



P.E.E.E.P

(Est. 1993)



PROJECT EMPLOYMENT

&

ENVIRONMENTAL ENHANCEMENT PROGRAMME

“A community initiative that fosters employment and enhances our environment”

**P.E.E.E.P.
CHARITABLE TRUST**

**Supporting the Community
of
Burwood Pegasus
since 1993**

**2013/2014 YEAR
AUDITED ACCOUNTS
&
ANNUAL REPORTS**

Manager

Chris Webber

Ph 383 5947 - 0276 201 310

CHARITIES COMMISSION
REGISTRATION NUMBER CC22114

Certificate of Registration

The Project Employment And Environment Enhancement Programme Trust

Registration number: CC22114

This is to certify that The Project Employment And Environment Enhancement Programme Trust was registered as a charitable entity under the Charities Act 2005 on 26 March 2008.



Chair
Charities Commission



Chief Executive
Charities Commission



ORIGINAL SIGHTED
CERTIFIED TRUE COPY



P.E.E.E.P. TRUST

AIMS & OBJECTIVES 2013/2014 YEAR

- To support and assist unemployed individuals to gain confidence to seek employment.
- To create a sense of self sufficiency through education, understanding and working with non profit community groups.
- To provide a community service to local community groups helping with projects to improve their environment.
- To encourage volunteers who wish to assist in the P.E.E.E.P. programme.

MANAGEMENT & STAFF

- Chris Webber – Manager
- Mike Van Kouwen – Project Supervisor
- Wayne Gibson – Project Supervisor
- Grant Minifie – Project Supervisor
- Glenys Whitelaw – Financial Administrator
- Carolyn Shennan – Administration Assistant

CURRENT VOLUNTEERS

- Robert Meredith, Michael Crowe, Jason Tutauha, Steve Mackrell, Evan Grey, Nigel Cross, Shaun Gilmore, Robert Cassidy, James Illton, Paul McConchie, Wayne Davey, Deanna Boyle, Shane De Freitas, Devon Rutter

PAST VOLUNTEERS THIS YEAR

- Pete Smith, Karalee Connell, Nathan Richies, Chris Ross, Keith Dodge, Aaron Raines, David Damodram, Laurence Berry, Malachi May, Duale Jama, Jade Ackroyd, Kevin De Roo, Fifita Ulupano, Colin De Jagger, Alistair Stanley, Tim Brown

MEETINGS HELD

- Regular monthly meetings held with a good attendance of Trustees
- 11 General Board Trustee Meetings
- 4 Development Meetings

AUDITOR

- John Grocott - Chartered Accountant

TRUSTEES

Peter Francis – Patron (Life Member)
Maree Brown – Chairperson
Janet Roberts – Vice Chair
Clair Duff – (Life Member)
Carole Evans - Trustee (Life Member)
Maurice Evans – Trustee/Treasurer (Life Member)
Caroline Kellaway – Trustee (Life Member)
Jim Glassey – Trustee (Life Member)
Don Johnson – Trustee
Marty Leith – Trustee
Don Hammond – Trustee

VOLUNTEER HOURS

Trustees - 440 hours
Auditor - 40 hours
Work Team Participants – 5,520 hours
Total Volunteer Hours contributing to P.E.E.E.P. – 6,000 hours

COMMUNITY ORGANISATIONS & PARTNERSHIPS

North Beach Community Childcare Centre, St Faiths Church, St Kentergins Church, Freeville School, North New Brighton School, New Brighton School, Community Justice Panel, Department of Corrections, Ministry of Social Development, Work and Income, Eco Shop, New Brighton Businesses and Landowners Association, Positive Directions Trust, Rick Armstrong Motors, Stihl Shop Fosters, Driveworld Playground Ltd, Edgware Mowers, Ricpac, Beach Road Garage, Leedsafe, Job Connect, Workbridge, Industry Solutions, City First Aid, Te Awa o Te Ora, Canterbury Landscape Supplies, Pearsons.

PRIVATE INDIVIDUALS

Many people during this particular year have been helped with the work carried out by P.E.E.E.P. teams, helping out with the requests of the elderly and those less fortunate in the community.

MAJOR FUNDERS

Canterbury Community Trust, Christchurch City Council, Burwood/Pegasus Community Board, United Way NZ, Mainland Foundation, Pub Charity, Pegasus Charitable Trust.

CONTRACT PARTNERS

Christchurch City Council – QEII Park, Spencer Park, CoastCare, Graffiti Office
CityCare – Facilities Management, Parks Maintenance
NZ Care Group
Sylvan Salvage
ReKindle

Chairperson Report - July 2013 – June 2014

Welcome to our Annual General Meeting. It has been a busy and very productive year for PEEEPS.

As the Christchurch rebuild activity has gained momentum, so have PEEEPS. We have contracted work with New Zealand Care Group Ltd and City Care keeping grass verges cut, gardens weeded and plants and shrubs tidied. While the Eastern area of Christchurch has been one of the hardest affected by the ongoing results of the earthquakes, it has enabled PEEEPS to be in a position to give to our staff and short term workers the opportunity to learn new skills and enhance the community.

We are grateful and acknowledge the support given to us to remain here on site at QEII our home base, and the ongoing relationship we have with the Council and Burwood Pegasus Community Board to remain in the Eastern area.

We have undertaken voluntary clean up areas in the New Brighton Business area and at the New Brighton Museum, and our ongoing Coast Care and graffiti work assists in ensuring that the New Brighton area looks tidier and gives our staff and volunteers pride in their completed tasks.

We have also contracted work with Rekindle and Silvan Salvage denailing timber from the red zone area, and with the volume required, we have gone ahead and rented out an empty property in the Bexley area so that storage is able to be obtained and work can continue. We are in the process of erecting some stand alone buildings on the property, one of our next major tasks.

In undertaking this commitment we have also spent considerable funds on purchasing the right equipment to make the above tasks easier, safer and quicker. Our participants have been given the opportunity to undertake varied tasks and gain a wider skill base.

In May the Trust made the decision to lease 2 new vehicles – after cost analysis this has proved to be the best option for the Trust. Consequently we are now in a position to ensure that we have sufficient transport available to undertake the work required.

I wish to acknowledge and thank our Manager Chris Webber for his continued strong management and leadership he models to the Trust and his team, and the time and effort he undertakes to ensure that the Trustees are presented with all relevant information at our monthly meetings, his out sourcing of new work and the happy and healthy environment he creates at PEEEPS.

Tristan Gibson a long serving Supervisor with PEEEPS has moved to a new role in the building industry, we miss Tristan, but were delighted that the skills, and time he had with us has enabled him to gain a new career. In his place we have a new Supervisor, Wayne Gibson who along with Mike Van Kouwen are working hard to give quality leadership to our volunteers and ensure that the work undertaken is to a high standard.

As part of ensuring we are prudent with our income, we purchased a new Wages Programme in July, this has been a sound move and I wish to acknowledge and thank Glenys Whitelaw whose skills and budget spreadsheets enable Trustees to be fully aware of financials at our monthly meeting.

Carolyn Shennan has also joined the team as Administration Assistant to replace our Office Administrator and is fast becoming a valued member of the PEEEP team.

The Trust continues to ensure that our volunteer participants are acknowledged and winter soup meals twice a week, and in summer rolls and salads are enjoyed and appreciated. We have been fortunate with local funding obtained to support this venture.

Our Trustees are committed and supportive, we have welcomed a new Trustee Don Hammond and Burwood Pegasus Board Member Tim Baker to our Committee, your expertise have been welcomed.

I acknowledge and thank all Trust members for their support, in particular Carole and Maurice Evans, they are my mentors and I appreciate their wisdom, while Maurice being our elected Treasurer keeps a close eye on the finances.

My expectation is that 2014 – 2015 will continue to see the Trust grow, gain some new contracts, perhaps a new base for our office – and continue to work hard in the Burwood Pegasus area and keep our area of Christchurch alive and vibrant.

Maree Brown

Chairperson

MANAGERS REPORT July 2013 – June 2014

This year PEEEP has been in a period of substantial growth across all areas of the organisation. More Staff and Volunteers, new lease vehicles and a new lease premises in Dyers Rd and the development of our website has meant a busy and exciting time for all involved at PEEEP.

The Trust decision to lease two new Ssangyong utilities made good financial sense as the cost of maintenance on our old and ageing fleet was becoming cost prohibitive. A grant of \$20,000 from the Canterbury Community Trust towards the cost of another 4x4 beach vehicle will mean staff can all get around to undertake their respective work without 'doubling up' in vehicles. The Canterbury Community Trust has also given us a grant of \$20,000 so we could purchase a portacom for the newly leased site in Dyers Rd. This has been instrumental in PEEEP setting up a temporary work site to undertake our de-nailing project with partners Silvan Salvage and Rekindle.

We welcome Carolyn Shennan to the PEEEP family - Carolyn replaces Julie Omand who has moved on to another role. Mike Van Kouwen and Wayne Gibson continue to do a fantastic job of supervising our diverse Volunteer workforce with compassion and understanding. The work that PEEEP supervisors do is never underestimated and is the backbone of everything we do here at PEEEP.

Glenys Whitelaw has been outstanding in her job as Financial Administrator. She has been instrumental in balancing our books and making prudent decisions in all things financial.

Our contract work has remained consistent through the year and we welcome NZ Care, Spencer Park, City Care, Rekindle and Silvan Salvage to our consistent staples of QEII Park, Coast Care and the Graffiti Office. We could not operate without your support and we are truly grateful.

I would like to thank our pool of funders who continue to support us and see the value of our works programme.

On a personal note, I would like to acknowledge the support I receive from my Chairperson and Trustees

Chris Webber
Manager

TREASURER'S REPORT FOR YEAR ENDED 30 JUNE 2014

I am pleased to present to you the Audited Financial Statements for the 2013/2014 financial year, and on behalf of the Trustees thank our auditor, John Grocott, for his timely auditing of our accounting records.

The year ended 30 June 2014 has been an extremely busy one for PEEEP Trust as is evidenced by the just over 62% increase in income received from Jobs and Contracts compared with the previous financial year. This increase in income has brought with it an increase in expenditure, in particular associated with staff costs which are a little under 30% greater than last year. Nevertheless it was pleasing to record an end result for the year of a \$1,789 surplus.

From 1 July 2013 the Trust took over from the Canterbury Development Corporation responsibility for administering its own wages system using ACE Payroll software. This has resulted in a substantial decrease in payroll administration costs.

The need to upgrade both equipment and vehicles in the past year has resulted in the Trustees reviewing the policy of treating all such purchases as operating expenditure in the year of purchase. Although smaller items of equipment have continued to be accounted for in this manner, items in excess of \$500 are now reflected as fixed assets and depreciated accordingly.

With ever increasing repair costs for the Trust's aging fleet of vehicles came the decision to acquire two new trucks which are recorded as fixed assets in this year's accounts. It was necessary to enter into a financial arrangement to facilitate this purchase which is recorded as a Term Liability in our Statement of Financial Position.

As always the Trustees continue to closely monitor Trust finances and cashflow, assisted by our Financial Administrator, Glenys Whitelaw, who prepares a comprehensive financial report for each monthly Trust meeting, itemising all income and expenditure plus upcoming payables and receivables. Whenever possible the Trust endeavours to maximise the benefits of funds not immediately required by investing in short term deposits and to this end earned interest of \$2,500 to support our operation last year.

We are most grateful to those funding organisations who have assisted us in the past year, and whose support is vital in enabling us to achieve our aims and objectives. We wish to acknowledge in particular the assistance received from The Canterbury Community Trust and Christchurch City Council with wages support.

In the coming 12 months we look forward to developing a new initiative at a site we are setting up at Dyers Road. We thank the Canterbury Community Trust for supporting us with this new venture by substantially contributing towards the purchase of a portacom to be used as a workshop base.

Finally I wish to thank the staff, volunteers and my fellow Trustees for their dedication to the work of PEEEP Trust and their contribution towards the successful result we have achieved for the year ended 30 June 2014.

Maurice Evans
Trustee Treasurer

THE PROJECT EMPLOYMENT AND ENVIRONMENTAL ENHANCEMENT PROGRAMME TRUST

INDEPENDENT AUDIT REPORT TO MEMBERS

I have audited the attached financial statements of the Project Employment and Environmental Enhancement Programme Trust comprising the Statement of Financial Position as at 30 June 2014, the Statement of Financial Performance for the year then ended, and a summary of significant accounting policies and other explanatory information.

Trustees' Responsibilities

The Trustees are responsible for the preparation and fair presentation of these financial statements in accordance with generally accepted accounting practice in New Zealand, including the design, implementation and maintenance of internal control procedures relevant to the presentation of financial statements that are free from material misstatements, whether due to fraud or error.

Auditor's Responsibilities

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with International Standards on Auditing (New Zealand). These standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.


An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Other than in my capacity as auditor, I have no relationship with, or interests in the Project Employment and Environmental Enhancement Programme Trust.

Opinion

In my opinion, the attached financial statements give a true and fair view of the financial position of the Project Employment and Environmental Enhancement Programme Trust as at 30 June 2014 and of its financial performance for the year then ended in accordance with generally accepted accounting practice in New Zealand.


J. W. Grocott CA
6 October 2014

Christchurch
New Zealand

PROJECT EMPLOYMENT AND ENVIRONMENTAL ENHANCEMENT PROGRAMME TRUST

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2014

	2014	2013
	\$	\$
Income		
Grant - CCC Metropolitan Strenthening Communities Fund	40,000	40,000
Grant - CCC Events Co-ordination	500	-
Grant - CCC Small Grants Fund	500	500
Grant - CCC Graffiti Removal Programme	15,000	15,000
Grant - The Canterbury Community Trust	55,000	30,000
Grant - Blogg Charitable Trust	-	1,000
Grant - COGS	-	6,000
Grant - Corrections Department	-	2,000
Grant - Pub Charity	-	760
Grant - Lion Foundation	-	500
Grant - Mainland Foundation	2,000	-
Grant - United Way	2,000	-
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	115,000	95,760
Add Opening Unspent Grants (Note 6)	17,621	28,886
Less Closing Unspent Grants (Note 6)	<u>-27,146</u>	<u>-17,621</u>
Total Grant Income	105,475	107,025
Donations	150	331
Interest Received	2,502	2,309
Proceeds from Jobs & Contracts	90,574	55,663
MSD - AITC Reimbursements (Note 5)	4,690	2,212
MSD - Subsidies / Reimbursements - Wages & Training	6,600	11,357
Sale of Compressor	822	-
Total Income	\$ 210,813	178,897
Operating Expenditure		
Administration	674	4,000
Audit	400	400
Depreciation	3,080	-
Expenditure on new equipment	1,043	1,010
General Expenses	2,692	1,433
Insurance	4,916	4,668
Interest	786	-
Materials, Supplies, Outwork	1,538	1,584
Meeting Expenses	175	71
Motor Vehicle Expenses	14,519	14,098
Printing and Stationery	940	1,342
Protective Clothing & Safety Gear	6,105	978
Rent (Dyers Rd)	339	-
Repairs and Maintenance	8,494	11,679
Staff Welfare and Training	4,007	1,268
Telephone and Communication	2,717	2,980
Wages - Staff (Note 4)	146,249	116,142
Wages - Employment Allowance (Note 5)	6,559	4,835
ACC Levies	450	635
Kiwi Saver Employer Contributions (incl. ESCT tax)	3,341	1,084
	<hr/>	<hr/>
Total Expenditure	209,024	168,208
NET SURPLUS FOR YEAR	\$ 1,789	10,689

The accompanying Notes and Audit Report form part of these financial statements.

PROJECT EMPLOYMENT AND ENVIRONMENTAL ENHANCEMENT PROGRAMME TRUST

STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE 2014

TRUST FUNDS	2014	2013
	\$	\$
Opening Balance 1 July 2013	63,354	52,665
Net Surplus for year	1,789	10,689
BALANCE 30 JUNE 2014	\$ 65,143	63,354
CURRENT ASSETS	\$	\$
Westpac Cheque Account	44,764	14,705
Westpac Term Deposit (Int 3%p/a maturing 14 July 2014)	30,000	75,000
Petty Cash	4	15
Receivables and Prepayments	19,690	7,370
	<u>94,458</u>	<u>97,090</u>
FIXED ASSETS		
At cost less Accumulated Depreciation -as per schedule		
Plant & Equipment	4,773	-
Motor Vehicles	54,896	-
	<u>59,669</u>	<u>-</u>
TOTAL ASSETS	\$ 154,127	97,090
CURRENT LIABILITIES		
Payables	14,708	15,361
Unspent Grants (Note 6)	27,146	17,621
GST Payable	1,073	754
Current Portion Term Liabilities	<u>8,247</u>	<u>-</u>
	<u>51,174</u>	<u>33,736</u>
TERM LIABILITIES		
Motor Vehicle Loan (Note 7)	46,057	-
<u>Less Current Portion Payable in 12 Months</u>	<u>- 8,247</u>	<u>-</u>
	<u>37,810</u>	<u>-</u>
	<u>88,984</u>	<u>33,736</u>
NET ASSETS	\$ 65,143	63,354

For and on behalf of the Trustees

MABrown
Chairperson

JB Roberts
Trustee

Date - 7/10/2014.

The accompanying Notes and Audit Report form part of these financial statements.

PROJECT EMPLOYMENT AND ENVIRONMENTAL ENHANCEMENT PROGRAMME TRUST

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2014

1 Statement of Accounting Policies

Reporting Entity

Project Employment and Environmental Enhancement Programme Trust is incorporated under the Charitable Trusts Act 1957 and is a registered charity under the Charities Act 2005. Certificate of Registration No CC22114. The financial statements have been prepared according to generally accepted accounting practice. A Statement of Movements in Equity has not been prepared as all relevant information is clearly shown in the reports provided.

Measurement Base

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historic cost basis are followed by the Trust.

Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of financial performance and the financial position have been applied:

a. Income Recognition

All income is recognised as operating revenue on receipt.

b. Grants

Grants received are recognised as operating revenue on receipt unless specific conditions apply and repayment in full or part is required where these conditions are not met. In these circumstances the grant is treated as a liability until the conditions are met.

c. Equipment and Plant

From year ended 30 June 2014 major asset purchases for the use of the Trust will be treated as fixed assets and depreciated at rates considered appropriate by the Trustees. This is a change in policy.

Low value items of equipment and plant purchased for the use of the Trust will continue to be treated as expenditure in the year of purchase.

d. Income Tax

The Project Employment and Environmental Enhancement Programme Trust is registered as a charitable trust and is exempt from income tax under income tax legislation.

e. Goods & Services Tax

The financial statements have been prepared on a GST exclusive basis. Any GST due or recoverable at balance date is included within the amount of GST accrued under current liabilities or current assets.

f. Differential Reporting

The Project Employment and Environmental Enhancement Programme Trust qualifies for differential reporting as it is not publicly accountable and not large. The Trust has taken advantage of all available differential reporting exemptions.

Changes in Accounting Policies

Apart from a change in policy regarding fixed assets, there have been no changes in accounting policies. All other policies have been applied on bases consistent with those used in the prior year.

2 Investments

Details of movements for the year and current amounts invested with Westpac at balance date are as follows:

Movements for year -	2014	2013
Balance 1 July 2013	75,000	65,301
Additions	-	75,000
Interest Received	2,296	2,101
Repayments	<u>(47,296)</u>	<u>(67,402)</u>
Balance 30 June 2014	\$ 30,000	\$ 75,000

Interest of \$ Nil has been accrued for the period from reinvestment to 30/06/2014. (2013:\$ Nil)

3 Funding Applications and Receivables

Funding applications totalling \$ NIL (2013: \$ NIL) relating to work performed prior to balance date were awaiting approval at balance date. The claims are subject to assessment by the funding bodies concerned and the income arising, if any, will be recorded on receipt.

4 Wage Payments

The arrangement with Canterbury Development Corporation ceased on 30 June 2013. Wage payments and records are now administered by the Trust.

5 Wages - Employment Allowance (AITC)

A special tax free employment allowance of \$21 per week is paid to participants in the programme. Amounts paid to those who qualify under the scheme criteria are reimbursed by MSD on application.

6 Unspent Grants

The unspent portion of grants received for specific purposes not fully spent in the current financial year are carried forward to the next financial year. The amount carried forward for year ended 30 June 2014 is \$27,146 (2013: \$ 17.621), with the net increase in deferred funds of \$9,525 reducing revenue.

7 Motor Vehicle Loan

The loan is secured over two Ssangyong vehicles and is repayable in instalments of capital and interest over 36 months commencing 13 May 2014 and a final payment of \$21123 plus GST on 13 May 2017.

8 Contingent Liabilities

At balance date there were no contingent liabilities.(2013: \$ NIL).

8 Segment Accounting

The Trust operates within New Zealand and is involved in charity work.

PEEEP TRUST

FIXED ASSETS AND DEPRECIATION SCHEDULE YEAR ENDED 30 JUNE 2014

PLANT AND EQUIPMENT		COST	ACC DEPR	B.V. 30.06.13	ADDITIONS	DEPR RATE	PERIOD	DEPR 2014	ACC DEPR	B.V. 30.06.14
NAILING GUN	16.08.13	500.00			500.00	33% SL	11MTHS	151.00	151.00	349.00
BRUSHCUTTERS	03.12.13	5,362.14			5,362.14	30% SL	7 MTHS	938.14	938.14	4,424.00
TOTAL PLANT AND EQUIPMENT		5,862.14			5,862.14			1,089.14	1,089.14	4,773.00
MOTOR VEHICLES										
SSANGYONG UTE HKR308	13.05.14	28,443.48			28,443.48	21% SL	2 MTHS	995.48	995.48	27,448.00
SSANGYONG UTE HKR309	13.05.14	28,443.48			28,443.48	21% SL	2 MTHS	995.48	995.48	27,448.00
TOTAL MOTOR VEHICLES		56,886.96			56,886.96			1,990.96	1,990.96	54,896.00
TOTAL		62,749.10			62,749.10			3,080.10	3,080.10	59,669.00
									CHECK	59,669.00