

Capability Resources

The Trust recognises that not for profit and voluntary groups in the community face similar challenges in terms of keeping volunteers, raising funds, providing good governance and making confident decisions around finances and recruitment. The following list of resources offer free or very low cost options to help you build the skills, confidence and competence you may need to operate more efficiently.

Free Accounting Advice

The Council of Social Services (Dunedin) offers a free accounting advice service for community arts, sports and other not-for-profit organisations needing help with budgets, accounts or financial reporting. It is a voluntary service staffed by senior University of Otago accounting students and chartered accountants. This is a free service but registration is essential.

Council of Social Services (Dunedin)

Telephone: 03 471 6177

www.councilofsocalservices.org.nz/dunedin-community-accounting

Short Courses

With the support of the Otago Community Trust, the Otago Chamber of Commerce offers low cost not-for-profit training (around \$30) tailored for community groups. Courses include social media and accounting for non accountants. Visit the calendar on their web site and look for the course with the heading "Not for Profit".

The Otago Chamber of Commerce Inc

Telephone: 03 479 0181

www.otagochamber.co.nz

Community Resource Kit

Good planning, governance and management are crucial to running a successful community organisation. The Department of Internal Affairs' Community Resource Kit provides useful templates for planning, developing organisational structures and developing good governance and management practices.

www.communitymatters.govt.nz/working-with-communities---planning-governance-and-management

Administration Support for Social Services

The Council of Social Services (Dunedin) facilitates collaboration and capacity-building in the social services sector. They hold workshops that focus on such diverse topics as public speaking, first aid, QuickBooks and the Treaty of Waitangi. They also provide secretarial, photocopying, payroll and financial administration services to their members.

Council of Social Services (Dunedin)

Telephone: 03 471 6177

www.councilofsocalservices.org.nz

Supporting Volunteers

Volunteering Otago has free training, advice and resources available for organisations with Volunteers. They can give advice on how best to recruit and retain volunteers as well as free training.

Volunteering Otago

Telephone: 03 471 6209 or 0800 865 268

www.volunteeringotago.org.nz

If you are a sporting organisation, Sport Otago also maintains a database of volunteers, usually linking to tertiary providers that can be called upon to assist with events and programmes.

Sport Otago

Telephone: 03 474 6350 or 0800 776 786

www.sportotago.co.nz

Resources for Charities

The Charities Commission provides resources to assist organisations with their governance and management. Resources include templates and advice for fundraising, financial management, good accounting practices and board delegations. Information on setting up a Charitable Trust can be found through the NZ Companies office.

Charities Commission

Telephone: 0508 CHARITIES (0508 242 748)

www.charities.govt.nz/strengthening-your-charity

NZ Companies Office – Societies and Trusts Online

www.societies.govt.nz/cms

Tax Time

GST, income, donations and records – find out about your responsibilities for volunteers, paid or contracted staff members and what income is liable for GST and income tax. You can also find information about registering for GST and the income tax exemption and receiving donations, grants, funding and donation receipts.

Inland Revenue – Not for Profit

Telephone: 0800 227 774

www.ird.govt.nz/non-profit

Maori Groups

Te Puni Kokiri, the Ministry of Maori Development, provides information for not for profit groups.

Te Puni Kokiri

Telephone: 04 819 6000

www.tpk.govt.nz/en/services/effective

Information Sharing

The community net web site is an information sharing resource for community and voluntary groups. There are guides, news and tools for organisations.

Community Net

www.community.net.nz

Keeping it Legal

Keeping it Legal E Ai Ki Te Ture has been designed as a starting point for people in voluntary and not-for-profit organisations who want to know about the laws that may affect them. It can be used as a tool in developing risk management strategies.

Telephone: 04 385 0981

<http://keepingitlegal.net.nz>

Getting Technical

Low cost software is available to not-for-profit groups with charitable status across New Zealand. Tech Soup NZ provides donations & discounted technology products & services from companies such as Microsoft & SAP

Tech Soup

www.techsoup.net.nz

Sharing Knowledge and Research

Community Research is a web site where the latest community led research is gathered. You can find research about New Zealand's tangata whenua, community and voluntary sector.

Community Research

www.communityresearch.org.nz

Sport NZ

Sport NZ has developed an Organisational Development Tool to assist build successful and sustainable sport and recreation organisations. The tool helps you to assess the health of your organisation across governance & management & how to develop a plan to build on your strengths. It is available from the Sport NZ web site.

They have also developed the Sport Club Kit to help clubs achieve their goals and run a great organisation. You can complete an online Club Warrant of Fitness, a web based tool that will help your sport or recreation club assess its strengths and weaknesses and give feedback on how you can improve the way your club runs.

Sport New Zealand

www.sportnz.org.nz

www.sportnz.org.nz/en-nz/our-partners/developing-capabilities/development-and-support/club-wof

Sport Otago

Sport Otago offer regional sports organisations and their clubs a range of services around organisational capability. These include volunteer recruitment, coaching, funding, sharing of best practice and advocacy.

They provide information and support to groups looking for funding. This includes identifying potential funders and offering advice on the structure of an application and what supporting information to include.

Approximately every six weeks, Sport Otago facilitates the Otago Regional sports Forum.

Sport Otago

www.sportotago.co.nz

Creative NZ

If you receive Creative NZ funding, they regularly have short courses in audience development and financial management through their capability programmes. They also have a publication "Getting on Board" a guide to good governance for art organisations available from their web site.

Creative New Zealand

Telephone: 04 473 0880

www.creativenz.govt.nz

Dancing Support

Dance Aotearoa NZ (DANZ) is an umbrella body for the dance community and provides resources and information as well as holding regular workshops and events. Resources include tools and templates for fundraising and people management.

DANZ

Telephone: 03 471 8190

www.danz.org.nz

Quality Improvement

Te Papa through the National Services has developed the NZ Museum's Standards Scheme. This is a continuous quality approach to manage museums but has some checklists for generic organisational management including governance, management and planning.

Te Papa

www.tepapa.govt.nz/nationalservices/howwehelp/pages/nzmuseumstandardsscheme.aspx