CANTERBURY YOUTH WORKERS COLLECTIVE INC

STATEMENT OF ACCOUNTS

For the Year Ended 31 March 2020

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AUDITOR'S REPORT

Opinion

I have audited the Financial and Service Statements of **Canterbury Youth Workers Collective Inc.**, an Incorporated Society and registered Charity, for the year ended 31 March 2020. These statements include the Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows, Statement of Service Performance, Statement of Accounting Policies and the Notes.

In my opinion, the Financial and Service Statements provide a true and fair view of the financial activities of **Canterbury Youth Workers Collective Inc.** for the year ended 31 March 2020 and their financial position at that date in accordance with the financial reporting framework for registered Charities. The activities disclosed in the Statement of Service Performance provide a fair representation of those activities.

My audit was completed on 23 July 2020 and my opinion is expressed as at that date.

Basis for Opinion

I have been guided by New Zealand auditing standards ISA(NZ) in performing this audit in as much as they are applicable to small not-for-profit entities. The auditor's responsibilities with respect to such audits can be accessed here:
https://xrb.govt.nz/Site/Auditing_Assurance_Standards/Current_Standards/Page8.aspx

An audit involves collecting and examining evidence that the information presented in the Financial and Service Statement correctly represents the actual financial activities and position of the organisation to a high degree of certainty and accuracy. This also means that the information given in the Statements must be complete with no significant omissions that may mislead the reader of the Statements.

Note that the requirement of completeness does not extend to the Statement of Service Performance, and my assurance in respect of this Statement is limited to the fair representation of information given there and does not contain an acknowledgment that this information represents all significant activities of the organisation.

I have selected audit procedures relevant to the not-for-profit nature, size and type of organisation and considered the information needs of the likely users of the Statements predominantly in financial respects in doing so. These procedures involved, but were not restricted to:

- Gathering evidence that both revenue and expenses are accurately represented and include all monies collected and paid by the organisation that relate to the reporting period. Such evidence may include the organisation's internal processes and analysis of the organisation's transaction patterns.

- Gathering evidence that the presentation of the organisation's assets and liabilities is complete and that their values have been measured according to accounting standard PBE SFR-A (NFP).

- Verifying compliance with accounting standard PBE SFR-A (NFP).

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- Examining the assumption that the organisation remains in operation for at least 12 months after the end of this reporting year.

- Gathering evidence about activities or changes to the organisation that may impact a reader's opinion about their future financial activities and that would be reportable in the Notes, such as legal commitments, events that have disrupted the entity after Balance Date, or Related Party transactions.

- Gathering evidence supporting the assertions made in the Statement of Service Performance.

- Examining whether the organisation has control over other entities that would require their financial information to be consolidated.

I have received sufficient and appropriate evidence to form an audit opinion. Other than in my capacity as auditor I have no relationship with or financial interest in the Society, according to the Professional and Ethics Standard 1 issued by the NZ Auditing and Assurance Standards Board.

Responsibilities of Those Charged with Governance for the Financial Statements
It is the responsibility of the organisation's Managing Committee to ensure that Financial and Service Statements are prepared, that give a true and fair view in accordance with PBE SFR-A(NFP), and to ensure that appropriate processes and procedures are in place to prevent misstatements from occurring through error or fraud.

Dennis Zhang

Dennis Zhang, M Prof Acc, M Fin
Community Capacity Accounting
dennis.z@commaccounting.co.nz

CANTERBURY YOUTH WORKERS COLLECTIVE INC
ENTITY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2020

Legal Name:	Canterbury Youth Workers Collective Incorporated
Other Name of entity:	CYWC
Type of entity and legal basis:	Incorporated Society with Charitable Status
Charities Number:	CC36048

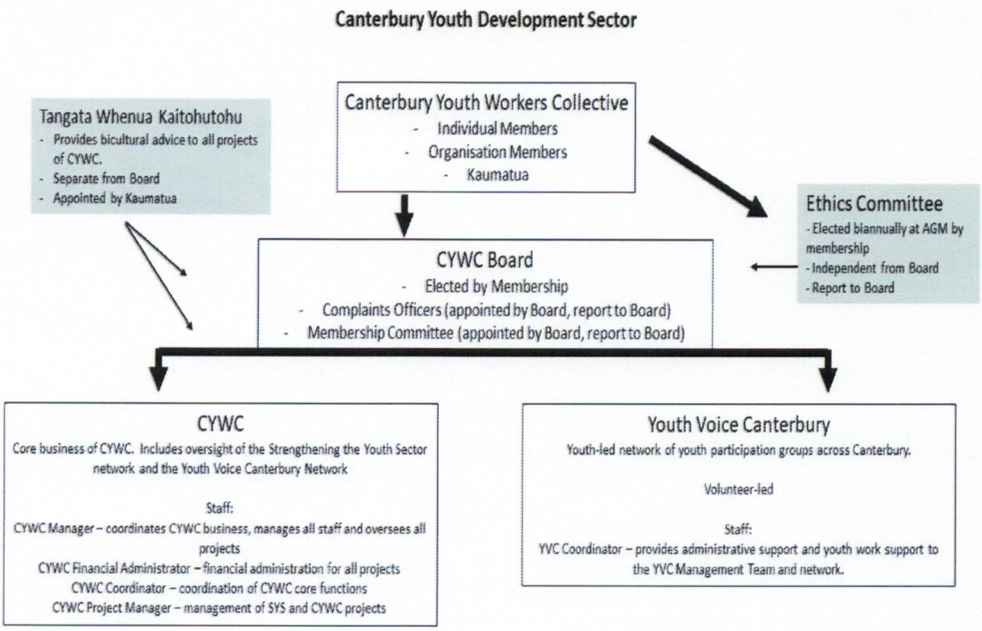
Entity's Purpose or Mission:

The Canterbury Youth Workers Collective (CYWC) supports Youth Workers by providing professional development, networking opportunities, accountability, information and resource sharing.

Main Sources of the Entity's Cash and Resources:

CYWC's income comes from Local Government, DIA Youth Worker Training Scheme and Philanthropy Trusts. We also receive membership fees from our members.

Entity Structure



Canterbury Youth Workers Collective is registered for GST

Main Methods Used by the Entity to Raise Funds:

The CYWC has no fund raising projects, but regularly applies to philanthropic or government funders for grants and donations.

COMMUNITY CAPACITY ACCOUNTING AUDITED

Entity's Reliance on Volunteers and Donated Goods and Services:

Volunteers contribute to projects the CYWC run. Without their support we would not be able to run those projects. We provide a voluntary service at 'Big Events' that large numbers of young people attend including Christmas in the Park , Classical Sparks and the public fireworks display on Guy Fawkes Night. At these events our Youth Work Volunteers support young people to stay safe working alongside Police, St John and the security company. We run a detox tent as part of our role. We have up to 30 volunteers at each of these events.

Contact Details:

Physical Address:	Canterbury Youth Workers Collective, 122 Lichfield Street, Christchurch
Postal Address:	PO Box 3270 Christchurch 8140
Phone:	03 377 8080
Email:	penny@cywc.org.nz
Website:	www.cywc.org.nz
Facebook:	www.facebook.com/CanterburyYouthWorkersCollective

COMMUNITY CAPACITY ACCOUNTING
AUDITED

CANTERBURY YOUTH WORKERS COLLECTIVE INC
STATEMENT OF SERVICE PERFORMANCE
FOR THE YEAR ENDED 31 MARCH 2020

Description of Entity's Outcomes:

Canterbury Youth Workers Collective aim to contribute to a stronger and more professional Youth Work workforce. This will lead to having better Youth Workers providing better services to the young people they engage with.

The promotional and advocacy we do centres around the importance of Youth Workers attending training, professional development opportunities and networking events. Canterbury Youth Workers Collective recognises that access to and acquiring Youth Work qualifications leads to a more knowledgeable and skilled workforce, as does ongoing professional development through training. We also recognise the importance of Youth Workers being well connected to others working with young people in order to provide a safe and ethical service.

Canterbury Youth Workers Collective supports the Strengthening the Youth Sector Project, a post-earthquake project for the youth sector in Greater Christchurch which has created projects that will strengthen the youth sector in the area. We also support Youth Voice Canterbury, a network of all the various youth participation, youth councils, youth reference groups and advocacy groups. There is a written youth friendly places and spaces audit tool and a youth design check card for city designers and planners to use when designing buildings that young people will use and is in early stages of being developed into a potential social enterprise.

Description and Quantification (to the extent practicable) of the Entity's Outputs:	**Actual**	
	Mar-20	**Mar-19**
Youth Work Training Workshops Attendees	321	172
Attendees at CYWC-led network meetings	75	299
Volunteers who worked at 'Big Events'	57	86
Recipients of our regular email newsletter	581	508
Attendees of the Strengthening the Youth Sector Forum	365	307

Additional Information:

As a result of this Youth Work is carried out in a coordinated, appropriate, professional and ethical way. This mean that young people who engage with Youth Workers receive best practice youth development and are more likely to experience positive outcomes.

Please note also that SYS Events, and CYWC-led networking meetings were cancelled due to COVID-19.

COMMUNITY CAPACITY ACCOUNTING AUDITED

CANTERBURY YOUTH WORKERS COLLECTIVE INC
STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2020

	Note	Mar-20	Mar-19
Assets			
Current Assets			
Bank Accounts and Cash	3	252,235	292,744
Debtors and Prepayments	3	4,899	4,236
Total Current Assets		**257,134**	**296,980**
Non-Current Assets			
Property, plants and Equipment	4	3,225	2,905
Total Non-Current Assets		**3,225**	**2,905**
Total Assets		**260,358**	**299,885**
Liabilities			
Current Liabilities			
Creditors and Accrued expense	3	11,368	8,189
Employees Cost Payable	3	8,319	18,812
Other Current Liabilities	3	4,369	4,842
Unused Donations and Grants	3	75,059	175,613
Total Current Liabilities		**99,115**	**207,455**
Total Liabilities		**99,115**	**207,455**
Net Assets		**161,243**	**92,429**
Accumulated Funds			
Capital Contributed by owners or members	5	0	0
Accumulated Surplus	5	66,314	(132,496)
Historical Balancing from GST payable	5	2,500	0
Reserves	5	0	0
Total Accumulated Funds		**161,243**	**92,429**

Chairperson
Date 23/07/2020

Board Member Luke Gardiner
Date 23/7/20

This Statement is to be read in conjunction with the audit report and the notes to the financial statements

COMMUNITY CAPACITY ACCOUNTING
AUDITED

CANTERBURY YOUTH WORKERS COLLECTIVE INC
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 MARCH 2020

Income	**Note**	**Mar-20**	**Mar-19**
Donations	**1**	9,500	7,500
Fees, subcription and revenue from members	**1**	1,989	0
Grants	**1**	204,515	168,205
Receipts from providing services/training	**1**	98,638	31,487
Interest income	**1**	2,342	3,604
Total Income		**316,985**	**210,796**
Expenses			
Volunteer and Employee related costs	**2**	148,789	183,323
Costs related to provide services	**2**	83,711	134,911
Other expenses	**2**	18,171	25,058
Total Expenses		**250,671**	**343,292**
Surplus (Deficit) for the Year		**66,314**	**(132,496)**

This Statement is to be read in conjunction with the audit report and the notes to the financial statements

CANTERBURY YOUTH WORKERS COLLECTIVE INC
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2020

	Mar-20	Mar-19
Cash Flows from Operating Activities		
Cash was received from:		
Donations, fundraising and other similar receipts	113,462	226,428
Fees, subscriptions and other receipts from members	1,949	0
Receipts from providing goods and services	98,013	28,066
Interest, dividends and other investments receipts	2,344	3,608
Net GST	2,027	3,939
Cash was applied to :		
Payment to suppliers and employees	(256,947)	(350,848)
Net Cash Flows from Operating Activities	**(39,151)**	**(88,808)**
Cash Flows from Investing and Financial Activities		
Cash was received from:		
Receipts from the sale of property, plants, equipment	0	0
Cash was applied to :		
payment to acquired property, plant and equipment	(1,358)	0
Net Cash Flows Investing and Financial Activities	**(1,358)**	**0**
Net Increase/Decrease in Cash	**(40,510)**	**(88,808)**
Opening Cash	**292,744**	**381,552**
Closing Cash	**252,235**	**292,744**
This is represent by:		
Bank Accounts and Cash	**252,235**	**292,744**

This Statement is to be read in conjunction with the audit report and the notes to the financial statements

COMMUNITY CAPACITY ACCOUNTING
AUDITED

CANTERBURY YOUTH WORKERS COLLECTIVE INC
STATEMENT OF ACCOUNTING POLICIES
FOR THE YEAR ENDED 31 MARCH 2020

Basis of Preparation

Canterbury Youth Workers Collective has elected to apply PBE SFR-A (NFP) Public Benefit Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than $2,000,000.00. 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. The assumption depends upon future funding being received by way of grants and donations from community organisations, and the financial statements do not include any adjustments that would result from failure to obtain funding.
All the figures in the accounts were presented in New Zealand Dollars and were rounded to the nearest dollar.

Goods and Service Tax

CYWC is registered for GST. These financial statements have been prepared on a GST exclusive basis (except for Debtors and Creditors, which are stated inclusive of GST).

Taxation

Canterbury Youth Workers Collective is wholly exempt from New Zealand income tax having full complied with all the statutory conditions for these exemptions.

Bank Account and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances.

Accounts Receivable

Accounts Receivable are stated at their estimated realisable value (GST inclusive).
Provision for Doubtful Debts of $101.64 has been offset against Accounts Receivable.
Bad debts are written off in the year in which they are identified.

Fixed Assets

Are stated as cost less accumulated depreciation. Depreciation has been calculated using the maximum rates under the Income Tax Act 2007, and may not be reflective of the lifetime of the assets.

Depreciation

Depreciation has been calculated at the maximum rate stated in the Income Tax Act 2007.
Fixed assets are depreciated using the diminishing value method with depreciation rates applied as follows:

Website Development	60%
Advertising means	25%
Computers	50%
Mobile Phones	67%
Office Furniture	12%

Revenue Recognition Policy

Fundraising income, donations and bequests are recognised on receipt of monies. Grants with conditions on how they can be spent are recognised as liabilities on receipt.
Interest income is recognised using effective interest method. Membership and other events are recognised when the service is performed.

Change in Accounting Policies

There have been no changes in accounting policies during the financial year.

COMMUNITY CAPACITY ACCOUNTING
AUDITED

CANTERBURY YOUTH WORKERS COLLECTIVE INC
NOTES TO THE PERFORMANCE REPORT
FOR THE YEAR ENDED 31 MARCH 2020

Note 1: Analysis of Revenue

		Mar-20	Mar-19
Revenue Item	**Analysis**		
Donations	Wayne Francis Charitable Trust	9,500	7,500
	Total	**9,500**	**7,500**
Revenue Item	**Analysis**		
Fees, subcription and other revenue from members	Membership fees	1,989	0
	Total	**1,989**	**0**
Revenue Item	**Analysis**		
Grants	DIA (Youth Workers Training Scheme)	21,567	17,430
	Rata Foundation (SCOPE)	0	6,113
	Wayne Francis Charitable Trust (SCOPE)	0	11,461
	Wayne Francis Charitable Trust (General and SYS)	56,640	0
	Wayne Francis Charitable Trust (YVC)	11,641	15,000
	Tindal Foundation	0	24,787
	NZ Lottery Grant Board	39,972	3,515
	Christchurch City Council (Revamp and Big Idea)	9	18,408
	SCOPE (others)	0	2,551
	YVC Sponsorships/Events	0	28,055
	Rata foundation (SYS)	0	5,000
	Rata Foundation	21,430	18,570
	Christchurch City Council	42,221	11,186
	Christchurch City Council (SYS)	800	0
	COGS	2,164	1,201
	Other YVC	8,072	4,928
	Total	**204,515**	**168,205**
Revenue Item	**Analysis**		
Revenue from providing goods or services	Big events	5,826	7,239
	Training registration	4,613	5,811
	MYD - YVC	36,183	8,692
	Te Puni Koriki	23,000	0
	South Island Connect Fees	5,763	2,387
	The Collaborative Trust	18,871	0
	Sundry/Other General Income	4,382	7,357
	Total	**98,638**	**31,487**
Revenue Items	**Analysis**		
Interest revenue	Interest earned	2,342	3,604
	Total	**2,342**	**3,604**

COMMUNITY CAPACITY ACCOUNTING AUDITED

CANTERBURY YOUTH WORKERS COLLECTIVE INC
NOTES TO THE PERFORMANCE REPORT
FOR THE YEAR ENDED 31 MARCH 2020

Note 2: Analysis of Expenses

		Mar-20	Mar-19
Expenses Item	**Analysis**		
Volunteer and employee related cost	Salaries and Wages	141,612	175,481
	KiwiSaver Contribution	4,417	5,399
	Volunteers Cost	2,393	1,789
	ACC Levies	366	654
	Total	**148,789**	**183,323**

Expenses Item	**Analysis**		
Cost related to providing services	Staff training and Supervision	2,005	3,558
	Staff hospitality allowance	1,348	1,498
	Trainings/events/projects	80,359	129,854
	Total	**83,711**	**134,911**

Expenses Item	**Analysis**		
Other Expenses	Depreciation	1,027	1,772
	Printing, Stationery, PO Box expenses	1,729	2,423
	Technology expenses	2,005	1,307
	Mobile phone and Phone	2,850	2,118
	Office and Parking Rent	1,231	5,061
	Travel expenses	1,005	2,232
	Insurance	730	725
	Bank Charge	180	208
	Online payment fees	915	0
	Accounting and Audit	2,550	1,910
	AGM/Management Team	1,364	2,560
	Kaumatua Koha	1,500	1,500
	Bad debt/Provisional	82	(10)
	Loss on written off assets	11	0
	Small assets <500	139	482
	Evaluation	0	600
	Health and Safety	0	183
	Sundry	854	1,989
	Total	**18,171**	**25,058**

COMMUNITY CAPACITY ACCOUNTING
AUDITED

CANTERBURY YOUTH WORKERS COLLECTIVE INC
NOTES TO THE PERFORMANCE REPORT
FOR THE YEAR ENDED 31 MARCH 2020

Note 3: Analysis of Assets and Liabilities

		Mar-20	Mar-19
Assets Item	**Analysis**		
Bank Accounts and Cash	Savings accounts balance	149,471	196,573
	Cheque accounts balance	102,764	96,171
	Total	**252,235**	**292,744**
Assets Item	**Analysis**		
Debtors and prepayment	Accounts receivable	4,899	4,236
	Total	**4,899**	**4,236**
Liabilities items	**Analysis**		
	Unpaid invoices	10,368	7,269
	Accrued expenses	1,000	920
	Total	**11,368**	**8,189**
Liabilities items	**Analysis**		
Other Current Liabilities	GST Receivable	4,369	4,842
	Total	**4,369**	**4,842**
Liability Item	**Analysis**		
Employees cost payable	Wages and Salary earned but not yet paid	1,048	2,203
	Holiday Pay Accrued	6,764	12,411
	PAYE owing	462	3,737
	Kiwi saver owing	45	461
	Total	**8,319**	**18,812**
Liability Item	**Analysis**		
Donations and Grants with conditions unused at the balance date	DIA Training	8,100	6,521
	DIA COGS	2,634	1,799
	Rata Foundation General	-	21,430
	Christchurch City Council	16,593	18,814
	NZ Lottery Grant	6,512	21,485
	Wayne Francis Charitable Trust	-	41,500
	MYD (YVC)	-	19,808
	Environment Canterbury	-	4,267
	Christchurch City Council (YVC)	2,800	592
	Wayne Francis Charitable Trust (YVC)	28,359	20,000
	Wayne Francis Charitable Trust	10,060	13,200
	Youth Town YVC	-	3,804
	Other YVC	-	1,401
	Others	-	993
	Total	**75,059**	**175,613**

COMMUNITY CAPACITY ACCOUNTING
AUDITED

CANTERBURY YOUTH WORKERS COLLECTIVE INC
NOTES TO THE PERFORMANCE REPORT
FOR THE YEAR ENDED 31 MARCH 2020

Note:4 Details of Fixed Assets and Depreciation

2020

Assets	Cost price	Book Value 01/04/2020	Additional	Disposal	Gain/ Loss on Disposal	Accumulated Depreciation Disposal	Accumulated Depreciation 31/03/2018	Months	Depreciation Rate	Depreciation Method	Depreciation	Book Value 31/03/2020
Website Development	7,175	1	0	0	0	0	7,174	12	60%	DV	0	1
Advertising means	706	147	1,358	0	0	0	850	12	25%	DV	291	1,214
Computers	5,506	1,065	0	0	11	525	4,981	12	50%	DV	530	525
Mobile Phones	1,394	6	0	0	0	0	1,392	12	67%	DV	4	2
Office Furniture	2,485	1,686	0	0	0	0	1,002	12	12%	DV	202	1,483
Total	17,266	2,905	1,358	0	11	525	15,399				1,027	3,225

2019

Assets	Cost price	Book Value 01/04/2019	Additional	Disposal	Gain/ Loss on Disposal	Accumulated Depreciation Disposal	Accumulated Depreciation 31/03/2019	Months	Depreciation Rate	Depreciation Method	Depreciation	Book Value 31/03/2019
Website Development	7,175	1	0	0	0	0	7,174	12	60%	DV	0	1
Advertising means	706	196	0	0	0	0	559	12	25%	DV	49	147
Computers	6,042	2,549	0	0	0	0	4,977	12	50%	DV	1,483	1,065
Mobile Phones	1,394	16	0	0	0	0	1,388	12	67%	DV	10	6
Office Furniture	2,485	1,915	0	0	0	0	800	12	12%	DV	230	1,686
Total	17,802	4,677	0	0	0	0	14,898				1,772	2,905

Note 5: Accumulated Funds

2020

Description	Capital Contribution by Owners	Accumulated Surplus or Deficit	Reserves	Total
Opening Balance	-	92,429	-	92,429
Capital contribution by owners or members	-	-	-	-
Capital returns to owners or members	-	-	-	-
Historical Balancing*		2,500		2,500
Surplus/ (Deficit)	-	66,314	-	66,314
Distribution paid to owners or members	-	-	-	-
Transfer to Reserves	-	-	-	-
Transfer from Reserve	-	-	-	-
Closing Balance	-	161,243	-	161,243

*Historical Balancing of $2,500 represents historical GST payable written off to correct total GST payable.

2019

Description	Capital Contribution by Owners	Accumulated Surplus or Deficit	Reserves	Total
Opening Balance	-	224,925	-	224,925
Capital contribution by owners or members	-	-	-	-
Capital returns to owners or members	-	-	-	-
Surplus/ (Deficit)	-	(132,496)	-	(132,496)
Distribution paid to owners or members	-	-	-	-
Transfer to Reserves	-	-	-	-
Transfer from Reserve	-	-	-	-
Closing Balance	-	92,429	-	92,429

Note 6: Commitments and Contingencies

There were no Commitments and Contingencies at balance date. (2019:Nil)

Note 7: Related Party Transactions

There were no related party transactions for the year. (2019:Nil)

Note 8:Events After Balance Date.

There were no events that occurred after the balance date that would have a material impact on the Performance Report. (2019:Nil)

Note 9: Decifit of the 2019 Financial Year
A number of donations/grants with conditions attached were not correctly recognised in the 2018 financial year. Therefore, the grants income is understated in the 2019 financial year, the deficit of the 2019 financial year is also overstated as a result.

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