

TRUSTEE BOARD MEETING 11TH – 12TH AUGUST 2017 (CAPITAL GATEWAY MOTOR INN, WELLINGTON)

Friday 11th August

The meeting commenced at 1.15pm with a karakia.

Attending: *Alaine Tamati-Aubrey, Susan Bailey, Ann Langis, Clare Ferguson, Avis Stewart, Alasdair Finnie (General Manager), Meagan Ranby (Secretary) and Liang Wells (CFO)*

Meeting Administration

Apologies

Cynthia Murray

Conflict of Interest

Alaine – Taranaki Playcentre Association Rep

Susan – Life Member of Hutt Playcentre Association and Naenae Playcentre project, Nuku nei Tamariki board.

Ann – Employee North Shore and life member Narrowneck Playcentre

Avis – Mid North Playcentre Association

Additions and prioritising the agenda

The Trustees reviewed the agenda and what was needed to be covered during the meeting.

Additions to the agenda

- Ratification of the Loomio Te Akoranga Tamariki Nui Combined Session National Executive Decision from May Trustee Board meeting.
- CRWS 10-11 March Meeting approval - transfer payment of the CRCWS allocation for the Okato Playcentre of \$160,000
- SELO 3 contract extension - approval of Alaine signing this SELO extension contract on behalf of Trustee Board.

Ratification of Past Decisions

Te Akoranga Tamariki Nui Combined Session

Meeting agreed to ratify the March Loomio decision Te Akoranga Tamariki Nui Combined Session National Executive Decision option A;

Option A.

That there be one "Programmes Levy", such that SPACE, Babies CanPlay, CYCLE, and potentially any other programmes are charged the same levy rate. SPACE and Babies CanPlay levy currently set at 10% for March 2017, 15% for July 2017 and 30% from November 2017.

This option would give simplicity in that there are 2 possible levy rates and all 'alternative' programmes are being treated equally. It would also give clarity for any future programmes that are developed around the levy they should expect to pay.

The income for CYCLE programmes is lower than that for SPACE/Babies CanPlay, due to the different funding rates for 'Under 2's' and '2 and overs'. This means that a larger proportion of the funding goes on facilitator costs, even where both programmes have 2 paid facilitators per session. A 30% levy would mean that CYCLE programmes would need to find additional funding just to meet the facilitator costs, let alone any session running costs.

CYCLE programmes could be given some assistance to ensure they are maximising the opportunities for funding.

The Programme Coordinator already proposed at a regional level for the SPACE/Babies CanPlay programmes would also oversee CYCLE, and this along with other admin and property costs would be covered by the 30% levy.

SELO 3 Contract Extension

Meeting ratified the signing of the SELO 3 contract extension by Alaine on 5th July 2017.

Okato Playcentre CRCWS allocation

Meeting ratified the transfer payment of the CRCWS allocation for the Okato Playcentre of \$160,000 approved by the Central Region Capital Works scheme 10-11 March meeting.

Co-Presidents authorised the payment on 14th July 2017 as required by the Delegated Authorities Policy.

Loomio decisions

Approval of Previous Minutes:

The 23-24th June 2017 Trustee Board Meeting Minutes had been circulated prior to the meeting and discussed on Loomio.

Meeting ratified the Loomio approval of the 23-24th June 2017 Trustee Board Meeting Minutes and distribution.

Next Steps:

- Secretary to distribute 23-24th June 2017 Trustee Board Meeting Minutes.

Correspondence (May, June, July 2017)

The correspondence had been circulated prior to the meeting and discussed on Loomio.

Meeting ratified the Loomio approval of the May, June and July 2017 incoming and outgoing correspondence and distribution.

Next Steps:

- Secretary to distribute May, June, July 2017 correspondence.

Financials (May 2017)

The May 2017 financials had been circulated prior to the meeting and discussed on Loomio.

Meeting ratified the Loomio approval of the May 2017 financials and distribution.

Next Steps:

- Secretary to distribute May 2017 Financials.

Reports

Financial Report

Gwen Somerset Fund

As stated in the deed statement a Trustee is required for the Gwen Somerset fund.

Next Steps:

- Investigate Trust Deed & Constitutional requirements for Gwen Somerset Trust; Alaine & Susan to discuss.
- Add to the Portfolio and Links form for induction.
- Clause regarding Education needs to be changed in the Gwen Somerset Trust deed statement.
- Susan and Alaine to contact Trustees by Friday 18th August for a volunteer and decision to be loaded on Loomio for decision by Trustee Board.

Levies

Discussion:

- Summary of the statuses of the Associations after the bulk funding distribution and levy calculations

Charities Services

Discussion:

- Would like a report template designed for Xero so Centres just need to print the end of year report.
- Options needed for individually incorporated Centres for the future and support for them.

Next Steps:

- CFO to support the individually incorporated Centres.

Property Policy Documents

- If the process is objective, appeals process should not be necessary. Feedback pathway needed.
- Will create an umbrella complaints process for all aspects of the organisation.
- Property and Assets Manager has been asked to collate work that will not be completed by the final Regional meeting being held to create a future focussed plan and budget for work that will need to be completed.

Meeting agreed to approve in principle the property policy documents as presented with a final version loaded on Loomio for decision.

Next Steps:

- CFO and Property and Assets Manager to review the Capital Works meeting minutes.

Liang Wells left the meeting at 4.00pm

Claire Laurenson, Grief Relief, joined the meeting at 4.00pm

Grief Relief – Claire Laurenson

Claire Laurenson from Grief Relief presented a workshop on grief during change.

Claire Laurenson left the meeting at 6.25pm

Meeting closed at 6.30pm

Saturday 24th June

Attending: *Alaine Tamati-Aubrey, Susan Bailey, Clare Ferguson, Avis Stewart, Ann Langis, Alasdair Finnie (General Manager) and Meagan Ranby (Secretary)*

Welcome, Opening and Karakia

The meeting opened at 8.40am.

T ngata Tiriti Report

Conference 2017

Discussion:

- Supporting the process of Associations writing national meeting papers.
- Timing of Trustee Board meetings with the timings of the Conference papers due to the Secretary.
- Standing orders to be provided to Trustee Board for guidance on supporting Associations writing national meeting papers.
- Constitution remit approval and Associations attending SGMs during the high court process; investigate attendance of Associations at the SGMs later in the process.
- Election voting processes at Conference.

Next Steps:

- General Manager to communicate with the Honorary Legal Advisor to explore the remits needed for Conference to be approved; working outside constitution, proxy votes, new constitution.
- Secretary to provide Standing Orders to the Trustee Board.

OMEP Membership for NZPF

Next Steps:

- September Trustee Board Meeting – OMEP Membership for NZPF

Adjustment to Minutes Process

Discussion:

- Differing options of minute taking and the facilitation role to ensure accurate minutes.
- General Manager report; need notice if this format is to be changed. Risks, opportunities and considerations to be added for decisions.
- Minutes to be sent to General Manager and Co-Presidents after the meeting for review first then loaded on Loomio.

Next Steps:

- Secretary to load report template onto Office 365 received from Alaine.
- Trustee Board mid meeting timing to be confirmed.

Education Team Retirement Celebration

Discussion:

- Education Team haven't spent their budget, requested to use Education funds for a dinner to celebrate the Education Co-Convenors 'retirement'.
- Purpose of the Education Team budget discussed and the concerns expressed regarding the additional costs involved with a celebration as an attachment to Conference.
- Awareness of the emotions involved with the wind up of the Education Team.
- Options of timing for a dinner.
- Current budgeted amount covers activities of the team up until the last day of Conference.
- New budget starts on the 1st September after the end of financial year.

Next Steps:

- Susan to communicate the points from the Trustee Board meeting to Cate.

Succession Planning for Conference

Next Steps:

- September Trustee Board meeting – Journal Editor election.
- Clarification needed from Human Relationships Manager/General Manager of where the Journal Editor role sits in the new structure.

Adele Broadbent, Communications contractor, joined the meeting at 10.00am

Advocacy for Playcentre

Adele presented the work she had completed on advocacy for Playcentre internally and externally and sought feedback from the Trustee Board.

Adele Broadbent left the meeting at 11.50am

Meeting closed at 12.00pm

Next Trustee Board meeting:

Trustees Skype date: 21st August

Reports due: 24th August

Fed News due date: 31st August 2017

Next meeting: 1-2 September - Wellington

True and accurate record:

Signed: Date:

Signed: Date:



General Manager's Report
Report to the Trustee Board
August 2017

	<i>Note: content derived from material supplied by Federation staff as well as GM</i>
Amalgamation project	
Overview	<p>It has been another very busy and productive period for all staff. The more Centre focused Change Chat (4 issues) has been well received, providing practical information in the lead up to operational amalgamation. It is also serving to help involve members more with the change process, which is really positive. Excellent progress has been made on matching of staff to new roles both nationally and in regions. Final feedback has been received on the future Property Funding documentation, enabling the Trustee Board to consider them at this meeting. Although sad to farewell Carole Kennerley at the dinner for her on 30 June in Auckland, I was also able to spend time at the PLD Facilitators' hui and gain an important understanding of their very important role in Playcentre.</p>
Change Programme	<p>Cissy Rock, Change Programme Manager, reports:</p> <ul style="list-style-type: none"> • My focus for the last 6 weeks has been setting up and delivering Change Chat. We are getting very positive feedback, though worth noting that only a 30% rate of people opening their emails. More people are asking to be added to the elist which speaks to it becoming more widely known. • Names are coming in for the Guiding Groups and I hope to have all groups set up with one Skype meeting completed by end of August. • Starting to "work up" Friends of Playcentre concept and this will be a main focus over next few weeks. • Signal the need to work with Regional names in 2018 - there is a desire for Maori names - this is a useful link https://www.girlguidingnz.org.nz/about-us/regional-hub-naming

Telecommunications

Meagan Ranby, Secretary, reports:

Status Update

217 Centres completed

96 Centres in issue or on hold

36 Centres with outstanding information that needs to be collected for instalment

91 Centres waiting on CallPlus to distribute hardware and complete connection.

Deadlines

I have, with support from the GM, made it clear to CallPlus that the deadlines for the Centres to be connected are October and for Regional Offices, end of August. The operational reasons for this have been emphasised as Associations' operational support for Centres is replaced by Regional hubs. I also explained that our previous intention of applying for grants to have the remedial work completed was not feasible now and we needed to discuss alternative options. I also reminded CallPlus of the timeline when new positions would be starting. Once I knew there was a new employee who would be working from their home and I was told their requirements, then I would need their connections completed prior to them starting their roles.

We intend to meet Vaughn Rosedale, Head of Key Accounts, CallPlus, in Wellington to ensure our deadlines receive the focus they need.

Centres in issue

We discussed the alternative options for these Centres and CallPlus will come back with the pricing for mobiles phone (of which members can connect to the internet via hot spotting (not the preferred option as only one device can be connected at one time without noticeable difference to service), mobile hotspot + mobile phone or fibre (only for those Centres already able to access Fibre). They did have concerns about the possible excess usage of the internet in Centres if members stream entertainment which could result in high bills; we discussed ways

	<p>to manage this. I have asked Veronica to supply me with 5-10 Centre names which are using both Xero and the SMS so that CallPlus can average the internet usage to have an idea of how much data will be needed for these Centres.</p> <p><i>Zoom</i></p> <p>As an alternative to Skype, we have trialled this product for the last two Management Team Meetings. I have also used it for supporting Centres with IT needs.</p> <p>I have found it much easier and efficient to be able to assist with IT support using Zoom. I have been able to share the screen to talk the person through uninstalling a programme and installing one that has been purchased through Techsoup.</p> <p>Zoom are also putting together information for me to assist the Education Training Coordinator with options for the online classrooms that she has requested as they provide this type of system to universities etc.</p> <p>There is a basic package that is free; however, meetings are closed automatically after 40 mins.</p> <p>The Pro package is \$21 per month with unlimited time for meetings.</p> <p>It will require much further analysis over the trial period, including the number of licenses that we would need.</p>
<p>Promotional products stocktake</p>	<p>Meagan Ranby, Secretary, reports:</p> <p>We have collected information on current promotional products and stock/cost levels, and surveyed the relevant Associations on what they think should happen to them. The management team will use this information to create a plan around the transition of these products and will bring any necessary governance decisions to the September (or October) Trustee Board meeting. For example, this might include whether we want to produce branded items for centres/families to purchase, and any policy limitations on the range that might be offered in future.</p>

Information Technology Strategy	Alan Taylor, Property and Assets Manager, has prepared the attached report at my request for you to Note in relation to Budget 2017/2018.
ELI/Junior Logs	<p>Veronica Pitt, Service Delivery Manager, reports:</p> <p>As at 28 July, all but 29 of the Playcentres we expected to connect to ELI have done so. The remaining ones are mostly 1 or 2 scattered in various Associations, with a larger number missing from East Waikato and Counties. We are following up on the outstanding ones and aim to have everyone connected by mid-August. North Shore Association will be transferring to Juniorlogs from 1st October.</p> <p>We are still having issues with the reliability of the system, but the customer support from Mace IT has been excellent with a number of data entry personnel commenting on it.</p>
Legal	Documents have been circulated to all Associations for final check. No major concerns were raised, just minor errors in names or listing order. We received some questions from the North Shore Playcentre Association's lawyer, mostly related to individual Playcentres which are incorporated in their own right. David McLay has responded to these. We are currently checking with David McLay when the documents will be finally lodged with the Crown Law Office.
Human Relationships	<p>Julia Frew, Human Relationships Manager, reports:</p> <ul style="list-style-type: none"> • The CFO and Senior Accounts Administrator and I are investigating payroll systems that will be able to cater for our organisation once we are amalgamated. • We are working through a process to determine if we need to perform full safety checks on centre based employees (as we are a new employer) or if we can perform some truncated version of this based on Associations having already completed these checks. • The main focus at the moment is the selection of Regional Managers and Accounts Administrators. Also the matching process of all Association roles, so a selection/employment process can occur to fill the roles in the new structure.

	<ul style="list-style-type: none"> Associations have been given an indication that there will be less fixed terms in use in the new structure, and that centres need to plan for how long they need paid staff, how much they can afford, and we will then work to have the centre paid for staff on a more permanent basis, with flexibility around which centres they can work within.
Finance Report	<p>I have decided it is easier for meeting flow if the attached Finance Report from Liang Wells, Chief Financial Officer, is considered as a whole. I agree with all the recommendations made in it. You will note that as the Property and Assets Manager now reports through the CFO, that the Property Funds documentation for the TB's approval is a part of that report.</p> <p>Note: Liang will be present at the TB meeting on Friday afternoon from 1-3pm to answer any questions that have not been previously answered on Loomio.</p>
Education Overview	<p>Glenda Caradus, Tertiary Education Funding Manager, reports:</p> <p>We have had TEC funding approval for the two new qualifications: the Certificate and the Diploma in ECE and Care levels 4 and 5 respectively. Our courses within these qualifications are now with TEC for approval of the planned disaggregation and once we are ready to deliver we will be funded for these courses. If it is before the end of this year, the 2017 Investment Plan will be adjusted by TEC to allow for this. The Indicative TEC funding for 2018 is essentially identical to 2017. The EPI (Educational Performance Indicator) commitments for 2018/19 have been submitted to TEC but there is a technical problem with submission of the Mix of Provision documents. They were only provisioned by TEC with the new qualifications added at the close of business on Friday and although ready for submission on time (before the close of business 31st July) a technical problem is preventing submission via the TEC Workspace2. TEC has a copy but our document will still need to go through their web upload process. TEC is working on the issue.</p> <p>A conservative last Training Grant distribution to Association delivery sites will go out soon, enabling continuity of delivery</p>

	<p>until the amalgamated structure assumes responsibility for delivery costs.</p> <p>Delivery sites are currently returning TEFM reports which update completions to be included in the August SDR (Single Data return) extract date 7 Aug, submission before 21 August.</p> <p>A licensing proposal document is being prepared for MOE audience. A preliminary meeting is being held with MOE on Friday 4 August.</p> <p>TEC audit 12 -13 June concluding briefing had no findings, no comments and no recommendations. Fully satisfied with documentation of process and procedure for curriculum match with TEC course register, enrolment, student record keeping and SDR – all evidence fully supported SDR submitted. Particularly remarked on evidential documentation for domestic student status that was found in all sampled students and all copies had been signed and dated by person verifying with an original. We received the draft, ‘in confidence’ audit report and fed back on a couple of technical inaccuracies. Final TEC audit letter and report are attached.</p> <p>Liang, Gillian and I met with TEC (Bruce Lynch and Matthew Deng) in Wellington on 3rd July. Resulted in resolution of NZPF TEC financial viability requirements and gained TEC’s acceptance for the consolidated financial reporting proposal for 2017.</p>
<p><i>Other Business of Note</i></p>	
<p>Professional Learning and Development Overview</p>	<p>Dalene Mactier, PD Contract Project Co-Director, reports:</p> <ul style="list-style-type: none"> • The New Zealand Playcentre Federation SELO 3 contract has been extended for six months. This is positive outcome for PLD and the MOE indicated that a RFP process will start in August for future contracts. • We farewelled Carole Kennerley in her role as PLD co-director at the June PLD team hui. • Karina Hart was appointed as a PLD administrator on a

	<p>fixed term contract until the end of the current MOE contract. This role will be reviewed at the end of the contract.</p> <ul style="list-style-type: none">• We've submitted the Milestone 8 report to the MOE and received positive feedback about the work the team delivers: "It was pleasure reading through the Milestone report, NZPF have gone above and beyond what was set out in the Outcome Agreement so a huge thank you to everyone at NZPF, from the SELO Team!" A copy of the Milestone 8 report is attached.• At our team hui in July we planned and designed PLD delivery for the next six months. Our focus for the next six months is on providing PLD to centres to ensure they are in a strong place when the amalgamation takes place.
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Finance Report
Report to the Trustee Board
August 2017

<i>Financial Results</i>	
Overview	<p>Profit and Loss</p> <p>There was an operating loss for the month of May of \$119k.</p> <p>The main items to note:-</p> <ul style="list-style-type: none"> • \$72k income – this is the monthly TEC funding • \$49k salaries – for the Admin team. This is \$10k higher than budget as there were 3 pay runs in this month, with only 2 pay runs budgeted. • \$31k IT expenses – these are for Xero, SMS implementation and monthly subscriptions, MemberConnex and Callplus. This is still under-budget as implementation is slower than budgeted. • \$11k – Hui a Tau Maori meeting costs • \$25K – Nat exec meeting costs • \$28K – PLD salary costs <p>Balance Sheet</p> <p>The cash balance for the Admin Account is \$1.8m.</p> <p>The debtors balance is \$305k. There are some negative balances on the debtors ledger due to the TEC training funds that are payable to Associations have been accounted for as a negative debtor.</p> <p>The debtors > 3 months total \$162K. The main debtors in this category are:-</p> <ul style="list-style-type: none"> • Auckland Association - \$112k • East Waikato Association - \$16k – relates to old RCW invoices which they have refused to pay, to be written off after the last MRCW meeting in September, previously reported to Trustee Board • King Country Association - \$19k – relates to old RCW invoices which they have refused to pay, to be written off

	<p>after the last MRCW meeting in September, previously reported to Trustee Board</p> <ul style="list-style-type: none"> • Mid North Association - \$14k – to be assessed after equity calculations (expected to be completed in September) as to whether this will be recoverable. <p>The accounts payable balance of \$257k are mostly recent invoices. There is only one payable to note of \$3,888, which is due to Auckland Association.</p>
<i>Other Updates</i>	
RS 2	<p>There are 3 Associations that have not had their RS 2s processed by the MoE. These are :-</p> <ul style="list-style-type: none"> • Auckland Playcentre Association • North Shore Playcentre Association • Te Akoranga Playcentre Association <p>North Shore and Te Akoranga have been invoiced for the Federation’s levy. For Auckland, they have been experiencing some Eli issues and the impact on their funding, so we may wait until September to invoice Auckland.</p>
Levies	<p>For the July bulk funding round, the first instalment was received from the MoE on the 3 July. We had committed to Associations, that we would distribute this funding to them within 11 Working Days, after our Accounts Manager had performed her checks and calculations. We achieved this.</p> <p>The bulk funding will continue to come in, as Centres submit their RS 7s. We have just received another instalment, and the Accounts Manager is currently in the process of calculating the distributions for those. We have committed to Associations that any subsequent instalments received from the MoE will be processed within 6 Working Days.</p> <p>For this round of bulk funding, we have withheld the advances portion of the funding (relating to July to October), so that it is ready to be distributed to Centres in November when they have “earned” the funding. We have also withheld the Federation levies at 20% of actual funded hours. After these amounts, we found that there were three Associations who were in a net</p>

	<p>payable position.</p> <p>One of these Associations has noted that they are in financial difficulties, and are not confident that they can operate post the end of August. Their payable position was \$935. We have reviewed their cash flow calculation with them, and they are likely to receive an equity payment. We will continue to work with them to ensure they can continue operations until November.</p> <p>The July bulk funding round will be the last time we operate the Equity Scheme for Associations. This Equity Scheme requires all bulk funding data, which is dependent on Centres submitting their RS 7s. We expect that we can perform this calculation during the month of September.</p> <p>Lastly, Associations received in the previous bulk funding round (in March), the Advance that relates to the month of June. This Advance is also due to Centres in the November bulk funding round. We have advised Associations that we will be invoicing them for this amount after the Equity Scheme has been calculated (to maximise their cash flow for those Associations who will be in an equity receivable position), and this will be done at the end of September. There is a risk that some Associations will find it difficult to fund this Advance, but they have been advised of this liability, and we will address this issue if it occurs.</p>
<p>Charities Commission filing update</p>	<p>Following on from our last update to the Trustee Board, the Management team (in particular Glenda Caradus and Gillian Croad) has identified that there are 32 entities who are not up to date with their filings. The Associations which they relate to are:-</p> <ul style="list-style-type: none"> • 15 Central Districts (<i>they have committed to completing by 31 August</i>), • 5 East Waikato, • 4 Southland, • 1 King Country, • 1 Counties, • 1 Northland, • 1 Waikato, • 1 Te Akoranga,

	<ul style="list-style-type: none"> • 1 TVC and • 1 South Canterbury • 1 Eastern Bay of Plenty <p>We have offered support to Central Districts and East Waikato. However, when our new Accounts Administrators commence employment, we may have capacity to offer more concrete assistance.</p> <p>Management will also be formally obtaining Association authority to commence the process of registering as one charity shortly. However, this process cannot formally commence with DIA until our filings are up to date.</p> <p>From speaking to DIA, if we were to go to one Charities Number we would also save on the filing fee for each filing, so assuming that each Centre was currently registered (although we recognise that there are some existing group registrations), at \$51 per filing there would be an annual saving of approx \$22K, in addition to the audit fee savings.</p>
<p>Financial Statement Preparation</p>	<p>We have received an audit fee quote from BDO our current auditors of \$50k for the consolidated audit. Management feel that this is high, however, BDO have been voted in as our Auditors as part of the 2016 Conference, and so we have limited discretion in being able to perform a tender process.</p> <p>Our current discussions with the Auditors have identified fixed assets as being our key area of risk. This is because the majority of our Centres do not currently account for fixed assets as they are a Tier 4 reporting category and are therefore allowed to cash account. This will require an exercise of estimation for the Centres, and we will issue them with further guidance to do this in due course.</p> <p>We have advised Associations and Centres that we will be issuing a reporting pack in mid-August which will provide them with the required format of the financial statements, disclosure information, as well as information that will be required to enable consolidation.</p>

<p>Update on Xero</p>	<p>As noted in the last Trustee Board report, there are about 70 Centres who are still to start using Xero. Management has been considering our options for providing assistance.</p> <ul style="list-style-type: none"> • Centres have been provided with the links to Webinars for using Xero • Centres have been given contact names for help with Xero, including Federation employees, and volunteer Euphymya Lavelle. Euphymya has been given some Centres names to proactively offer assistance, and there has been some progress there. • Scout NZ has been using student volunteers who have wanted work experience in inputting financial information, and we may investigate this option • NZPF Accounts Administrators will be appointed in the month of August, and they may help input some financial data
<p>Payroll Systems</p>	<p>Work has commenced in selecting a payroll system that will be able to service the needs of our Amalgamated Entity. We have identified so far the following systems for investigation:-</p> <ul style="list-style-type: none"> • Xero Payroll Module – not suitable • Thank You Payroll – not suitable • IMS Payroll – our current system, awaiting quote • PayGlobal – still under investigation. <p>If possible in the timeframe before we must have a new payroll system implemented, advice from the IT consultant to be engaged to provide strategic advice on Playcentre Aotearoa's IT needs going forward for the next 3 years will be also taken into account</p> <p>We request if the Trustee Board is aware of any Payroll Systems that may fit our needs, to please advise the CFO, Liang Wells, so that we can include the system in our selection process.</p>
<p>Property</p>	<p>Attached are the Property Policy documents for the Amalgamated Structure. The property documents detail the National Fund Criteria, the task allocation between Centres, Regional office and the National office, and also whether property expenses are funded by the Centre or National office.</p>

	<p>Once these documents are approved, the detailed application forms will then be created based on these policies.</p> <p>It is recommended that the Trustee Board approve the Property Policy documents.</p>
Pandemic Insurance	<p>One of the insurance policies that was under consideration at the time of negotiating the national insurance contract was whether we should take out pandemic insurance, to cover those instances like, swine flu, where a Centre would have to close for a period. The Ministry of Education has confirmed that they would not necessarily continue paying funding for the period of closure. As in previous situations of natural disasters, it would consider what to do on a one off basis at the time.</p> <p>One of the insurance tenders for Pandemic Insurance was for \$56,250. For this fee, management is currently not recommending we take out this insurance.</p>



Susan Bailey

Report to the Trustee Board

August, 2017

Decisions:

1. Conference 2017

Background:

Tangata Tiriti roles at Conference

Impacts:

Understanding and effective fulfilment of roles

Concerns:

Consistency in facilitation and processes

Considerations:

Access to facilitators – operations to keep a record of contact details for future reference

Recommendation/Decision:

Facilitator – TBA

Advisory Panel – Ann Langis

Runner – Cate Mawby

Association Support – Clare Ferguson / Susan Bailey

Next steps:

Finalise Facilitator

2. OMEP Membership for NZPF

Background:

SB receives newsletters & information from Wgtn OMEP chapter. Several instances lately where this has been useful information (not received from other sources) along with relevant PD opportunities.

What is OMEP? <http://www.omepaotearoa.org.nz/>

- An international non-government organisation (NGO) founded in 1948 to benefit children under eight years old and their families, following the devastation caused by World War II.
- An NGO concerned with advocacy for young children and their families.
- A non-partisan and non-sectarian NGO.
- An organisation affiliated to the United Nations, which has consultative status with UNICEF, UNESCO and the Council of Europe.
- OMEP has more than 64 member countries throughout the world.

OMEP Provides

- A global perspective on children's issues and opportunity to co-operate with other international organisations with similar aims.
- Dissemination of information about related literature and research and/or conferences,
- Opportunities to network with ECE professionals, both within Aotearoa/NZ and the World.
- Publication of two journals per year called "International Journal of Early Childhood"

Aims and Objectives of OMEP Aotearoa/New Zealand:

- To foster optimum development of every child in regard to physical, cultural, social, intellectual, emotional and spiritual dimensions both in the family and other social environments.
- To advocate on behalf of children and their families.
- To promote quality ECE in all its forms in Aotearoa/ New Zealand.
- To promote a bicultural approach to the provision of ECE within the spirit of the Treaty of Waitangi.
- To further the development of multi-cultural values and practices in ECE.
- To promote for each child the optimum conditions for their wellbeing in their families, institutions and society.
- To support any organisation, institutional group or individual activity which furthers the cause of quality ECE within the limits of the organisation's resources.
- To support research in the area of ECE which furthers understanding and provides direction as to appropriate provision.
- To support early childhood programmes which promote peaceful interaction.
- To foster international contact, communication and meetings of early childhood educators.

Impacts:

Cost

Concerns:

Who will decide who attends/are members?

Considerations:

Opportunities for members to network externally but within ECE sector.

Recommendation/Decision:

Operations explore cost and process to join

3. Adjustment to minutes process - Ann:

Background:

Matters arising, June minutes: Ann and Alaine have concerns related to the content and context of the minutes and wish to discuss a way forward. The purpose of the minutes is to provide a record of decision-making. We tend to use minutes internally to check for understanding within the team and ensure consistent messages over time. The minutes are also utilised as a form of external communication from the Federation to the wider organisation. In both our internal and external uses of the minutes, there is room for improvement.

One solution discussed at June meeting was to review our meeting format for clarity and effectiveness, and consider using this format as a structure for our meeting facilitation.

Current report format, with my understanding of each point in italics:

Decision/Discussion: *clearly stated*

Background: *all information leading up to this point, including prior minutes, decisions, etc.*

Impacts: *What effects will this have? Imagine this as a loose string in a jumper, if you tug on it, what other parts will this effect?*

Concerns: *worries, risks*

Considerations: *Not positive or negative, just things to consider*

Recommendation/Decision: *clearly stated decision – or 'more discussion needed'*

Next steps: *what actions will be taken, by whom, and timeframe*

Decision:

1. To trial a change to our meeting format to that below

Background: as above

Decision/Discussion: clearly stated

Further information/clarification required before making a decision: to ensure we have all the info we need to make a decision

Opportunities/Pros: What are the positive aspects?

Risks/Minuses: What are the potential risks?

Considerations/Interesting: Not positive or negative, just things to consider

Recommendation/Decision: as above

Next steps: as above

2. To utilise this format as a structure for our meeting facilitation: meaning that the facilitator would introduce the topic, then ask if there is any further information or clarification required. This info would be noted by the minute taker. Then the facilitator would ask for opportunities/pros. Then move onto Risks/minuses, considerations/interesting, and then summarising a recommendation/decision and next steps, all being noted by the minute taker.
3. To utilise this format as a structure for our minutes: That all points fall into one of these categories and are therefore under that heading in a bullet point format.

Further Information/clarification required before making a decision:

Just trying out the new format ☺

Opportunities

- Shared understanding of the headings in our report
- Increased clarity
- Increased shared understanding of our decisions internally
- Assist with increasing the effectiveness of our minutes for internal and external audience
- Assist the minute taker in ease of doing her job

Risks:

- Restrictive format, might feel more formal
- Initially more work for minute taker
- Micro-managing minute taker

Considerations:

- Could also consider the language of PMI: Pluses, Minuses, Interesting Aspects from "Working in a Group" instead of Opportunities, Risks, and Considerations.
- Should this apply to Management reports as well?

Recommendation/Decision:

Next Steps:

- New template created and sent to all TB members/minute taker by 18th Aug (Friday before reports due) by Ann or Meagan
- New format utilised by all for next meeting September 1-2nd

Discussions:

1. Succession planning for TT Hui

Background:

Tangata Tiriti Hui will be discussing / deciding on the process to be used for selecting TT Trustees for 2017/2018

Impacts:

Formal Voting process possible at Conference

Concerns:

Formal voting process at Conference – nominations, voting forms, etc

Considerations:

Tangata Tiriti Hui is looking at 3 or 4 scenarios for the process this year; traditional nomination & traditional voting process; traditional nomination & vote by ranking (used in 2014); traditional nomination & TTT selection (used in 2015); or something else...

Discussion:

Possible implications to timing and resourcing at Conference

Next steps:

TTT to advise Operations after TT Hui in September

2. Space – Clare – Confidential: from Loomio 1/8/17

Last Monday I had a quiet conversation with Leanne Dawson from SPACE about an initiative the TB might like to become involved with.

From our discussion - and there were no concrete details shared - they are in the final throws of signing a contract with a funding body to bring together a group of like-minded providers to work strategically together to ensure each of the members is working to their own strengths, and the funding available goes to the most appropriate provider. She didn't mention any names, apart from Plunket, who are in receipt of lots of funding and are branching out in order to utilise this funding. They have indicated to Leanne that they are prepared to be at the table and negotiate to specialise rather than simply receive lots of money, but not be able to provide.

She did talk about there being a wide range of organisations that not only dealt in the ECE years but were focused on a parent's whole 'career'.

She was concerned that because of our restructure, and our need to focus on it, we might miss out on this opportunity to be involved in a group looking to improve parents' journeys, throughout their lives.

SPACE also know they need to work with the operational arm of PA and are keen to do this. In this light she intimated there might be funding (as part of this new agreement) for SPACE to provide someone within our structure to focus on SPACE at Playcentre. Clearly this all revolves around the securing of this funding.

My comments were that it sounded like Playcentre needed to be a part of this initiative, but that we would need to know who else was involved and more detail before we could commit to it. She agreed and I agreed to inform the TB of this opportunity.

I am putting this in the TT report and I am hoping we can have a 10 min discussion at the next TB meeting.

I have emailed Alasdair with this information (although he is sick today so won't be up to speed until he returns). As far as the operational elements are concerned, I would expect Alasdair will be hearing from Sue soon.

At this point I would like to keep this confidential until we have more information - as this is not our information to share.

Information sharing and activities since the last report

- Engaged Claire Laurenson (Grief Relief) for TB August meeting & possible AGM speaker
- 29/6/17 - TT Hui preparation – Planning day with Bronwen Olds & TTT held in Lower Hutt
- 28/7/17 Susan, Clare & Alasdair met with Adele Broadbent to discuss a Comms strategy including Political messaging & internal comms
- Susan 2/8/17 - Conversation with Cate Mawby Co-Convenor Education:
 - Training: messages required to reinforce to members that all training & tutoring will continue to be delivered throughout the transition - no longer managed by Associations, transferring 'responsibility' to Regional Hubs
 - Conference prep: Cate & Char have no files or resources to 'hand over' - all info is shared with Gillian & Glenda, on an ongoing basis.
 - 'Retirement' from NZPF: Discussed possible process to 'wind up' and celebrate with Education team (what are the logistics & budget implications? *after thought - perhaps a proposal to TB/GM with details? just a thought...*)
 - Conference 'role': Cate has agreed to be the 'Runner' for Tangata Tiriti whare
 - Technology 'requirements' for future delivery: Gillian is looking into sourcing a platform (eg Moodle)
 - VCA: discussion about the ongoing practices for VCA. Advised Cate I am attending the VCA Advisory Committee meeting on the 17th August. I will report on this to the Sept TB meeting
- Susan 2/8/17 – met with Jacinta Blanc, NZK. Discussed our Restructure process and some of the challenges for NZPF in this process. Great reflective discussion to consider how far we've come and some of the major challenges that have been overcome and the progress we have made.
- Clare – Cluster Meeting feedback:
 - Only one Assn has provided feedback and the deadline is not until the end of August anyway.
- Ann – Fed News Governance messages loaded onto Loomio

Focus for the coming period

- Attending VCA Advisory Group Meeting – MOE – 17 August
- Preparing for TT Hui 8-10th September
- SB Attending NZNCW Conference in Christchurch 15-16th August
- Preparing for Conference 24-26th November

Confidential Items

Trustee Board Meeting: 11-12 August 2017

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
1/06/2017	1	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
2/06/2017	2	Misc	Email	Charities Services	Charities Services Newsletter - June 2017	CFO, General Manager, Ops Mgr	Email
2/06/2017	3	Misc	Email	NCWNZ	Results of the NCWNZ Ballot on Proposed Governance Changes May 2017	SB, ATA	Email
2/06/2017	4	Misc	Email	Isentia	Media Alert	Media Monitors	Email
2/06/2017	5	Misc	Email	ECAC / SB	ECAC agenda for Wed, 7 June		
2/06/2017	6	Misc	Email	NZARE	NZARE UPDATE FOR JUNE	Trustee Board, Ops Mgr, General Manager	Email
2/06/2017	7	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
3/06/2017	8	Misc	Email	EEF / General Manager, Ops Mgr, ATA, SB	Early Ed Fed Memo Number 4 2017		
3/06/2017	9	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
6/06/2017	10	Misc	Email	ECAC / SB	RE: ECAC agenda for Wed, 7 June		
6/06/2017	11	Misc	Email	Isentia	Media Alert	Media Monitors	Email
6/06/2017	12	Misc	Email	NZARC	Non Profit Matters - CEA + CPD = Professional	Trustee Board, Ops Mgr, General Manager	Email
6/06/2017	13	Misc	Email	EEF / General Manager, Ops Mgr, ATA, SB	Early Education Federation News Update - 4 June 2017	Trustee Board, Ops Mgr, General Manager	Email
7/06/2017	14	Misc	Email	Auckland Association	Correspondence/Request to the Trustee Board from Auckland Association	Trustee Board, Ops Mgr, General Manager	Email
7/06/2017	15	Misc	Email	CallPlus	Invoice	Accounts Mgr	Email
7/06/2017	16	Misc	Email	Hui E!	Hui E! Monthly P nui – P piri / June 2017	Trustee Board, Ops Mgr, General Manager	Email
7/06/2017	17	Misc	Email	EEF / General Manager, Ops Mgr, ATA, SB	Re: Early Education Federation News Update - 4 June 2017		
7/06/2017	18	Misc	Email	ECAC / SB	RE: ECAC agenda for Wed, 7 June		
7/06/2017	19	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
8/06/2017	20	Misc	Email	MoE	ECE Census – Data Quality Guidance		
8/06/2017	21	Misc	Email	ECAC / SB	Infometrics ECE funding analysis for ECAC		
8/06/2017	22	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
9/06/2017	23	Misc	Email	IPA	IPA's Access to Play in Crisis - A Progress Report for IPA Members	Trustee Board, General Manager, Ops Mgr	Email
9/06/2017	24	Misc	Email	ECAC / SB	ECAC - Te Wh riki and Education Council presentation slides		

Trustee Board Meeting: 11-12 August 2017

9/06/2017	25	Misc	Email	ECAC / SB	ECAC - Vulnerable Children work update presentation slides and notes		
9/06/2017	26	Misc	Email	ECAC / SB	ECAC - Budget 2017 presentation slides		
9/06/2017	27	Misc	Email	ECAC / SB	ECAC - updated February minutes		
9/06/2017	28	Misc	Email	Isentia	Media Alert	Media Monitors	Email
9/06/2017	29	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
10/06/2017	30	Misc	Email	EEF / General Manager, Ops Mgr, ATA, SB	ECE campaign		
10/06/2017	31	Misc	Email	EEF / General Manager, Ops Mgr, ATA, SB	Education Amendment Act 2017 – Restraint in ECE Centres		
10/06/2017	32	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
12/06/2017	33	Fin	Email	Wellington Airport Conference Centre	Statement	Accnts Mgr	Email
12/06/2017	34	Misc	Email	EEF / General Manager, Ops Mgr, ATA, SB	Code of Conduct - Early Education Federation		
12/06/2017	35	Misc	Email	Education Gazette	New Education Gazette online	Federation Officers	Email
13/06/2017	36	Misc	Email	ECAC / SB	Curriculum Champion positions		
13/06/2017	37	Misc	Email	Isentia	Media Alert	Media Monitors	Email
13/06/2017	38	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
14/06/2017	39	Misc	Email	NCWNZ	Board recruitment update	Trustee Board, General Manager, Ops Mgr	Email
14/06/2017	40	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
15/06/2017	41	Misc	Email	NCWNZ	NCWNZ Conference 2017 - Heads up	SB, ATA	Email
15/06/2017	42	Misc	Email	ECAC / SB	Consultation on Tapas		
15/06/2017	43	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
16/06/2017	44	Misc	Email	Isentia	Media Alert	Media Monitors	Email
16/06/2017	45	Misc	Email	NCWNZ	Re: Action Item: A Constitution for Aotearoa New Zealand	SB, ATA	Email
16/06/2017	46	Misc	Email	NCWNZ	Action Item: A Constitution for Aotearoa New Zealand	SB, ATA	Email
16/06/2017	47	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
16/06/2017	48	Misc	Email	IPA	IPA Executive Board Election Information and Ballots	Trustee Board, General Manager, Ops Mgr	Email
17/06/2017	49	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
18/06/2017	50	Misc	Email	AKA, ECAC / SB	Digital Technologies Group		
19/06/2017	51	Misc	Email	Ministry of Education / SB	HAVE YOUR SAY: Pasifika draft cultural competencies framework	ED Team, PLD, ATA	Email

Trustee Board Meeting: 11-12 August 2017

19/06/2017	52	Misc	Email	Early Learning Bulletin	He P nui K hungahunga - The Early Learning Bulletin June 2017 Issue	Federation Officers	Email
19/06/2017	53	Misc	Email	Ministry of Education / SB	Survey on the census of ECE services me ng k hanga reo data summary report		
19/06/2017	54	Misc	Email	NCWNZ	NCWNZ Conference 2017 - Registration is now live	Trustee Board, General Manager, Ops Mgr	Email
20/06/2017	55	Misc	Email	Isentia	Media Alert	Media Monitors	Email
20/06/2017	56	Misc	Email	Tauranga Council	Papamoa & Otumoetai Playcentre Leases	WBOP Association, PFMs	Email
20/06/2017	57	Fin	Email	Wellington Airport Conference Centre	9th June Management Team Meeting	Accnts Mgr	Email
20/06/2017	58	Misc	Email	Talking Matters	Talking Matters Summit - early bird registration closes 30 June	Association, Federation Officers	Email
20/06/2017	59	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
21/06/2017	60	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
22/06/2017	61	Misc	Email	Charities Services	Annual Reporting Basics - A webinar you shouldn't miss!	CFO, Accnts Mgr, Ops Mgr	Email
22/06/2017	62	Fin	Email	NZARE	Subscription invoice	Accnts Mgr	Email
22/06/2017	63	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
23/06/2017	64	Misc	Email	Baldwins Intellectual Property	New Zealand Playcentre Federation - Ownership of and Ability to Control Use of the PLAYCENTRE and Associated Trade Marks[Our Ref 20600NZ] [B-W.FID1202000]	Ops Mgr	Email
23/06/2017	65	Misc	Email	Isentia	Media Alert	Media Monitors	Email
23/06/2017	66	Misc	Email	EEF / General Manager, Ops Mgr, ATA, SB	Fw: Media release	Trustee Board, General Manager, Ops Mgr	Email
23/06/2017	67	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
24/06/2017	68	Fin	Email	Airport Gateway Hotel	RE: NZ Playcentre Federation Booking 23-24 June	Accnts Mgr	Email
24/06/2017	69	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
26/06/2017	70	Fin	Post	EMA	Membership renewal	HR Mgr, Accounts Mgr	Email
26/06/2017	71	Fin	Post	Seddon Park Funeral Home	Margrit Elsa Weiss	CFO, Accnts Mgr, Ops Mgr	Email
26/06/2017	72	Fin	Post	NZ Post	Statement of Accounts	Accnts Mgr	Email
26/06/2017	73	Fin	Post	Nielsen Law	Charitable Scheme	Accnts Mgr	Email
26/06/2017	74	Fin	Post	NZ Post	Tax Invoice INV010192424	Accnts Mgr	Email
26/06/2017	75	Misc	Email	Education Gazette	Volume 96 Number 11	Federation Officers	Email
27/06/2017	76	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
27/06/2017	77	Misc	Email	NCWNZ	NCWNZ Conference 2017 - Accommodation	SB	Email

Incoming Correspondence: 1 - 30 June 2017

Date of Report: 2nd August 2017

Trustee Board Meeting: 11-12 August 2017

27/06/2017	78	Misc	Email	Isentia
28/06/2017	79	Misc	Email	GETS
30/06/2017	80	Misc	Email	GETS
30/06/2017	81	Misc	Email	Isentia
30/06/2017	82	Misc	Email	NCWNZ

Media Alert
Tender Notification
Tender Notification
Media Alert
NCWNZ The Circular July 2017

Media Monitors	Email
Ops Mgr	Email
Ops Mgr	Email
Media Monitors	Email
Trustee Board, Ops Mgr, General Manager	Email

Outgoing Correspondence: 1 - 30 June 2017

Date of Report: 2nd August 2017

Trustee Board Meeting: 11-12 August 2017

Date	No	Code	Method	From	To	Subject	Copied to	How
16/06/2017	1	Misc	Email	AT	Hutt Association	Response to Letter - Naenae Playcentre	General Mar Email	
26/06/2017	2	Misc	Email	Ops Mgr	Associations	URGENT: Charitable Scheme Documentation - part 2		
26/06/2017	3	Misc	Email	Ops Mgr	Associations	URGENT: Charitable Scheme Documentation - part 1		
28/06/2017	4	Misc	Email	General Manager	Te Akoranga Association	Re: Cycle/Combined Centre tamariki nui sessions	ATA, SB, Oç Email	
28/06/2017	5	Fin	Email	Accnts Mgr	Association	FW: July Bulkfunding Distribution		

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
1/07/2017	1	Misc	Email	GETS	Tender Notification	Ops Mgr ED Co-covenors, Trustee Board, General Manager	Email
3/07/2017	2	Misc	Email	ECAC / SB	OECD reports		Email
3/07/2017	3	Misc	Email	NCWNZ	Fwd: Gender Equal NZ email to be sent to members Monday 3rd		
4/07/2017	4	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
4/07/2017	5	Misc	Email	IPA	IPA Executive Board Election Information and Ballots	Trustee Board, General Manager, Ops Mgr	Email
4/07/2017	6	Misc	Post	EMA	Business Plus Issue 149	HR Mgr	Post
4/7/2017	7	Fin	Post	Nielsen Law	Statement of Accounts	Accnts Mgr	Email
4/07/2017	8	Fin	Post	KPMG	Invoice reminder	Accnts Mgr	Email
4/07/2017	9	Misc	Email	Isentia	Media Alert	Media Monitors	Email
4/07/2017	10	Misc	Email	IPA Aotearoa	Submission on Play spaces -Due 7th July	Trustee Board, General Manager, Ops Mgr	Email
5/07/2017	11	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
5/07/2017	12	Fin	Email	Baldwins Intellectual Property	Statement from Baldwins - New Zealand Playcentre Federation (3040022) June 2017	Accnts Mgr, Ops Mgr	Email
5/07/2017	13	Misc	Email	Hui E!	Hui E! Monthly P nui – H ngongoi / July 2017	Trustee Board, General Manager, Ops Mgr	Email
6/07/2017	14	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
6/07/2017	15	Misc	Email	Hui E!	Hui E! 2017 Election Research	Trustee Board, General Manager, Ops Mgr	Email
6/07/2017	16	Misc	Email	EEF / SB, ATA, General Manager	Childcare Centres a growth investment area-NZ Herald		
6/07/2017	17	Misc	Email	SPACE NZ Trust / CF, General Manager	re meeting with Trustees and Management	SB, ATA, Ops Mgr, HR Mgr, CFO	Email
7/07/2017	18	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
7/07/2017	19	Misc	Email	Isentia	Media Alert	Media Monitors	Email
8/07/2017	20	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
9/07/2017	21	Misc	Email	GETS	Tender Notification	Ops Mgr	Email

10/07/2017	22	Misc	Email	EEF / SB, ATA, General Manager	Early Ed Fed News Update - 10 July 2017	Trustee Board, Ops Mgr, General Manager	Email
11/07/2017	23	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
11/07/2017	24	Misc	Email	Isentia	Media Alert	Media Monitors	Email
11/07/2017	25	Fin	Email	Wellington Conf Centre	Statement from Wellington International Airport Limited	Accnts Mgr	Email
11/07/2017	26	Misc	Email	Cardy / General Manager, CFO, AT	Request for an appointment		
12/07/2017	27	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
13/07/2017	28	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
13/07/2017	29	Misc	Email	Hui E!	Hui E! July hui cancelled	Trustee Board, General Manager, Ops Mgr	Email
13/07/2017	30	Fin	Post	EMA	Statement	Accnts Mgr	Email
13/07/2017	31	Fin	Post	NZ Post	Statement	Accnts Mgr	Email
13/07/2017	32	Misc	Email	EEF / SB, ATA, General Manager	Early Ed Fed - Council Meeting Minutes 8 June 2017		
14/07/2017	33	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
14/07/2017	34	Misc	Email	NZARE	NZARE JULY NEWSLETTER	Ed Team, Trustee Board, General Manager, Ops Mgr	Email
14/07/2017	35	Misc	Email	Isentia	Media Alert	Media Monitors	Email
16/07/2017	36	Misc	Email	OMEPEP / SB, Ed Convenors, General Manager	Te Whariki training info - Fw: FW: RE Ann's info on Te Whariki to send onto OMEPEP peop		
17/07/2017	37	Misc	Email	EEF / SB, ATA, General Manager	Fw: ECE Convention		
17/07/2017	38	Misc	Email	ECAC / SB	FW: Consultations on the expiry and upcoming review of PIECE unit standards	ATA, General Manager	Email
17/07/2017	39	Misc	Email	ECAC / SB	Te Whariki Implementation Update		
18/07/2017	40	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
18/07/2017	41	Misc	Email	Isentia	Media Alert	Media Monitors	Email
18/07/2017	42	Misc	Email	Hui E!	Hui E! Election Message	Trustee Board, Ops Mgr, General Manager	Email
18/07/2017	43	Misc	Email	Early Learning Bulletin	He P nui K hungahunga - The Early Learning Bulletin July 2017 Issue	Federation Officers	Email
21/07/2017	44	Misc	Email	Isentia	Media Alert	Media Monitors	Email

Incoming Correspondence: 1 - 31 July 2017
Trustee Board Meeting: 11-12 August 2017

Date of Report: 2nd August 2017

23/07/2017	45	Misc	Email	IPA Aotearoa	IPA Aotearoa NZ 25th July 6:15 Committee Meeting Agenda	Trustee Board, Ops Mgr, General Manager	Email
24/07/2017	46	Misc	Email	Education Gazette Auckland Association / ATA, SB, General Manager	Volume 96 Number 13	Federation Officers	Email
24/07/2017	47	Misc	Email		FW: Mahi Ng tahi / Work Together - 23/06/2017 to 18/07/2017		
25/07/2017	48	Misc	Email	Gilligan and Company Limited	Important News from Inland Revenue on GST Requirements	CFO, Accnts Mgr SB, ATA, General Manager	Email Email
25/07/2017	49	Misc	Email	NCWNZ	Recruitment of our new CEO		
28/07/2017	50	Misc	Email	NCWNZ	NCWNZ The Circular August 2017	Trustee Board, Ops Mgr, General Manager	Email
28/07/2017	51	Misc	Email	Isentia	Media Alert	Media Monitors	Email

Outgoing Correspondence: 1 - 31 July 2017
 Trustee Board Meeting: 11-12 August 2017

Date of Report: 2nd August 2017

Date	No	Code	Method	From	To	Subject	Copied to	How
18/07/2017	1	Misc	Email	ATA	Auckland Association Governing Board	FW: Mahi Ng tahi / Work Together - 23/06/2017 to 18/07/2017	SB, General Manager	Email
24/07/2017	2	Misc	Email	Ops Mgr	Baldwins Intellectual Property	Re: New Zealand Playcentre Federation - Ownership of and Ability to Control Use of the PLAYCENTRE and Associated Trade Marks[Our Ref 20600NZ] [B-W.FID1202000]		
26/07/2017	3	Misc	Email	ATA	Auckland Association Governing Board	FW: Mahi Ng tahi / Work Together - 19/07/2017 to 26/07/2	SB, General Manager	Email

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
1/05/2017	1	Misc	Email	Education Gazette	Volume 96 Number 7	Federation Officers	Email
1/05/2017	2	Misc	Email	NZARE	NZARE CONFERENCE 2017 ANNOUNCING CALL FOR PAPERS	Ed Team, Trustee Board, Ops Mgr, General Manager	Email
1/05/2017	3	Misc	Email	ECAC / SB	ECAC - Te Wh riki update following celebration		
2/05/2017	4	Misc	Email	GETS	Tender Notifications	Ops Mgr	Email
2/05/2017	5	Misc	Email	Isentia	Media Alert	Media Monitors	Email
3/05/2017	6	Misc	Email	GETS	Tender Notifications	Ops Mgr	Email
3/05/2017	7	Misc	Email	Hui E! Te Akoranga Association / SB,	Hui E! Monthly P nui – Haratua / May 2017	Trustee Board, Ops Mgr, General Manager	Email
3/05/2017	8	Misc	Email	ATA	CYCLE/Combined Centre tamariki nui sessions		
3/05/2017	9	Misc	Email	CallPlus	CallPlus Invoice and Online Reporting Notification	Accnts Mgr	Email
4/05/2017	10	Misc	Email	GETS	Tender Notifications	Ops Mgr	Email
4/05/2017	11	Misc	Email	ECAC / SB	RE: Ministry of Education Invitation to the Building on Success for All Forum		
5/05/2017	12	Misc	Email	GETS	Tender Notifications	Ops Mgr	Email
5/05/2017	13	Misc	Email	MPI / SB	Fw: Touching base on the Food Act	Ops Mgr	Email
5/05/2017	14	Misc	Email	Isentia	Media Alert	Media Monitors	Email
5/05/2017	15	Misc	Email	Auckland Association / CFO, Change Mgr, General Manager, Ops Mgr	Auckland Playcentres Association - Change of bank account and levies		
6/05/2017	16	Misc	Email	GETS	Tender Notifications	Ops Mgr	Email
6/05/2017	17	Misc	Email	IPA	IPA MEMBERS : IMPORTANT INFORMATION & DEADLINES	Trustee Board, Ops Mgr, General Manager	Email
7/05/2017	18	Misc	Email	AKL Association L/M / ATA, SB	FW: Letter about playcentre funding in NZ Herald	General Manager	Email
8/05/2017	19	Fin	Email	Capital Gateway	Statement For Period Ending 08/05/17	Accnts Mgr	Email
8/05/2017	20	Misc	Email	MoE / SB	Fw: Building on Success for All Forum Agenda	ATA, General Manager	Email
8/05/2017	21	Fin	Email	Capital Gateway	Thank you from Capital Gateway Motor Inn	Accnts Mgr	Email
9/05/2017	22	Misc	Email	GETS	Tender Notifications	Ops Mgr	Email
9/05/2017	23	Fin	Post	NZ Post	Statement of Accounts	Accnts Mgr	Email
9/05/2017	24	Fin	Post	KPMG	Tax Invoice 4400073890	Accnts Mgr	Email
9/05/2017	25	Fin	Post	Nielsen Law	Invoice 10589		
9/05/2017	26	Misc	Post	EMA	Business Plus Issue 146	HR Mgr	Post
9/05/2017	27	Fin	Post	Express Badges	Tax Invoice 00026678		

9/05/2017	28	Fin	Post	NZ Post	Tax Invoice INV010171553		
9/05/2017	29	Fin	Post	NZ Post	Statement of Accounts		
9/05/2017	30	Fin	Post	KPMG	Tax Invoice 4400076242		
9/05/2017	31	Misc	Post	Exult	Tonic Magazine Issue 34	Trustee Board Mtg	
9/05/2017	32	Fin	Post	Express Badges	Tax Invoice 00028082		
9/05/2017	33	Misc	Post	EMA	Business Plus Issue 147	HR Mgr	Post
9/05/2017	34	Misc	Email	Isentia	Media Alert	Media Monitors	Email
10/05/2017	35	Misc	Email	GETS	Tender Notifications	Ops Mgr	Email
10/05/2017	36	Misc	Email	ECAC / SB	ECAC - June agenda and February notes		
11/05/2017	37	Misc	Email	GETS	Tender Notifications	Ops Mgr	Email
11/05/2017	38	Misc	Email	NZCER	A new product, the latest news, and are you coming to NZCER Games for Learning 2017?	Ed Team, Trustee Board, Ops Mgr, General Manager	Email
11/05/2017	39	Misc	Email	Early Learning Bulletin	He P nui K hungahunga - The Early Learning Bulletin April 2017 Issue	Federation Officers	Email
11/05/2017	40	Misc	Email	EEF / General Manager, SB, ATA, Ops Mgr	Fw: Food Act - clearing up the confusion for services serving sandwiches		
11/05/2017	41	Misc	Email	EEF / General Manager, SB, ATA, Ops Mgr	FW: An open letter to the new education minister on early childhood policies		
11/05/2017	42	Misc	Email	NCWNZ	NCWNZ CE Resignation	Trustee Board, Ops Mgr, General Manager	Email
12/05/2017	43	Misc	Email	GETS	Tender Notifications	Ops Mgr	Email
12/05/2017	44	Misc	Email	ECAC / SB	Introduction to Colin Meehan		
12/05/2017	45	Misc	Email	ECAC / SB	Worksafe bulletin		
12/05/2017	46	Misc	Email	Te Akoranga Association / CFO	Te Akoranga - Letter regarding RS2.pdf		
12/05/2017	47	Misc	Email	Isentia	Media Alert	Media Monitors	Email
12/05/2017	48	Fin	Email	Wellington Airport	WIAL Invoice attached	Accounts Mgr	Email
13/05/2017	49	Misc	Email	GETS	Tender Notifications	Ops Mgr	Email
15/05/2017	50	Misc	Email	Hutt Association / General Manager	CRCWS - Letter from Hutt Association		
15/05/2017	51	Misc	Email	Education Gazette	Volume 96 Number 8	Federation Officers	Email
16/05/2017	52	Misc	Email	GETS	Tender Notifications	Ops Mgr	Email
16/05/2017	53	Misc	Email	Kohukohu Playcentre / HR Mgr	Re: job description		
16/05/2017	54	Misc	Email	NCWNZ	NCWNZ Ballot - Nominating Committee and Transitional Board arrangements	Trustee Board, Ops Mgr, General Manager	Email

16/05/2017	55	Misc	Email	Isentia	Media Alert	Media Monitors	Email
16/05/2017	56	Misc	Email	NZQA	Annual Registration Fee Form 2017	Tertiary Funding Mgr, Training Co-ord	Email
16/05/2017	57	Misc	Email	ECAC	ECAC travel bookings and reimbursements		
17/05/2017	58	Misc	Email	GETS	Tender Notifications	Ops Mgr	Email
17/05/2017	59	Misc	Email	Minister for Children / SB	Fw: An invitation from Hon Anne Tolley, Minister for Children		
18/05/2017	60	Misc	Email	EEF	Fw: suicide prevention strategy consultation	SB	Email
18/05/2017	61	Misc	Email	NCWNZ	Re: NCWNZ Members' Meeting 20 May 2017	SB, ATA, General Manager	Email
18/05/2017	62	Misc	Email	Wellington Association / General Manager, HR Mgr, Change Mgr	Fw: Letter to Trustee Board from Wellington Playcentre Association Executive	CFO, Ops Mgr	Email
19/05/2017	63	Misc	Email	GETS	Tender Notifications	Ops Mgr	Email
19/05/2017	64	Misc	Email	Isentia	Media Alert	Media Monitors	Email
19/05/2017	65	Misc	Email	EEF	Fw: Re: Childrens study	SB, ATA, General Manager	Email
20/05/2017	66	Misc	Email	GETS	Tender Notifications	Ops Mgr	Email
22/05/2017	67	Fin	Email	Lil Regie / ATA, Acnts Mgr	FW: Invoice INV-2740 from Lil Regie Limited for NZ Playcentre Federation		
22/05/2017	68	Misc	Email	Education Review	Ministry of Education Review of SELO	PLD Co-D, General Manager	Email
22/05/2017	69	Misc	Email	Early Learning Bulletin	He P nui K hungahunga - The Early Learning Bulletin May 2017 Issue	Federation Officers	Email
23/05/2017	70	Misc	Email	GETS	Tender Notifications	Ops Mgr	Email
23/05/2017	71	Misc	Email	Early Learning Bulletin	He P nui K hungahunga - The Early Learning Bulletin May 2017 Issue Update	Federation Officers	Email
23/05/2017	72	Misc	Email	Isentia	Media Alert	Media Monitors	Email
24/05/2017	73	Misc	Email	GETS	Tender Notifications	Ops Mgr	Email
26/05/2017	74		Email	National Council of Women	June Circular	TB, GM	Email
25/05/2017	75	Misc	Email	EEF	Budget 2017 - Time to Recognise Children as Citizens		
25/05/2017	76	Misc	Email	EEF	Fw: NZK press release: Government fails ECE services - again		
25/05/2017	77	Misc	Email	EEF	Fw: Media Statement - Early childhood education shocked but not surprised – Budget 2017		
25/05/2017	78	Misc	Email	EEF	Fw: Budget Update		
26/05/2017	79	Misc	Email	EEF	Fw: CPAG Budget 2017 Press release: A trickle not a tide		
26/05/2017	80	Misc	Email	NCWNZ	NCWNZ The Circular June 2017		

Incoming Correspondence: 1 - 31 May 2017
 Trustee Board Meeting: 11-12 August 2017

Date of Report: 2nd August 2017

26/05/2017	81	Misc	Email	Isentia	Media Alert	Media Monitors	Email
29/05/2017	82	Misc	Email	Education Gazette	Volume 96 Number 9		
30/05/2017	83	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
30/05/2017	84	Misc	Email	Isentia	Media Alert	Media Monitors	Email
30/05/2017	85	Fin	Email	Nelson Association / Ops Mgr, CFO, General Manager	Levy Questions		
30/05/2017	86	Misc	Email	NCWNZ Te Akoranga Association / General Manager, Ops Mgr,	NCWNZ congratulates Renee Graham on her appointment as Chief Executive of the Ministry for Women		
31/05/2017	87	Misc	Email	ATA, SB	RE: Cycle/Combined Centre tamariki nui sessions		
31/05/2017	88	Misc	Email	GETS	Tender Notification	Ops Mgr	Email

Date	No	Code	Method	From	To	Subject	Copied to	How
8/05/2017	1	Misc	Email	ATA	AKL Association L/M	FW: Letter about playcentre funding in NZ Hera SB		Email
11/05/2017	2	Misc	Email	General Manager	Te Akoranga Association	Cycle/Combined Centre tamariki nui sessions	SB, ATA, Ops Mg	Email
26/05/2017	3	Misc	Email	TB	AKL Association	Letter re: RS2 return	Ops Mgr,	Email
26/05/2017	4	Misc	Email	TB	Te Akoranga Association	Letter re: RS2 return	Ops Mgr,	Email
26/05/2017	5	Misc	Email	TB	Counties Association	Letter re: RS2 return	Ops Mgr	Email
26/05/2017	6	Misc	Email	TB	North Shore Association	Letter re: RS2 return	Ops Mgr	Email
30/05/2017	7	Misc	Email	General Manager	Ministry of Education	Acknowledgement of receipt of information about OIA request to the Ministry	Ops Mgr, SB	Email
31/05/2017	8	Misc	Email	TB	Wellington Playcentre Association	Response to structure queries	Ops Mgr, GM	Email

Regional Capital Works Reconciliations

DRAFT

as at 30 APRIL 2017

(Prepared by Accounts Manager from Info on hand)

	<u>NORTHERN</u>			<u>MIDLAND</u>			<u>CENTRAL</u>			<u>SOUTHERN</u>		
Accumulated Funds	158,254.04			488,687.23			283,100.97			667,987.89		
Plus Equity 75 levies invoiced	83,807.10			55,178.77			74,871.70			74,329.89		
Plus Equity 76 levies invoiced	56,887.22			39,614.74			50,788.27			50,701.94		
LESS Debtors owing	0.00			34,992.24			19,569.80			0.00		
PLUS Creditors due	75,088.88			0.00			6,045.50			0.00		
Funds Available in Bank Accounts	374,037.24			548,488.50			395,236.64			793,019.72		
LESS Creditors due	75,088.88			0.00			6,045.50			0.00		
LESS Allocations still to uplift	10,325.41			205,872.00			260,384.15			110,825.26		
LESS Contingencies Held	42,470.75			21,992.82			46,128.43			87,038.18		
Funds to Allocate	<u>246,152.20</u>			<u>320,623.68</u>			<u>82,678.56</u>			<u>595,156.28</u>		
Funds to hold	0.00			0.00			40,000.00			130,000.00		
Minute Taker				Minute Taker			@ Nov Mtg			@ Nov Mtg		
Funds Available to Allocate	@Nov Mtg 196,861.33			175,629.23			150,000.00			59,034.21		
New Building A/c				Cat 1 (60% of levies p			@ Nov Mtg			Emergency Land/Buildings Fund		
Funds Available to Allocate	50,000.00			126,074.47			0.00			345,504.75		
Unscheduled Works				Cat 2 (40% of levies)			-107,321.44			Canterbury Support (until Nov'17)		
General A/c				<u>301,703.70</u>			<u>82,678.56</u>			<u>534,538.96</u>		
Bank Balances	374,037.24			548,488.50			395,236.64			793,019.72		
Variance	0.00			0.00			0.00			0.00		
Made up of:												
<u>BANK BALANCES:</u>	03a/c	818.47	Cheque a/c	04a/c	1,962.36	Cheque a/c	05a/c	1,059.61	Cheque a/c	06a/c	613.67	Cheque a/c
	51a/c	117,755.08	Business Saver a/c	54a/c	378,739.59	Business Saver a/c	52a/c	215,384.72	Business Saver a/c	50a/c	505,490.08	Business Saver a/c
	79a/c	155,463.69	Investment - Maturity 2 Nov 2017	81a/c	167,786.55	Investment - Maturity 18 Oct 2017	86a/c	178,792.31	Investment - Maturity 15 Sep 2017	82a/c	124,804.95	Investment - Maturity 18 October 2017
	89a/c	100,000.00	Term Deposit - Maturity 2 June 2017				88 a/c	0.00	Term Deposit - Maturity 15 M	72a/c	162,111.02	Investment - Maturity 30 October 2017
TOTALS		<u>374,037.24</u>			<u>548,488.50</u>			<u>395,236.64</u>			<u>793,019.72</u>	
<u>DEBTORS:</u>	Inv #	Amount	Assn	Inv #	Amount	Assn	Inv #	Amount	Assn	Inv #	Amount	Assn
			Auckland	144 22	3,908.99	East Waikato	17 1013	11,698.06	Central Districts EQ75			Buller Westland
			Counties	154 03	3,800.09	East Waikato	17 2013	7,871.74	Central Districts EQ76			Canterbury
			Far North (1.5%)	154 10	2,542.39	East Waikato						Marlborough
			Mid Northland	154 17	3,684.60	East Waikato						Mid Canterbury
			Northland	164 02	815.17	East Waikato			Hawkes Bay			Nelson
			North Shore	164 09	634.99	East Waikato			Tairāwhiti			Otago
			Tamaki	164 17	914.17	East Waikato			Taranaki			South Canterbury
			Te Akoranga			EBOP			Taranaki			Southland
				154 05	5,557.77	King Country			Wairarapa			
				154 12	3,841.95	King Country			Wanganui			
				154 19	5,553.07	King Country			Wellington			
				164 04	1,376.96	King Country						
				164 11	943.60	King Country						
				164 19	1,418.49	King Country						
						Rotorua						
						Thames Valley						
						Waikato						
						WBoP						
TOTALS		<u>0.00</u>			<u>34,992.24</u>			<u>19,569.80</u>			<u>0.00</u>	
<u>CREDITORS:</u>	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn
	Glendene	4,605.00	Te Akoranga		0.00		Awatuna	6,045.50	Taranaki			
	Kaitaia	70,483.88	Far North		0.00							

Regional Capital Works Reconciliations

DRAFT

as at 30 APRIL 2017

(Prepared by Accounts Manager from Info on hand)

	<u>NORTHERN</u>			<u>MIDLAND</u>			<u>CENTRAL</u>			<u>SOUTHERN</u>		
TOTALS	<u>75,088.88</u>			<u>0.00</u>			<u>6,045.50</u>			<u>0.00</u>		
<u>SURPLUS TO STILL INVOICE:</u>	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn
TOTALS	<u>0.00</u>			<u>0.00</u>			<u>0.00</u>			<u>0.00</u>		
<u>ALLOCATIONS STILL TO UPLIFT:</u>	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn
	Freeman:	5,400.00	Auckland	Raglan - I	200,000.00	Cat 1 Waikato	Terrace E	0.00	Central Districts	Dunsandel -	0.00	B Canterbury
	Te Kauwh	4,925.41	Counties	St Andrew	0.00	Cat 1 Waikato	Belmont -	0.00	Hutt	Paroa	0.00	B Buller Westland
	Peria	0.00	Far North	River Dov	5,872.00	Cat 1 Waikato	Awatuna	0.15	Taranaki	Parkside - K	5,086.31	B South Canterbury
	Kaitaia	0.00	Far North	Atiamuri	0.00	Cat 1 Waikato	Waitara	384.00	Taranaki	Parkside	1,021.00	B South Canterbury
	Parkland	0.00	Northland				Westside	0.00	Wairarapa	Queenstowr	6,000.00	B Otago
	Parkland	0.00	Northland				Carterton	100,000.00	Wairarapa	Omakau & I	86,707.95	A Otago
	Pakurang	0.00	Tamaki				Martinbor	0.00	Wairarapa	Weston - In	0.00	B Otago
	Glendene	0.00	Te Akoranga				Okato	160,000.00	Taranaki	Waikouaiti	0.00	A Otago
										Gleniti - fen	12,010.00	B South Canterbury
										Weston - Kit	0.00	B Otago
TOTALS	<u>10,325.41</u>			<u>205,872.00</u>			<u>260,384.15</u>			<u>110,825.26</u>		
<u>CONTINGENCIES STILL TO UPLIFT:</u>	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn
(Note: Figures still to be confirmed)	Freeman:	675.78	Auckland	Mamaku	217.91	Cat 1 Rotorua	Terrace E	1,112.26	Central Districts	Queenstowr	1,807.84	B FL Otago
	Morningsi	2,420.15	Auckland	Raglan - I	20,000.00	Cat 1 Waikato	Opunake	0.00	Taranaki	Parkside - F	0.00	B South Canterbury
	Papakura	3,273.89	Counties	Tamahere	1,774.91	Cat 1 Waikato	Awatuna	806.09	Taranaki	Queenstowr	620.18	B Otago
	Pukekohe	5,362.50	Counties				Waitara	789.40	Taranaki	South Bright	4,364.60	B Otago
	Te Kauwh	615.67	Counties				Westside	0.00	Wairarapa	Oxford - Hex	1,073.61	B Canterbury
	Peria	3,186.60	Far North				Carterton	39,551.01	Wairarapa	Dunsandel -	10,000.00	B Canterbury
	Kaitaia	7,500.03	Far North				Belmont -	2,046.57	Hutt	Redwood - F	2,202.49	B Canterbury
	Hukerenu	15,000.00	Northland				Martinbor	962.30	Wairarapa	Parkside - K	699.64	B South Canterbury
	Parkland	2,136.13	Northland				Martinbor	860.80	Wairarapa	Parkside - r	3,302.48	B South Canterbury
	Parkland	0.00	Northland							Gleniti - Fen	1,929.37	B South Canterbury
	Pakurang	0.00	Tamaki							Queenstowr	750.00	B Otago
	Glendene	2,300.00	Te Akoranga							TaiTapu	36,656.68	A Canterbury
										Weston - In	684.90	B Otago
										Weston - Kit	637.75	B Otago
										Omakau & I	17,341.59	A Otago
										Waikouaiti	3,902.30	A Otago
										Parora	1,064.75	B Buller Westland
TOTALS	<u>42,470.75</u>			<u>21,992.82</u>			<u>46,128.43</u>			<u>87,038.18</u>		

(Next Meetings : 6-7 Aug, 5 Nov? & April?)

(Next Meetings : 21 August, November? & April?)

(Next Meetings : 11-12 November? April? July?)

(Next Meetings : 16-18 Sept, 18-20 Nov? & April? June?)

Aged Payables
New Zealand Playcentre Federation
May 2017

	Current	April	March	February	Older	Total
Payables						
Air New Zealand	\$8,192.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,192.00
ASB Bank	\$959.11	\$0.00	\$0.00	\$0.00	\$0.00	\$959.11
Auckland Playcentre Assn	\$0.00	\$0.00	\$0.00	\$0.00	\$3,888.98	\$3,888.98
BAILEY Susan	\$246.51	\$0.00	\$0.00	\$0.00	\$0.00	\$246.51
Brentwood Hotel	\$30,447.88	\$0.00	\$0.00	\$0.00	\$0.00	\$30,447.88
BURKE Robbie	\$1,106.24	\$0.00	\$0.00	\$0.00	\$0.00	\$1,106.24
Community Think	\$3,105.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,105.00
DALY Kara	\$3,521.05	\$0.00	\$0.00	\$0.00	\$0.00	\$3,521.05
Far North Playcentre Assn	\$70,483.88	\$0.00	\$0.00	\$0.00	\$0.00	\$70,483.88
FREW Julia	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00
Galatea Playcentre	\$199.00	\$0.00	\$0.00	\$0.00	\$0.00	\$199.00
HART Karina	\$3,703.32	\$0.00	\$0.00	\$0.00	\$0.00	\$3,703.32
HJERTQUIST Sarah	\$1,993.59	\$0.00	\$0.00	\$0.00	\$0.00	\$1,993.59
HOGG Carolyn	\$1,006.59	\$0.00	\$0.00	\$0.00	\$0.00	\$1,006.59
Inland Revenue Department - PAYE	\$19,263.46	\$0.00	\$0.00	\$0.00	\$0.00	\$19,263.46
iSentia Limited	\$326.60	\$0.00	\$0.00	\$0.00	\$0.00	\$326.60
JONES Ruth	\$212.10	\$0.00	\$0.00	\$0.00	\$0.00	\$212.10
KELLY Olivia	\$1,315.29	\$0.00	\$0.00	\$0.00	\$0.00	\$1,315.29
KENNERLEY Carole	\$9,540.65	\$0.00	\$0.00	\$0.00	\$0.00	\$9,540.65
KPMG Auckland	\$44.28	\$0.00	\$0.00	\$0.00	\$0.00	\$44.28
Lil Regie Limited	\$36.80	\$0.00	\$0.00	\$0.00	\$0.00	\$36.80
Mace IT Services Limited	\$11,615.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,615.00
MACTIER Dalene	\$2,971.52	\$0.00	\$0.00	\$0.00	\$0.00	\$2,971.52
MARTIN Charmaine	\$213.80	\$0.00	\$0.00	\$0.00	\$0.00	\$213.80
McLAY David	\$10,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,350.00
Mid Canterbury Playcentre Assn	\$265.00	\$0.00	\$0.00	\$0.00	\$0.00	\$265.00
MORIARTY Kathleen	\$2,303.47	\$0.00	\$0.00	\$0.00	\$0.00	\$2,303.47
NEILL Liz	\$1,937.38	\$0.00	\$0.00	\$0.00	\$0.00	\$1,937.38
New Zealand Post Limited	\$72.50	\$0.00	\$0.00	\$0.00	\$0.00	\$72.50
Northland Playcentre Assn	\$27,626.40	\$0.00	\$0.00	\$0.00	\$0.00	\$27,626.40
NZ Qualifications Authority	\$1,466.25	\$0.00	\$0.00	\$0.00	\$0.00	\$1,466.25
RATTRAY Erana	\$150.90	\$0.00	\$0.00	\$0.00	\$0.00	\$150.90
Rehua Marae Trust	\$5,778.85	\$0.00	\$0.00	\$0.00	\$0.00	\$5,778.85
ROE Print Services Ltd	\$3,053.25	\$0.00	\$0.00	\$0.00	\$0.00	\$3,053.25
SMAIL Debbie	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00
Spark	\$60.34	\$0.00	\$0.00	\$0.00	\$0.00	\$60.34
SQUIRES Keri	\$1,640.79	\$0.00	\$0.00	\$0.00	\$0.00	\$1,640.79
TAMATI-AUBREY Elaine	\$319.40	\$0.00	\$0.00	\$0.00	\$0.00	\$319.40
Taranaki Playcentre Assn	\$6,045.50	\$0.00	\$0.00	\$0.00	\$0.00	\$6,045.50
TaxiCharge New Zealand Limited & Comp	\$352.00	\$0.00	\$0.00	\$0.00	\$0.00	\$352.00
TAYLOR Alan	\$65.40	\$0.00	\$0.00	\$0.00	\$0.00	\$65.40
Te Akoranga Playcentre Assn	\$4,605.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,605.00
Te Kuiti Playcentre	\$299.00	\$0.00	\$0.00	\$0.00	\$0.00	\$299.00
TEPANIA Iris	\$1,543.76	\$0.00	\$0.00	\$0.00	\$0.00	\$1,543.76
THOMAS Karen	\$434.79	\$0.00	\$0.00	\$0.00	\$0.00	\$434.79
Tourism Transport Ltd	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00
TUPOU Faith	\$1,830.89	\$0.00	\$0.00	\$0.00	\$0.00	\$1,830.89
WALKER Desi	\$2,481.65	\$0.00	\$0.00	\$0.00	\$0.00	\$2,481.65
Warehouse Stationery Ltd	\$980.50	\$0.00	\$0.00	\$0.00	\$0.00	\$980.50
Wellington International Airport Ltd	\$247.25	\$0.00	\$0.00	\$0.00	\$0.00	\$247.25
Wellington Playcentre Assn	\$3,775.42	\$0.00	\$0.00	\$0.00	\$0.00	\$3,775.42
Western Bay of Plenty Playcentre Assn	\$296.00	\$0.00	\$0.00	\$0.00	\$0.00	\$296.00
WISHNOWSKY Nadine	\$2,602.65	\$0.00	\$0.00	\$0.00	\$0.00	\$2,602.65
Workplace Support	\$1,383.94	\$0.00	\$0.00	\$0.00	\$0.00	\$1,383.94
Xero (NZ) Limited	\$0.00	\$0.00	\$0.00	\$0.00	\$23.19	\$23.19
Total Payables	\$253,181.95	\$0.00	\$0.00	\$0.00	\$3,912.17	\$257,094.12

	Current	April	March	February	Older	Total
Total Expense Claims	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$253,181.95	\$0.00	\$0.00	\$0.00	\$3,912.17	\$257,094.12
	98.4783%	0.0%	0.0%	0.0%	1.5217%	

Aged Receivables
New Zealand Playcentre Federation
May 2017

	Current	April	March	February	Older	Total
Receivables						
Auckland Playcentre Assn	\$0.00	\$0.00	\$56,637.21	\$0.00	\$111,516.50	\$168,153.71
Birkenhead Playcentre	\$23.29	\$0.00	\$0.00	\$0.00	\$0.00	\$23.29
Blenheim Playcentre	\$23.29	\$0.00	\$0.00	\$0.00	\$0.00	\$23.29
Buller Westland P/c Assn - TEC Funds	\$0.00	-\$1,805.20	\$0.00	\$0.00	\$0.00	-\$1,805.20
Central Districts Playcentre Assn	\$0.00	\$0.00	\$22,284.39	\$0.00	\$0.00	\$22,284.39
Coromandel Playcentre	\$0.00	\$18.40	\$0.00	\$0.00	\$0.00	\$18.40
Counties Playcentre Assn	\$0.00	\$0.00	\$0.00	\$0.00	\$53.00	\$53.00
East Waikato Playcentre Assn	\$0.00	\$0.00	\$349.25	\$0.00	\$16,300.40	\$16,649.65
Eastern Bay of Plenty P/C Assn - TEC Funds	\$0.00	-\$1,953.58	\$0.00	\$0.00	\$0.00	-\$1,953.58
Eastern Bay of Plenty Playcentre As	\$0.00	\$0.00	\$1,230.75	\$0.00	\$0.00	\$1,230.75
Frankton Playcentre	\$0.00	\$66.00	\$0.00	\$0.00	\$0.00	\$66.00
Hutt P/c Assn - TEC Funds	\$0.00	-\$15,364.48	\$0.00	\$0.00	\$0.00	-\$15,364.48
King Country Playcentre Assn	\$0.00	\$0.00	\$0.00	\$0.00	\$18,691.84	\$18,691.84
Mid Northland Playcentre Assn	\$0.00	\$0.00	-\$921.70	\$0.00	\$13,826.82	\$12,905.12
Ministry of Education	\$0.00	\$86,250.00	\$0.00	\$0.00	\$0.00	\$86,250.00
Morningside Playcentre	\$33.64	\$33.64	\$0.00	\$0.00	\$0.00	\$67.28
Morrinsville Playcentre	\$0.00	\$22.00	\$0.00	\$0.00	\$0.00	\$22.00
Mount Maunganui Playcentre	\$23.29	\$0.00	\$23.29	\$23.29	\$0.00	\$69.87
Narrowneck Playcentre	\$23.29	\$0.00	\$0.00	\$0.00	\$0.00	\$23.29
Newmarket Playcentre	\$33.64	\$0.00	\$0.00	\$0.00	\$0.00	\$33.64
North Shore Playcentre Assn	\$0.00	\$0.00	\$22,081.25	\$0.00	\$0.00	\$22,081.25
Northland P/c Assn - TEC Funds	\$0.00	-\$19,346.73	\$0.00	\$0.00	\$0.00	-\$19,346.73
NZPF Professional Development Contract	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Okaihau Playcentre	\$0.00	\$0.00	-\$3,158.72	\$0.00	\$0.00	-\$3,158.72
Okato Playcentre	\$33.64	\$33.64	\$0.00	\$0.00	\$0.00	\$67.28
Papamoa Playcentre	\$23.29	\$0.00	\$0.00	\$0.00	\$0.00	\$23.29
Park Road Playcentre	\$0.00	\$0.00	\$0.00	\$66.12	\$99.19	\$165.31
Rawene Playcentre	\$0.00	\$0.00	-\$2,386.54	\$0.00	\$0.00	-\$2,386.54
River Downs Playcentre	\$23.29	\$0.00	\$0.00	\$0.00	\$0.00	\$23.29
South Brighton Playcentre	\$33.64	\$33.64	\$0.00	\$0.00	\$0.00	\$67.28
Southland Playcentre Assn	\$0.00	\$62.90	\$0.00	\$0.00	\$0.00	\$62.90
Taihape Playcentre	\$23.29	\$37.69	\$23.29	\$46.58	\$69.86	\$200.71
Tairāwhiti Playcentre Assn	\$0.00	\$0.00	\$638.50	\$0.00	\$0.00	\$638.50
Tamaki Playcentre Assn	\$0.00	\$0.00	\$0.00	\$0.00	\$960.00	\$960.00
Taranaki Playcentre Assn	\$0.00	\$0.00	\$0.00	\$204.25	\$0.00	\$204.25
Te Akoranga Playcentre Assn	\$0.00	\$0.00	\$0.00	\$0.00	\$488.00	\$488.00
Thames Valley Coromandel Playcentre Assn	-\$166.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$166.00
Wairarapa P/c Assn - TEC Funds	\$0.00	-\$1,907.02	\$0.00	\$0.00	\$0.00	-\$1,907.02
Wairarapa Playcentre Assn	-\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$40.00
Wanganui Playcentre Assn	\$0.00	\$0.00	\$0.00	-\$332.82	\$0.00	-\$332.82
Waterloo Playcentre	\$23.29	\$0.00	\$0.00	\$0.00	\$0.00	\$23.29
Wellington Playcentre Assn	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
Total Receivables	\$594.88	\$46,180.90	\$96,800.97	\$7.42	\$162,005.61	\$305,589.78
	0.1947%	15.1121%	31.6768%	0.0024%	53.0141%	

Balance Sheet
New Zealand Playcentre Federation
As at 31 May 2017

31 May 2017

Assets

Bank

ASB Cheque Accounts

Admin Cheque a/c	\$600,979.51
CRCW Cheque a/c	\$1,059.61
Ed Tertiary Funding Chq a/c	\$46,279.00
Gwen Somerset Trust Chq a/c	\$3,536.99
MRCW Cheque a/c	\$1,962.36
National Meetings Chq a/c	\$25,534.35
NRCW Cheque a/c	\$818.47
PD Contract Cheque a/c	\$90,689.01
SRCW Cheque a/c	\$613.67
Total ASB Cheque Accounts	\$771,472.97

Business Saver Accounts

Admin Business Saver a/c	\$877,865.00
CRCW Business Saver a/c	\$215,384.72
Ed Tertiary Business Saver a/c	\$221,255.31
MRCW Business Saver a/c	\$378,739.59
NRCW Business Saver a/c	\$117,755.08
SRCW Business Saver a/c	\$505,490.08
Total Business Saver Accounts	\$2,316,489.78

Term Deposit Accounts

Admin Investment a/c	\$356,312.90
CRCW Investment a/c	\$178,792.31
Ed Tertiary Investment a/c	\$162,787.64
Gwen Somerset Investment a/c	\$53,778.11
MRCW Investment a/c	\$167,786.55
NRCW Investment a/c	\$155,463.69
NRCW Term Deposit a/c	\$100,000.00
SRCW Investment a/c	\$124,804.95
SRCW Term Deposit a/c	\$162,111.02
Total Term Deposit Accounts	\$1,461,837.17

Total Bank

\$4,549,799.92

Current Assets

Debtors	\$305,589.78
Promotional Stock	\$10,234.58
Total Current Assets	\$315,824.36

Fixed Assets

Accumulated Depreciation	-\$38,791.86
Fixed Assets (at Cost)	\$46,020.93
Total Fixed Assets	\$7,229.07

Total Assets

\$4,872,853.35

Liabilities

Current Liabilities

Creditors	\$257,094.12
GST	-\$9,836.41
PAYE Clearing Account	\$9,257.61
Rounding	\$0.44
Suspense Account	-\$1,183.86

FUNDS HELD ON BEHALF

CENTRAL REGION CAPITAL WORKS FUNDS

CRCW Accumulated Funds	\$452,218.96
CRCW Administration Costs	-\$3,631.58
CRCW Allocations	-\$188,007.14
CRCW Bank Fees	-\$5.00
CRCW Interest	\$14,823.61
CRCW Project Surplus	\$7,602.11

Total CENTRAL REGION CAPITAL WORKS FUNDS	\$283,000.96
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GWEN SOMERSET TRUST FUNDS

Gwen Somerset Accumulated Funds	\$55,374.57
Gwen Somerset Interest	\$1,940.53

Total GWEN SOMERSET TRUST FUNDS	\$57,315.10
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MID NORTHLAND FUNDING

Mid Northland Expenses	-\$24,000.00
Mid Northland funding distributed to centres	-\$44,223.31
Mid Northland MoE Funding Received	\$142,433.67

Total MID NORTHLAND FUNDING	\$74,210.36
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MIDLAND REGION CAPITAL WORKS FUNDS

MRCW Accumulated Funds	\$535,393.76
MRCW Administration costs	-\$960.30
MRCW Allocations	-\$59,833.60
MRCW Honoraria	-\$300.00
MRCW Interest	\$9,980.24
MRCW Project Surplus	\$4,111.12

Total MIDLAND REGION CAPITAL WORKS FUNDS	\$488,391.22
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NORTHERN REGION CAPITAL WORKS FUNDS

NRCW Accumulated Funds	\$789,959.81
NRCW Administration & Meeting Costs	-\$4,531.68
NRCW Allocations	-\$647,106.96
NRCW Interest	\$12,641.98
NRCW Project Surplus	\$7,290.89

Total NORTHERN REGION CAPITAL WORKS FUNDS	\$158,254.04
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SOUTHERN REGION CAPITAL WORKS FUNDS

SRCW Accumulated Funds	\$881,191.48
SRCW Allocations	-\$230,112.41
SRCW Interest	\$16,908.82

Total SOUTHERN REGION CAPITAL WORKS FUNDS	\$667,987.89
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Total FUNDS HELD ON BEHALF

\$1,729,159.57

Total Current Liabilities	\$1,984,491.47
Total Liabilities	\$1,984,491.47
Net Assets	\$2,888,361.88
Equity	
Admin Accumulated Funds	\$1,215,126.17
Current Year Earnings	-\$73,371.58
Ed Tertiary Accumulated Funds	\$33,200.58
PDC Accumulated Funds	\$153,048.79
Retained Earnings	\$1,410,946.90
SPECIAL PROJECT FUNDS	
Asset Replacement Fund	
AR Accumulated Funds	\$62,269.83
AR Trf to General Federation a/c	-\$2,271.04
Total Asset Replacement Fund	\$59,998.79
Conference and Convention Fund	
CC Accumulated Funds	\$4,643.00
CC Loan Granted	-\$5,845.50
Total Conference and Convention Fund	-\$1,202.50
Federation Contingency Fund	
FC Accumulated Funds	\$21,035.52
FC National Meeting Surplus	-\$1,969.36
Total Federation Contingency Fund	\$19,066.16
Public Relations Initiatives Fund	
PR Accumulated Funds	\$2,491.00
Total Public Relations Initiatives Fund	\$2,491.00
Research Fund	
RF Accumulated Funds	\$56,780.00
Total Research Fund	\$56,780.00
Special Maori Education Fund	
SME Accumulated Funds	\$7,067.57
Total Special Maori Education Fund	\$7,067.57
World Indigenous Peoples Conference Fund	
WIPC Accumulated Funds	\$5,210.00
Total World Indigenous Peoples Conference Fund	\$5,210.00
Total SPECIAL PROJECT FUNDS	\$149,411.02
Total Equity	\$2,888,361.88

Profit & Loss
New Zealand Playcentre Federation
For the month ended 31 May 2017

	Month Actual May 2017	Month Budget May 2017	Var %	YTD Actual Mar 16 - May 17	YTD Forecast Mar 16 - May 17	Var %
Income						
Admin Income						
Affiliation Levy	\$0.00	\$0.00		\$1,785,303.23	\$2,083,856.00	-14.3%
Interest (Admin)	\$1,098.36	\$800.00	37.3%	\$25,740.27	\$12,200.00	111.0%
Total Admin Income	\$1,098.36	\$800.00	37.3%	\$1,811,043.50	\$2,096,056.00	-13.6%
Other Income						
Grants	\$0.00	\$0.00		\$0.00	\$88,750.00	-100.0%
Sundry Income	\$0.00	\$0.00		\$23,063.08	\$0.00	
Total Other Income	\$0.00	\$0.00		\$23,063.08	\$88,750.00	-74.0%
Total Income	\$1,098.36	\$800.00	37.3%	\$1,834,106.58	\$2,184,806.00	-16.1%
Less Cost of Sales						
1-OPERATIONAL EXPENSES						
Administration Expenses						
0800 Number	\$52.47	\$0.00		\$442.21	\$0.00	
Accounting Assistance	\$38.50	\$50.00	-23.0%	\$2,128.25	\$5,690.00	-62.6%
Audit Fees	\$0.00	\$0.00		\$2,000.00	\$0.00	
Bad Debts	\$0.00	\$0.00		\$24,769.21	\$0.00	
Bank Fees	\$12.36	\$20.00	-38.2%	\$82.36	\$280.00	-70.6%
Insurance	\$0.00	\$0.00		\$895.64	\$4,500.00	-80.1%
Legal Costs	\$9,000.00	\$2,000.00	350.0%	\$10,190.18	\$50,000.00	-79.6%
Mail Redirection	\$0.00	\$0.00		\$0.00	\$300.00	-100.0%
Postage (2115)	\$63.04	\$200.00	-68.5%	\$2,033.77	\$5,900.00	-65.5%
Resources (2130)	\$0.00	\$45.00	-100.0%	\$0.00	\$505.00	-100.0%
Stationery & Photocopying (2151)	\$150.87	\$0.00		\$3,047.91	\$0.00	
Storage Unit Costs	\$139.13	\$188.00	-26.0%	\$2,086.95	\$2,316.00	-9.9%
Subscriptions & Regns	\$100.58	\$35.00	187.4%	\$4,242.72	\$2,603.00	63.0%
Sundry Expenses (2160)	\$0.00	\$0.00		\$52.17	\$0.00	
Technical Support	\$0.00	\$1,000.00	-100.0%	\$0.00	\$9,000.00	-100.0%
Telecommunications - National	\$167.04	\$894.00	-81.3%	\$2,459.12	\$7,387.00	-66.7%
Website Maintenance & Hosting	\$0.00	\$0.00		\$1,749.35	\$300.00	483.1%
Xero Subscription - National	\$0.00	\$37.00	-100.0%	\$0.00	\$562.00	-100.0%
Total Administration Expenses	\$9,723.99	\$4,469.00	117.6%	\$56,179.84	\$89,343.00	-37.1%
Communication Expenses						
Advertising	\$0.00	\$0.00		\$0.00	\$7,000.00	-100.0%
Communication Support	\$0.00	\$0.00		\$0.00	\$2,500.00	-100.0%
Media Database/ Clipping Service	\$284.00	\$350.00	-18.9%	\$4,359.06	\$5,250.00	-17.0%
Playcentre Awareness Week	\$0.00	\$0.00		\$0.00	\$5,000.00	-100.0%
Visual Identity	\$0.00	\$50.00	-100.0%	\$0.00	\$450.00	-100.0%
Total Communication Expenses	\$284.00	\$400.00	-29.0%	\$4,359.06	\$20,200.00	-78.4%
Employee Expenses						
ACC Levies	\$0.00	\$148.00	-100.0%	\$453.07	\$1,511.00	-70.0%
Home Office Expenses - National Staff	\$2,295.00	\$2,780.00	-17.45%	\$26,205.00	\$33,383.00	-21.5%
Salaries - National Staff	\$41,114.63	\$34,462.00	19.3%	\$283,572.78	\$333,941.00	-15.1%
Salary Casual/Contract Staff	\$8,100.00	\$5,000.00	62.0%	\$24,975.00	\$64,500.00	-61.3%
Total Employee Expenses	\$51,509.63	\$42,390.00	21.5%	\$335,205.85	\$433,335.00	-22.6%
Other Employment / Volunteer Expenses						
Employee & Manufacturers Assn	\$0.00	\$0.00		\$940.00	\$0.00	
Employee Assistance Programme/Supervision	\$0.00	\$0.00		\$595.00	\$0.00	
Employment Advice	\$0.00	\$1,000.00	-100.0%	\$1,560.00	\$5,000.00	-68.8%
Employment Costs (Appraisals/Interviews)	\$0.00	\$0.00		\$36,698.48	\$56,200.00	-34.7%
Professional Development for Staff	\$0.00	\$0.00		\$1,211.95	\$2,000.00	-39.4%
Total Other Employment / Volunteer Expenses	\$0.00	\$1,000.00	-100.0%	\$41,005.43	\$63,200.00	-35.1%
Policy / Relationships Expenses						
Early Education Federation membership	\$0.00	\$0.00		\$456.52	\$0.00	
External Conferences	\$0.00	\$0.00		\$0.00	\$1,200.00	-100.0%
Gifts / Donations	\$0.00	\$250.00	-100.0%	\$493.35	\$2,250.00	-78.1%
Total Policy / Relationships Expenses	\$0.00	\$250.00	-100.0%	\$949.87	\$3,450.00	-72.5%
Property / Asset Expenses						
Depreciation	\$222.63	\$333.00	-33.1%	\$3,348.91	\$5,001.00	-33.0%
Loss on Sale/Disposal of Assets	\$0.00	\$0.00		\$321.24	\$0.00	
Repairs & Maintenance (2049.6)	\$0.00	\$250.00	-100.0%	\$104.35	\$2,550.00	-95.9%
Total Property / Asset Expenses	\$222.63	\$583.00	-61.8%	\$3,774.50	\$7,551.00	-50.0%

Profit & Loss
New Zealand Playcentre Federation
For the month ended 31 May 2017

	Month Actual May 2017	Month Budget May 2017	Var %	YTD Actual Mar 16 - May 17	YTD Forecast Mar 16 - May 17	Var %
Travel / Meeting Expenses						
Accommodation - National Staff	\$375.86	\$200.00	87.9%	\$2,816.30	\$3,150.00	-10.6%
Conference	\$0.00	\$0.00		\$13,426.76	\$26,000.00	-48.4%
Federation Support/Bi-Cult Dev	\$0.00	\$0.00		\$11,853.01	\$14,000.00	-15.3%
Meals - National Staff	\$155.20	\$210.00	-26.1%	\$872.80	\$2,010.00	-56.6%
Meeting Allowances	\$0.00	\$0.00		\$100.00	\$400.00	-75.0%
National Executive Mtg additional expens	\$0.00	\$0.00		\$6,373.91	\$12,000.00	-46.9%
Registrations - National Staff	\$0.00	\$0.00		\$5,172.85	\$2,800.00	84.7%
Travel - National Staff	\$2,739.50	\$2,150.00	27.4%	\$23,838.45	\$21,950.00	8.6%
Travel Card Operator Expenses	\$52.17	\$62.00	-15.8548%	\$208.68	\$1,312.00	-84.1%
Total Travel / Meeting Expenses	\$3,322.73	\$2,622.00	26.7%	\$64,662.76	\$83,622.00	-22.7%
Total 1-OPERATIONAL EXPENSES	\$65,062.98	\$51,714.00	25.8%	\$506,137.31	\$700,701.00	-27.8%
CENTRE SERVICES						
CS Information Technology						
CS MemberConnex Subscription	\$2,800.00	\$2,800.00	0.0%	\$42,000.00	\$42,000.00	0.0%
CS Student Management System - Implementation	\$5,190.47	\$64,800.00	-92.0%	\$38,767.82	\$248,600.00	-84.4%
CS Student Management System - Ongoing Costs	\$10,100.00	\$11,270.00	-10.4%	\$26,975.00	\$40,930.00	-34.1%
CS Telecommunications (Phone & Internet)	\$6,422.30	\$27,427.00	-76.6%	\$36,933.88	\$229,841.00	-83.9%
CS Xero for Playcentres	\$7,166.10	\$7,000.00	2.4%	\$49,706.73	\$63,000.00	-21.1%
Total CS Information Technology	\$31,678.87	\$113,297.00	-72.0%	\$194,383.43	\$624,371.00	-68.9%
CS Other Income						
CS XERO Upgrade Income	-\$279.00	\$0.00		-\$2,081.41	\$0.00	
Total CS Other Income	-\$279.00	\$0.00		-\$2,081.41	\$0.00	
CS Targeted Support						
CS Special Support Fund (Centres in Need)	\$0.00	\$10,000.00	-100.0%	\$0.00	\$100,000.00	-100.0%
Total CS Targeted Support	\$0.00	\$10,000.00	-100.0%	\$0.00	\$100,000.00	-100.0%
Total CENTRE SERVICES	\$31,399.87	\$123,297.00	-74.5%	\$192,302.02	\$724,371.00	-73.5%
EDUCATION TEAM EXPENSES						
ED Administration Expenses						
ED Photocopying & Stationery	\$0.00	\$50.00	-100.0%	\$37.04	\$900.00	-95.9%
Total ED Administration Expenses	\$0.00	\$50.00	-100.0%	\$37.04	\$900.00	-95.9%
ED Travel / Meeting Expenses						
ED Accom / Meals / Regn Team Mtgs	\$0.00	\$0.00		\$349.33	\$2,000.00	-82.5%
ED Registration Nat Exec Mtgs	\$0.00	\$0.00		\$424.35	\$0.00	
ED Registration National Mtgs	\$0.00	\$0.00		\$2,454.08	\$0.00	
ED Travel Nat Executive Mtgs	\$0.00	\$0.00		\$487.73	\$2,600.00	-81.2%
ED Travel National Mtgs	\$100.06	\$0.00		\$1,465.07	\$7,300.00	-79.9%
ED Travel Other Meetings	\$0.00	\$0.00		\$703.08	\$1,000.00	-29.7%
ED Travel Team Mtgs	\$0.00	\$0.00		\$865.13	\$6,500.00	-86.7%
Total ED Travel / Meeting Expenses	\$100.06	\$0.00		\$6,748.77	\$19,400.00	-65.2%
ED Volunteer Expenses						
ED Childcare Costs	\$0.00	\$0.00		\$0.00	\$500.00	-100.0%
ED Honorary Education Convenor(s)	\$0.00	\$0.00		\$12,090.06	\$12,000.00	0.8%
ED Meeting Allowances	\$100.00	\$100.00	0.0%	\$1,300.00	\$4,300.00	-69.8%
ED Professional Development	\$0.00	\$0.00		\$276.83	\$2,350.00	-88.2%
ED Telecommunications Costs	\$43.48	\$0.00		\$326.10	\$0.00	
Total ED Volunteer Expenses	\$143.48	\$100.00	43.5%	\$13,992.99	\$19,150.00	-26.9%
Total EDUCATION TEAM EXPENSES	\$243.54	\$150.00	62.4%	\$20,778.80	\$39,450.00	-47.3%
NATIONAL GOVERNANCE EXPENSES						
NG Administration Expenses						
NG Photocopying & Stationery	\$0.00	\$45.00	-100.0%	\$691.16	\$905.00	-23.6%
NG Postage	\$11.30	\$5.00	126.0%	\$86.00	\$95.00	-9.5%
NG Trustee Advice & Support	\$0.00	\$0.00		\$0.00	\$7,000.00	-100.0%
Total NG Administration Expenses	\$11.30	\$50.00	-77.4%	\$777.16	\$8,000.00	-90.3%
NG Travel / Meeting Expenses						
NG Accom / Meals / Regn Other Mtgs	\$36.74	\$170.00	-78.4%	\$218.34	\$1,830.00	-88.1%
NG Accom / Meals / Regn Team Mtgs	\$1,396.09	\$1,920.00	-27.3%	\$14,100.56	\$25,040.00	-43.7%
NG Registration Nat Exec Mtgs	\$0.00	\$0.00		\$5,367.83	\$4,200.00	27.8%

Profit & Loss
New Zealand Playcentre Federation
For the month ended 31 May 2017

	Month Actual May 2017	Month Budget May 2017	Var %	YTD Actual Mar 16 - May 17	YTD Forecast Mar 16 - May 17	Var %
NG Registration National Mtgs	\$0.00	\$0.00		\$617.13	\$1,300.00	-52.5%
NG Travel Nat Executive Mtgs	\$39.13	\$0.00		\$4,150.25	\$4,200.00	-1.2%
NG Travel National Mtgs	\$0.00	\$0.00		\$2,491.15	\$1,150.00	116.6%
NG Travel Other Meetings	\$87.28	\$200.00	-56.36%	\$1,500.49	\$2,000.00	-25.0%
NG Travel Team Mtgs	\$917.15	\$2,100.00	-56.3%	\$17,425.53	\$24,600.00	-29.2%
Total NG Travel / Meeting Expenses	\$2,476.39	\$4,390.00	-43.6%	\$45,871.28	\$64,320.00	-28.7%
NG Volunteer Expenses						
NG Childcare Costs	\$140.00	\$292.00	-52.1%	\$2,130.00	\$4,311.00	-50.6%
NG Honorary President(s)	\$0.00	\$0.00		\$22,379.63	\$22,168.00	1.0%
NG Honorary Trustee Board Members	\$0.00	\$0.00		\$16,220.20	\$16,164.00	0.3%
NG Meeting Allowances	\$200.00	\$600.00	-66.7%	\$8,500.00	\$9,800.00	-13.3%
NG Professional Development	\$0.00	\$0.00		\$0.00	\$1,800.00	-100.0%
NG Telecommunications Costs	\$105.92	\$300.00	-64.7%	\$1,917.39	\$3,700.00	-48.2%
Total NG Volunteer Expenses	\$445.92	\$1,192.00	-62.6%	\$51,147.22	\$57,943.00	-11.7%
Total NATIONAL GOVERNANCE EXPENSES	\$2,933.61	\$5,632.00	-47.9%	\$97,795.66	\$130,263.00	-24.9%
TWTM & TT EXPENSES						
TT Travel/ Meeting Expenses						
TT Fed Officers Mtgs	\$0.00	\$0.00		\$800.00	\$0.00	
TT Minute Taker Nat Exec (Regn & Koha)	\$0.00	\$0.00		\$0.00	\$1,050.00	-100.0%
TT National Hui	\$0.00	\$0.00		\$16,556.92	\$40,000.00	-58.6%
TT National Hui - Associations Travel	\$0.00	\$0.00		\$5,464.35	\$0.00	
TT Travel Administrator	\$0.00	\$300.00	-100.0%	\$840.26	\$1,200.00	-30.0%
Total TT Travel/ Meeting Expenses	\$0.00	\$300.00	-100.0%	\$23,661.53	\$42,250.00	-44.0%
TT Volunteer Expenses						
TT Administrator Meeting Allowances	\$0.00	\$100.00	-100.0%	\$200.00	\$400.00	-50.0%
TT Administrators Telecommunication Costs	\$0.00	\$50.00	-100.0%	\$0.00	\$450.00	-100.0%
TT Honorary Administrator	\$0.00	\$0.00		\$2,500.00	\$2,750.00	-9.1%
TT Professional Development Administrator	\$0.00	\$0.00		\$460.87	\$600.00	-23.2%
Total TT Volunteer Expenses	\$0.00	\$150.00	-100.0%	\$3,160.87	\$4,200.00	-24.7%
TWTM & TT Miscellaneous Expenses						
TWTM & TT Koha for Meetings	\$0.00	\$200.00	-100.0%	\$0.00	\$400.00	-100.0%
TWTM & TT Other Costs	\$0.00	\$0.00		\$0.00	\$1,500.00	-100.0%
TWTM & TT Photocopying & Stationery	\$0.00	\$50.00	-100.0%	\$39.88	\$750.00	-94.7%
Total TWTM & TT Miscellaneous Expenses	\$0.00	\$250.00	-100.0%	\$39.88	\$2,650.00	-98.5%
TWTM Travel / Meeting Expenses						
TWTM Registrations Administrator	\$0.00	\$0.00		\$928.70	\$750.00	23.8%
TWTM Accom/Meals MFO Mtgs	\$0.00	\$0.00		\$1,709.68	\$2,500.00	-31.6%
TWTM Hui-a-tau Maori	\$10,908.95	\$10,000.00	9.1%	\$29,289.46	\$30,000.00	-2.4%
TWTM Maori Education Initiatives	\$0.00	\$0.00		\$0.00	\$3,000.00	-100.0%
TWTM Travel Administrator	\$157.95	\$300.00	-47.4%	\$1,274.20	\$1,650.00	-22.8%
TWTM Travel Maori Fed Officers Meetings	\$0.00	\$0.00		\$1,600.39	\$2,400.00	-33.3%
TWTM Travel Maori Fed Officers to Hui-a-tau	\$19.57	\$0.00		\$831.84	\$0.00	
Total TWTM Travel / Meeting Expenses	\$11,086.47	\$10,300.00	7.6%	\$35,634.27	\$40,300.00	-11.6%
TWTM Volunteer Expenses						
TWTM Administrator Meeting Allowances	\$100.00	\$100.00	0.0%	\$400.00	\$600.00	-33.3%
TWTM Administrators Telecommunication Costs	\$0.00	\$50.00	-100.0%	\$65.22	\$750.00	-91.3%
TWTM Honorary Administrator	\$0.00	\$0.00		\$3,000.00	\$3,000.00	0.0%
TWTM Professional Development Administrator	\$0.00	\$0.00		\$50.00	\$600.00	-91.7%
TWTM Professional Development Maori	\$0.00	\$0.00		\$0.00	\$1,500.00	-100.0%
Total TWTM Volunteer Expenses	\$100.00	\$150.00	-33.3%	\$3,515.22	\$6,450.00	-45.5%
Total TWTM & TT EXPENSES	\$11,186.47	\$11,150.00	0.3%	\$66,011.77	\$95,850.00	-31.1%
Total Cost of Sales	\$110,826.47	\$191,943.00	-42.3%	\$883,025.56	\$1,690,635.00	-47.8%
Gross Profit	-\$109,728.11	-\$191,143.00	42.6%	\$951,081.02	\$494,171.00	92.5%
Plus Other Income						
Surplus Funds received from Playcentre Publications Ltd	\$0.00	\$0.00		\$7,182.31	\$0.00	
JOURNAL FUNDING						
1-JOURNAL INCOME						
Journal Income Assn-Annual Subscriptions	\$347.82	\$0.00		\$23,273.05	\$0.00	
Journal Income Public-Annual Subscriptions	\$0.00	\$0.00		\$1,949.63	\$0.00	

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	Month Actual May 2017	Month Budget May 2017	Var %	YTD Actual Mar 16 - May 17	YTD Forecast Mar 16 - May 17	Var %
Total 1-JOURNAL INCOME	\$347.82	\$0.00		\$25,222.68	\$0.00	
2-JOURNAL EXPENSES						
Journal Honoraria Editor	\$0.00	\$0.00		-\$3,000.00	-\$3,000.00	0.0%
Journal Honoraria Proof Readers	\$0.00	\$0.00		-\$300.00	-\$400.00	25.0%
Journal Postage	\$0.00	\$0.00		-\$47.39	\$0.00	
Journal Printing, Art Prep, Scans & Freight	\$0.00	\$0.00		-\$23,067.00	\$0.00	
Total 2-JOURNAL EXPENSES	\$0.00	\$0.00		-\$26,414.39	-\$3,400.00	-676.9%
Total JOURNAL FUNDING	\$347.82	\$0.00		-\$1,191.71	-\$3,400.00	64.9%
PROMOTIONS FUNDING						
Promotional Material Expenses	-\$2,655.00	\$0.00		-\$8,938.20	\$0.00	
Promotional Material Income	\$0.00	\$0.00		\$13,127.05	\$0.00	
Total PROMOTIONS FUNDING	-\$2,655.00	\$0.00		\$4,188.85	\$0.00	
STRATEGIC PLANNING FUNDING						
SP Todd Foundation Grant	\$0.00	\$0.00		\$71,952.00	\$0.00	
SP Trf from Admin Accumulated Funds	\$0.00	\$0.00		\$18,916.02	\$0.00	
STRATEGIC PLANNING EXPENSES						
SP Technology Infrastructure Implementation	\$0.00	\$0.00		-\$8,000.00	\$0.00	
Total STRATEGIC PLANNING EXPENSES	\$0.00	\$0.00		-\$8,000.00	\$0.00	
Total STRATEGIC PLANNING FUNDING	\$0.00	\$0.00		\$82,868.02	\$0.00	
Total Other Income	-\$2,307.18	\$0.00		\$93,047.47	-\$3,400.00	2836.7%
Operating Profit	-\$112,035.29	-\$191,143.00	41.4%	\$1,044,128.49	\$490,771.00	112.8%
Non-operating Income						
Admin Transfer from Asset Replacement Fund	\$0.00	\$0.00		\$2,271.04	\$0.00	
Admin Transfer from/(to) Special Projects Fund	\$0.00	\$0.00		-\$18,916.02	\$0.00	
Donations	\$0.00	\$0.00		\$72.70	\$0.00	
Gain on Sale/Disposal of Asset	\$0.00	\$0.00		-\$333.01	\$0.00	
EDUCATION TERTIARY FUNDING						
1-TEC Funding Income						
Interest Ed Tert. Funding A/c	\$259.70	\$1,250.00	-79.2%	\$10,103.09	\$18,750.00	-46.1%
TEC SAC Training Funds In	\$71,827.83	\$0.00		\$1,174,329.27	\$800,136.00	46.8%
Total 1-TEC Funding Income	\$72,087.53	\$1,250.00	5667.0%	\$1,184,432.36	\$818,886.00	44.6%
2-TEC Funds Distributed						
TEC SAC Training Funds Out	\$0.00	\$0.00		-\$728,701.71	-\$709,648.00	-2.7%
Total 2-TEC Funds Distributed	\$0.00	\$0.00		-\$728,701.71	-\$709,648.00	-2.7%
TEC Administration Expenses						
Repairs and Maintenance (6200.5005)	\$0.00	\$0.00		-\$402.61	-\$240.00	-67.8%
Stationery & Photocopying (6200.5006)	-\$23.91	\$0.00		-\$666.99	-\$750.00	11.1%
Total TEC Administration Expenses	-\$23.91	\$0.00		-\$1,069.60	-\$990.00	-8.0%
TEC Employee Expenses						
ACC Levies (6200.7003)	\$0.00	\$0.00		-\$196.17	-\$500.00	60.8%
Meeting Allowances (6200.7005)	\$0.00	\$0.00		-\$200.00	-\$600.00	66.7%
Professional Development (6200.7004)	\$0.00	\$0.00		\$0.00	-\$1,000.00	100.0%
Salaries - TR Coord & TEFM	-\$6,628.05	\$0.00		-\$83,881.28	-\$86,896.00	3.5%
Support Admin/IT Data Entry	\$0.00	\$0.00		-\$510.57	-\$2,500.00	79.6%
Use of Office Equipment (6200.7009)	-\$640.00	\$0.00		-\$8,960.00	-\$8,760.00	-2.3%
Total TEC Employee Expenses	-\$7,268.05	\$0.00		-\$93,748.02	-\$100,256.00	6.5%
TEC National Compliance Expenses						
Copyright Licence	\$0.00	\$0.00		\$0.00	-\$1,530.00	100.0%
Membership / Affiliation Fees (6200.4008)	\$0.00	\$0.00		-\$2,158.20	-\$700.00	-208.3%
Nat Course Evaluation Costs	\$0.00	\$0.00		\$0.00	-\$750.00	100.0%
National Education Postage	\$0.00	\$0.00		-\$834.79	-\$700.00	-19.3%
National Education Stationery	\$0.00	\$0.00		\$0.00	-\$1,500.00	100.0%
NZQA Course Approval Fees	-\$1,275.00	\$0.00		-\$1,275.00	\$0.00	
NZQA External Evaluation & Review	\$0.00	\$0.00		-\$9,675.00	\$0.00	
NZQA QA Audit Support Costs	\$0.00	\$0.00		\$0.00	-\$1,200.00	100.0%
NZQA Quality Assurance Audits	\$0.00	\$0.00		\$0.00	-\$9,000.00	100.0%
NZQA Re-registration Costs	\$0.00	\$0.00		\$0.00	-\$6,800.00	100.0%
Resource Development Costs	\$0.00	\$0.00		\$0.00	-\$4,700.00	100.0%

Profit & Loss
New Zealand Playcentre Federation
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	Month Actual May 2017	Month Budget May 2017	Var %	YTD Actual Mar 16 - May 17	YTD Forecast Mar 16 - May 17	Var %
Student Mangmnt System Costs	\$0.00	\$0.00		-\$1,210.00	-\$1,998.00	39.4%
Total TEC National Compliance Expenses	-\$1,275.00	\$0.00		-\$15,152.99	-\$28,878.00	47.5%
TEC Travel / Meeting Expenses						
Accomodation/Meal/Regn Costs (6200.6001)	\$0.00	\$0.00		-\$591.04	-\$2,100.00	71.9%
Travel Costs (6200.6008)	\$0.00	\$0.00		-\$1,057.76	-\$2,500.00	57.7%
Total TEC Travel / Meeting Expenses	\$0.00	\$0.00		-\$1,648.80	-\$4,600.00	64.2%
Total EDUCATION TERTIARY FUNDING	\$63,520.57	\$1,250.00	4981.6%	\$344,111.24	-\$25,486.00	1450.2%
NATIONAL MEETINGS FUNDING						
CONFERENCE MAY 2015 FUNDS						
Conference May 2015 EXPENSES	\$0.00	\$0.00		-\$300.00	\$0.00	
Total CONFERENCE MAY 2015 FUNDS	\$0.00	\$0.00		-\$300.00	\$0.00	
CONFERENCE MAY 2016 FUNDS						
Conference May 2016 EXPENSES	\$0.00	\$0.00		-\$52,718.91	\$0.00	
Conference May 2016 INCOME	\$0.00	\$0.00		\$55,153.37	\$0.00	
Total CONFERENCE MAY 2016 FUNDS	\$0.00	\$0.00		\$2,434.46	\$0.00	
NATIONAL EXECUTIVE MARCH 2016 FUNDS						
National Executive March 2016 EXPENSES	\$0.00	\$0.00		-\$32,408.93	\$0.00	
National Executive March 2016 INCOME	\$0.00	\$0.00		\$32,869.61	\$0.00	
Total NATIONAL EXECUTIVE MARCH 2016 FUNDS	\$0.00	\$0.00		\$460.68	\$0.00	
NATIONAL EXECUTIVE MARCH 2017 FUNDS						
National Executive March 2017 EXPENSES	-\$26,476.41	\$0.00		-\$29,447.23	\$0.00	
National Executive March 2017 INCOME	\$1,657.39	\$0.00		\$25,553.06	\$0.00	
Total NATIONAL EXECUTIVE MARCH 2017 FUNDS	-\$24,819.02	\$0.00		-\$3,894.17	\$0.00	
Total NATIONAL MEETINGS FUNDING	-\$24,819.02	\$0.00		-\$1,299.03	\$0.00	
Total Non-operating Income	-\$7,018.05	\$1,250.00	-661.4%	\$293,831.53	-\$25,486.00	1252.9%
Non-operating Expenses						
EQUITY SHARING FUNDS						
Equity In	\$0.00	\$0.00		-\$274,390.94	\$0.00	
Equity Out	\$0.00	\$0.00		\$274,390.94	\$0.00	
Travel Card Out	\$332.61	\$0.00		\$52,213.93	\$0.00	
Travel Card In	\$0.00	\$0.00		-\$51,829.19	\$0.00	
Travel Pool In	\$0.00	\$0.00		-\$15,446.54	\$0.00	
Travel Pool Out	\$0.00	\$0.00		\$15,446.50	\$0.00	
Total EQUITY SHARING FUNDS	\$332.61	\$0.00		\$384.70	\$0.00	
Total Non-operating Expenses	\$332.61	\$0.00		\$384.70	\$0.00	
Net Profit	-\$119,385.95	-\$189,893.00	37.1%	\$1,337,575.32	\$465,285.00	187.5%