

Annual Report

Marlborough Migrant Centre Incorporated
For the year ended 30 June 2017

Contents

3	Entity Information
4	Directory
5	Approval of Financial Report
6	Statement of Service Performance
7	Statement of Financial Performance
8	Statement of Financial Position
9	Statement of Cash Flows
10	Statement of Accounting Policies
11	Notes to the Performance Report
15	Depreciation Schedule
16	Auditor's Report

Entity Information

Marlborough Migrant Centre Incorporated For the year ended 30 June 2017

'Who are we?', 'Why do we exist?'

Legal Name of Entity

Marlborough Migrant Centre Incorporated

Entity Type and Legal Basis

Incorporated Society and Registered Charity

Registration Number

CC23807

Entity's Purpose or Mission

The Marlborough Migrant Centre enables migrants, newcomers and local people to celebrate their diversity in a safe and welcoming environment so that people of all ethnicities feel empowered, with a sense of connectedness and belonging.

Entity Structure

The Marlborough Migrant Centre has a Board who govern the organisation. They set the strategic direction of the organisation. The Board is supported by 2 part-time paid employees. The employees manage the Centre and provide the services to the community. Volunteers are utilised to supplement the centre when major events are being organised (for example, the annual Multicultural Festival)

Main Sources of Entity's Cash and Resources

The main source of revenue is from Grants from Marlborough District Council and Donations from organisations such as Rata Foundation and NZ Lotteries.

Main Methods Used by Entity to Raise Funds

The main method of raising funds is by applying for grants and donations from various entities, as above. This is supplemented by unsolicited donations from the community and providing Intercultural Awareness Training.

Entity's Reliance on Volunteers and Donated Goods or Services

All of our board members are volunteers. Other activities, such as the Multicultural Festival and international celebrations rely on volunteer assistance to organise and run the events.

Physical Address

21 Henry Street, Blenheim, 7201

Postal Address

21 Henry Street, Blenheim, 7201



Directory

Marlborough Migrant Centre Incorporated For the year ended 30 June 2017

Board

Tracy Ellis (Chairperson)

Sarah Wheldale (Vice Chairperson)

Beth Tester (Treasurer)

Hai Nguyen

Nicolette Prendergast

Accountant

Blenheim Bookkeeping Limited
PO Box 250
Blenheim 7240

Auditor

Crowe Horwath

P O Box 10

Nelson 7040

Bankers

Westpac

Cnr Queen and

Blenheim 7201

Approval of Financial Report

Marlborough Migrant Centre Incorporated For the year ended 30 June 2017

The Board are pleased to present the approved financial report including the historical financial statements of Marlborough Migrant Centre Incorporated for year ended 30 June 2017.

APPROVED

A. Pendregon

Chairperson

Date 9/5/18

B. Jester

Treasurer

Date 9/5/18

Statement of Service Performance

Marlborough Migrant Centre Incorporated For the year ended 30 June 2017

'What did we do?', 'When did we do it?'

Description of Entity's Outcomes

One of the key benefits of our services is the reduction of social isolation, and enabling people to "settle well". We assist in building positive relationships between the host community of Marlborough and migrant communities. This moves Marlborough towards being a healthier, safer and more caring, inclusive, connected and engaged community. Specific outcomes for migrants who have settled well are that they

- face less risk of social isolation,
- know where to go to seek support and access services,
- have an opportunity to celebrate and share their own cultural identity,
- and gain a sense of belonging.

For the host community we aim to see agencies better equipped to assist migrants, and a greater sense of the benefits that cultural diversity brings to the wider Marlborough community. This includes the economic benefits to Marlborough, as we depend on migrant input in terms of provision of labour and skills. Our services help migrants and the host community to integrate, build understanding and community resilience and contribute to their new community.

Through the Marlborough Migrant Centre's provision of wrap around advocacy, migrants feel they have a place to go when they approach other agencies, and that they have someone from the host community who is there to support them.

Description and Quantification of the Entity's Outputs

Newcomers Network gatherings (to reduce social isolation and build connectedness) - 9 morning teas with an average of 30 people attending, 1 pot luck tea with over 50 attendees

Multicultural Festival (acknowledging Race Relations Day) - featuring 27 performers (groups counted as 1 performer), 15 food stalls and 12 information and craft stalls, over 4,000 people attended

International Women's Evening - featuring cultural items, a speaker and celebration of ethnic food, 140 people attended

Cultural Celebrations - for example Thai New Year, Korean New Year and Chinese New Year, and an Indian cultural performance at local retirement village.

Training / Community Education including development of the Volunteer Training Project, and Are you confident driving in NZ? workshop.

Lastly, Client Services recorded 943 contacts with migrants from 51 different countries. The contacts are grouped into Advocacy & Support (employment, health and welfare advocacy), External/Community Relations and Training/Community Education.

Additional Output Measures

Marlborough Migrant Centre's advocacy and wrap-around services help migrants experiencing problems with things such as housing, health, welfare, work or immigration.

Statement of Financial Performance

Marlborough Migrant Centre Incorporated For the year ended 30 June 2017

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

	NOTES	2017	2016
Revenue			
Donations, fundraising and other similar revenue	1	66,409	62,015
Fees, subscriptions and other revenue from members	1	91	162
Revenue from providing goods or services	1	2,952	4,712
Interest, dividends and other investment revenue	1	1,375	1,982
Other revenue	1	202	130
Total Revenue		71,029	69,001
Expenses			
Volunteer and employee related costs	2	49,551	53,913
Costs related to providing goods or service	2	26,093	25,907
Other expenses	2	617	675
Total Expenses		76,261	80,495
Surplus/(Deficit) for the Year		(5,232)	(11,494)



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 Financial Position

Marlborough Migrant Centre Incorporated
As at 30 June 2017

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

	NOTES	30 JUN 2017	30 JUN 2016
Assets			
Current Assets			
Bank accounts and cash	3	75,589	32,703
Debtors and prepayments	3	918	12,334
Other Current Assets	3	37,394	36,369
Total Current Assets		113,902	81,406
Non-Current Assets			
Property, Plant and Equipment	5	1,882	1,175
Total Non-Current Assets		1,882	1,175
Total Assets		115,783	82,581
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	7,417	4,918
Employee costs payable	4	4,478	4,136
Unused donations and grants with conditions	4	45,570	9,977
Total Current Liabilities		57,465	19,031
Total Liabilities		57,465	19,031
Total Assets less Total Liabilities (Net Assets)		58,318	63,550
Accumulated Funds			
Accumulated surpluses or (deficits)	6	58,318	63,550
Total Accumulated Funds		58,318	63,550



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 Cash Flows

Marlborough Migrant Centre Incorporated
For the year ended 30 June 2017

'How the entity has received and used cash'

Account	2017	2016
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	113,281	56,635
Fees, subscriptions and other receipts from members	105	162
Receipts from providing goods or services	3,045	174
Interest, dividends and other investment receipts	1,339	2,031
Cash receipts from other operating activities	232	0
GST	(5,558)	0
Payments to suppliers and employees	(67,245)	(77,785)
Total Cash Flows from Operating Activities	45,199	(18,783)
Cash Flows from Investing and Financing Activities		
Receipts from sale of property, plant and equipment	0	0
Payments to acquire property, plant and equipment	(1,323)	0
Payments to purchase investments	(990)	0
Capital repaid to owners or members	0	0
Cash Flows from Other Investing and Financing Activities	0	0
Total Cash Flows from Investing and Financing Activities	(2,313)	0
Net Increase/ (Decrease) in Cash	42,886	(18,783)
Cash Balances		
Cash and cash equivalents at beginning of period	32,703	51,486
Cash and cash equivalents at end of period	75,589	32,703
Net change in cash for period	42,886	(18,783)



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

Marlborough Migrant Centre Incorporated For the year ended 30 June 2017

'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.

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.

Fixed Assets and Depreciation

All fixed assets are recorded at cost less accumulated depreciation.

Depreciation of the assets has been calculated at the maximum rates permitted by the Income Tax Act 2007.

Office Equipment is depreciated on Diminishing Value basis at rates between 12% and 50%

Receivables

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

Investments

Investments are carried at the lower of cost or net realisable value.

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

Marlborough Migrant Centre Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Revenue

Revenue is recognised when it is able to be measured reliably. The Marlborough Migrant Centre's main source of Income is from grants and donations received from Government departments (for example Department of Internal Affairs - Lotteries) and community organisations (for example Rata Foundation). Grants are recognised as revenue when they are received, unless the funds are tagged for a specific purpose. If the funds are tagged, the revenue is recognised as the grant is spent. Unspent funds are retained as a liability on the Statement of Financial Position.

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

Marlborough Migrant Centre Incorporated For the year ended 30 June 2017

	2017	2016
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Grant - COGS	5,000	3,000
Grants - Marlborough District Council	24,000	19,000
Grants - NZ Lotteries Grants Board	13,408	20,000
Grant - Office of Ethnic Affairs	999	5,000
Grants - Rata Foundation	20,000	14,000
Donations Received	3,002	1,015
Total Donations, fundraising and other similar revenue	66,409	62,015
Fees, subscriptions and other revenue from members		
Members Subscriptions	91	162
Total Fees, subscriptions and other revenue from members	91	162
Revenue from providing goods or services		
IAC Training Income	217	174
Multicultural Festival Income	2,735	4,538
Total Revenue from providing goods or services	2,952	4,712
Interest, dividends and other investment revenue		
Interest Income	1,375	1,982
Total Interest, dividends and other investment revenue	1,375	1,982
Other revenue		
Other Revenue	202	130
Total Other revenue	202	130
	2017	2016

2. Analysis of Expenses

Volunteer and employee related costs		
Salaries & Wages	46,957	51,803
KiwiSaver Employer Contributions	522	-
Staff Training	196	200
Travel - National	1,876	1,800
Committee Expenses	-	110
Total Volunteer and employee related costs	49,551	53,913
Costs related to providing goods or services		
ACC Levies	271	341
Advertising	526	223
Audit Fees	2,160	1,400
Bank Fees	53	55
Bookkeeping Costs	1,273	2,832
Event Expenses	608	1,634

General Expenses	736	-
IAC Expenses	100	-
Insurance	860	-
IRD Penalties and Interest	24	1,145
Multicultural Festival Expenses	4,660	3,312
Newcomers' Network Expenses	48	514
Premises Expenses	67	-
Printing & Stationery	573	3,491
Rent	8,514	8,514
Repairs and Maintenance	257	-
Subscriptions	674	172
Telephone & Internet	1,538	1,640
Website & Technology Expenses	3,149	634
Total Costs related to providing goods or services	26,093	25,907

Other expenses

Depreciation	387	675
Loss on Disposal of Assets	230	-
Total Other expenses	617	675

2017 2016

3. Analysis of Assets**Bank accounts and cash**

Westpac Cheque Account	34,094	11,287
Westpac Savings Account	41,495	21,416
Total Bank accounts and cash	75,589	32,703

Debtors and prepayments

Debtors	-	11,473
Prepayments	918	860
Total Debtors and prepayments	918	12,334

Other current assets

Westpac Term Deposit 0004	11,719	11,353
Westpac Term Deposit 0005	25,480	24,857
Interest Accrued	194	159
Total Other current assets	37,394	36,369

2017 2016

4. Analysis of Liabilities**Creditors and accrued expenses**

Accounts Payable	718	2,170
------------------	-----	-------



GST	3,685	748
Accrued Expenses	3,013	2,000
Total Creditors and accrued expenses	7,417	4,918
Employee costs payable		
PAYE Payable	978	951
Holiday Pay Accrued	3,500	3,186
Total Employee costs payable	4,478	4,136
Unused donations and grants with conditions		
Unspent Grants	45,570	9,977
Total Unused donations and grants with conditions	45,570	9,977
	2017	2016

5. Property, Plant and Equipment

Furniture and Fittings		
Opening Balance	1,175	1,850
Purchases	1,323	0
Sales/Disposals	(230)	0
Depreciation	(387)	(675)
Total Furniture and Fittings	1,881	1,175
	2017	2016

6. Accumulated Funds

Accumulated Funds		
Opening Balance	63,550	75,043
Accumulated surpluses or (deficits)	(5,232)	(11,493)
Total Accumulated Funds	58,318	63,550
Total Accumulated Funds	58,318	63,550

7. Commitments

The Marlborough Migrant Centre is committed to the tenancy of Marlborough House until October 2017. This tenancy then changes to a monthly basis. At 30 June 2017 it is intended that the Migrant Centre will relocate to the Health Hub in the future. There is no date yet available as to when this relocation will occur.

There are no other commitments as at 30 June 2017 (Last year - nil).

8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2017 Last year - nil).

9. Related Parties

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



10. Events After the Balance Date

There were no events that have occurred after balance date that would have a material impact on the Performance Report, except that the date for relocation of the Centre to the Health Hub is not yet known. (Last year - nil).

11. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.



Depreciation Schedule

Marlborough Migrant Centre Incorporated
For the year ended 30 June 2017

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
Office Equipment						
Acer Laptop SN 71315333676	1,323	-	1,323	-	110	1,213
Avant Visitor Chair	198	33	-	-	6	27
Cupboard - 6 door	639	218	-	-	26	192
Filing Cabinet - 2 drawer	209	50	-	-	8	42
HP Desktop Computer	1,115	17	-	17	-	-
HP Prodesk 600 TWR I5	1,260	302	-	-	151	151
Office Blinds	574	341	-	-	85	256
Office Chair - Orange	139	23	-	23	-	-
Toshiba Satellite Pro I5	1,217	190	-	190	-	-
Total Office Equipment	6,674	1,174	1,323	230	387	1,880
Total	6,674	1,174	1,323	230	387	1,880