



**FEATHERSTON**  
*community centre*

## **Annual Report**

**2015**

**Featherston Community Centre Charitable Trust**

The Featherston Community Centre provides a community space for services, ongoing or one-off events, activities and classes for public and private users.

### **VISION**

The Featherston Community Centre is the hub of the South Wairarapa's social, educational, and recreational services – used, valued and supported by the entire community.

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## Part A

### 1 From the Chairperson

Na mihi nui te Paeotumokai

During 2014-2015 the Featherston Community Centre Charitable Trust (Centre) Board and the Centre Manager have continued to run the Centre so that it serves the people of Featherston and South Wairarapa.

We operate thanks to many key people and organisations. The first of these is the Centre Manger. Siv Fjærestad has worked successfully again to achieve the Board's vision for the Centre. I would like to acknowledge Mary Mason who also worked as a Centre Manager last year and Kim Bellham who is our current cleaner.

I would also like to thank our funders including the Department of Internal Affairs (DIA), The New Zealand Lottery Grants Board, Community Organisations Grants Scheme, Wairarapa REAP, Thomas George McCarthy Trust, Eastern & Central Community Trust, Featherston Community Board, Featherston's Own Charitable Trust, Featherston Lioness Club, South Wairarapa District Council, New Zealand Community Post (donation of envelopes), and our regular tenants ranging from Work and Income to the weekly art classes.

Last and not least, I would like to thank the many volunteers who make significant personal contributions to the Centre. Simply, without people who kindly donate their time, services and goods, the Centre would find it very difficult to operate. I believe the following long list of some of the people who contribute to the Centre demonstrate the community spirit in Featherston and the wider South Wairarapa.

- Janice's Lawn Mowing Services – keeping our lawns pristine
- Bruce Greentree - plumbing
- Dick Smith – manning Centre, day to day care of the Centre premises
- Chris Miller – website design and maintenance
- Featherston's Menz Shed – time donated to improve premises and signage
- Brett Davis' Chimney Sweep – annual chimney sweep
- The Friday Craft Group – manning raffle stalls
- Bruck Muench and the Colonial Trading Co. – ongoing service of locks
- Aaron Cross – computer and licensing services and maintenance
- Julia O'Neale & the Juesday Art Group – installing art on our walls
- Mary Mason – supporting key projects such as photography of the Centre, tree pruning and the grounds and veggie garden maintenance
- Paul Mason – general maintenance
- Wairarapa Property Brokers
- Des Pugh and JNL Masterton (for providing us with firewood)
- Reiner Schoenbrunn
- Brian Adamson
- All Seasons Tree Services
- Higgins Group

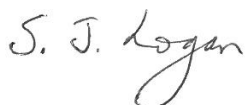
Our 2014-15 successes are many. I will focus on the ones which have contributed significantly to the Centre continuing to move forward in a positive direction.

- The ratification of a new Constitution for the Centre. Our previous constitution was very outdated and did not enable the Board to operate effectively in these current times. Most importantly, the new constitution safeguards the Centre's land and building into the future for the Featherston community. Thanks to Emily for her work in drafting the Constitution, and especially to Peter McNeur from Wairarapa Reap for his support in the process of re-drafting the document.
- The Board is committed to being fiscally responsible and for a second year in a row has maintained a cash reserve. This reserve provides an important financial buffer for up to three months in case of an event and/or issue, which precludes the Centre from generating/receiving funding. Thanks to Graham Evans (Treasurer).
- Improving the building – we have continued to paint and maintain the building so that it is attractive and a place that people want to use. We are in the process of modifying one of the garages to accommodate the Featherston Toy Library, coming back to its original home. Thanks in particular to Graham Evans.
- Attracting new service providers and groups to the Centre such as the Featherston Toy Library and the Youth Group.

I would like to thank the Board members for their hard work over the past year. It is a cohesive, focussed and happy Board, which is another key reason for the successes over the past year.

I would also like to acknowledge Jennie Marks, who has recently stepped down from the Board after 4 years of involvement. Jennie was instrumental in the Board developing and maintaining a 3 year Strategic Plan. Jennie also developed the Annual General Meeting report which is designed to report on the Board's achievements against the Strategic Plan. Jennie has made a significant contribution to raising the professionalism of the Board for which the Board is extremely grateful.

This is the end of my term as Board Chair. I will be stepping down from this particular role but will continue as a Board member. I have learnt a tremendous amount and am privileged to have been part of the Centre's history.



**Sonya Logan**

Chairperson, Featherston Community Centre Charitable Trust Board

## 2 Progress towards Goals

The Featherston Community Centre's 3-Year Strategic Plan (2014-2017) identifies three core goals:

- Service: We help provide what the community needs
- Marketing: The Centre is well-known and used
- Financial Management: The Centre is financially well managed and secure

### 2.1 Service - We help provide what the community needs

The Centre continues to offer a range of flexible spaces suitable for classes, social groups, meetings, workshops and seminars. Off the back of significant building improvements during 2014 we have now finished painting the interior of the facility. We have also further improved the heating system to continue to provide a consistently warm building.

We have been fortunate to take on two new Meet & Greet Volunteers, (Jocelyn Konig and Chris Lewis) who provide invaluable assistance and enable us to keep the Centre open for more hours during the week.

Over the past year, the Centre has continued to provide a meeting space for approximately 40 groups and organisations. Of these groups, up to 20 are regular providers of services to the community, including Wairarapa Community Law Centre, CareNZ, Narcotics Anonymous, Autism NZ and many groups dedicated to contributing to the South Wairarapa community. The Centre strives to provide our community groups and local providers with significantly reduced rates so that our larger community can benefit from affordable local services. The Centre is particularly proud to support the Featherston Youth Programme with access to our facilities free of charge.

Due to Board Member Ritchie Wards' efforts we have also obtained a number of laptops which are able to be used by Centre users and in particular the Youth Group.

A number of consultation processes were trialled between 2013-2015 to generate feedback and exchange ideas on how the Centre can continue to provide what the community needs. In 2014-2015 the Centre Manager has run small surveys and needs assessments with centre users and groups in the community, and sampled feedback from the community during the annual mini train festival. More recently the Centre Manager has collaborated with local service providers to kick-start a social services network in Featherston, and to help collate an index of services operating in the Featherston.

Work and Income New Zealand (WINZ), while not providing a direct service to the South Wairarapa since September 2014, has continued to be a tenant of the Centre. The Ministry of Social Development has yet to confirm if they will remain at the Centre and continue to provide a service to the South Wairarapa. The Centre certainly hopes that WINZ will maintain a strong presence in the South Wairarapa to meet the needs of the community.

Two outcomes in the Strategic Plan will be a focus regarding providing what the community needs for the 2015-2017:

- Working with local social service providers to identify gaps in social, educational and recreational services
- Continuing to strengthen alliances with other providers, local government and community groups, especially non-traditional community groups that currently don't use the centre.

## **2.2 Marketing - The Centre is well known and used**

Marketing also continues to be an important strategic goal to ensure the Centre is well known and used. Further work is occurring to ensure that the website and Facebook sites are regularly updated and supports the Centre to conduct its business. In addition to the website, the Centre has also increased its use of Facebook and now has over 150 followers. We have also finally set up a notice board at the gate (thanks to the Menz Shed for their support for this) and new signage at the front gate.

A key outcome that will be ongoing during the 2015-2017 timeframe:

- Marketing the centre to targeted groups to increase centre users, especially non-traditional centres users.

## **2.3 Financial Management - The Centre is financially well managed and secure**

The Centre moved to a new accountancy system (Xero) after trialling different systems over the last 2 years. With this excellent system we can now produce timely, accurate accounts, which enable us to effectively manage the Centre's finances. Xero has proven to be a real advantage for financial reporting, management and auditing. This is a significant step forward for the Centre in terms of effective financial management.

The Centre continues to submit all funding accountability reports on time and applications for new funding have been 85% successful. This is a small reduction compared to last year's result of 90%. This is predominantly due to achieving a particularly high success rate on our applications in 2013-2014 for funding towards the building upgrade, and to obtaining a 47.3% success on the 3 year Multi Year Funding application for wages in 2012. In December 2014 we re-applied for another 3 year MYF contract with DIA, (for July 2015-June 2018) but were recently disappointed to be granted a 1-year as opposed to a 3-year grant. This has focussed the Board's attention on growing the number of Centre users to a) ensure the Centre meets the needs of the community and b) strengthen the financial sustainability of the Centre.

The Centre is grateful for donations of time, goods and services from many local businesses and volunteers, which also contribute to the financial sustainability of the Centre.

Strategic outcomes associated with financial security that will be ongoing during 2015-2017 include:

- Thorough review of building maintenance needs
- Develop alliances with financial partners
- Maximise building occupancy
- Continue to submit high-quality applications for funding in accordance with Strategic Plan.

## Part B

### 3 Grants received in the current financial year

Our thanks go to the following Donors who have contributed to our success:

<b>Grants Received - Operations</b>	
COGS (salaries)	\$4,000.00
Featherston Lioness (for Feathy Friends)	\$100.00
Featherston's Own Charitable Trust (for Juesday Art)	\$835.00
Featherston's Own Charitable Trust (grants)	\$500.00
Lotteries Commission (salaries)	\$18,000.00
South Wairarapa DC (consent fee refund)	\$2,441.74
T G McCarthy Trust (insurance)	\$3,246.96
Wairarapa REAP (salaries)	\$2,655.12
<b>Total Grants Received - Operations</b>	<b>\$31,778.82</b>
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<b>Grants received - Projects</b>	
Eastern & Central Community	\$6,300.00
Featherston Community Board	\$500.00
<b>Total Grants received - Projects</b>	<b>\$6,800.00</b>
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<b>Total Grants</b>	<b>\$38,578.82</b>



## 4 The Treasurer's Financial Report

I have the pleasure of presenting the reviewed financial statements for the Centre for the year ended 31 March 2015. I would like to again thank Janet Meehan for the work she has done in reviewing the accounts.

Financial stewardship is critical for an organisation of this kind, and there is no question that our decision to move to Xero was invaluable in allowing the Board to have a real-time overview of the financial position of the Trust. I believe it is essential that any Board member who so desires is able to look at the current position (and how we got there), and that is what this excellent program allows us to do.

We have carried a substantial reserve forward into the coming year, but that has again been predicated by the expectation of lower rentals in the coming year, and the uncertainty relating to the ongoing relationship with WINZ. We were also cognisant of the very real problem we have in finding donors willing to fund the salary of a Centre Manager. Without a very competent paid person in that role, the Board could not achieve its goals. The Centre has again met some salaries and other administration costs from our reserves, and the probability that we might have to increase such funding in the future is high.

Anyone with a critical reviewing eye will notice that the 2014 accounts have been changed from those presented in our 2014 annual report by the amount of an audit fee of \$1500 (or 10% of our gross rentals). This fee was effectively forced on us by DIA when we applied for an amount in excess of their 'standard' amount, something we remain deeply unhappy about, especially when the application for multi-year funding was not met.

To the best of my knowledge the information presented in financial statements fairly reflects the position and operations of the Featherston Community Centre Charitable Trust, for the year ended 31 March 2015.



**Graham Evans**

Treasurer,  
29 July 2015