

Who is Raeburn House?

Raeburn House is a community development organisation (not-for-profit), with a focus on community wellbeing, mental wellbeing and diversity.

For many years Raeburn House has successfully held funding contracts with the Waitemata District Health Board, Auckland Council, Ministry of Social Development, as well as receiving and accounting for funding from many other sources.

The New Community Business Hub

Raeburn House operates a Business Hub for community groups and not-for-profit organisations operating in the Auckland North area.

With our knowledge and experience gained over 30 years, our aim is to help you to run a successful project, group or organisation by offering administration and operational support where needed.

Support Services

Use as much or as little as required.

The level of our service to you can be tailored to your needs. We aim to enable each entity to perform to the best of their ability.

Contact Raeburn House to discover more details about the new Community Business Hub and find the best solution for your group or organisation.

Accounts

Bookkeeping and accounting services. This Service includes record keeping and production of monthly reports to Accountant/Board. Bank reconciliation, payroll and GST services.

Financial Systems Advice

What is the best system for you, do you need an on-line accounting system, internet banking? Are you using an on-line payroll provider? Are your systems robust enough to show funders their money is being well managed, and can comply with an audit? We can work together to find the best solution for you.

HR Personnel

Preparation of contracts, job descriptions and advice on advertising for filling positions. Obtain advice on HR issues with help from external sources where necessary. We can discuss the required systems and keeping of records as legally required.

Funding Applications, Accountability Reporting

Assistance with preparing funding applications, as well as establishing best record keeping practice and information gathering to show results for accountability reports.

Governance (Resourcing and Support)

Advice on best practice for setting up and managing a governing body, procedures and policies as well as recording requirements. Along with training and mentoring for board members.

Policy

Do you need policies on Health and Safety, Complaints, Social Media, etc. We can help with advice on policies and guidelines, as well as providing templates, where appropriate.

Mentoring

Use the experience and knowledge of Raeburn House to move you in the right direction. Raeburn House is an approved mentor under the Capability Mentor Service under the Ministry of Social Development.

IT/Telecoms Planning

Every organisation will have need of some technology to help them operate, what is the best solution for you? Do you need your systems to be mobile, allowing you to work 'on the go' or be office based with high speed broadband? Do you have a website and is it viewable across all devices (PCs, laptops, iPads, phones)? We can help by looking at your needs and giving advice on the best practical option available.

Marketing and Communication

Do you need a website? Do you use social media? Should you be using social media? Does newspaper advertising work for you? We can help explore various avenues of marketing and communication, and what is most effective within budget.

Data Management and Update

The information within your organisation is valuable and essential to your operation. We can help you find the best method of storing data and keeping information up-to-date.



Collaboration

There is scope for each organisation signed into RH Admin Support to meet on a regular basis, get to know each other and the work they do. Perhaps, a different organisation to present each month to explain their role.

Raeburn House's Resource and Information service can provide valuable support via the Directory of Support Services as well as other resources.

Future development

As the Administration Support of Raeburn House grows, we are developing a physical office space in order to provide:

- Reception/Help Desk
- Staff for Secretarial/Accounts support
- Data update support
- Office work space to hire
- Meeting/consulting rooms
- Conference/workshop space and facilities
- Telephone and Fax Services
- On-site design, printing and photocopying

Charges

There is a charge for this service depending upon the level of support required.

However, we are offering a **FREE one hour consultation** to discuss your requirements.

Please contact us for more details.



For more information about the

Community Business Hub

please contact:

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Visit our website to discover
all Raeburn House Services

FOLLOW US ON



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Raeburn House
CONNECTING PEOPLE – BUILDING COMMUNITIES

COMMUNITY BUSINESS HUB

Discover how the new Support Services
can help your group or organisation grow



BY HELPING YOU TO BE A SUCCESS,
WE HELP OUR COMMUNITIES SUCCEED!

