

**DUNEDIN COMMUNITY ACCOUNTING – A SERVICE TO NOT  
FOR PROFIT BODIES**



Please keep the attached document which provides an overview of the purpose of Dunedin Community Accounting (DCA) and how it will operate.

**VOLUNTEER ADVICE WORKER APPLICATION FORM**

Please fill in this form and return to Ros Whiting's mailbox (Department of Accountancy and Business Law) on level 4 of the Commerce Building before 5pm on 9 October 2009.

All applications will be carefully considered and a short list of applicants will be compiled for a training day. You will be contacted and advised of the outcome of this application by email. If you are shortlisted for the training day you will be asked to attend during Orientation week 2010.

Note: the evening for shifts at the DCA has not been determined yet but will more than likely operate from 4.30pm – 7.30pm

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First Name: \_\_\_\_\_ Family Name \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_  
(we try to balance out our shifts, and some names can be confusing)

Address (During Semester): \_\_\_\_\_  
\_\_\_\_\_

Address (During Holidays): \_\_\_\_\_  
\_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address over holidays: \_\_\_\_\_

Which ethnic or cultural group do you identify with? \_\_\_\_\_

Which languages do you speak? \_\_\_\_\_

You will be allocated **one** shift to work on a three weekly basis

Which of the following evenings would you be available? (Circle)

Monday      Tuesday      Wednesday      Thursday      Friday      Sunday

Would you like to be on our on-call as required back up list to fill in when others are unable to attend?

Yes                      No

Shifts do not cease over mid-semester break. Will you be available to attend?

Yes                      No

What year of study for Accounting are you currently in? \_\_\_\_\_

Would you like to be a shift leader?      Yes / No

Are you interested in being involved in the running of workshops on accounting matters for not for profit

Yes

No

You want to volunteer at with Dunedin Community Accounting because:

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You see the role of Dunedin Community Accounting as:

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Dunedin Community Accounting can meet its obligations under the Treaty of Waitangi by:

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I understand that:

1. All details on this form remain confidential to Dunedin Community Accounting
2. Volunteers of Dunedin Community Accounting are expected to conduct themselves in a professional manner consistent with the Code of Ethics of the New Zealand Institute of Chartered Accountant (NZICA) (particularly regarding confidentiality). We have a copy available.
3. Being part of Dunedin Community Accounting means that I will abide by their Policies and Systems

Signature \_\_\_\_\_

## **Dunedin Community Accounting - A Service to Not For Profit Bodies**

We have:

- Operated for our first year with 21 Student Volunteers and 6 Accountants as Mentors
- Branded the service **Dunedin Community Accounting - A Service to Not For Profit Organisations;**
- Engaged the Dunedin Council of Social Services to administer the pilot;
- Secured rooms at Community House, Moray Place to run the session;
- Determined that the service is best run in the evening from 4-30 to 7.30pm with the day for 2010 yet to be determined;
- Sourced some clunky old laptops for you to use;
- Continued discussions with the accounting fraternity to increase the number of accountants to be volunteer supervisors;
- Developed a good client list

What will the service offer?

- Third and fourth year accounting student mentored by volunteer certificated accountants;
- Training in the basics of bookkeeping to treasurers of not for profit organisations;
- Guidance on the setting up a financial system suitable to small not for profit organisations ;
- Occasional seminars on specific topics for not for profit organisations;
- A free service
- Practical experience for the students.

Who can use the service?

- Small not for profit organisations from the Social, Recreational, Sporting and Arts sectors;
- Organisations will not have a relationship with an accountant except for the end of year audit;
- They may employ workers but the accounts are completed by a treasurer from the committee.

The service will not offer:

- Audits or reviews;
- Any form of financial investment advice

### **VOLUNTEER ADVICE WORKER**

All applications will be carefully considered and a short list of applicants will be compiled for a training session. You will be contacted and advised of the outcome of this application by email. If you are shortlisted for training you will be asked to attend during the week of Orientation.

Note: Shifts at the DCA will operate on an evening yet to be determined from 4.30pm – 7.30pm

**For more information or to download an application form  
visit [www.dcross.org.nz](http://www.dcross.org.nz) and go to the Dunedin Community Accounting tab**