

TRUSTEE BOARD MEETING 8TH – 9TH DECEMBER 2017 (CAPITAL GATEWAY MOTOR INN, WELLINGTON)

Friday 8th December

The meeting commenced at 1.00pm with a karakia.

Attending: *Alaine Tamati-Aubrey, Susan Bailey, Ruth Jones, Ann Langis, Avis Stewart, Cynthia Murray, Alasdair Finnie (General Manager), Meagan Ranby (Administrator), Liang Wells (Chief Financial Officer (CFO)) and Veronica Pitt (Service Delivery Manager)*

Meeting Administration

Apologies

Liang and Veronica entered the meeting at 1.00pm

ICT Report

Henrietta Hall (ICT Contractor) was welcomed into the meeting via Zoom at 1.00pm

Discussion:

- Power BI is a reporting tool available through Office 365; need funding to configure for Playcentre but has no ongoing cost.
- Clarification of risk of loss of building access explained as the inability to enter a workplace but the ability to work remotely.
- Systems to be easy to use and standardised.
- Mandated systems supported by Playcentre; systems that Playcentre supports and is mandated to use.
- Antivirus – Centres, free online version would be suitable. Regional/National should be purchased software.
- IT professional should review policies that are developed.
- The risks and challenges of the Super Users discussed.
- Discussion on the options of the suggested Chief Information Officer.
- A support contract exists between MACE IT and Playcentre.
- Discussion regarding training of Centre members and employees to use the various systems.

Henrietta left the meeting at 2.10pm

Trustee Board ICT Thoughts - *appendix 2.*

Next Steps:

- Service Delivery Manager to forward a copy of the MACE IT support contract to the Administrator.
- Trustee Board to give Management Team direction on the budget that would be approved to spend for IT.
- Trustee Board to add IT thoughts during the meeting to feed into the Management Team.
- Management Team to discuss during December but more fully at the February Management Team meeting.

Conflict of Interest – *appendix 1.*

Additions and prioritising the agenda

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

- Financial report moved to the top of the agenda

Financial Report

Discussion:

- Existing financial team is at capacity, so external assistance will be needed for the consolidated accounts. Discussion about how this cost will be met.
- Comparison against budget will be coming to the next Trustee Board meeting.

- TEC suggested a regular pattern of financial reporting to avoid this situation next year. CFO suggested a system such as Spotlight.
- Based on August, Te Akoranga and Auckland Playcentre Associations do not pose a significant risk regarding paying advanced bulk funding to the Federation.

Next Steps

- Administrator to add Budget review to future Trustee Board meeting agendas.
- Future research to be completed by the CFO into a Spotlight system for Playcentre.

Bank Signatories

Discussion:

- Veronica and Julia are close to completing the signatory process.

Decision:

The meeting agreed the removal of Liang Wells, CFO as bank signatory once either Julia Frew, Human Relationships Manager or Veronica Pitt, Service Delivery Manager have been secured and activated as a bank signatory expected to be no later than Friday 15th December.

Delegated Authority

Discussion:

- A process has been created to ensure prior to the approval of an insurance pay-out to ensure the funding has been received from the insurer; therefore it will not pose a risk.
- Regional Managers finding set up is difficult when they have to contact a higher Manager for approval of contracts.

Decision:

The meeting agreed the amendment to the Delegated Authorities Policy of the Property and Assets Manager being able to approve reimbursement of insurance settlement funds of \$30,000.

Next Steps

- Insurance process to be added to the Property and Assets Manager process documentation.
- Service Delivery Manager to provide additional information to the Trustee Board for the recommendation of an amendment to the Delegated Authorities Policy of the Regional Managers being able to approve contracts up to \$5,000 within budget and the Service Delivery Manager up to \$10,000-\$15,000. Deferred to Loomio.

Conference Update

To be discussed in the Co-presidents report.

SPACE

Discussion:

- Discussion regarding the conflict of interests held by of people within the SPACE programme.
- SPACE NZ Trust is wanting to create a lobby group for parenting advocacy with external organisations including Playcentre; this was suggested to them by the Management Team in January.
- Discussion regarding correspondence from Parenting Place enquiring about starting a Playcentre. *Alaine declared conflict of interest that her niece manages the Auckland Parenting Place.*
- Discussion regarding the concerns SPACE NZ Trust holds about the amalgamation.
- Programme Coordinator includes SPACE but is not solely focussed on SPACE.
- Facilitators coming across to the NZ Playcentre Federation over this term. Coordinators and Administrators are going through the expressions of interest process and interviews at present.
- Discussion held regarding the risk in the event the budgeted grant is not received.
- The budget was adjusted after employee consultation with some SPACE, Babies CanPlay and CYCLE Coordinators.
- Waikato SPACE has requested a term to adjust to the changes of structure. Any surplus/deficit will be reflected in our budget.
- The risk of continuing SPACE on current terms for Term 1 and the estimated increase in expenditure was discussed.
- If agreeing to status quo for Term 1 the programmes will continue for another two terms (three terms total) on those agreements.

- Conference has agreed to a budget, the programmes need to work within this.

Decision:

The meeting agreed the amended proposed budget for SPACE with a surplus of \$6,331 enabling a decrease of the parent fee from \$180 to \$150 per programme and an increase of Centre hireage fee from \$300 to \$600 per programme. Programme Coordinators will apply for the grant total included in the budget.

The meeting did not agree that NZ Playcentre Federation continue the SPACE programmes on their current terms for Term 1.

Next Steps:

- Operations to communicate the decision to the current Programme Coordinators.

Trustee Board farewelled Liang as it was her last day in the CFO role.

Liang and Veronica left the meeting at 5.50pm

Meeting closed at 5.50pm

Saturday 9th December

Attending: *Alaine Tamati-Aubrey, Susan Bailey, Ruth Jones, Ann Langis, Avis Stewart, Cynthia Murray, Alasdair Finnie (General Manager) and Meagan Ranby (Administrator)*

Welcome, Opening and Karakia

The meeting opened at 8.40am.

Loomio decisions

Approval of Previous Minutes:

The 10-11th November 2017 Trustee Board Meeting Minutes had been circulated prior to the meeting and discussed on Loomio.

Meeting ratified the Loomio approval of the 10-11th November 2017 Trustee Board Meeting Minutes and distribution.

Next Steps:

- Administrator to distribute 10-11th November 2017 Trustee Board Meeting Minutes.

Approval of Correspondence:

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

Meeting agreed the approval of the November incoming and outgoing correspondence and distribution.

Next Steps:

- Administrator to distribute the Incoming and Outgoing November correspondence.

Financials (September 2017)

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

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

Next Steps:

- Administrator to distribute September 2017 Financials.

Rawene Playcentre

Discussion:

- Concerns raised that TAPP funding will not be available and that the Ministry of Education will only fund new services not existing. More investigation needed.
- Earlier in 2017 a struggling Centres fund application was approved. What is the status with this funding?

Decision:

Meeting agreed that the Northern Regional Manager investigate and apply for MoE TAPPS funding to complete remedial work at Rawene Playcentre building, playground and resources to bring back to a full ECE licence. If NZPF is successful in this grant we obtain a POD with the MoE for the site. If NZPF is unsuccessful with the TAPPS application we will need to investigate other sources of funding and the staff time required to support this process and revisit the decision to complete remedial work based on funding availability.

Next Steps:

- General Manager to investigate the status of prior approved funding.

Reports

General Manager Report

Discussion:

- Achievements:
 - ✚ Regional Offices locations settled and becoming established,
 - ✚ All parts of Playcentre are in the amalgamation
 - ✚ Most of the staff structure will be finalised and in place by February 2018,
 - ✚ Streamlined and more cost effective comprehensive insurance cover,
 - ✚ Friends of Playcentre established,
 - ✚ Change Chat breakthrough for communication to the Centres
 - ✚ Financially solvent and the projected deficit is manageable.
- Auckland Playcentre Association's decision has been communicated to the Honorary Legal Advisor.
- The Honorary Legal Advisor has been alerted that some Associations may have issues keeping their governance structure in place.

Trustee Board Report – Ann Langis

Draft NZPF Policy Framework: Playcentre Sessions and External Programmes

Discussion:

- Clarification needed as to the status of SPACE; external or internal programme and the level of control NZ Playcentre Federation has over the programmes.
- Possible criteria; if NZ Playcentre Federation is required to purchase resources, manuals and the programme is owned by an external organisation.
- Discussion regarding the criteria of internal and external programmes.

Decision:

The meeting agreed the framework needs to be two separate policies.

Next Steps:

- General Manager to follow up with the Service Delivery Manager regarding the status of SPACE.
- Ann to communicate with the Service Delivery Manager regarding the framework.
- Ann to upload new drafts onto Loomio prior to the holidays.

Trustee Board Report – Co-Presidents

National Executive meeting, May 2018

Discussion:

- Suggestion of Tapu Te Ranga as a venue for National Executive Meeting.
- Suggestion of equality for travel costs for Associations.
- Register of interest, call for agenda items and information regarding costs.

- Criteria of the National Executive Meeting discussed compared to an interest meeting and the requirement to meet quorum.
- Suggested date – May, June, July, August
- Suggested topics: Policy framework, Te Ao Hurihuri – strategic direction, governance structure and cluster remit.
- Discussion on status of Associations and the ability to finance delegates to attend the National Executive meeting.

Decision:

The meeting did not agree to the additional expenditure for a National Executive Meeting which has not been budgeted for of \$45,000.

Next Steps:

- Ann and Avis to draft the message for the register of interest and send to the Administrator by Tuesday.
- Administrator to set up National Executive email address with automatic reply.
- February Trustee Board meeting agenda – National Executive: outcomes of register of interest.

Financial Statements to be approved by Postal Ballot

Next Steps:

- Operations to investigate online voting options.
- February Trustee Board Meeting agenda – Online voting

Voting Rights of Federation Officers

Next Steps:

- February Trustee Board meeting agenda – response from Honorary Legal Advisor on implications will be sought by the General Manager.

Statement from Tāngata Tiriti House to Tāngata Tiriti Trustees

Discussion:

- Employee remuneration will be reviewed in the first quarter of 2018.
- It will not be possible for the budget to be sent to the huis 8 weeks prior or presented at the huis; it is scheduled to be presented to the NZ Playcentre Federation AGM in November.

Associate Members

Decision:

The meeting agreed to Cate Mawby, Char Martin and Stacey Balich as Associate Members for the 2017-2018 year.

Items to be discussed via Loomio:

- Regional staff being based at Regional Hub
- Governance Messages
- Gwen Somerset Representative
- Research Advisory Group

Meeting closed at 12.10pm

Upcoming Dates:

*Trustees Zoom date: 14th December 2017 and
29th January 2018
Reports due: 1st February*

*Fed News due date: 25th January
Next meeting: 9th – 11th February, Wellington*

True and accurate record:

Signed: Date:

Signed: Date:

Appendix 1. Conflict of Interest

Alaine Tamati-Aubrey – Taranaki Playcentre Association Rōpū and Waitara Playcentre Co-Secretary and Co-Treasurer, Operational support for NTRST Inc.

Cynthia Murray – Eastern Bay of Plenty Playcentre Association SPACE, Eastern Bay of Plenty Playcentre Association President, Eastern Bay of Plenty Playcentre Association Rōpū

Ann Langis - Employee North Shore Playcentre Association and life member of Narrowneck Playcentre.

Avis Stewart – Mid North Playcentre Association

Ruth Jones – Life Member of Wallaceville Playcentre Hutt Playcentre Association, and education employee of Hutt Playcentre Association and Signatory for Hutt Playcentre Association.

Susan Bailey – Hutt Playcentre Association Life Member, Net Committee Member (run early intervention groups run by the Ministry of Education).

Alasdair Finnie (General Manager) – None

Liang Wells (CFO) – Kelburn Playcentre

Veronica Pitt (Service Delivery Manager) – N/A

Appendix 2. ICT Report Thoughts

- ❖ Centre 1st!
- ❖ Like to see priority for needs of our Centres: electronic sign in, learning stories – Storypark, online voting (less admin, more play)
- ❖ Priority: having all systems brought away from individuals (like this idea)
- ❖ Cool, exciting, about time
- ❖ “Improved tamariki and student outcomes through operational efficiencies ...” need shared understandings of what are the measurable outcomes here.
- ❖ What will parents in Centre need training for? Centre admin Job Description should help support understanding here. Training requirements at Centre level must be simple and easy, too much turnover.
- ❖ Not feeling totally comfortable with #3 assessment of current ICT environment” Centre tech survey Question 1 was vague, would prefer to ask “How satisfied are you with XXX” (Juniorlogs, website, email etc)
- ❖ Like the idea of co-opting ICT skills out to Trustee Board
- ❖ More thinking required re # of Centre email addresses. Goals: more play, less admin, integrity of info/data
- ❖ Would like more info re. MACE IT support contract and current state of our engagement with them
- ❖ Website ‘adequate but underutilised’ what is it adequate for? External/internal? Would like to look at this through eyes of potential member trying to get quick overview of Playcentre and find a Centre near them
- ❖ Decision making tools – voting vs. consensus ... Loomio currently used for file sharing and decision making. Voting is only one aspect, emphasis should be on building consensus
- ❖ Customer Relationship Management (CRM) Tāngata Tiriti Kapa mahi working on membership, Friends of Playcentre getting up and running, good opportunity to focus on our databases?
- ❖ Education – is this recommendation based on in-depth info or a general overview? More info definitely needed!
- ❖ Overarching marketing and online strategy – need more thought in this space – very important for sustainability of Playcentre



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

	<i>Note: content derived from material supplied by Federation staff as well as GM</i>
Amalgamation project	
Overview	Preparation for the AGM/Conference has been a dominant task over the last month. Feedback from staff has been positive about being able to attend, make informal regional connections at the breaks and evening functions, and participate in an intensive series of large and smaller meetings, ably facilitated by Cissy Rock.
Change Programme	<p>Cissy Rock, Change Programme Manager, reports:</p> <ul style="list-style-type: none"> • Change Manager reducing to 10 hours a week from 1 December 2017 – 30 April 2018, with focus on Friends of Playcentre and developing strong communication channels and clear messaging for new structure. • Organisational Development will be a key next year, including reporting, accountability and professional development, with an emphasis on staff and centre members having different roles in the same co-operative. • Based on work done at Conference, currently fleshing out the Annual Plan to incorporate "work in progress", and to identify where further action is needed. Cissy, Veronica and Alasdair working together on Zoom on 15 December to create a detailed draft to discuss and finalise with staff later in December/early in 2018.

<p>Service Delivery</p>	<p>Veronica Pitt, Service Delivery Manager, reports:</p> <ul style="list-style-type: none"> • Regional Managers: Are humming along getting the regional staff in place, and setting up offices and new systems and practices. Meeting together for the one day RM meeting, and at Conference has helped to provide shared understandings of where we are heading and the paths to get there. Collaboration is key and this is being developed through the relationships and using IT solutions. • ELI: All licensed centres are now up and running on ELI; there were approximately 10 who have not submitted their RS7, this is being followed up now. • Programmes: Having reviewed the concerns raised from the Programmes Factsheet, and spoken with some of the teams who run SPACE, we have decided to hold a Zoom meeting with as many SPACE Coordinators as are able to attend on Friday 1st December. This will be a solution-focused session where we look for workable solutions that are appropriate for the SPACE programme whilst also fitting within our goals and constraints. We will also spend time talking to the BabiesCanPlay and CYCLE coordinators to ensure the needs of those programmes are not missed. Answers to specific questions will be answered in written form where appropriate and circulated to Associations.
<p>Legal</p>	<p>David McLay, Legal Adviser, expects feedback before the Christmas break from the Crown Law Office on the legal amalgamation documents lodged with it.</p>



Co-Presidents - Report to the Trustee Board

December, 2017

As a Trustee Board we have agreed that progressing the amalgamation is a priority with ensuring our Centres are serviced being the over-arching focus.

Leadership's role is to get problems' solved, not to actually solve them... – Meg Wheatley

Decisions:

1. National Executive meeting, May 2018: - Conference decision.

Background:

Remit: Change to Meetings to be held in 2018

Decision: The following motion was rejected via secret ballot vote

That National Executive shall not meet before November 2018 (notwithstanding Clause 11.2.1 of the Constitution) unless a special meeting is requested under Clause 11.2.2 of the Constitution subject to the Trustee Board providing a report to Associations on or before 30 April 2018.

See *NZPF Constitution 11.1 for guidance.*

Impacts:

- Associations will need to pay for all costs;
- NZPF will conduct logistics of venue, accommodation and travel;
- Need to utilise 'Register of Interest' and 'Call for Agenda Items';
- No NZPF budget for Trustees, facilitators and logistics.

Concerns:

- Who will attend? Will Association personnel be in the position to attend? Will Associations be financially stable to cover costs?
- Purpose and content of meeting needs to be addressed;
- How to ensure quorum at Hui ā-Tau Māori 17th May to Sunday 20th May 2018 and Tangata Tiriti Hui in 8-10 June 2018 when National Executive meeting requirement on the table.

Considerations:

1. Availability and wellbeing of members;
2. Staff time to organise meeting;

Next steps:

- Discussion to find a way forward;
- Create a timeline for the event.

2. Financial Statements to be approved by Postal Ballot: - Conference decision.

Background:

Remit: Financials statements to be approved by Postal Ballot

Decision

The following motion was accepted via secret ballot vote – that a postal ballot may be held under Clause 10.5 of the Constitution for the purposes of any Special General Meeting considering approval of the Consolidated Financial Statements of New Zealand Playcentre Federation Inc. and its Controlled Entities for the financial year ending 31 August 2017.

Remit: Postal Ballot maybe held

Decision

The following motion was accepted via secret ballot vote – that a postal ballot may be held under Clause 10.5 of the Constitution for the purposes of any Special General Meeting considering approval of the charitable scheme under the Charitable Trusts Act 1957.

Impacts:

- Discussion to occur

Concerns:

- Discussion to occur;

Considerations:

- Request from Conference to investigate options for online voting
- Discussion to occur

Next steps:

- Create a timeline

3. Voting Rights of Federation Officers: Conference decision.**Background:**

Voting Rights of Federation Officers

Decision

The following motions were rejected via secret ballot vote -

1. That the Trustees have a right to vote at General Meetings or meetings of the National Executive if a vote is required.
2. That other Federation Officers have a right to vote at General Meetings or meetings of the National Executive if a vote is required.

Impacts:

- Need to investigate if there is any impacts as Trustees under the Charitable Trusts Act 1957;
- Is a legal opinion required?

Concerns:

- Indemnity Insurance and liability falls where? With Trustees or Playcentres;

Considerations:

- Robbie's email: role of Standing Committee versus Trustee Board;
- Conversation with Marion at Conference;
- Comparison of original (1992), current (2014) and future Constitution required.

Next steps:

- Discussion
- More information required

4. Statement from Tāngata Tiriti House to Tāngata Tiriti Trustees.: Conference decision from Tangata Tiriti.**Background:**

During discussion on the Budget paper TT House raised their concerns with regard to the ability of the organisation to recruit and retain appropriate people for centre support roles (CSW and CA).

The house felt this needed to be reiterated to the TB and we would like to supply the following statements.

1. We would like the opportunity to collaborate in a timely manner on the budget (at least 8 weeks prior to hui).
2. Our core values are supporting our centres, which means valuing and retaining our employees on feasible employment packages.
3. As governors, we are aware some regions are struggling to employ suitable CSA/CSWs on the employment package provided. This has direct impact on our centres – we strongly encourage continued review of these packages by management.

Impacts:

- Budget consultation is highlighted in NZPF Constitution 11.6;
- Feasible employment packages and enabling the amalgamation is directed by the 50% levy;

- Budget responses to questions on 25 November #1, made available at Conference indicates a review of pay rates.

Concerns:

- Ongoing concerns of the difference between governance and management.

Considerations:

- CVL resource from National Executive, October 2015;
- Barry S Bader resource: Distinguishing Governance from Management

Next steps:

- Discussion of consolidating and implementation of governance training for membership in 2018;
- Implementation of rollout at HaTM & TT Hui 2018.

Discussions:

1. **Regional staff being based at Regional Hub:** - Operations.

Background: In August 2018 this was raised concerning the Te Ao Māori Worker, we raise this again. The response received on 11/08/2018 was *“As a management team it was decided that the Te Ao Maori Field worker, alongside the Regional Property Coordinator, Centre Support Coordinator etc. needed to work from the regional hub. All these roles will have a need to travel regionally to visit centres. The reason we decided these roles needed to work from the regional hub was to save costs as far as office equipment (i.e. photocopiers etc.) and most importantly to allow co-ordination and collaboration as a regional team, reporting to the Regional Manager. For instance being in one space, they can have the ‘off the cuff’ discussions about centres, that often raise that there is a trend occurring. It may be a centre is doing really well and best practice can be drawn from there, or the centre is struggling, and as a regional team they need to co-ordinate extra support. This is very hard to achieve if not all working from the same hub. We did look at what roles could be ‘work from home’ but the consensus was the regional roles should all work from the hub”*

Impacts:

- Consistency message, see Change Chat – Hubs Infographic;
- Limiting potential quality candidates to locality of regional hub.

Concerns:

- Not understanding the rationale behind the decision made to keep staff based at hub

Considerations:

- Purpose of role: who is the target audience?

Next steps:

- Shared understanding of purpose of role allowing employment of the right people for the job.

Information sharing and activities since the last report

1. **Induction of Trustees**

- ✓ Trustee Board Buddy System
- ✓ Handover of tasks from Clare:
 - Space NZ Trust, see video clip
 - Clusters
 - Communications Plan
- ✓ Indemnity Insurance
- ✓ Code of Conduct
- ✓ Confidentiality Agreement
- ✓ The Legal Jargon

2. **Susan attended/ing**

MoE: Building on Success for All 30/10/18

ECE Colloquium 13/11/18
Tick for Kids coalition 11/12/18
ECAC and EEF this week 6 & 7/12/18

3. *Alaine attending*

MDM Interviews 7/12/18

4. *Awareness*

From ECAC - PF29 & PF 30 implications on Playcentres;
From Wider sector engagement in VCA.

5. *Playcentres in Kahui Ako - Communities of Learning*

Sent out 27/09/2018
No responses received

6. *Transfer of Travel Card Operator responsibility*

Operations to update

Report to the Trustee Board

Ann Langis

December 2017

Discussion: Draft NZPF Policy Framework: Playcentre Sessions and External Programmes

Background:

At November TB meeting the need for an overarching governance framework regarding 'programmes' was articulated, and a desire to move away from the recent A statement regarding external programmes was agreed on: Our goal is effective external programmes that meet our strategic goals, are fiscally sustainable, and have measurable outcomes. The need to differentiate between 'playcentre sessions' and external programmes was also identified.

A draft policy was posted on loomio 20th November.

Impacts: Regional staff will need a governance framework within which to make operational decisions regarding external programmes and playcentre sessions that require additional funding. We are moving away from the levy decisions as a forum for considering these programmes. In the very near future we will need a well-considered governance approach to assist Regional managers as they allocate resources in their area.

Concerns/Risks: Feedback received from Management staff urged a closer consideration of whether SPACE would actually be considered an external programme under this proposed policy framework, and a consideration of financial impacts of this policy.

Considerations: Should this be separated into 2 distinct policies? What about Playcentre sessions that do not require additional funding but perhaps fail to meet the criteria required by those that do? For example, a session that engages in fundraising to pay wages of supervisors so the parents of children over 2 ½ are only required to provide supervision once per term. Does this create an unequitable situation where centres whose members have the time, energy and skills to source outside funding are thereby able to operate to a lower standard?

Recommendation/Decision:

Next steps: Policy framework finalised at February TB meeting

Trustee Board Meeting: 8-9 December 2017

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
2/11/2017	1	Misc	Email	ECAC	2018 Prime Minister's Education Excellence Awards	SB, ATA, General Manager	Email
2/11/2017	2	Fin	Email	Vocus Communications	Vocus Invoice and Online Reporting Notification	Accnts Mgr	Email
3/11/2017	3	Fin	Email	Baldwins Intellectual Property	Statement from Baldwins - New Zealand Playcentre Federation Inc (3040022) October 2017	Accnts Mgr	Email
3/11/2017	4	Misc	Email	Isentia	Media Alert	Media Monitors	Email
3/11/2017	5	Misc	Email	TRCC /ATA, SB	RE: Calling for TRCC members 2017 / 2018		
5/11/2017	6	Fin	Email	Capital Gateway Motor Inn	Statement of Account	Accnts Mgr	Email
5/11/2017	7	Misc	Email	Hui E! SPACE Waikato / Trustee Board, General Manager, SD Mgr, HR Mgr, Change Mgr,	Hui E! Monthly Pānui – Whiringa-ā-Rangi / November 2017	Trustee Board, General Manager	Email
6/11/2017	8	Misc	Email	CFO Nelson Association / Trustee Board, CFO,	Space Waikato		
6/11/2017	9	Misc	Email	Change Mgr	In support of Space		
7/11/2017	10	Misc	Email	Isentia Taranaki Association / SD Mgr, HR Mgr, Change Mgr, General Manager, Paulene	Media Alert	Media Monitors	Email
7/11/2017	11	Misc	Email	RM	Fwd: The Future of SPACE in Taranaki		
7/11/2017	12	Misc	Email	Isentia SPACE Southland / Trustee Board,	Media Alert	Media Monitors	Email
7/11/2017	13	Misc	Email	Antoinette RM	SPACE		
7/11/2017	14	Misc	Email	ECAC	Re: Call for agenda items for next ECAC	SB, ATA, General Manager	Email
8/11/2017	15	Misc	Email	Asia NZ Foundation	Asia New Zealand Foundation : Starting Strong: Nurturing the potential of our Asian under-fives	Trustee Board	Email
8/11/2017	16	Misc	Email	ECAC	Consultation on draft guidance for PF29 and PF20	SB, ATA, General Manager	Email
8/11/2017	17	Fin	Email	Capital Gateway Motor Inn	Amended Statement of Account from Capital Gateway Motor Inn	Accnts Mgr	Email
8/11/2017	18	Misc	Email	SPACE WBOP / Trustee Board, Change Mgr, HR Mgr, SD Mgr, Kaye RM	Questions from Fact Sheet #17	SD Mgr, CFO, Trustee Board,	
9/11/2017	19	Misc	Email	Te Akoranga Association	Space Fact Sheet	General Manager	Email
10/11/2017	20	Misc	Email	NCWNZ	Action Item: Reviewing the Property Relationships Act	Trustee Board, General Manager	Email
10/11/2017	21	Misc	Email	Isentia	Media Alert	Media Monitors	Email
10/11/2017	22	Misc	Email	Confidential	Employment	HR Mgr	Email

Trustee Board Meeting: 8-9 December 2017

				Ed Team, Trustee Board, General Manager			
12/11/2017	23	Misc	Email	NZARE	NZARE Adult & Tertiary Education SIG meeting at conference	Manager	Email
14/11/2017	24	Fin	Email	Capital Gateway Motor Inn Ministry of Education / SB, ATA, General Manager	Invoice 002511 14/11/17	Accnts Mgr	Email
14/11/2017	25	Misc	Email	Manager	Fw: Forum membership		
14/11/2017	26	Misc	Email	Isentia	Media Alert	Media Monitors	Email
14/11/2017	27	Misc	Email	NZARE	Fwd: NZARE Early Childhood Education SIG meeting at conference		
16/11/2017	28	Misc	Email	ECAC	Re: Consultation on draft guidance for PF29 and PF20	SB, ATA, General Manager	Email
16/11/2017	29	Fin	Email	Charities Services	Charities Controlling Relationship Changes	CFO	Email
17/11/2017	30	Misc	Email	Isentia	Media Alert	Media Monitors	Email
20/11/2017	31	Misc	Email	ECAC	Consultation on draft guidance for PF29 and PF30 He Pānui Kōhungahunga - The Early Learning Bulletin November 2017	SB, ATA, General Manager	Email
20/11/2017	32	Misc	Email	Early Learning Bulletin Thames Valley Coromandel Association / SB, ATA	Issue	Federation Officers	Email
20/11/2017	33	Misc	Email	SB, ATA	TVCPA: Lack of communication for employees		
21/11/2017	34	Misc	Email	Early Childhood Council	Communities of Learning booklet	SB, ATA, General Manager	Email
21/11/2017	35	Misc	Email	Isentia	Media Alert	Media Monitors	Email
22/11/2017	36	Misc	Email	Eastern Bay of Plenty Association / General Manager, SDM	EBOP Assn - SPACE proposals		
22/11/2017	37	Misc	Email	Honorary Legal Advisor / General Manager, ATA, SB, SDM	Fw: SUMMARY COMMENTS	Associations, Centres, Federation Officers	Email
23/11/2017	38	Misc	Email	Shake Safe Ltd Eastern Bay of Plenty Association / General Manager, SDM	Shake Safe Ltd -Health & Safety Management for Early Childhood Centres	AT	Email
23/11/2017	39	Misc	Email	General Manager, SDM	Re: EBOP Assn - SPACE proposals		
23/11/2017	40	Misc	Email	ECAC / SB Eastern Bay of Plenty Association / General Manager	Call for other advisory/subgroup reports for Dec ECAC meeting	SB, ATA, General Manager	Email
23/11/2017	41	Misc	Email	General Manager	Consultation with EBOP Assn		
24/11/2017	42	Misc	Email	Isentia	Media Alert	Media Monitors	Email
26/11/2017	43	Misc	Email	WBOP Assn / CM, AV, ATA, General Manager	Fw: Query from WBOP (western bay of plenty) Roopu - Liz Cribb		
27/11/2017	44	Misc	Email	Parenting Place	Parenting place and Playcentres	Anna RM, SDM	Email
27/11/2017	45	Fin	Email	Lil Reggie	Fwd: Invoice INV-3038 from Lil Regie Limited for NZ Playcentre Federation	Accnts Mgr	Email
27/11/2017	46	Fin	Email	Lil Reggie	Fwd: Invoice INV-3041 from Lil Regie Limited for NZ Playcentre Federation	Accnts Mgr	Email

Incoming Correspondence: 1 - 30 November 2017

Date of Report: 5th Dec 2017

Trustee Board Meeting: 8-9 December 2017

28/11/2017	47	Misc	Email	Isentia	Media Alert	Media Monitors	Email
28/11/2017	48	Misc	Email	Charities Services	Charities Services Newsletter - November 2017	CFO, General Manager	Email
30/11/2017	49	Misc	Email	NZTA	NZTA Estate & Trust Bulletin #139 November 2017	Trustee Board, General Manager	Email
30/11/2017	50	Misc	Post	IPA	Play Rights Magazine Issue 1:17	Trustee Board Mtg	
30/11/2017	51	Misc	Post	EMA	Business Plus Issue 153	HR Manager	Post
30/11/2017	52	Misc	Post	Exult	Tonic Magazine Issue 36	Trustee Board Mtg	Post
30/11/2017	53	Misc	Post	NCWNZ	Women Experiencing Discrimination Report	Trustee Board Mtg	Post
30/11/2017	54	Misc	Post	Marlborough Association	Amalgamation information	Honorary Legal Advisor	Post
30/11/2017	55	Misc	Post	TRCC	TRCC Nominations 2017-2018		

Outgoing Correspondence: 1 - 30 November 2017

Date of Report: 5th Dec 2017

Trustee Board Meeting: 8-9 December 2017

Date	No	Code	Method	From	To	Subject	Copied to	How
8/11/2017	1	Misc	Email	CF	Waikato SPACE Thames Valley Coromandel	Re: Space Waikato	Kaye RM	Email
23/11/2017	2	Misc	Email	SB	Association	Re: TVCPA: Lack of communication for employees	ATA	Email
27/11/2017	3	Misc	Email	SDM General	EBOP Association	Re: EBOP - Queries re. Playgroups Factsheet	General Manager, CFO	Email
29/11/2017	4	Misc	Email	Manager	EBOP Association	Re: Consultation with EBOP Assn	AT, CFO, Kaye RM	Email

Aged Payables
New Zealand Playcentre Federation
September 2017

	Current	August	July	June	Older	Total
Payables						
Accident Compensation Corporation	\$293.71	\$0.00	\$0.00	\$0.00	\$0.00	\$293.71
Adele BROADBENT	\$360.00	\$792.00	\$0.00	\$0.00	\$0.00	\$1,152.00
Adprint Limited	\$224.25	\$0.00	\$0.00	\$0.00	\$0.00	\$224.25
Air New Zealand	\$9,012.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,012.00
ASB Bank	\$1,712.84	\$0.00	\$0.00	\$0.00	\$0.00	\$1,712.84
Ashurst Park Playcentre	\$1,228.08	\$0.00	\$0.00	\$0.00	\$0.00	\$1,228.08
Auckland Playcentre Assn	\$0.00	\$0.00	\$0.00	\$0.00	\$17,800.00	\$17,800.00
BAILEY Susan	\$2,511.54	\$0.00	\$0.00	\$0.00	\$0.00	\$2,511.54
Baldwins	\$5,341.75	\$0.00	\$0.00	\$0.00	\$0.00	\$5,341.75
BELL Jenette	\$441.72	\$0.00	\$0.00	\$0.00	\$0.00	\$441.72
Central Hawkes Bay Playcentre Assn	\$178.50	\$0.00	\$0.00	\$0.00	\$0.00	\$178.50
Community Think	\$6,210.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,210.00
Connect NZ Limited	\$24.15	\$0.00	\$0.00	\$0.00	\$0.00	\$24.15
Contact Energy	\$130.41	\$0.00	\$0.00	\$0.00	\$0.00	\$130.41
DALY Kara	\$5,479.82	\$0.00	\$0.00	\$0.00	\$0.00	\$5,479.82
Deco Eatery	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
East Waikato Playcentre Assn	\$459.54	\$0.00	\$0.00	\$0.00	\$0.00	\$459.54
Harrisons energy solutions	\$5,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,100.00
HART Karina	\$2,940.05	\$0.00	\$0.00	\$0.00	\$0.00	\$2,940.05
Hawkes Bay Playcentre Assn	\$690.55	\$0.00	\$0.00	\$0.00	\$0.00	\$690.55
HJERTQUIST Sarah	\$538.70	\$0.00	\$0.00	\$0.00	\$0.00	\$538.70
HOGG Carolyn	\$2,213.78	\$0.00	\$0.00	\$0.00	\$0.00	\$2,213.78
Homestead Villa Motel	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
Hutt Playcentre Assn	\$2,906.31	\$74.00	\$0.00	\$0.00	\$0.00	\$2,980.31
Inland Revenue Department - PAYE	\$18,000.78	\$0.00	\$0.00	\$0.00	\$0.00	\$18,000.78
iSentia Limited	\$326.60	\$0.00	\$0.00	\$0.00	\$0.00	\$326.60
KELLY Olivia	\$683.22	\$0.00	\$0.00	\$0.00	\$0.00	\$683.22
King Country Playcentre Assn	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Kiwi Property Holdings Limited	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00	\$115.00
KPMG Auckland	\$44.28	\$0.00	\$0.00	\$0.00	\$0.00	\$44.28
Mace IT Services Limited	\$12,218.75	\$0.00	\$0.00	\$0.00	\$0.00	\$12,218.75
MACTIER Dalene	\$2,495.16	\$0.00	\$0.00	\$0.00	\$0.00	\$2,495.16
Marsden Playcentre	\$730.32	\$0.00	\$0.00	\$0.00	\$0.00	\$730.32
McLAY David	\$5,961.60	\$0.00	\$0.00	\$0.00	\$0.00	\$5,961.60
MORIARTY Kathleen	\$1,865.86	\$0.00	\$0.00	\$0.00	\$0.00	\$1,865.86
Nelson Playcentre Assn	\$1,172.86	\$0.00	\$0.00	\$0.00	\$0.00	\$1,172.86
Otago Playcentre Assn	\$3,175.80	\$0.00	\$0.00	\$0.00	\$0.00	\$3,175.80
Pegasus Rental Cars	\$160.50	\$0.00	\$0.00	\$0.00	\$0.00	\$160.50
RANBY Meagan	\$72.30	\$0.00	\$0.00	\$0.00	\$0.00	\$72.30
Rotorua Playcentre Assn	\$11,900.80	\$0.00	\$0.00	\$0.00	\$0.00	\$11,900.80
Spark	\$106.56	\$0.00	\$0.00	\$0.00	\$0.00	\$106.56
TAMATI-AUBREY Elaine	\$313.20	\$0.00	\$0.00	\$0.00	\$0.00	\$313.20
TaxiCharge New Zealand Limited & Company	\$270.60	\$0.00	\$0.00	\$0.00	\$0.00	\$270.60
Thames Valley Coromandel Playcentre Assn	\$2,173.40	\$0.00	\$0.00	\$0.00	\$0.00	\$2,173.40
Tourism Transport Ltd	\$242.00	\$0.00	\$0.00	\$0.00	\$0.00	\$242.00
TUPOU Faith	\$144.79	\$0.00	\$0.00	\$0.00	\$0.00	\$144.79
Wairarapa Playcentre Assn	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
Wanganui Playcentre Assn	\$299.00	\$0.00	\$0.00	\$0.00	\$0.00	\$299.00
Warehouse Stationery Ltd	\$46.80	\$0.00	\$0.00	\$0.00	\$0.00	\$46.80
Wellington International Airport Ltd	\$1,259.85	\$0.00	\$0.00	\$0.00	\$0.00	\$1,259.85
Wellington Playcentre Assn	\$1,584.20	\$0.00	\$0.00	\$0.00	\$0.00	\$1,584.20
Workplace Support	\$379.50	\$0.00	\$0.00	\$0.00	\$0.00	\$379.50
Xero (NZ) Limited	\$0.00	\$0.00	\$0.00	\$0.00	\$23.19	\$23.19
Total Payables	\$115,691.43	\$866.00	\$0.00	\$0.00	\$17,823.19	\$134,380.62
Total	\$115,691.43	\$866.00	\$0.00	\$0.00	\$17,823.19	\$134,380.62
	86.0923%	0.6444%	0.0%	0.0%	13.2632%	

Aged Receivables
New Zealand Playcentre Federation
September 2017

	Current	August	July	June	Older	Total
Receivables						
Alicetown Playcentre	\$8.28	\$0.00	\$0.00	\$0.00	\$0.00	\$8.28
Aotea Island Playcentre	\$16.30	\$0.00	\$0.00	\$0.00	\$0.00	\$16.30
Ashurst Park Playcentre	\$42.83	\$0.00	\$0.00	\$0.00	\$0.00	\$42.83
Auckland Playcentre Assn	\$0.00	\$82,937.40	\$0.00	\$42,043.56	\$67,541.77	\$192,522.73
Beach Haven Playcentre	\$26.21	\$0.00	\$0.00	\$0.00	\$0.00	\$26.21
Beachlands Maraetai Playcentre	\$6.39	\$0.00	\$0.00	\$0.00	\$0.00	\$6.39
Birkenhead Playcentre	\$23.29	\$23.29	\$23.29	\$0.00	\$0.00	\$69.87
Blenheim Playcentre	\$23.29	\$0.00	\$23.29	\$0.00	\$0.00	\$46.58
Brooklyn Playcentre	\$10.60	\$0.00	\$0.00	\$0.00	\$0.00	\$10.60
Buller Westland Playcentre Assn	\$0.00	\$50,203.19	\$0.00	\$18.00	\$0.00	\$50,221.19
Cambridge Playcentre	\$11.21	\$0.00	\$0.00	\$0.00	\$0.00	\$11.21
Canterbury Playcentre Assn	\$0.00	\$146,300.22	\$0.00	\$0.00	\$0.00	\$146,300.22
Canterbury Playcentre Shop	\$0.00	\$58.00	\$0.00	\$0.00	\$0.00	\$58.00
Central Districts Playcentre Assn	\$0.00	\$45,221.10	\$0.00	\$0.00	\$0.00	\$45,221.10
Central Hawkes Bay Playcentre Assn	\$0.00	\$642.03	\$0.00	-\$1,064.96	\$0.00	-\$422.93
Cockle Bay Playcentre	\$5.90	\$0.00	\$0.00	\$0.00	\$0.00	\$5.90
Coromandel Playcentre	\$0.00	\$0.00	\$0.00	\$0.00	\$18.40	\$18.40
Counties Playcentre Assn	\$0.00	\$37,193.12	\$0.00	\$0.00	\$53.00	\$37,246.12
Dunedin City Council	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00	\$25.00
East Waikato Playcentre Assn	\$0.00	\$15,345.66	\$0.00	\$0.00	\$16,300.40	\$31,646.06
Eastern Bay of Plenty Playcentre As	\$0.00	\$13,553.69	\$249.25	\$0.00	\$0.00	\$13,802.94
Ellerslie Playcentre	\$16.39	\$0.00	\$0.00	\$0.00	\$0.00	\$16.39
Far North Playcentre Assn	\$0.00	\$3,382.36	\$0.00	\$281.44	\$0.00	\$3,663.80
Frankton Playcentre	\$10.17	\$0.00	\$0.00	\$0.00	\$0.00	\$10.17
Freemans Bay Playcentre	\$10.91	\$0.00	\$0.00	\$0.00	\$0.00	\$10.91
Glen Eden Playcentre	\$0.00	\$54.50	\$0.00	\$0.00	\$0.00	\$54.50
Glen Innes Playcentre	\$10.19	\$0.00	\$0.00	\$0.00	\$0.00	\$10.19
Glendene Playcentre	\$22.50	\$0.00	\$0.00	\$0.00	\$0.00	\$22.50
Greenhithe Playcentre	\$10.79	\$26.50	\$0.00	\$0.00	\$0.00	\$37.29
Hawkes Bay Playcentre Assn	\$0.00	\$11,679.05	\$0.00	\$0.00	\$0.00	\$11,679.05
Henderson Valley Playcentre	\$6.44	\$0.00	\$0.00	\$0.00	\$0.00	\$6.44
Herne Bay Playcentre	\$10.65	\$0.00	\$0.00	\$0.00	\$0.00	\$10.65
Hillsborough Playcentre	\$10.49	\$0.00	\$0.00	\$0.00	\$0.00	\$10.49
Horotiu Playcentre	\$14.39	\$0.00	\$0.00	\$0.00	\$0.00	\$14.39
Hutt Playcentre Assn	\$0.00	\$82,174.51	\$0.00	\$0.00	\$0.00	\$82,174.51
HUYSER Teresa	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00	\$25.00
Johnsonville Playcentre	\$11.90	\$0.00	\$0.00	\$0.00	\$0.00	\$11.90
Karatia Bilingual Playcentre	\$0.00	\$8.40	\$0.00	\$0.00	\$0.00	\$8.40
Karori Playcentre	\$11.27	\$0.00	\$0.00	\$0.00	\$0.00	\$11.27
Kawakawa Playcentre	\$0.00	\$75.90	\$0.00	\$0.00	\$0.00	\$75.90
Kerikeri Playcentre	\$0.00	\$0.00	\$313.15	\$0.00	\$0.00	\$313.15
King Country Playcentre Assn	\$0.00	\$19,967.19	\$0.00	\$0.00	\$18,691.84	\$38,659.03
Leamington Playcentre	\$15.41	\$0.00	\$0.00	\$0.00	\$0.00	\$15.41
Levin Playcentre	\$8.49	\$0.00	\$0.00	\$0.00	\$0.00	\$8.49
Lower Hutt Playcentre.	\$8.34	\$0.00	\$0.00	\$0.00	\$0.00	\$8.34
Mananui Playcentre	\$12.60	\$0.00	\$0.00	\$0.00	\$0.00	\$12.60
Mangere Bridge Playcentre	\$10.17	\$0.00	\$0.00	\$0.00	\$0.00	\$10.17
Manurewa Playcentre	\$6.15	\$0.00	\$0.00	\$0.00	\$0.00	\$6.15
Marlborough Playcentre Assn	\$0.00	\$4,442.26	\$0.00	\$0.00	\$0.00	\$4,442.26
Martinborough Playcentre	\$0.00	\$32.00	\$0.00	\$0.00	\$0.00	\$32.00
Mid Canterbury Playcentre Assn	\$0.00	\$12,154.37	\$0.00	\$3,349.46	\$0.00	\$15,503.83
Mid Northland Playcentre Assn	\$0.00	\$6,616.48	\$0.00	-\$275.54	\$13,826.82	\$20,167.76
Morningside Playcentre	\$33.64	\$33.64	\$33.64	\$0.00	\$0.00	\$100.92
Mornington Playcentre	\$18.83	\$0.00	\$0.00	\$0.00	\$0.00	\$18.83
Morrinsville Playcentre	\$0.00	\$0.00	\$0.00	\$0.00	\$22.00	\$22.00
Mount Maunganui Playcentre	\$23.29	\$0.00	\$23.29	\$0.00	\$23.29	\$69.87
Mt Maunganui Playcentre	\$12.91	\$0.00	\$0.00	\$0.00	\$0.00	\$12.91
Mt Wellington Playcentre	\$16.33	\$0.00	\$0.00	\$0.00	\$0.00	\$16.33
Narrowneck Playcentre	\$23.29	\$23.29	\$23.29	\$0.00	\$0.00	\$69.87
Nelson Playcentre Assn	\$0.00	\$41,913.78	\$0.00	\$0.00	\$0.00	\$41,913.78
New Market Playcentre	\$19.70	\$0.00	\$0.00	\$0.00	\$0.00	\$19.70
New Plymouth Playcentre	\$10.64	\$0.00	\$0.00	\$0.00	\$0.00	\$10.64
New Windsor Playcentre	\$12.08	\$0.00	\$0.00	\$0.00	\$0.00	\$12.08
Newmarket Playcentre	\$23.29	-\$80.21	\$0.00	\$0.00	\$0.00	-\$56.92
Newtown Playcentre	\$10.07	\$0.00	\$0.00	\$0.00	\$0.00	\$10.07
North Shore Playcentre Assn	\$0.00	\$290,325.71	\$0.00	\$0.00	\$0.00	\$290,325.71
Northland Playcentre Assn	\$0.00	\$63,607.57	\$0.00	\$0.00	\$0.00	\$63,607.57
NZEI Te Riu Roa	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00	\$25.00
NZPF Professional Development Contract	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Ohaeawai Playcentre	\$0.00	\$6.40	\$273.13	\$0.00	\$0.00	\$279.53

Ohaupo Playcentre	\$10.32	\$0.00	\$0.00	\$0.00	\$0.00	\$10.32
Okato Playcentre	\$33.64	\$33.64	\$0.00	\$0.00	\$0.00	\$67.28
Omapere Playcentre	\$0.00	\$6.40	\$0.00	\$0.00	\$0.00	\$6.40
Onehunga Playcentre	\$10.86	\$0.00	\$0.00	\$0.00	\$0.00	\$10.86
Onepoto Playcentre	\$10.64	\$0.00	\$0.00	\$0.00	\$0.00	\$10.64
Otago Playcentre Assn	\$0.00	\$59,671.96	\$0.00	\$0.00	\$0.00	\$59,671.96
Otorohanga Playcentre	\$10.91	\$0.00	\$0.00	\$0.00	\$0.00	\$10.91
Oxford Playcentre	\$33.64	\$9.77	\$0.00	\$0.00	\$0.00	\$43.41
Papakura Playcentre	\$10.58	\$0.00	\$0.00	\$0.00	\$0.00	\$10.58
Papamoa Playcentre	\$31.34	\$23.29	\$0.00	\$0.00	\$0.00	\$54.63
Papatoetoe Playcentre	\$17.46	\$0.00	\$0.00	\$0.00	\$0.00	\$17.46
Paremata Playcentre	\$17.83	\$0.00	\$0.00	\$0.00	\$0.00	\$17.83
Peachgrove Playcentre	\$12.14	\$0.00	\$0.00	\$0.00	\$0.00	\$12.14
Pinehaven Playcentre	\$6.59	\$0.00	\$0.00	\$0.00	\$0.00	\$6.59
Rawene Playcentre	\$0.00	-\$2,744.32	\$273.13	\$0.00	\$0.00	-\$2,471.19
Rebecca Blaikie	\$0.00	\$10.40	\$0.00	\$0.00	\$0.00	\$10.40
Renwick Playcentre	\$12.93	\$0.00	\$0.00	\$0.00	\$0.00	\$12.93
Riselaw Road Playcentre	\$10.85	\$0.00	\$0.00	\$0.00	\$0.00	\$10.85
River Downs Playcentre	\$35.66	\$0.00	\$23.29	\$0.00	\$0.00	\$58.95
Rotorua Playcentre Assn	\$0.00	\$23,249.45	\$0.00	\$0.00	\$0.00	\$23,249.45
Russell Playcentre	\$6.97	\$12.40	\$0.00	\$0.00	\$0.00	\$19.37
Sanson Playcentre	\$0.00	\$36.00	\$0.00	\$0.00	\$0.00	\$36.00
South Brighton Playcentre	\$0.00	\$33.64	\$33.64	\$33.64	\$0.00	\$100.92
South Canterbury Playcentre Assn	\$0.00	\$2,882.77	\$0.00	-\$190.24	\$0.00	\$2,692.53
Southland Playcentre Assn	\$0.00	\$21,761.47	\$0.00	\$0.00	\$0.00	\$21,761.47
St Albans Playcentre	\$6.19	\$0.00	\$0.00	\$0.00	\$0.00	\$6.19
St Heliers Glendowie Playcentre	\$34.06	\$0.00	\$0.00	\$0.00	\$0.00	\$34.06
Swanson Playcentre	\$0.00	\$14.40	\$0.00	\$0.00	\$0.00	\$14.40
Taihape Playcentre	\$23.29	\$23.29	\$23.29	\$23.29	\$23.29	\$116.45
Tairāwhiti Playcentre Assn	\$61.25	\$9,769.20	\$0.00	\$4,931.36	\$0.00	\$14,761.81
Takapuna Playcentre	\$12.22	\$0.00	\$0.00	\$0.00	\$0.00	\$12.22
Tamaki Playcentre Assn	\$0.00	\$62,399.34	\$0.00	\$0.00	\$960.00	\$63,359.34
Tapawera Playcentre	\$10.58	\$0.00	\$0.00	\$0.00	\$0.00	\$10.58
Taranaki Playcentre Assn	\$0.00	\$49,580.27	\$0.00	\$0.00	\$0.00	\$49,580.27
Taranaki Playcentre Shop	\$0.00	\$129.50	\$0.00	\$0.00	\$0.00	\$129.50
Taupo Family Playcentre	\$14.67	\$0.00	\$0.00	\$0.00	\$0.00	\$14.67
Te Akoranga Playcentre Assn	\$0.00	\$8,061.58	\$0.00	\$0.00	\$488.00	\$8,549.58
Te Puawaitanga o Atareta	\$12.10	\$0.00	\$0.00	\$0.00	\$0.00	\$12.10
Thames Valley Coromandel Playcentre Assn	\$0.00	\$16,116.72	\$0.00	\$0.00	\$0.00	\$16,116.72
Titirangi Playcentre	\$11.37	\$0.00	\$0.00	\$0.00	\$0.00	\$11.37
Tomarata Playcentre	\$11.92	\$0.00	\$0.00	\$0.00	\$0.00	\$11.92
Totara Park Playcentre	\$19.31	\$0.00	\$0.00	\$0.00	\$0.00	\$19.31
University of Otago Dunedin	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00	\$25.00
Waikato Playcentre Assn	\$0.00	\$74,595.34	\$0.00	\$0.00	\$0.00	\$74,595.34
Waimamaku Playcentre	\$0.00	\$8.40	\$0.00	\$0.00	\$0.00	\$8.40
Wairarapa P/c Assn - TEC Funds	\$0.00	-\$752.80	\$0.00	\$0.00	-\$1,907.02	-\$2,659.82
Wairarapa Playcentre Assn	\$0.00	\$4,781.56	\$0.00	\$0.00	\$0.00	\$4,781.56
Wallaceville Playcentre	\$7.72	\$0.00	\$0.00	\$0.00	\$0.00	\$7.72
Wanganui Playcentre Assn	\$0.00	\$5,490.02	\$0.00	\$0.00	\$0.00	\$5,490.02
Waterloo Playcentre	\$23.29	\$0.00	\$23.29	\$0.00	\$0.00	\$46.58
Wellington Playcentre Assn	\$0.00	\$104,911.90	\$379.50	\$0.00	\$0.00	\$105,291.40
West Harbour Playcentre	\$6.03	\$0.00	\$0.00	\$0.00	\$0.00	\$6.03
Western Bay of Plenty Playcentre Assn	\$0.00	\$60,802.79	\$0.00	\$0.00	\$0.00	\$60,802.79
Whitford Playcentre	\$5.87	\$0.00	\$0.00	\$0.00	\$0.00	\$5.87
Whitianga Playcentre	\$0.00	\$69.90	\$0.00	\$0.00	\$0.00	\$69.90
Total Receivables	\$1,197.85	\$1,428,909.68	\$1,818.47	\$49,150.01	\$116,041.79	\$1,597,117.80
	0.075%	89.468%	0.1139%	3.0774%	7.2657%	

Balance Sheet
New Zealand Playcentre Federation
As at 30 September 2017

30 Sep 2017

Assets

Bank

ASB Cheque Accounts

Admin Cheque a/c	\$708,004.49
CRCW Cheque a/c	\$82,717.41
Ed Tertiary Funding Chq a/c	\$113,700.95
Gwen Somerset Trust Chq a/c	\$3,551.79
MRCW Cheque a/c	\$47,220.10
National Meetings Chq a/c	\$6,176.08
NRCW Cheque a/c	\$47,789.73
PD Contract Cheque a/c	\$102,083.42
SRCW Cheque a/c	\$65,438.78
Total ASB Cheque Accounts	\$1,176,682.75

Business Saver Accounts

Admin Business Saver a/c	\$879,345.07
CRCW Business Saver a/c	\$231,657.30
Ed Tertiary Business Saver a/c	\$221,628.36
MRCW Business Saver a/c	\$362,360.67
NRCW Business Saver a/c	\$143,414.10
SRCW Business Saver a/c	\$506,342.33
Total Business Saver Accounts	\$2,344,747.83

Term Deposit Accounts

Admin Bulk Funding Advances	\$3,329,057.79
Admin Investment a/c	\$363,080.51
Ed Tertiary Investment a/c	\$163,991.82
Gwen Somerset Investment a/c	\$54,785.86
MRCW Investment a/c	\$170,930.71
NRCW Investment a/c	\$155,463.69
SRCW Investment a/c	\$127,143.67
SRCW Term Deposit a/c	\$165,148.82
Total Term Deposit Accounts	\$4,529,602.87

Total Bank **\$8,051,033.45**

Current Assets

Debtors	\$1,597,117.80
Promotional Stock	\$10,234.58
Total Current Assets	\$1,607,352.38

Fixed Assets

Accumulated Depreciation	-\$39,632.38
Fixed Assets (at Cost)	\$46,061.63
Total Fixed Assets	\$6,429.25

Total Assets **\$9,664,815.08**

Liabilities

Current Liabilities

Creditors	\$134,380.62
GST	-\$14,529.88
PAYE Clearing Account	\$3,948.56
Rounding	\$0.47
Suspense Account	\$19.57

FUNDS HELD ON BEHALF

CENTRAL REGION CAPITAL WORKS FUNDS

CRCW Accumulated Funds	\$452,218.96
CRCW Administration Costs	-\$3,892.45
CRCW Allocations	-\$359,037.14
CRCW Bank Fees	-\$5.00
CRCW Interest	\$18,591.10
CRCW Project Surplus	\$7,602.11
Total CENTRAL REGION CAPITAL WORKS FUNDS	\$115,477.58

CENTRE FUNDING

Advances Held on behalf of centres	\$4,273,068.62
Funding distributed to Associations	-\$4,367,487.85
MoE Funding Received	\$4,701,562.70
Total CENTRE FUNDING	\$4,607,143.47

GWEN SOMERSET TRUST FUNDS

Gwen Somerset Accumulated Funds	\$55,374.57
Gwen Somerset Interest	\$2,963.08
Total GWEN SOMERSET TRUST FUNDS	\$58,337.65

MID NORTHLAND FUNDING

Mid Northland Expenses	-\$51,525.26
Mid Northland funding distributed to centres	-\$131,656.01
Mid Northland MoE Funding Received	\$278,656.25
Total MID NORTHLAND FUNDING	\$95,474.98

MIDLAND REGION CAPITAL WORKS FUNDS

MRCW Accumulated Funds	\$535,393.76
MRCW Administration costs	-\$1,317.86
MRCW Allocations	-\$100,065.29
MRCW Honoraria	-\$300.00
MRCW Interest	\$13,832.30
MRCW Project Surplus	\$4,111.12
Total MIDLAND REGION CAPITAL WORKS FUNDS	\$451,654.03

NORTHERN REGION CAPITAL WORKS FUNDS

NRCW Accumulated Funds	\$789,959.81
NRCW Administration & Meeting Costs	-\$5,189.05
NRCW Allocations	-\$669,341.74
NRCW Interest	\$13,425.39
NRCW Project Surplus	\$8,862.88
Total NORTHERN REGION CAPITAL WORKS FUNDS	\$137,717.29

SOUTHERN REGION CAPITAL WORKS FUNDS

SRCW Accumulated Funds	\$881,191.48
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SRCW Administration and Meeting Costs	-\$4,776.75
SRCW Allocations	-\$236,112.41
SRCW Interest	\$23,327.59
Total SOUTHERN REGION CAPITAL WORKS FUNDS	\$663,629.91

Total FUNDS HELD ON BEHALF **\$6,129,434.91**

Total Current Liabilities **\$6,253,254.25**

Total Liabilities **\$6,253,254.25**

Net Assets **\$3,411,560.83**

Equity

Admin Accumulated Funds	\$1,215,126.17
Current Year Earnings	\$453,043.97
Ed Tertiary Accumulated Funds	\$33,200.58
PDC Accumulated Funds	\$153,048.79
Retained Earnings	\$1,407,730.30

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 **\$3,411,560.83**

Profit & Loss
New Zealand Playcentre Federation
For the month ended 30 September 2017

	Month Actual September 2017
Income	
Admin Income	
Affiliation Levy	-\$70,853.51
Interest (Admin)	\$4,817.30
Total Admin Income	-\$66,036.21
Total Income	-\$66,036.21
Less Cost of Sales	
1-OPERATIONAL EXPENSES	
Administration Expenses	
0800 Number	\$92.66
Accounting Assistance	\$38.50
Legal Costs	\$9,829.00
Postage (2115)	\$148.26
Resources (2130)	\$53.89
Stationery & Photocopying (2151)	\$279.42
Storage Unit Costs	\$143.48
Subscriptions & Regns	\$86.43
Telecommunications - National	\$193.27
Total Administration Expenses	\$10,864.91
Communication Expenses	
Communication Support	\$925.00
Media Database/ Clipping Service	\$284.00
Total Communication Expenses	\$1,209.00
Employee Expenses	
Home Office Expenses - National Staff	\$2,535.00
Salaries - National Staff	\$38,011.68
Salary Casual/Contract Staff	\$6,076.08
Total Employee Expenses	\$46,622.76
Other Employment / Volunteer Expenses	
Employee Assistance Programme/Supervisio	\$330.00
Employment Costs (Appraisals/Interviews)	\$915.66
Total Other Employment / Volunteer Expenses	\$1,245.66
Policy / Relationships Expenses	
Gifts / Donations	\$122.45
Total Policy / Relationships Expenses	\$122.45
Property / Asset Expenses	
Depreciation	\$205.98
Total Property / Asset Expenses	\$205.98

Profit & Loss
New Zealand Playcentre Federation
For the month ended 30 September 2017

	Month Actual September 2017
Travel / Meeting Expenses	
Accommodation - National Staff	\$496.47
Meals - National Staff	\$621.25
Meetings - National Staff	\$445.00
Travel - National Staff	\$4,006.32
Total Travel / Meeting Expenses	\$5,569.04
Total 1-OPERATIONAL EXPENSES	\$65,839.80
CENTRE SERVICES	
CS Information Technology	
CS MemberConnex Subscription	\$2,800.00
CS Student Management System - Implementation	\$13,928.13
CS Student Management System - Ongoing Costs	\$10,625.00
CS Telecommunications (Phone & Internet)	\$13,310.18
CS Xero for Playcentres	\$7,193.97
Total CS Information Technology	\$47,857.28
CS Other Income	
CS Centre Phone Calls OUT	993.66
CS Centre Phone Calls IN	-648.6
CS XERO Upgrade Income	-\$270.00
Total CS Other Income	\$75.06
CS Property	
CS Insurance Claims OUT	\$9,192.58
CS Insurance Claims IN	-\$9,172.74
Total CS Other Income	\$19.84
CS Targeted Support	
CS Special Support Fund (Centres in Need)	
Total CS Targeted Support	\$0.00
Total CENTRE SERVICES	\$47,952.18
EDUCATION TEAM EXPENSES	
ED Administration Expenses	
ED Photocopying & Stationery	\$0.00
Total ED Administration Expenses	\$0.00
ED Travel / Meeting Expenses	
ED Travel Nat Executive Mtgs	\$306.96
Total ED Travel / Meeting Expenses	\$306.96
ED Volunteer Expenses	
ED Honorary Education Convenor(s)	\$98.91
Total ED Volunteer Expenses	\$98.91

Profit & Loss
New Zealand Playcentre Federation
For the month ended 30 September 2017

	Month Actual September 2017
Total EDUCATION TEAM EXPENSES	\$405.87
NATIONAL GOVERNANCE EXPENSES	
NG Administration Expenses	
NG Trustee Advice & Support	\$1,587.50
Total NG Administration Expenses	\$1,587.50
NG Travel / Meeting Expenses	
NG Accom / Meals / Regn Other Mtgs	\$957.47
NG Accom / Meals / Regn Team Mtgs	\$1,183.83
NG Registration Nat Exec Mtgs	\$46.50
NG Registration National Mtgs	\$655.65
NG Travel National Mtgs	\$1,244.49
NG Travel Team Mtgs	\$607.14
Total NG Travel / Meeting Expenses	\$4,695.08
NG Volunteer Expenses	
NG Childcare Costs	\$70.00
NG Honorary President(s)	\$156.49
NG Meeting Allowances	\$700.00
NG Telecommunications Costs	\$212.70
Total NG Volunteer Expenses	\$1,139.19
Total NATIONAL GOVERNANCE EXPENSES	\$7,421.77
REGIONAL SERVICES	
RS Administration Expenses	
Telecommunications - Regional	\$13.00
Total RS Administration Expenses	\$13.00
RS Employee Expenses	
Salaries - Regional Offices	\$11,264.44
Total RS Employee Expenses	\$11,264.44
RS Travel/ Meeting Expenses	
Accommodation - Regional Staff	\$117.39
Meals - Regional Staff	\$50.09
Travel - Regional Staff	\$1,903.30
Total RS Travel/ Meeting Expenses	\$2,070.78
Total REGIONAL SERVICES	\$13,348.22
TWTM & TT EXPENSES	
TT Travel/ Meeting Expenses	
TT National Hui	\$18,549.50

Profit & Loss
New Zealand Playcentre Federation
For the month ended 30 September 2017

	Month Actual September 2017
TT Travel Administrator	\$40.80
Total TT Travel/ Meeting Expenses	\$18,590.30
TT Volunteer Expenses	
TT Administrator Meeting Allowances	\$200.00
TT Administrators Telecommunication Costs	\$21.74
Total TT Volunteer Expenses	\$221.74
TWTM Travel / Meeting Expenses	
TWTM Travel Administrator	\$224.35
Total TWTM Travel / Meeting Expenses	\$224.35
Total TWTM & TT EXPENSES	\$19,036.39
Total Cost of Sales	\$154,004.23
Gross Profit	-\$220,040.44
JOURNAL FUNDING	
1-JOURNAL INCOME	
Journal Income Assn-Annual Subscriptions	\$0.00
Journal Income Public-Annual Subscriptions	\$0.00
Total 1-JOURNAL INCOME	\$0.00
2-JOURNAL EXPENSES	
Journal Honoraria Editor	\$0.00
Journal Honoraria Proof Readers	\$0.00
Journal Postage	\$0.00
Journal Printing, Art Prep, Scans & Freight	\$0.00
Total 2-JOURNAL EXPENSES	\$0.00
Total JOURNAL FUNDING	\$0.00
PROMOTIONS FUNDING	
Promotional Material Expenses	\$0.00
Promotional Material Income	\$0.00
Total PROMOTIONS FUNDING	\$0.00
STRATEGIC PLANNING FUNDING	
SP Todd Foundation Grant	\$0.00
SP Trf from Admin Accumulated Funds	\$0.00
STRATEGIC PLANNING EXPENSES	
SP Technology Infrastructure Implementation	\$0.00
Total STRATEGIC PLANNING EXPENSES	\$0.00
Total STRATEGIC PLANNING FUNDING	\$0.00

Profit & Loss
New Zealand Playcentre Federation
For the month ended 30 September 2017

	Month Actual September 2017
Total Other Income	\$0.00
Operating Profit	-\$220,040.44
EDUCATION TERTIARY FUNDING	
1-TEC Funding Income	
Interest Ed Tert. Funding A/c	\$117.02
TEC SAC Training Funds In	\$71,827.67
Total 1-TEC Funding Income	\$71,944.69
2-TEC Funds Distributed	
TEC SAC Training Funds Out	\$0.00
Total 2-TEC Funds Distributed	\$0.00
TEC Administration Expenses	
Repairs and Maintenance (6200.5005)	\$0.00
Stationery & Photocopying (6200.5006)	\$0.00
Total TEC Administration Expenses	\$0.00
TEC Employee Expenses	
Salaries - TR Coord & TEFM	-\$6,628.05
Use of Office Equipment (6200.7009)	-\$640.00
Total TEC Employee Expenses	-\$7,268.05
Total EDUCATION TERTIARY FUNDING	\$64,676.64
NATIONAL MEETINGS FUNDING	
CONFERENCE NOVEMBER 2017 FUNDS	
Conference November 2017 EXPENSES	-\$1,694.41
Conference November 2017 INCOME	\$0.00
Total CONFERENCE MAY 2016 FUNDS	-\$1,694.41
Total NATIONAL MEETINGS FUNDING	-\$1,694.41
Total Non-operating Income	\$42,603.44
Non-operating Expenses	
EQUITY SHARING FUNDS	
Travel Card Out	\$181.74
Travel Card In	-\$53.26
Total EQUITY SHARING FUNDS	\$128.48
Total Non-operating Expenses	\$128.48
Net Profit	-\$177,565.48