Thumbs Up Annual Report 2020

Board Report

It has been a very interesting year!

We welcomed Carolyn Stobbs to the manager role in September and very much appreciated Carolyn's leadership and hard work over the subsequent months. As Carolyn mentions in her report, the provision of the Thumbs Up service during the three months of Covid 19 restrictions was both a challenge and an opportunity. Skills and strengths of staff and participants were revealed, developed and shared, and connections between Thumbs Up community members remained strong, despite not being together in the same place physically.

In February this year Thumbs Up was announced as the winner of the Access Alliance People's Choice Awards for Business in the Best Accessibility Employer Category. There were forty nominations from people with lived experience of access needs. It was an honour for Thumbs Up to be recognised for its inclusive practice and "walking the talk"!

In March this year, Richard Bialy resigned as chair of the Board. Richard has been a trustee of Thumbs Up Charitable Trust since it was established in 2009 and a chairperson since 2012. We are extremely grateful to Richard for his huge contribution over many years. Jillian Green, who held the deputy Chair position, stepped into the role of Acting Chairperson when Richard left, and chaired many board ZOOM meetings over the next few months, as decisions were made about our response to the Covid 19 pandemic. The rest of the board is very grateful to Jillian for taking on this role.

We were delighted to welcome Susan Corbett to the board of trustees in February. Currently Susan is the only board member who is not a family member of one of our participants. We are very appreciative that Susan is using her excellent and many skills and wide experience to help govern Thumbs Up.

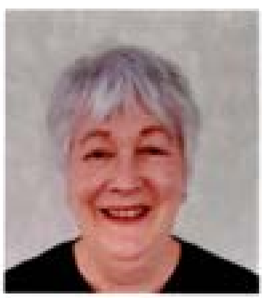
Thumbs Up was eligible to apply for a COVID 19 wage subsidy from the government, which enabled us to move from a projected deficit to a surplus. This year we achieved our goal of holding a reserve equivalent to six months operational expenses. Our thanks go to all who have supported Thumbs Up service through donations and grants.

As Covid 19 has demonstrated, Thumbs Up is not a place, but it is people. We would like to acknowledge with gratitude the contribution of staff and contractors over the last year. An attitude of being open to trying new things and overcoming limitations is a quality of great value regardless of whether there is a pandemic or not.

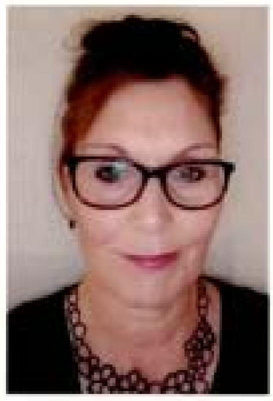
Finally, we celebrate the achievements and gifts of our Thumbs Up participants. You have shown us this year in particular that we should not under estimate what you are capable of, and that, given the chance, you will rise to the occasion with grace and determination!

Rose Chadwick
On behalf of the board of Thumbs Up




Manager's Report



Kia Ora, Talofa lava, Malo e lelei, Bula Vinaka, Fakaalofa lahi atu, As-salam alaykom, Hello

A year ago when I was starting at Thumbs Up, I'd never heard of Covid-19, it's now something that is in nearly every email I have in my inbox. As I write this, it's how we start our day at Thumbs Up. We talk about what we can and can't do at Level 2 and we unitedly say "we can beat this, we've done it before!"

The Level 3 & 4 time was a challenge for us all. I left Thumbs Up on the last day of Level 3 wondering how on earth we would manage to run a programme from a distance. Day by day, everyone gained more confidence and got involved in zoom sessions, created activities that people could do at home, or just enjoy getting in the post. People started recording stories, showing us their local communities, teaching us to make things and keeping us all connected. We saw talents in our Thumbs Up whanau that we didn't' know were there. I am so proud of what we managed to do during this time, I saw skills, learning and courage that I hadn't seen before. It was hard work. I saw so much fun, growth, learning and I saw pride in those achievements. It was exciting for me to see staff learning new things, and for the participants to learn and show off skills that we hadn't seen before. I feel we all got to know each other a bit more, maybe in different way. I hope there is growth from that for us all.

Three of our contractors, Shannon, JP and Claire were so supportive around our zoom sessions and vimeo. We always appreciate the work that they do for Thumbs Up; we particularly thank them for the extra support they gave us during this time.

It's been a muddly year for our volunteers, with starts and stops to their time with us. We have had some new activities through new volunteers and we know that Thumbs Up is so much richer for their time and commitment. We thank them for their generosity.

Melanie took on the role of coordinating the programme for a large part of the year. Mel is so respected by the team at Thumbs Up and has done a fantastic job of what I often refer to as 'herding kittens!' There is so much activity going on in one day for everyone to have a fun and interesting time at Thumbs Up and Mel has worked her magic to make that run smoothly. Briany has such a good knowledge of Thumbs Up and was so supportive to me as a new manager. Briany knows people at Thumbs Up so well and is such a strong advocate for the participants.

The staff and contractors care deeply about the people who attend Thumbs Up and that is the most important thing. I have appreciated a willingness to try new things, to step up to support each other to learn and do things in a different way. The team have an amazing opportunity to support people to have a great life and building community connectedness is a complex and rewarding role.

Last but not least! The most important people in my year! The people who come to Thumbs Up every day.

You have been such a joy to get to know.

You make everyone who comes through the door so welcome.

You have amazed me with your resilience. It has been an absolute privilege to serve you.

Kia kaha. All the very best for your next year of adventures.

Carolyn Stobbs
Manager

Grants and Donations

Please note that this section is not part of the financial statements and should not be read as part of them.

We are extremely grateful to the following organisations and individuals that have supported Thumbs Up Charitable Trust this past year; without you we would not be able to provide the Service to our people.

Funds received between 1 July 2019 and 30 June 2020

Ministry of Social Development $257,240
(Service Contracts)

ACC $140,688
(Support contracts)

Hutt Mana Charitable Trust $9,000
(Music therapy)

Wellington Community Trust $8,000
(Inclusive Communication)

Hutt City Council Creative Community $3,500
(Good Will Triumphs Film)

Supporters providing services to Thumbs Up

We also are very grateful to the following:

Neil Potter - PC Patch
Computer support

Jo Young - Petone Physiotherapy
Physiotherapy Bend and Stretch sessions for participants

Eastern Hutt Paint and Panel
Panel beating

Avenue Service Station
Vehicle maintenance

Fine Signs
Sign writing

Vertia Solutions
Printing

Marion Waswo Nathan Croudis, Claudia Porto, Phillipa Tebby, Walter Bunder, Jamie-Ann Gerzon
Support volunteers

Statement of Financial Performance
For the year ended 30 June 2020

Account	Notes	2020	2019
Revenue			
Donations, fundraising and other similar revenue	1	130,159	60,674
Fees, subscriptions and other revenue from members	1	95,538	106,117
Revenue from providing goods or services	1	404,801	411,986
Interest, dividends and other investment revenue	1	8,674	8,959
Total Revenue		**639,173**	**587,736**
Expenses			
Volunteer and employee related costs	2	473,196	487,417
Costs related to providing goods or service	2	64,115	74,193
Other expenses	2	31,453	35,217
Total Expenses		**568,764**	**596,826**
Surplus/(Deficit) for the Year		**70,409**	**(9,090)**

Statement of Financial Position
For the year ended 30 June 2020

Account		Notes	2020	2019
Assets				
	Current Assets			
	Bank accounts and cash	3	209,761	118,389
	Debtors and prepayments	3	14,094	37,206
	Investments	3	300,700	261,130
	Total Current Assets		**524,555**	**416,725**
	Non-Current Assets			
	Property, Plant and Equipment	5	741,559	766,232
	Total Non-Current Assets		**741,559**	**766,232**
Total Assets			**1,266,114**	**1,182,957**
Liabilities				
	Current Liabilities			
	Creditors and accrued expenses	4	8,763	16,142
	Employee costs payable	4	53,724	45,773
	Unused donations and grants with conditions	4	18,769	6,593
	Other current liabilities	4	3,500	3,500
	Total Current Liabilities		**84,756**	**72,008**
Total Liabilities			**84,756**	**72,008**
	Total Assets less Total Liabilities (Net Assets)		**1,181,358**	**1,110,949**
Accumulated Funds				
	Accumulated surpluses or (deficits)	6	638,260	627,851
	Reserves	7	543,098	483,098
Total Accumulated Funds			**1,181,358**	**1,110,949**

Statement of Cash Flows
For the year ended 30 June 2020

Account		2020	2019
Cash Flows from Operating Activities			
	Donations, fundraising and other similar receipts	142,323	67,590
	Fees, subscriptions and other receipts from members	90,673	104,764
	Receipts from providing goods or services	488,025	457,138
	Interest, dividends and other investment receipts	8,674	9,547
	Cash receipts from other operating activities	7,690	983
	GST	(51,617)	(45,706)
	Payments to suppliers and employees	(553,697)	(567,907)
Total Cash Flows from Operating Activities		**132,072**	**26,410**
Cash Flows from Investing and Financing Activities			
	Net Payments to Acquire property, plant and equipment	0	(710)
	Payments to purchase Term Deposits	(40,700)	(40,000)
	Cash Flows from Other Investing and Financing Activities	0	(13,081)
Total Cash Flows from Investing and Financing Activities		**(40,700)**	**(53,792)**
	Net Increase/ (Decrease) in Cash	**91,371**	**(27,381)**
Cash Balances			
	Cash and cash equivalents at beginning of period	118,389	145,770
	Cash and cash equivalents at end of period	209,761	118,389

Statement of Accounting Policies
For the year ended 30 June 2020

Basis of Preparation

The financial statements presented here are for the entity Thumbs Up Charitable Trust ("the Trust"), incorporated under the Charitable Trusts Act 1957 on 20 May 2008. The principal aim of the Trust is to support the intellectually and/or physically disabled beneficiaries of the Trust to lead full active lives in their community, through the process of a day service.

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than $2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and service tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax
Thumbs Up Charitable Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Grants received
Grants received are recognized in operating revenue, unless specific conditions attach to a grant and repayment of the grant is required where these conditions are not met. In these cases the grant is treated as a liability until the conditions are met.

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

Changes in Account Policies
There have been no changes in the account policies.

Notes to the Financial Statements
For the year ended 30 June 2019

Account	2020	2019
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Donations Rec'd - Miscellaneous	0	377
Donations Received Members	33,657	35,099
Fundraising - General	2,631	4,992
COVID-19 Wage Subsidy	85,548	0
Grants Received	8,323	20,207
Total	**130,159**	**60,674**
Fees, subscriptions and other revenue from members		
Support Funding (IF)	87,983	105,252
Relief staff support	4,461	0
Sports&Rec contribution from families	2,314	0
Other Revenue	780	865
Total	**95,538**	**106,117**
Revenue from provision of goods or services		
Hall Hire	6,874	9,574
Income from ACC	140,688	164,016
MSD Very High Needs Contract	184,900	183,196
MSD Community Participation Contract	72,340	55,200
Total	**404,801**	**411,986**
Other Revenue		
Interest Income	8,674	8,959
Total	**8,674**	**8,959**
2. Analysis of Expenses		
Volunteer and employee related expenses		
Salaries	419,884	437,083
Holiday Pay	7,487	2,815
KiwiSaver Employer Contributions	10,755	9,224
Contract Tutors	35,070	38,294
Total	**473,196**	**487,417**
Costs relating to the provision of goods or services		
ACC Levy	3,944	3,924
Cleaning	12,176	11,935
Computer Costs	2,460	191

Account	2020	2019
Equipment - Sub $500 & Repairs	494	148
Fundraising expenses	426	0
General Expenses	1,081	732
Insurance	13,928	12,816
Light, Power, Heating	2,499	2,413
Materials	186	300
Mobile Phone Costs	0	36
Motor Vehicle Expenses	9,001	8,326
Printing & Stationery & Postage	2,301	2,636
Professional Development	2,181	7,376
Provisions (Foodstuffs)	2,228	2,471
Rates	806	767
Recruitment	260	1,180
Repair & Maint Building	3,383	10,284
Repairs & Maint Fire & Security	1,898	1,603
Sports & Recreation	2,317	2,998
Subscriptions	463	1,516
Telephone & Internet	1,582	1,933
Travel - National	499	609
Total	**64,115**	**74,193**
Other expenses		
Audit fees	3,500	3,500
Bank Fees	45	160
Consulting & Accounting	2,200	5,540
Depreciation	24,673	26,017
Legal expenses	1,035	0
	31,453	**35,217**

3. Analysis of Assets

	2020	2019
Bank accounts and cash		
ASB Current Acct 00	38,291	20,545
ASB Savings Acct 50	171,219	97,594
Petty Cash	250	250
Total	**209,761**	**118,389**
Debtors and prepayments		
Accounts Receivable	13,566	36,555
Prepayments	528	0
Debtor Accruals	0	651
Total	**14,094**	**37,206**
Other current assets		
Other Receivables	0	1,130
Investments	300,700	260,000
Total	**300,700**	**261,130**

4. Analysis of Liabilities

	2020	2019
Creditors and accrued expenses		
Accounts Payable	9,323	14,101
GST	(561)	2,041
Subtotal	**8,763**	**16,142**
Creditor Accruals	3,500	3,500
Total	**12,263**	**19,642**
Employee Entitlement	42,945	35,458
Wages Payable - Payroll	10,779	10,316
Total	**53,724**	**45,773**

Account	2020	2019
Grants in advance	18,769	6,593
Total	**18,769**	**6,593**

5. Property, Plants and equipment

Land		
Land at cost	320,000	320,000
Total	**320,000**	**320,000**
Buildings		
Buildings at cost	464,377	464,377
Accumulated depreciation - buildings	(83,090)	(71,480)
Total	**381,287**	**392,896**
Motor vehicles		
Vehicles owned	118,381	118,381
Accumulated depreciation - vehicles owned	(79,700)	(70,030)
Total	**38,681**	**48,351**
Furniture and fittings		
Furniture and fittings owned	18,040	18,040
Accumulated depreciation - furniture and fittings owned	(18,032)	(16,730)
Total	**8**	**1,310**
Plant and equipment		
Plant and machinery owned	14,924	14,924
Accumulated depreciation - plant and machinery owned	(14,123)	(12,227)
Total	**801**	**2,697**
Other fixed assets		
Owned fixed assets	2,485	2,485
Accumulated depreciation - fixed assets owned	(1,703)	(1,507)
	782	**977**
Total property, plant and equipment	**741,559**	**766,232**

6. Accumulated Funds

Retained earnings/Accumulated funds		
Accumulated Funds b/fwd	627,851	636,941
Total Retained earnings/Accumulated funds	**627,851**	**636,941**
Current year earnings		
Current Year Earnings	70,409	(9,090)
Total Current year earnings	**70,409**	**(9,090)**
Transfer to Reserves		
Transfer to/from Reserves	(60,000)	0
Total Transfer to Reserves	**(60,000)**	**0**
	638,260	**627,851**
Asset Revaluation Reserve	223,098	223,098
Operating Reserve	320,000	260,000
	543,098	**483,098**
	1,181,358	**1,110,949**
Total Accumulated Funds	**1,181,358**	**1,110,949**

7. Breakdown of Reserves

Asset Revaluation Reserve	223,098	223,098
Operating Reserve	320,000	260,000
Total	**543,098**	**483,098**

The Operating Reserve has a purpose of keeping the Trust operating in case there is a change in funding climate. The aim for the Operating Reserve is to cover the Operating Cost for half a year.

8. Commitments

There are no commitments as at 30 June 2020 (before last year - nil).

9. Contingent Liabilites

There are no contingent liabilities or guarantees as at 30 June 2020 (before last year - nil).

10. Related Parties

There were no related party transactions this year.

11. Events after the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

12. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

Approval of Financial Report
For the year ended 30 June 2020

The Board of Thumbs Up Trust is pleased to present the approved financial report including the historical financial statements of Thumbs Up Charitable Trust for year ended 30 June 2019.

Approved

Rose Chadwick

Rose Chadwick, Treasurer

15 September 2020

LB Collins

Louise Collins, Secretary

15 September 2020

Thumbs Up Charitable Trust - Grants 2019-2020

Funder Grants	Purpose	Brought Fwd Last Year ($)	Received in 2019-2020 ($)	Disbursed in 2019-2020 ($)	Brought Fwd Next Year ($)
Hutt City Council Creative Communities	Singing: Naturally Creative You	750		750	
ANZ NZ Staff Foundation	Inclusive Communication	5,843		5,843	750
Wellington Community Trust	Inclusive Communication		8,000	1,058	6,942
Hutt City Council Creative Community	"Good Will Triumph" film		3,500	673	2,827
Hutt Mana Charitable Trust	Music therapy		9,000		9,000
Total		6,953	20,500	8,324	19,519

Independent Auditor's Report

Thumbs Up Charitable Trust - For the year ended 30 June 2020

To the Members of the Thumbs Up Charitable Trust

Opinions

We have audited the accompanying performance report of the Thumbs Up Charitable Trust ("the Trust") on pages 1 to 17, which comprises the entity information, statement of service performance, statement of financial performance and statement of cash flows for the year ended 30th June 2020, the statement of financial position as at 30th June 2020, and the statement of accounting policies, and other explanatory information.

Opinion on Financial Position, Entity Information and Service Performance

In our opinion:

(a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable; The performance report on pages 1 to 17 fairly presents:
- the financial position of Thumbs Up Charitable Trust as at 30th June 2020;
- the entity information for the year then ended; and
- the service performance for the year then ended

and is prepared, in all material respects, in accordance with the requirements of Public Benefit Entity Simple Format Reporting Standard – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board.

Qualified opinion on financial performance and cash flows

In our opinion, except for the possible effects of the matters described in the *Basis for Qualified Opinion* paragraph, the performance report on pages 1 to 17 gives a true and fair view of the financial performance and cash flows of the Thumbs Up Charitable Trust for the year ended 30th June 2020 in accordance with the requirements of Public Benefit Entity Simple Format Reporting Standard – Accrual (Not-For-Profit).

Basis for Qualified Opinion

In common with similar organisations control over cash revenues such as donations prior to being recorded is limited and there are no practical audit procedures to determine the effect of that limited control.

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the performance report is free from material misstatement.

Other than in our capacity as auditor we have no relationship with, or interests in, the Trust.

Restriction on Responsibility

This report is made solely to the Members, as a body, in accordance with section 42F of the Charities Act 2005. Our audit work has been undertaken so that we might state to the Members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Members as a body, for our audit work, for this report, or for the opinions we have formed.

Board's Responsibility for the Performance Report

The Board is responsible on behalf of the entity for:

a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
b) the preparation and fair presentation of the performance report which comprises:
   - the entity information;
   - the statement of service performance; and
   - the statement of financial performance, statement of financial position, statement of changes in equity, statement of cash flows, statement of accounting policies and notes to the performance report

   in accordance with the Public Benefit Entity Simple Format Reporting Standard – Accrual (Not-For-Profit), and

c) for such internal control as the Board determines is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Board is responsible for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board either intends to liquidate the Trust or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibility for the Audit of the Performance Report

Our objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

DJ Turner & Associates

Chartered Accountants

Wellington, NZ

14th October 2020



1.2M