

Queenstown Fijian Community Charitable Trust

Building Bridges



STRATEGIC PLAN

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Queenstown Fijian Community Charitable Trust	11th June, 2024
Approved by Board of Trustees	February 2024 to March 2025 (12 months)

<p style="text-align: center;">Executive Summary</p>	<p>The Queenstown Fijian Community Charitable Trust (QFCCT), in consultation with its members, developed this strategic plan outlining their aims and objectives to strengthen their organisation during the 2024-25 financial year.</p> <p>The QFCCT’s key activities for this financial year include:</p> <ul style="list-style-type: none"> ● Conducting a Fijian Language cultural week (07 October – 11 October 2024) ● Fiji Day celebrations (12 October 2024); Grow our local Fijian community networks within Queenstown; and ● Capacity building and organisational strengthening activities including training for Trustees and members <p>The strategic plan also provides an outline and summary for the funding plan to meet operational and project costs for our ‘Trust’ activities.</p>
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<p style="text-align: center;">Vision Statement</p>	<ul style="list-style-type: none"> ● QFCCT’s vision is to establish a vibrant and close-knit Fijian Community in Tahuna Queenstown, New Zealand, where members can nurture their spiritual growth and celebrate their cultural heritage and identity through the use of their indigenous dialects and strengthen traditional kinship bonds. The Trust will work with its members to ensure that Fijians living in Queenstown respect and uphold the values and community spirit that Queenstown is well known for. We envision a harmonious blend of Fijian traditions , Maori and Kiwi hospitality, enriching the fabric of Queenstown’s diverse community and fostering a place where Fijians are welcomed in their new ‘home away from home’.
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Mission Statement	<ul style="list-style-type: none"> Our mission is to cultivate a supportive and inclusive environment that nurtures the well-being, growth, and success of Fijians living in Queenstown. Through fostering cultural pride, facilitating social connections, and providing access to resources and opportunities, we aim to empower our members to embrace their identity, contribute to the local community, and achieve their aspirations. We are committed to promoting cultural exchanges, fostering understanding and leadership of our cultural differences, and building bridges across cultures, creating a vibrant and resilient Fijian community that enhances the social, economic, and cultural landscape of Queenstown [Tahuna].
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SWOT Analysis	<ul style="list-style-type: none"> The following table is used to identify external and internal factors that define the environment the Queenstown Fijian Community Charitable Trust is working in.
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SWOT Analysis

External Factors	Strengths	Internal Factors	Weaknesses
Funding	submitting application on time	meet operational and project costs	Availability of funds prior to planned activity/ event.
Transportation	everyone is able to attend planned meetings and activities	more than one vehicle required for transportation . fuel expenses.	No community vehicle
Meeting venue	venue that is sufficient for events and large gatherings.	finding and booking a place for a meeting.	availability
External factors	Opportunities	Internal Factors	Threats
Funding	Apply for Open Funds	compiling all requirements and approval from Board of Trustees	funding to meet budget
Transportation	purchase a community van from applied funding	Meet Transportation needs of the Community	repair and maintenance.

Trust Goals	<ul style="list-style-type: none"> ● Become a hub for the Fijian Community in Queenstown through community and religious meetings, social gathering and cultural activity. Create a supportive network that offers practical assistance, guidance, and friendship to newcomers, ensuring a smooth transition and integration into the Queenstown community. ● To establish a thriving Fijian Community in Queenstown that serves as a beacon of cultural diversity, social cohesion, and economic empowerment. ● Fostering partnerships with local organizations, businesses, and government agencies, we seek to access resources and funding that facilitate the development of community programs, initiatives, and events that celebrate Fijian culture, promote social engagement, and contribute to the local economy. Through collaboration, advocacy, and grassroots efforts, we aim to create a legacy of resilience, unity, and cultural richness that enriches the lives of Fijians and fosters greater harmony and understanding within the Queenstown community.
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Operational Plan	<p>Securing Funding:</p> <ul style="list-style-type: none"> ● Identify potential sources of funding, including government grants, private donations, corporate sponsorships, and community fundraising initiatives. <p>Financial Sustainability:</p> <ul style="list-style-type: none"> ● Develop a sustainable financial model for the Fijian community, including budgeting, fundraising activities. ● Establish financial reserves or contingency funds to cover unexpected expenses and ensure the long-term viability of community programs and services. ● Implement financial management best practices, including transparent accounting procedures, regular financial reporting, and oversight mechanisms to ensure fiscal responsibility and accountability. <p>Investment in Infrastructure (Future Aspirations):</p> <ul style="list-style-type: none"> ● Acquire funding for the construction of a Building (Hall) in the near future to cater for our community church service, traditional functions, awareness learning programs, and other community events.
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Education and Training Programs:

- Apply for funding for educational and training programs that empower community members with essential skills, knowledge, and resources to succeed academically, professionally, and economically. These could be in the form of scholarships, grants, and mentorship programs to support access to higher education, vocational training, and professional development opportunities for Fijian youths and adults.

Our Committee believes that by setting clear financial objectives and plans, Fijians can ensure the sustainable growth and prosperity of our local community in Queenstown, while effectively managing financial resources and maximizing opportunities for economic development and social impact.

INTERNAL CONTROL PROCEDURES**Accountability**

In accordance with the principles of transparency and sound accounting practices, we, the Queenstown Fijian Community, wish to present an overview of the accounting measures we plan to implement. Through these financial reporting, we intend to demonstrate to our members, sponsors and funding providers how Funds have been responsibly and accurately utilized and managed.

Separation of Duties

- All members within our leadership structure (The Queenstown Fijian Community) are aware of their respective roles and responsibilities. During each meeting, our Treasurer and assistant will provide updates on financial matters to all attendees. Oversight of these roles will be conducted by our Fijian Community President and Vice President. Additionally, all members will participate in discussions regarding planned events, budgeting costs, and funding applications.
- To mitigate the risk of fraudulent activity, any and all withdrawals will require the countersignature of our President, Vice President, and Trustee. These withdrawals will align with the approved plans (events and costs) agreed upon in meetings.
- The Treasurer and Assistant Treasurer are responsible for obtaining all receipts accompanied by a statement detailing the management of funding.

This statement will be presented during a meeting following each event and also accessible to the sponsors and fund providers.

Accounting Systems Access Controls

As the Queenstown Fijian Community embarks on this journey, we will strive to procure certain material assets, including Traditional Mats (for functions) and Picnic Tents and outdoor chairs (when participating in outdoor activities/ events). These assets, which are pending acquisition, will be securely stored under a lock and key, with access restricted to our designated leaders, namely the President, Vice President, and Secretary.

In regards to financial bookkeeping, our password and documents to be protected in a laptop (yet to be acquired) accessible to our (Queenstown Fijian Community) Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

- **PHYSICAL ACCESS AUDITS** - assets to be checked for durability and good condition regularly. These will greatly assist in preventing both fraud and waste (Traditional Mats getting mildew).
- Accounting reports to be presented on a 6 months basis (financial period) from date of registration.

Approval Authority Requirements

Every approval will be agreed upon in a meeting through motion and secondant. Monetary withdrawal approval to be from 3 signatories once approved in general through a meeting.

Periodic Reporting

The Queenstown Fijian Community will adapt an Accrual based Accounting System whereby Grants and Donations are recorded in the Accounting Period it is received. Expenses will also be recognised when it is incurred.

Financials Projections	<ul style="list-style-type: none"> ● For the current year 2024 a forecast of the income statement, the balance sheet, and the cash flow statement can be summed up in the budget proposal. The budget is aimed to meet operational and project costs. Our main source of finance is applying for fundings and grants.
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Team	<ul style="list-style-type: none"> ● Chairman - Mr Akariva Nawai ● Vice Chairman - Mr Frank Spooner ● Secretary & Trustee - Mrs Sainimere Bulitimai ● Treasurer - Mrs Sulueti Nawai ● Assistant Treasurer - Mrs Talaula Tuiloma ● Youth Coordinator - Mrs Spooner ● Youth Coordinator - Mrs Vusoya ● Youth Coordinator & Trustee - Mr Vakacegu Tabu ● Youth Coordinator - Mr John Savu ● Pastors Network - Pastor Apenisa Sivo ● Pastors Network - Elder Vakacegu Tabu ● Pastors Network - Radini Talatala Qase Kesaia Ratulevu ● Pastors Network - Mrs Jia Vakacegu ● Trustee & Assistant Secretary - Mr Jone Tokasayaisakaraia
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