contracted. Volunteers are recruited for operational needs (primarily our referral service) and special projects. Volunteering Hawkes Bay is a member of Volunteering NZ.

Entity's Reliance on Volunteers and Donated Goods or Services

Volunteering Hawkes Bay recruits unpaid volunteers to support our referral services and designated projects.

Additional Information

Manager - manager@volunteeringhb.org.nz

Board Chair - volunteeringhawkesbay@gmail.com

Website - www.volunteeringhb.org.nz

Physical/Postal Address - 200 Market Street North, Hastings, New Zealand, 4122 (The Hive)

Phone - 06 391 5476 / 022 503 9271

Facebook - www.facebook.com/volunteeringhb.org.nz

Approval of Performance Report

Volunteering Hawkes Bay

For the year ended 30 June 2025

The Trustees are pleased to present the approved Performance report including the historical financial statements of Volunteering Hawkes Bay for year ended 30 June 2025.

APPROVED

Signed by:

C73FB7543042ADAA

Margot Minett Earwaker
Chairperson

Date 02/10/2025
.....

Signed by:

38E1656A424FFF5C

Courtney Stone
Treasurer/Trustee

Date 02/10/2025
.....

Statement of Service Performance

Volunteering Hawkes Bay

For the year ended 30 June 2025

Our medium to long term objectives

Obtaining funding in order to support our constitutional objectives:

- To promote and encourage volunteering as a worthwhile contribution to the community;
- To promote, refer, educate and support volunteers;
- To provide training support and consultative services to member organisations;
- To promote the rights and responsibilities of volunteers and to recognize the work of volunteers.

Our key activities

In August 2024 following the unexpected departure of our former manager, an interim manager was appointed to provide leadership for the day to day operation of the organisation. Despite this interim leadership scenario and the operations team working 4 days per week with volunteer support, they delivered the annual plan successfully. A notable achievement allowing the board to observe services could be delivered efficiently and effectively by 2 permanent part-time staff and a small team of volunteers. Heading into the new financial year, we are delighted with the permanent appointments of Liz Lambert as our manager and Tracey Weston as our administrator.

Respecting the feedback from our survey late 2024 to registered organisations, VHB hosted 6 workshops on social media, volunteering and the law, recruitment and induction, governance, funding and sponsorship. These workshops held in both Napier and Hastings achieved or exceeded our 80% satisfaction target overall with positive comments on the calibre of the content and facilitator.

As a result of one of workshops we facilitated for managers, the suggestion of an open day/expo was developed and on Saturday 14th June 2025 at the Napier War Memorial Centre, VHB hosted over 47 volunteer organisations marketing their services and volunteer needs to over 300 guests throughout the occasion. The event included an afternoon tea 'shout out' to thank our community and also the presentation of two People's Choice Excellence Awards for 2025 – one for the outstanding individual and the other for the outstanding organization. It was an honour to have Volunteering NZ's CEO Michelle Kitney, Mayor Kirsten Wise and Mayor Sandra Hazelhurst acknowledge those in the community who give tirelessly of their time, skills and willingness in support of others. Given this success, an expo has been included in the annual plan for the upcoming year as a separate event to our much anticipated 20 Year Celebration in June 2026.

Regular newsletters to our database, posts on social media and our website ensured both our clients and the public were kept informed of volunteering activities and opportunities, training workshops and access to both local and national resources. Throughout the year however, our operations team experienced challenges with our Volunteer Manager System (used for our referral service) and website providers. Addressing these concerns will be a priority for staff in the upcoming year to ensure they have the ready access and support needed to achieve all goals and targets.

Our administrator attended the Volunteer Coordinator's National Association hui in Taupo mid-March, providing her the opportunity to network with colleagues across New Zealand, to share ideas and challenges and also to benefit from some professional development. Our manager will attend the National hui hosted by Volunteering NZ in October 2025 in Auckland.

A review of our emergency services plan and policies was undertaken and completed early 2025 which resulted in some key actions including:

(a) the set-up of two laptops connected to our IT provider with access to all programmes used for communication with stakeholders. This is for the manager and administrator as part of being prepared for a situation of working from home in the event of an emergency.

(b) All 2,657 volunteers registered with VHB as available to contribute in an emergency, were contacted and requested to confirm availability and update their contact information. This significant number of emergency volunteers on the VHB database occurred during Cyclone Gabrielle and they have elected to remain registered with 12% updating their contact information during this exercise.

The year finished with the distribution of our Satisfaction Survey sent to our entire database of over 3,775 and again, we were delighted to surpass our rating target and to know that our efforts for our community were very well received.

Statement of Service Performance (continued)

Volunteering Hawkes Bay

For the year ended 30 June 2025

It is very encouraging to be heading into the new financial year with Liz, Tracey and our volunteer team enthusiastically embracing the new annual plan to fulfil our mission and capably serve the Hawke's Bay volunteering community which contributes hundreds of hours and thousands of dollars of value each and every year for the benefit of our community.

Key activities	2025	2024
Referral applications for volunteer roles	590	723
Number of registered organisations	242	228
Number of registered volunteers	3,779	3,631
Number of hours by VHB volunteers	1,325	Not assessed



Mayor Kirsten Wise presenting the Excellence Award for Outstanding Individual supported by Chair Margot Minett Earwaker (L) and Administrator Tracey Weston (R) with the 11 finalists for 2025.

Statement of Financial Performance

Volunteering Hawkes Bay

For the year ended 30 June 2025

	NOTES	2025	2024
Revenue			
Donations, koha, bequests, and other general fundraising activities	1	108,689	114,095
Revenue from providing goods or services	1	500	5,557
Interest, dividends, and other investment revenue	1	2,833	6,118
Other revenue	1	-	87
Total Revenue		112,022	125,857
Expenses			
Employee remuneration and other related expenses	2	102,446	94,855
Volunteer related expenses	2	1,456	1,581
Expenses related to providing goods or services	2	75,119	122,118
Other expenses	2	2,015	3,985
Total Expenses		181,036	222,539
Surplus/(Deficit) for the Year		(69,014)	(96,682)

Statement of Financial Position

Volunteering Hawkes Bay

As at 30 June 2025

	NOTES	30 JUN 2025	30 JUN 2024
Assets			
Current Assets			
Cash and short-term deposits		133,725	180,523
Debtors and prepayments		-	(130)
Other Current Assets		3,496	4,360
Total Current Assets		137,221	184,753
Total Assets		137,221	184,753
Liabilities			
Current Liabilities			
Creditors and accrued expenses		11,397	24,856
Employee costs payable		399	-
Deferred revenue		34,542	-
Total Current Liabilities		46,338	24,856
Total Liabilities		46,338	24,856
Total Assets less Total Liabilities (Net Assets)		90,884	159,897
Accumulated Funds			
Accumulated surpluses or (deficits)	3	90,884	159,897
Total Accumulated Funds		90,884	159,897

This statement has been compiled without undertaking an audit engagement or review engagement and should be read with the Compilation Report-Disclaimer of Liability and Notes to the Performance Report.

Statement of Cash Flows

Volunteering Hawkes Bay

For the year ended 30 June 2025

	2025	2024
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	143,231	96,826
Receipts from providing goods or services	387	2,670
Interest, dividends and other investment receipts	2,833	6,118
Cash receipts from other operating activities	-	87
GST	(846)	(15,827)
Payments to suppliers and employees	(191,914)	(228,785)
Total Cash Flows from Operating Activities	(46,309)	(138,911)
Net Increase/ (Decrease) in Cash	(46,309)	(138,911)
Cash Balances		
Cash and cash equivalents at beginning of period	179,852	318,762
Cash and cash equivalents at end of period	133,543	179,852
Net change in cash for period	(46,309)	(138,911)

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Accounting Policies

Volunteering Hawkes Bay

For the year ended 30 June 2025

Basis of Preparation

The entity has elected to apply XRB's Tier 3 PBE (NFP) standard. This is on the basis that it does not have public accountability and has total annual expenses equal to or less than \$5,000,000. 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.

As a result of the application of the Tier 3 (NFP) Standard, there have been some non significant reclassifications of comparatives in order to achieve consistency with the current year. Comparatives are denoted as either PY or 2024.

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

Volunteering Hawkes Bay is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Revenue Recognition

Donations and grants with a documented expectation regarding use have been recognised as revenue over time as the expectation is satisfied.

Interest income is recorded as it is earned.

Changes in Accounting Policies

The Tier 3 (NFP) Standard ('the standard') had a mandatory application date of 1 April 2024, so the Trust Board has applied the standard from that date. The initial application of the standard had no material impact on the accounting policies previously applied by the Trust Board, and all policies have been consistently applied to all periods presented.

Notes to the Performance Report

Volunteering Hawkes Bay

For the year ended 30 June 2025

2025 2024

1. Analysis of Revenue

Donations, koha, bequests, and other general fundraising activities

Big Shout Out Income	-	3,519
Department of Internal Affairs - COGS	5,000	5,549
Department of Internal Affairs - CVC Fund	84,017	43,844
Department of Internal Affairs - Lotteries Grant	19,672	30,000
Napier City Council Community Grant	-	8,200
Other Grant Funding	-	1,304
Pub Charity	-	4,410
Unused grants or Donations with Repayment conditions prior year	-	17,268
Total Donations, koha, bequests, and other general fundraising activities	108,689	114,095

Revenue from providing goods or services

Professional and Training Income	-	470
Statistics New Zealand	-	3,000
Volunteer awards event Income	500	2,087
Total Revenue from providing goods or services	500	5,557

Interest, dividends and other investment revenue

Interest Income	2,833	6,118
Total Interest, dividends and other investment revenue	2,833	6,118

Other revenue

Other Revenue	-	87
Total Other revenue	-	87

2025 2024

2. Analysis of Expenses

Employee remuneration and other related expenses

Contractors	53,468	-
Salaries	48,325	92,461
KiwiSaver Employer Contributions	652	2,394
Total Employee remuneration and other related expenses	102,446	94,855

Volunteer related costs

Board Expenses	633	855
Volunteer Expenses	823	726
Total Volunteer related costs	1,456	1,581

Expenses related to providing goods or services

ACC Levies	142	-
Administration Fees	6,540	8,068
Advertising and Promotion	4,648	4,426
Bank Fees	144	205

Notes to the Performance Report (continued)

Volunteering Hawkes Bay

For the year ended 30 June 2025

	2025	2024
Big Shout Out Expense	-	1,618
Call Centre Computer Expenses	3,999	4,349
Contract Covid Income	-	11,739
Entertainment	-	801
General Expenses	682	929
Insurance	2,455	5,489
Low Value Assets	-	3,968
Motor Vehicle Expenses	690	798
Operational Lease - Motor Vehicle	9,247	11,076
Parking Lease	1,950	1,654
Phone and Internet	343	342
Postage & Stationery	503	273
Printing and Photocopying	703	437
Rental expense	23,333	38,162
Training	4,685	9,331
Travel	103	784
Volunteer Excellence Awards Expenses	9,051	13,323
Webhosting Fees and Subscriptions	5,349	3,820
Xero software fees	552	526
Total Expenses related to providing goods or services	75,119	122,118
Other expenses		
Audit Fees	-	391
Depreciation	-	533
Professional Services Fees	2,015	3,060
Total Other expenses	2,015	3,985
	2025	2024

3. Accumulated Funds

Accumulated Funds		
Opening Balance	159,897	256,580
Accumulated surpluses or (deficits)	(69,014)	(96,682)
Total Accumulated Funds	90,884	159,897
Total Accumulated Funds	90,884	159,897
	2025	2024

4. Commitments

Commitments to lease or rent assets		
Current (less than twelve months)	7,422	9,240
Non Current (later than twelve months)	-	7,422
Total Commitments to lease or rent assets	7,422	16,662

Notes to the Performance Report (continued)

Volunteering Hawkes Bay

For the year ended 30 June 2025

5. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2025 (Last year - nil).

6. Related Parties

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

7. 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.