

## APPLICATION FOR THREE YEAR CONTRACT FUNDING 2011-2014

**Organisation name:** ChangeMakers Refugee Forum  
**Postal Address:** P.O. Box 9186  
**Street Address:** Level 3 39 Webb St Wellington  
**Contact person:** Tim O'Donovan      **Contact Person's Role:** General Manager  
**Contact phone number:** 801-5812      **Email address:** tim@crf.org.nz  
**Alternative Contact Person:** Adam Awad      **Role:** Board Chairperson  
**Contact phone number:** 0274 125 758  
  
**Are you registered for GST?** YES       NO       **GST number if registered:** 94 123 275  
**Bank Account No:** 38-9005-0304127-00

### Attachments required

Please attach the following documents unless we already have these on file. If we do, please make a note.

- x      Budget for July 2011 to June 2012
- x      Financial projections for the next three years
- x      Three year business plan – 5 year strategic plan attached

### Funding Requested

1. How much are you applying for per annum?      **\$ 28,000**
2. Which services are you requesting support for?

*To provide community development, research and advocacy activities to enable people from a refugee background to participate fully in Wellington*

3. If you have been funded through contract funding before please explain how this differs [or not] from your previous contract.

Previously we had a three year contract but this was reduced to one year in July 2010 due to a number of challenges that the organisation was facing. These issues have been addressed. Specifically, we have re-built relationships with funders, developed and implemented a new membership policy that allows for more than one organisation from each community to be a full member of ChangeMakers, and secured the majority of funds needed for the 2011-12 year. We have also built on our reputation as a research-capable organisation by securing two research contracts in the 2010-2011 year.

### Service Delivery

*If you have provided a three year business plan please answer the following questions briefly. If you do not have a business plan, please answer in more detail.*

1. Please describe your vision and key goals for what your organisation will look like in three years:

## **Our Vision**

New Zealanders from refugee backgrounds participating fully in New Zealand.

## **Key Change Outcomes**

ChangeMakers has identified six changes in our 2011-2016 Strategic Plan that we want to achieve to move towards our vision. The plan is attached.

In the next three years we will continue to work closely with our refugee-background communities to ensure that they can participate fully in New Zealand life. Our focus will remain on community development, research and advocacy to achieve this. During this time we will build the research capacity of the organisation to ensure that policy development and services delivery is informed by credible, refugee-background community based research.

### 2. What needs to happen within your organisation to achieve the vision/goals?

There are three key factors:

- We need to maintain our strong relationship with communities as this underpins all of our work. Our new membership policy enables this to happen as each community can now have more than one community organisation as a full member of ChangeMakers. This was an issue in the past.
- We need to maintain and build on the relationships that we have developed with government and non government agencies. These relationships have been re-built in the last twelve months and we have played a lead role as the interface between these agencies and communities. For example, we had over 200 community participants attend meetings with government officials about family reunification, and over 120 people attend two forums on the proposed Refugee Resettlement Strategy.
- We need to be financially sustainable. Re-building relationships with key funders has enabled us to project a small surplus for both 2010-11 and 2011-12. These surpluses will add to our very limited reserves. In the 2010-11 year we were contracted to carry out two research projects and we will be continuing to build our expertise and reputation in this area.

### 3. What key challenges and key opportunities have you identified for the next three years?

#### **Opportunities**

The main opportunity is to work with communities and agencies to enable people from refugee background communities to achieve the five key outcomes in the proposed Refugee Resettlement Strategy. These are Self Sufficiency, Participation, Health and Wellbeing, Education, and Housing. We have already played a significant role in the development of the Strategy through running community forums and conducting research that will inform the achievement of the Strategy's Health and Wellbeing outcome. We also presented a submission on the proposed Strategy that resulted in a number of changes to the outcome statements.

We will continue to take the lead role in facilitating the development and implementation of the 2011-12 Wellington Regional Health and Wellbeing Refugee Action plan.

There is also an opportunity to build greater awareness of refugee-background communities, their stories and the contribution that these people are making to Wellington through our Speakers Bureau.

#### **Challenges**

Our main challenge is to ensure that communities understand that ChangeMakers has limited resources and needs to focus on the common issues facing refugee-background communities. Unfortunately we are unable to respond to individual community needs.

Another key challenge is funding, given the tight economic climate. We are projecting a small surplus for the 2011-12 year and the following year but a small deficit in 2013-14.

<b>Strategic Fit</b>
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Wellington City Council's Long Term Council Community Plan [LTCCP] outlines the Council's strategic direction and priorities for 2009-2019. These priorities have been developed in response to community aspirations [known as 'Community Outcomes'], Council's roles and responsibilities and other factors. This process and the Council's strategic approach are outlined in the LTCCP available on our website or in hard copy.

<http://www.wellington.govt.nz/plans/annualplan/ltccp/vol1.html>

The Council has seven strategic areas – governance, environment, economic development, cultural well-being, social and recreation, urban development and transportation. Within each of these strategic areas Council aims to achieve specific long-term goals or 'Long-term Council Outcomes' for the city. The Council has recently developed new priorities for the coming three years [2009-2012] aimed at achieving these Long-Term Council Outcomes. You will find the details of each strategic area and their associated Council Outcomes in Part 3 of the LTCCP. The work of your organisation may contribute to more than one strategic area.

1. Please provide a summary of how the work of your organisation supports one or more of the Council's Long-term Outcomes. You will find these Long-Term Outcomes outlined in the 'strategy tree' within each strategic area of the LTCCP.

Social and Recreation	How we Contribute
More actively engaged	<p>ChangeMakers purpose is to ensure that former refugees are able to participate fully in their new home – Wellington.</p> <p>We contribute to this through:</p> <ul style="list-style-type: none"> <li>❖ <b>Capacity building</b> in communities – facilitating training courses on building and maintaining a strong community, knowing your rights and how to claim them, delivering the Speakers Bureau and Refugees in Business programmes, and working with women and youth to achieve the goals they have identified. We also work with communities to build their capacity to understand and address challenges they face through using our Strong Families Strong Children DVD and resource booklet, and our resources on bullying.</li> <li>❖ <b>Advocacy</b> on issues which impact on people's ability to participate fully. We work both at a local and national level in a range of areas including family reunification, health and employment. An example of this is our recent publication on the barriers to health for refugee-background communities which is available on our website.</li> </ul>
More inclusive	<p>We contribute to this through:</p> <ul style="list-style-type: none"> <li>❖ <b>Refugee Speakers Bureau</b> – a programme to build understanding and engagement with the wider community, which provides refugee background speakers for host community groups.</li> <li>❖ <b>Cultural Events</b> – we support financially as well as assist with organising a number of community events including an annual women's festival that in the last two years has been attended by over 350 refugee-background women. Our own community forums have attracted over 450 people from 14 different backgrounds in the last twelve months.</li> </ul>
Better Connected	<p>We contribute to this through:</p> <ul style="list-style-type: none"> <li>❖ We represent 14 refugee background communities and have recently</li> </ul>

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	<p>developed a new membership policy which is likely to widen this representation.</p> <ul style="list-style-type: none"> <li>❖ Facilitating the development and implementation of the Wellington Refugee Health and Wellbeing Action Plan for 2011-12 that involves communities, NGOs and government agencies.</li> <li>❖ Active involvement with <b>Multicultural Services Centre</b> – a one stop shop for refugees and migrants and leading initiatives such as the Pathways to Employment initiative.</li> <li>❖ Providing a <b>point of contact for and informed knowledge</b> to local and central government agencies and NGOs about refugee communities, locally and nationally. A recent initiative in this area is our research directory on refugee issues. See <a href="http://nzrefugeereseach.wikispaces.com/Home">http://nzrefugeereseach.wikispaces.com/Home</a></li> </ul>
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<b>Economic Development</b>	<b>How we contribute</b>
<p>More Prosperous More entrepreneurial and innovative</p>	<p>There are many highly skilled, qualified and motivated former refugees who are unable to achieve their potential and/or economic independence.</p> <p>We contribute to this outcome through two main areas initiatives:</p> <ul style="list-style-type: none"> <li>❖ <b>RiB (Refugees into Business)</b> – a programme, using a panel of advisers, to help former refugees who are in business or who want to set up business. Clients are supported to develop their idea, produce a business plan, and are provided with a business mentor.</li> <li>❖ <b>Pathways to Employment</b> – a pilot programme aimed at developing a seamless, client focused service which follows and supports former refugees into durable employment solutions. We are working with a number of Multicultural Services Centre organisations on this initiative and supporting Refugee Services who have been contracted for one year to deliver the programme.</li> </ul>

<b>Cultural Wellbeing</b>	<b>How we contribute</b>
<p>More Inclusive</p>	<p>We contribute to this outcome through:</p> <ul style="list-style-type: none"> <li>❖ <b>Refugee Speakers Bureau</b> – a programme to build understanding and engagement with the wider community, which provides refugee background speakers for host community groups.</li> <li>❖ <b>Cultural Events</b> – support financially and help organising a number of community events including World Refugee Day and the recent Sudanese celebration of the formation of the Republic of South Sudan</li> <li>❖ <b>Our newsletter</b>- highlighting recent events and successes that goes out to a wide readership.</li> </ul>

2. Please outline how your organisation will contribute to *one or more* of the three year priority areas. These three year priority areas are outlined under 'Our focus for the next three years' within each strategic area of the LTCCP.

<b>3 Year Priority Areas</b>	<b>How we contribute</b>
<p><i>Strong, safe, healthy communities</i></p>	<p>We will continue to support and strengthen refugee communities ability to take responsibility for their own development through:</p>

Encouraging community based groups to share the responsibility for delivering programmes and services.	<ul style="list-style-type: none"> <li>❖ Capacity building and targeted strengths based programmes which promote knowledge and confidence</li> <li>❖ Facilitating community goal setting and planning workshops</li> <li>❖ Establishing cross community advisory groups that can support individual communities</li> <li>❖ Supporting and encouraging the organisation of, and participation in, cultural events</li> </ul>
Increasing our advocacy role	We will continue to conduct research that identifies the barriers facing refugee background communities from participating fully and advocate for the removal of these barriers.
Maintaining Wellington's inclusive culture	<p>We will support this through:</p> <ul style="list-style-type: none"> <li>❖ Promoting success stories and the positive contribution refugee-background communities are making to Wellington</li> <li>❖ Training more speakers who can tell their stories and help build empathy and understanding among the wider community through our Speaker Bureau</li> <li>❖ Promoting and highlighting events such as the women's festival, youth activities and community events</li> </ul>

3. Please identify the activities that you are requesting funding for which will enable you to achieve the above.

There are three main areas that we are requesting support.

- Our work with youth. We are in the process of finalising membership of the Refugee Youth Action Group tasked with producing and implementing an action plan to address the issues identified by youth. The action group is made up of a number of different agencies including Police, MYD, Refugee Services, Refugees as Survivors and the WCC. The plan will have five main areas of focus that have been prioritised by youth: Employment, Education, Housing, Safety and Culture/Identity.
- Our work with women. Women have identified the actions that they would like to achieve in the 2011-12 year. Funding would enable our Community Development Worker (Women) to work with these women to achieve their goals, build their capacity and ensure that they can participate fully.
- Overheads. As well as specific initiatives outlined above, we are requesting a contribution to the cost of running the organisation and to ensure that ChangeMakers is an innovative organisation and an effective collective voice of at least 14 refugee-background communities.

## Evaluation

The Council is required to demonstrate to the public how the activities it undertakes or supports contribute to the community outcomes. We require robust information from your organisation on the impact our funding has.

4. Please outline how your organisation will evaluate the impact that the funded activities have on the Council's Long-term Outcomes?

We propose to work with Council to develop an annual plan that identifies key deliverables in much the same manner as we have done in the past. These deliverables will ensure that we are meeting the needs of Wellington based refugee background communities and the Council's strategic priorities.

## Partnership

Through the Council's engagement with community organisations strong partnership with council and with other organisations has been identified as a priority.

5. Please outline how your organisation will work in partnership with other organisations [including the Council] to undertake the funded activities.

Our success is underpinned by our collaborative approach and by linking communities, government and NGOs together on a variety of initiatives. For example, we work closely with other agencies at the Multicultural Service Centre, we have built a strong working relationship with a number of government agencies including the Ministry of Social Development, Department of Internal Affairs and the Department of Labour. In addition we facilitate the Wellington Action Plan for Refugee Health and Wellbeing that involves communities, government and non government agencies. More recently, we have worked directly with WCC staff in resettling refugee-background families who have moved from Christchurch.

We will continue:

- ❖ Six weekly forums with refugee-background communities.
- ❖ Conducting research to identify both the barriers to participation and on the benefits and contribution that refugee background communities are making to New Zealand
- ❖ To work with WCC on initiatives around housing and employment and respond to or initiate other partnership approaches.

## **Treaty of Waitangi**

Wellington City Council has a commitment to the Treaty of Waitangi and its underlying principles. We recognise that to a greater or lesser degree your organisation will have practices and processes in place that demonstrate a commitment to the Treaty of Waitangi.

6. Please outline how your organisation demonstrates a commitment to the Treaty of Waitangi.

This is an area the organisation is yet to develop formal policy. However, we recognise the Treaty as a founding document of Aotearoa New Zealand and our values and principles are underpinned by a belief in concepts such as manaakitanga, kotahitanga and kaitiakitanga.

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<b>ChangeMakers Budget Forecast</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-2014</b>
<b>INCOME</b>			
Donations			
PSC Elderly Care DL	1,500	1,500	1,500
"G" Trust	0	5,000	5,000
Other donations	500	5,500	7,500
<b>TOTAL DONATIONS</b>	<b>2,000</b>	<b>12,000</b>	<b>14,000</b>
<b>GRANTS</b>			
The Tindall Foundation	70,000	70,000	50,000
Todd	70,000	50,000	35,000
BEAR Charitable Trust W&M	7,500	5,000	5,000
Wgtn City Council accomm grants	4,000	4,000	4,000
NZ Lotteries Grant Board	20,000	20,000	20,000
Community Trust of Wellington	15,000	20,000	20,000
Nikau	3,000	3,000	3,000
Hutt Mana Trust	1,000	1,000	1,000
Hutt City CDS	8,590	8,000	8,000
Joe Aspell	5,000	5,000	5,000
J R McKENZIE	10,000	10,000	10,000
<b>TOTAL GRANTS</b>	<b>214,090</b>	<b>196,000</b>	<b>161,000</b>
<b>CONTRACTS</b>			
Department of Internal Affairs	10,000	15,000	15,000
Work and Income Regional	29,160	29,160	29,160
WCC - Community Development	25,000	25,000	25,000
UNHCR R. Office Australia	4,500	0	7,500
Department of Labour - S. Div.	54,000	54,000	54,000
Research Contracts	30,000	50,000	70,000
MSD Robert	35,000	35,000	35,000
MSD- Family & Comm. Ser. S.In	10,000	10,000	10,000
<b>TOTAL CONTRACTS</b>	<b>197,660</b>	<b>218,160</b>	<b>245,660</b>
<b>INCOME FROM FUNDRAISING</b>			
Fundraising	10,000	20,000	25,000
<b>Total INCOME FROM FUNDRAISING</b>	<b>10,000</b>	<b>20,000</b>	<b>25,000</b>
<b>OTHER INCOME</b>			
Interest earned	2,000	2,500	3,000
Strong Families Kit Sales	150	100	50
Membership fees	450	450	450
Service fees and Cost recover	1,500	2,000	2,500
<b>TOTAL OTHER INCOME</b>	<b>4,100</b>	<b>5,050</b>	<b>6,000</b>
<b>TOTAL INCOME</b>	<b>427,850</b>	<b>451,210</b>	<b>451,660</b>

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### EXPENSES

HVCD Office Rent	875	875	0
Stronger Families Project	7,000	5,000	3,500
Women's Cross cultural groups	5,000	5,500	6,000
Speakers' Bureaux	5,000	6,500	7,000
Youth Development	4,000	4,500	5,000
Research Project	9,448	12,500	15,500
Economic Welbeing project expe	2,500	3,000	3,500
Community forum	9,500	10,000	10,500
Community Activities	2,000	2,250	2,500
Community Fund	4,500	4,750	5,000
Travel Expenses Operations	2,200	2,700	3,000
NRRF travel and accomm.	1,000	1,200	1,400
Rent	27,391	28,000	28,500
Printing & Photocopy	1,500	1,750	1,900
Stationery + Accessories	2,500	2,750	2,900
Low value fixed assets	800	1,000	1,200
Refreshments	100	150	200
Communications	4,000	4,500	4,750
Miscellaneous Expenses	200	500	500
Depreciation Expenses	3,500	4,000	4,500
Wages & Salaries	311,224	320,561	330,178
Professional Development	2,500	3,000	3,250
Governance + Capacity Building	3,200	3,500	3,600
ACC Workplace cover	850	1,000	1,200
Auditing fees	2,500	3,000	3,200
Bank Charges	300	400	450
Computer support	3,500	3,750	4,000
Insurance	2,500	2,750	3,000
Subscription fees	400	500	600
<b>TOTAL EXPENSES</b>	<b>419,988</b>	<b>439,886</b>	<b>456,828</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>7,862</b>	<b>11,324</b>	<b>-5,168</b>



## Health Assessment Tool

July 2011

## Assessment Results and Visual Matrix

## ChangeMakers Refugee Forum

	At Risk 1	Vulnerable 2	Viable 3	Sustainable 4	Thriving 5
Governance/Te Roopu Kaitiaki				√	
Roles				√	
Administration				√	
Financial Management				√	
Legal Obligations					√
Evaluation				√	
Planning					√
Leadership				√	
Communication					√
Partnerships					√
Workers and Volunteers				√	



## ChangeMakers Refugee Forum Strategic Plan 2011-2016

### Our Vision

New Zealanders from refugee-backgrounds participating fully in New Zealand life.

### Our Mission

We work with refugee-background communities and others to ensure that people from refugee-backgrounds reach their potential and are supported to contribute to their own and the wider community.

### Our Guiding Principles

These values were adopted by refugee communities in Wellington in 2005. These values form the basis for our work.

- **Nothing about us without us.** People from refugee-backgrounds should be involved in all stages when policies and services are being developed. Their involvement should be meaningful and respectful of them as the people who will be most affected by those policies and services.
- **Focus on strengths not weaknesses.** Refugees bring knowledge, experience and many different skills to New Zealand. They have much to contribute.
- **A human rights approach** instead of a welfare approach should be the basis for policy development and service delivery.
- **A shared voice is a strong voice.** While we acknowledge the differences and the importance of independence, we also recognise the great value of coming together to work on issues of common concern.

## **Key Change Outcomes**

ChangeMakers has identified six changes that we want to achieve to move towards our vision.

### **External Changes**

These changes relate to refugee-background communities and those who work with them.

#### **Change Outcome 1**

**Refugee-background communities are aware of their rights and claiming the same rights as all New Zealanders**

This means that we will work with communities to build their understanding of their rights and how they can claim them.

#### **Change Outcome 2**

**Policy development and service delivery are underpinned by a rights based approach**

This means that we will work with government and non government agencies to build their understanding of a rights based approach and the implications of this in their work.

#### **Change Outcome 3**

**Refugee-background communities have increased capacity to participate in NZ life**

This means we will facilitate capacity building in areas that refugee-background communities have identified.

#### **Change Outcome 4**

**People from refugee-backgrounds are recognised for their contribution to their own community, to other communities and to New Zealand society**

This means we will work with communities, government and non government agencies to highlight the positive contribution that people from refugee-backgrounds make to NZ.

## **Internal Changes**

These changes relate to our organisation.

### **Change Outcome 5**

#### **ChangeMakers is governed and managed effectively and transparently**

This means that we will continue to build the capacity of our staff and board, and communicate our processes, decisions and results in a transparent and accessible manner.

### **Change Outcome 6**

#### **ChangeMakers is a community driven and rights based organisation**

This means will we work on the common issues identified by ChangeMakers' communities and that this work will be underpinned by a rights based approach.

## AUDIT REPORT

To the Members of ChangeMakers Refugee Forum Incorporated

We have audited the financial report on pages 1 to 5. The financial report provides information about the past financial performance of ChangeMakers Refugee Forum Incorporated, and its financial position as at 30 June 2010. This information is stated in accordance with the accounting policies set out on page 4.

### Executive Committee's Responsibilities

The Executive Committee is responsible for the preparation of a financial report which gives a true and fair view of the financial position of ChangeMakers Refugee Forum Incorporated, as at 30 June 2010 and of the results of operations for the year ended 30 June 2010.

### Auditor's Responsibilities

It is our responsibility to express an independent opinion on the financial report presented by the Executive Committee and report our opinion to you.

### Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial report. It also includes assessing:

- The significant estimates and judgements made by the Executive Committee in the preparation of the financial report, and
- Whether the accounting policies are appropriate to ChangeMakers Refugee Forum Incorporated's circumstances, consistently applied and adequately disclosed.

We conducted our audit in accordance with New Zealand Auditing Standards. We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to obtain reasonable assurance that the financial report is free from material misstatements, whether caused by fraud or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial report.

Other than in our capacity as auditors, we have no relationship with or interest in ChangeMakers Refugee Forum Incorporated

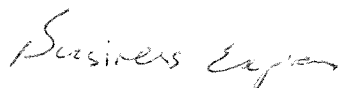
### Unqualified Opinion

We have obtained all the information and explanations we have required.

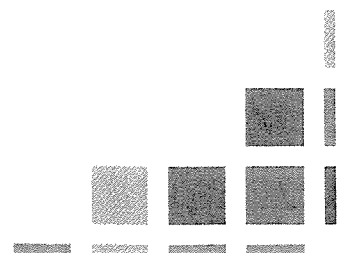
In our opinion:

- Proper accounting records have been kept by the ChangeMakers Refugee Forum Incorporated, as far as appears from our examination of those records; and
- The financial report on pages 1 to 5:
  - complies with generally accepted accounting practice;
  - gives a true and fair view of the financial position of ChangeMakers Refugee Forum Incorporated, as at 30 June 2010 and the results of operations for the year ended on that date.

Our audit was completed on 29 September 2010 and our unqualified opinion is expressed as at that date.



Business Express Group Limited  
Lower Hutt, New Zealand



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## ChangeMakers Refugee Forum Incorporated Statement of Financial Performance

For the year ended 30 June 2010

	Notes	2010	2009
		\$	\$
<b>Income</b>			
Contracts	4	286,996	260,057
Donations		20,989	-
Grants	5	149,683	112,267
Fundraising		3,360	20,190
Interest		4,358	8,586
Other: service charges and recovered costs		1,442	10,298
		<u>466,827</u>	<u>411,397</u>
<b>Less Expenses</b>			
<b>Service delivery expenses</b>			
Community support and associated activities		<u>45,579</u>	<u>62,789</u>
		45,579	62,789
<b>Occupancy expenses</b>			
Communications		7,532	9,548
Website development costs		1,784	6,616
Depreciation		3,935	3,331
Printing and stationery		5,578	5,699
Relocation costs		860	-
Rent, venue hire and parking		33,692	31,382
Sundry operating expenses		<u>2,560</u>	<u>24,389</u>
		55,940	80,964
<b>Personnel expenses</b>			
Remuneration		347,551	269,524
Other employment related expenses		<u>13,530</u>	<u>5,109</u>
		361,081	274,634
<b>Other expenses</b>			
Audit fees		2,595	3,225
Insurance		757	682
Miscellaneous		<u>6,250</u>	<u>1,322</u>
		9,601	5,229
<b>Total expenses</b>		<u>472,201</u>	<u>423,616</u>
Operating surplus/(deficit)		<u>(5,374)</u>	<u>(12,219)</u>

This statement is to be read in conjunction with the accompanying notes on pages 4 and 5

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## ChangeMakers Refugee Forum Incorporated

## Statement of Movement in Equity

For the year ended 30 June 2010

	2010	2009
Equity at the start of the year	\$ 30,417	\$ 42,636
Net surplus/(deficit)/ for the year	(5,374)	(12,219)
Equity at the end of the year	<u>25,043</u>	<u>30,417</u>

This statement is to be read in conjunction with the accompanying notes on pages 4 and 5.

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## ChangeMakers Refugee Forum Incorporated

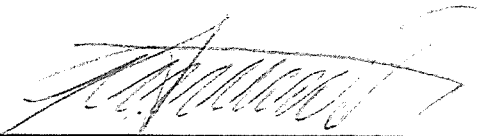
### Statement of Financial Position

As at 30 June 2010

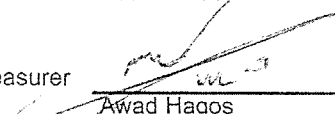
		2010	2009
	Notes	\$	\$
<b>Equity</b>			
Accumulated funds at year end		<u>25,043</u>	<u>30,417</u>
<b>Represented by -</b>			
<b>Assets</b>			
<b>Current assets</b>			
Cash and petrol vouchers on hand		1,182	2,865
Bank accounts		128,317	124,444
Accounts receivable		<u>22,758</u>	<u>30,645</u>
		152,257	157,954
<b>Property and equipment</b>			
Computer Equipment	3	3,877	1,868
Video Camera	3	741	1,834
Furniture and fittings	3	<u>529</u>	<u>758</u>
		5,147	4,460
<b>Total assets</b>		<u>157,403</u>	<u>162,414</u>
<b>Less Liabilities</b>			
<b>Current liabilities</b>			
Accounts payable		2,864	8,158
Accrued expenses		25,071	15,051
GST Payable		9,764	3,203
Income received in advance		<u>94,662</u>	<u>105,585</u>
		132,360	131,997
<b>Net Assets</b>		<u>25,043</u>	<u>30,417</u>

For and on behalf of the Executive Committee

Chairperson

  
Adam Awad

Treasurer

  
Awad Hagos

Dated

30/9/10

This statement is to be read in conjunction with the accompanying notes on pages 4 and 5.



**ChangeMakers Refugee Forum Incorporated**  
**Notes to the Financial Statements for the year ended 30 June 2010**

**1. Incorporation and Charitable Status**

ChangeMakers Refugee Forum Incorporated (ChangeMakers) was registered as an incorporated society on 8 June 2006. As at 30 June 2010 ChangeMakers was registered as a charity under the Charities Act 2005.

**2. Accounting Policies**

**a. General Policies:**

**i) Measurement Base:**

The financial statements have been prepared on the basis of historical cost. Accrual accounting has been used to match expenses and revenue. Reliance has been placed on the fact that ChangeMakers is a going concern.

**ii) Differential Reporting:**

ChangeMakers is an entity qualifying for differential reporting exemptions as it has no public accountability and is not large. All available differential reporting exemptions allowed under the framework for differential reporting have been adopted.

**iii) Adoption of International Financial Reporting Standards**

In December 2002 the New Zealand Government announced that New Zealand International Reporting Standards ("NZ IFRS") will apply to all New Zealand reporting entities for the periods commencing on or after 1 January 2007. In September 2007, the Accounting Standards Review Board announced that small to medium-size businesses which satisfy certain criteria, would not be required to apply the NZ IFRS until further notice. ChangeMakers satisfies these criteria.

All the financial information in these financial statements have been prepared in accordance with current New Zealand Generally Accepted Accounting Practice (NZ GAAP).

**b. Specific Accounting Policies:**

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

**i) Goods and Services Tax**

These financial statements have been prepared on a GST exclusive basis, except for Accounts Receivables and Accounts Payable, which are stated inclusive of GST.

**ii) Accounts Receivable**

Accounts receivable are stated at their estimated realisable value.

**iii) Income Tax**

ChangeMakers is registered as a charity under the Charities Act 2005 and therefore is exempt from income tax. No provision for income tax payable has been made.

**iv) Recognition of Income**

Grant Income is recognised when received and when all conditions of the grant have been met. Most grants require the grant to be repaid if not spent, and therefore recognition of most grant revenue is deferred until it has been spent. Grants that are for salary costs are usually spread over a period of up to twelve months on the basis that the grant application was made for salary for one year. Service contract revenue is recognised over the period of the contract unless performance of the contract has been impeded. Donations and other income are recorded when received.

**vi) Assets and Depreciation**

Assets are recorded at cost. Depreciation has been charged in the financial statements on both a straight line and diminishing value basis calculated to write off the costs of the assets, less their estimated residual value, over their estimated economic lives.

Major depreciation rates are:

Furniture	20% DV
Computers and printers	33% SL
Video camera	33% SL

# APPENDIX 2

## vii) Changes in Accounting Policies

There were no material changes in accounting policies during the reporting period.

3 Property, Plant & Equipment	Cost	Accumulated Depreciation	Book Value <u>2010</u>	Book Value <u>2009</u>
Electronic Equipment	12,113	7,707	4,406	3,702
Furniture and Fittings	<u>3,279</u>	<u>2,538</u>	741	758
	<u>15,392</u>	<u>10,245</u>	<u>5,147</u>	<u>4,460</u>
<b>4 Contracts</b>			<u>2010</u>	<u>2009</u>
Department of Internal Affairs			94,406	73,325
Department of Labour - Settlement Division			54,443	54,443
Greater Wellington Regional Council			-	20,000
Ministry of Social Development - Family and Community Services			15,000	11,538
Ministry of Social Development - Initiative Fund			-	4,267
Ministry of Social Development - Settling In			60,257	86,610
Work and Income Regional			45,511	-
WCC - Community Development			17,000	-
UNHCR Regional Office - Australia			<u>379</u>	<u>9,874</u>
			<u>286,996</u>	<u>260,057</u>
<b>5 Grants</b>			<u>2010</u>	<u>2009</u>
Adult Community Education Centre			1,778	-
Bear Charitable Trust			10,000	10,000
Community Org. Gr. Scheme COGS			1,500	-
Community Response Fund			15,918	-
Housing New Zealand Corporation			-	3,000
Hutt City Council Settlement Support			-	2,086
JR McKenzie Trust			20,000	30,000
Mercy Sisters			1,000	-
Ministry of Social Development - Infrastructure			20,000	-
New Zealand Police			-	2,000
Nikau Foundation			-	5,000
NZ Lotteries Grant Board			19,050	10,950
Office of Ethnic Affairs - DIA			-	1,778
Strong Families Kit Sales			2,587	-
Tertiary Education Commission			-	4,036
The Community Trust of Wellington			10,000	20,000
The Tindall Foundation			39,754	-
Wellington City Council - Accommodation Grant			8,096	3,417
Wellington City Council - Community Development Grant			-	15,000
Work and Income - Regional Office			<u>-</u>	<u>5,000</u>
			<u>149,683</u>	<u>112,267</u>

## 6. Related Parties

ChangeMakers is a member of the Multicultural Services Centre, Inc., and has voting rights on the Management Committee. The MSC maintains the head lease of premises occupied by ChangeMakers. ChangeMakers paid rent and facilities operating expenses to MSC amounting to \$34,330.55 for the year ended 30 June 2010. There were no other related parties or related party transactions.

## 7. Commitments & Contingent Liabilities

There were no lease or capital commitments or known contingent liabilities at balance date.