

Performance Report

Oxford Community Families Trust
For the year ended 31 March 2016

Prepared by Church and Trust Accounting Services Limited

Contents

- 3 Compilation Report
- 4 Entity Information
- 6 Approval of Financial Report
- 7 Statement of Service Performance
- 8 Statement of Receipts and Payments
- 9 Statement of Resources and Commitments
- 10 Statement of Accounting Policies
- 11 Notes to the Performance Report

Compilation Report

Oxford Community Families Trust For the year ended 31 March 2016 Cash Basis

Compilation Report to the Trustees of Oxford Community Families Trust.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Oxford Community Families Trust for the year ended 31 March 2016.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Trustees are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. 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 have no involvement with Oxford Community Families Trust other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

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 financial statements. 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 financial report.

Church and Trust Accounting Services Ltd

P O Box 10951

Wellington 6143

Dated: 26 September 2016

Entity Information

Oxford Community Families Trust For the year ended 31 March 2016 Cash Basis

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

Legal Name of Entity

Oxford Community Families Trust

Entity Type and Legal Basis

Registered Charity

Registration Number

CC33257

Entity's Purpose or Mission

To support people of all ages in the community of Oxford, to reduce the impact of physical and social isolation in our community and assist in alleviating the difficulties of those experiencing hardship.

Entity Structure

Members of the Oxford Baptist Church ratify the OCFT trustees who then yearly elect a Chair, Treasurer, Secretary and up to 4 other members. OCFT provides a governance and support role for the following services under its umbrella:

Oxford Mums - Oxford parents, mostly mums, have an opportunity to develop friendships, share concerns, learn new crafts and have time out. While Mums attend Oxford Mums, their children attend Oxford Kids, a programme which offers a loving, learning environment for children. Running every two weeks during school term – 9 volunteers weekly.

Music and Movement - Their aim is to provide exciting, vibrant music sessions for 0-5 year olds where both child and caregiver experience the joys of singing, dancing, listening to, and creating music in a nurturing environment. The sessions include both lively and peaceful activities, are suitable for both girls and boys, and use a wide range of fun equipment – 3 volunteers weekly, plus 1 additional for accounts.

24-7 -The aim of the 24-7 Youth-Work programme is to provide support to the students at Oxford Area School. To complement and enhance the role of teachers; help students build positive relationships with staff, peers and youth workers; help create a safe and friendly environment for students to spend their time at school; encourage and strengthen leadership roles through communication, self-esteem and trust; and to help young people integrate in other out-of-school programmes and activities – 24-7 employs 3 staff who work a combined total of 25hrs per week.

Each group has its own committee who determine the details of that services outputs.

Main Sources of Entity's Cash and Resources

OCFT relies on grants from philanthropic trusts to assist with the purchase of resources beyond the basic necessities.

Oxford Mums and Music and Movement - Both these groups charge a small weekly attendance fee to cover the cost of refreshments and crafts/toys/instrument costs.

24-7 receives 3 equal contributions from Oxford Area School, Oxford Baptist Church and support from the Oxford community for its funding. Local businesses donate items for one off events.

Main Methods Used by Entity to Raise Funds

Oxford Mums held a Christmas Craft evening fundraiser to help with the purchase of craft materials and supplies for the following year.

The groups manage to run on very small budgets and continue to look for ways to fundraise for further items that will enhance the effectiveness of their programs.

Entity's Reliance on Volunteers and Donated Goods or Services

Two of the groups, Oxford Mums and Music and Movement, rely solely on volunteers with a conservative estimate of 24hrs per week/717 hrs per year put into our community. These amazing volunteers have total responsibility to plan the weekly sessions, organise materials, run the sessions and attend meetings with other service providers in the community on a monthly basis to keep in touch and be able to refer people to other programs.

Physical Address

166 High Street, Oxford

Postal Address


P O Box 47, Oxford 7443

Approval of Financial Report

Oxford Community Families Trust For the year ended 31 March 2016 Cash Basis

The Trustees are pleased to present the approved financial report including the historical financial statements of Oxford Community Families Trust for year ended 31 March 2016.

APPROVED



Trustee

Date 29-09-2016



Trustee

Date 29/09/2016

Statement of Service Performance

Oxford Community Families Trust For the year ended 31 March 2016 Cash Basis

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

Description of Entity's Outcomes

To reduce the effects of isolation and loneliness to members of the Oxford and surrounding community through the following:

- by operating Music and Movement- Music and dance for pre-schoolers and their families.
- by operating Oxford Mums- a biweekly craft and support group.
- by operating 24-7 at Oxford Area School.

Description and Quantification of the Entity's Outputs

24-7:

- Number of contacts with students in 2015 11,114
- Number of Youth Workers 3
- Total of hours in school per week with student 25
- Number of students mentored 5
- Students in YR 7-13 who received chocolate on birthday 200
- We ran the 'Rite Journey' programme each week for 2 periods (this is a transitioning into adulthood course for YR 10 students).
- We ran two sports/lunchtime activities per week i.e. chalk art, touch rugby competition, jewellery making, zorb balls, and dodgeball.

Oxford Mums:

- Number of sessions OM was held in 2015 18
- Number of families that have attend over the year 30
- Average number of adults per week 15
- Average number of children per week 15
- Number of volunteers each week 9

Oxford Music and Movement:

- Number of session run for the year 62
- Average number children attending the programme 13 weekly
- Average number of parents attending the programme 13 weekly
- Number of weeks sessions were run 33
- Number of new parents joined during the year 15
- Number of volunteers each week 3
- Two groups per session, separate Baby and Mixed age group
- Most attended session had 24 children and 19 parents

Additional Information

Feedback from our Results Based Accountability form.

We first ran the 'Rite Journey' programme for a year 10 boys class that had been separated from the other year 10 students, as they were all a particularly tough bunch of boys. At the end of the year their behaviour was so much improved that the school wanted the 'Rite Journey' programme to be run for all year 10. We have since run the course for all year 10 students in 2015. The highlight was the end of year camp, where the students were set tough outdoor challenges to overcome personally and as a team. It was highly successful. One girl said she didn't want to go, but was so glad she did, and she overcame her fear of water, and heights. She was buzzing after completing the challenges. She also said she got to know some girls better as she has felt lonely at school and has formed some good friendships from the camp.

Statement of Receipts and Payments

Oxford Community Families Trust For the year ended 31 March 2016

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

	NOTES	2016
Operating Receipts		
Receipts from providing goods or services	1	17,033
Interest, dividends and other investment receipts	1	13
Other operating receipts	1	21,491
Total Operating Receipts		38,536
Operating Payments		
Volunteer and employee related payments	2	26,888
Payments relating to providing goods or services	2	14,420
Total Operating Payments		41,308
Operating Surplus or (Deficit)		(2,771)
Capital Receipts		
Receipts from borrowings		
Receipts from other liabilities		
Funds held on behalf of others		5,000
Receipts from equity	7	1,320
Total Receipts from borrowings		6,320
Total Capital Receipts		6,320
Capital Payments		
Purchase of resources	3	3,202
Repayment of borrowings		
Payments for other liabilities		
Funds held on behalf of others		5,000
Total Repayment of borrowings		5,000
Total Capital Payments		8,202
Increase/(Decrease) in Bank Accounts and Cash		(4,653)
Cash Balances		
Cash and cash equivalents at beginning of period		13,950
Cash and cash equivalents at end of period		9,298
Net change in cash for period		(4,653)

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 Resources and Commitments

Oxford Community Families Trust

For the year ended 31 March 2016

Cash Basis

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

	2016	2015
Bank Accounts and Cash		
Bank and cash/(bank overdraft)	9,298	13,950
Total Bank Accounts and Cash	9,298	13,950
	2016	2015
Other Resources		
Non Current		
Property, Plant and Equipment	3,202	-
Motor Vehicle at Net Book Value	17,001	17,001
Total Non Current	20,203	17,001
Total Other Resources	20,203	17,001
	2016	2015
Equity		
Current year earnings	(2,771)	13,011
Retained earnings/Accumulated funds	32,272	17,940
Total Equity	29,500	30,951

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

Oxford Community Families Trust For the year ended 31 March 2016 Cash Basis

'How did we do our accounting?'

Basis of Preparation

The entity is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not for Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST (if any).

Income Tax

Oxford Community Families Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Receipts and Payments comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

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

Oxford Community Families Trust

For the year ended 31 March 2016

Cash Basis

	2016	2015
1. Analysis of Receipts		
Receipts from providing goods or services		
Donations Received	6,189	5,322
Fees Received	10,835	1,998
Other Income	9	10,952
Total Receipts from providing goods or services	17,033	18,272
Interest, dividends and other investment receipts		
Interest Income	13	7
Total Interest, dividends and other investment receipts	13	7
Other receipts		
Grants Received	21,491	21,845
Total Other receipts	21,491	21,845
	2016	2015

2. Analysis of Payments

Volunteer and employee related payments		
Training	2,333	-
Transport	1,479	540
Wages, KiwiSaver & ACC	23,076	12,867
Total Volunteer and employee related payments	26,888	13,407
Payments relating to providing goods or services		
Accountant/Auditor	-	2,826
Admin/Photopying	67	51
Advertising	1,220	618
Badges/Uniform	-	252
Bank Fees	1	-
Consumables	1,869	-
Equipment	882	102
Facilitator Fee	-	569
Gifts	95	61
Miscellaneous	662	462
Program Costs	2,054	7,680
Refreshments	1,281	1,085
Subscriptions	6,290	-
Total Payments relating to providing goods or services	14,420	13,706

	2016	2015
3. Capital Receipts & Payments		
Property, Plant and Equipment		
Opening Balance	-	-
Other Equipment	(3,202)	-
Total Property, Plant and Equipment	(3,202)	-
Other Assets		
Opening Balance	(17,001)	-
Less Accumulated Depreciation on Motor Vehicles	-	7,999
Motor Vehicles	-	(25,000)
Total Other Assets	(17,001)	(17,001)
Equity		
Opening Balance	30,951	-
Current year earnings	(2,771)	13,011
Retained earnings/Accumulated funds	1,320	17,940
Total Equity	29,500	30,951
	2016	2015

4. Related Parties

Receivables	-	-
Payables		
Oxford Baptist Church (Controlling Entity) - 24-7 Wages	6,202	-
Party and nature of relationship	-	-
Total Payables	6,202	-
Sales	-	-
Purchases	-	-

5. 24-7 Funding

At balance date Oxford Baptist Church was owed \$2,301.64 for 24-7 funding paid in advance and Oxford Area School owed the Trust \$2,301.64 for 24-7 funding not yet received.

6. 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 (Last year - nil).

7. Introduction of opening bank account balances

At the beginning of the financial year two new ministries were included in the Trust: Music and Movement, and Oxford Mums. Their bank account balances totalling \$1,320.35 were added to Retained Earnings.