

Annual Operating Fund 2019-20

Tranche 2

Applications Book

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AOApplication Form

“Looking ahead”

The purpose of this form is to look ahead over the next grant year, to see how you plan to use your annual operating grant for the benefit of the community.

Summary information

Organisation name

Ruakaka Recreation Centre Incorporated

Contact Person

Name, email and phone number of person completing this form

Christine Thirling

ruakakarec@xtra.co.nz

09 4327962

New postal address?

Please provide if it has changed

Incorporated Societies/ Charitable Trusts Registers Number

Number:222645

Please ensure your register is up to date.

Organisation information

Resourcing	Number	FTE*
How many paid workers does your organisation employ?	2	1
How many volunteer workers does your organisation have?	8	2

* FTE is Full Time Equivalent. This is based on approximately 37.5 – 40 hours per week. Approximates are fine. Example: a person who works 20 hours a week is 0.5 FTE.

Area of work

Please select which one of the following relate **most closely** to your organisation:

- ☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☐ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☒ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☐ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

Data on your customers/visitors

Please tell us who your customers/visitors are, using estimated percentages where possible. *This information helps us to build a picture of which communities our funding supports. It is for statistical purposes only and has no bearing on your application.*

How many customers/visitors did you have 'last year'? (Please state what period your data covers)	51950 1.April 2018 to 31.March 2019
% Whangarei residents, Northland-wide residents, visitors (national/international)?	97% Bream Bay area; 2% national, 1% international
% Age ranges?	35% age 0-18,40% age 19-50 25% 50- 85+
% Ethnicities?	40% maori; 50% pakeha; 10% other
Anything else you'd like to add?	We have also disabled people using our facilities. We are quite sure that we cater for most age groups, genders and ethnic group and in fact, a typical cross section of the population of any community in New Zealand.

The year ahead

Tell us about your organisation and what you plan to do in the year ahead with the below questions.

The Idea – Briefly explain your organisation's *kaupapa* (purpose):

We are a non-profit organisation and a community driven facility which started in the mid 1980's. The centre is open to all age groups and for a wide range of activities. Physical activity is the biggest part we provide facilities for. We act as a unifying organisation to foster, encourage, maintain and assist amateur sporting and community activities in the society's area. Being in a low income community our aim is to provide facilities at a low cost for users and encourage an active lifestyle for all groups and ethnic backgrounds and also manage the society's leased sports ground facilities. The activities we cater for on a regular basis are: Squash, Soccer, Men's and ladies fitness gym, stretching classes, Tai Chi, Chi Kung, Yoga, Music club, Karate, Soccer, Petanque, indoor bowls, Cardio Drumming, Pilates, Aerial Yoga, Light Fitness class, Music and Play for toddlers and preschoolers, over 60's club. The upstairs lounge and meeting room are available to groups such as Ratepayer Association, Bream Bay Coastal Care Group and for other public meetings. We coordinate and manage the lease of the adjacent buildings and the Bream Bay community Support Trust.

Alignment – Tell us how your organisation's *kaupapa* aligns with Council's Vision and Community Outcomes?

The Ruakaka Recreation Centres mission is to increase knowledge about and access to a wider range of sport and activities available and create a solid ground for training and education in sports and living for all groups of people including the disabled and underprivileged.

The Ruakaka Recreation Centre like other Recreation facilities is incredibly important for a healthy, vibrant community. Recreation or community center's provide opportunities for residents to be active and to interact with other residents. They are common ground areas that are focused on inclusivity, while fostering a culture of health and wellbeing in the communities they serve. By creating a positive atmosphere, recreational facilities become essential to personal health and wellness, thereby reducing reliance on healthcare and other costly social services. This in turn boosts the local economy and can also help contribute to overall economic development. Our main purpose is to provide opportunities for active living and recreation in a safe, inclusive environment.

Council's vision:

- There is always something to do and see
- There are opportunities for people of all abilities, ages and life stages to be active

The Need – What need is there for your organisation? What indicators do you use?

The Ruakaka Recreation Centre provides convenient and fun opportunities for the community to stay fit. Physical **activity** has shown to decrease the risk of disease, improve physical and mental wellbeing, lower risk of injuries and premature death, and more. The Ruakaka Recreation Centre is the only centre of its kind in the Bream Bay Area. We are serving: Ruakaka, One Tree Point, Marsden Point, Takahiwai, Mata, Waipu and Langs Beach. Bream Bay and especially Ruakaka has undergone phenomenal growth in the last few years. This growth is continuing to this date. The numbers of our facility users indicates how important our centre to the community is. We have a high number of pensioners not only attending activity classes but also using our gym. To find out what our community needs we are conducting every year a survey and also have a suggestion box at the reception area.

The Impact – What difference will your organisation make to the community over the next year?

The Ruakaka Recreation Centre is a valuable asset here in our community. Our well-run recreation center serves as a thriving hub of activities for youth, families, senior citizens, civic organizations and more. We will continue the way we manage this place and keep on providing different activities to our facility users. Maintaining an active lifestyle is a fundamental aspect of a happy and healthy life. Fortunately, our recreation centre doesn't solely cater to young people. Walking clubs, fitness programs, different sport activities and various activities are made available to those of all ages. A recreation facility helps to develop a culture of physical wellbeing, mental health, and nutritional education. Once again, there is little cost associated with participation in these programs, which is a significant benefit for those living on a fixed income. A lot of our facility users are people who are on a very tight budget like students, parents, unemployed, physically impaired or injured people as well as pensioners.

We think that with our facilities we demonstrate wide range of benefits for the community like, bringing people together who would otherwise not be able to engage in any activity because of their social economic status and providing them with opportunities for social interaction.

Collaboration – What other organisations, community groups and individuals will you collaborate with to make a difference to the community?

We are working together with the following sports clubs/groups:

Tai Chi, Chi Kung, Light Fitness class, Pilates, Aerial Yoga, Yoga, Squash Club, Local Soccer Club, Cardio Drumming, Ninja Fitness, Music Club, Bream Bay Music and Play, Stretching Classes, Karate, 60's up Club, Bream Bay Walking Club, Ruakaka Ratepayers Association, Coastal Care Group, Bream Bay College

Your Approach – How will you demonstrate the impact of your work?

Conducting surveys, tracking numbers of users and comparing it with previous numbers.

Funding

The Annual Operating Fund grant is an exceptional level of support for organisations that provide ongoing, valuable services, programmes and amenities to the community.

Generally, indicative levels of funding remain consistent from year to year, subject to satisfying the performance measures and need/benefit assessment for this Fund.

If exceptional circumstances mean you would like to request a change in funding, please state your request and rationale below.

AOF Report

Attach your AOF report along with your business plan.

AOImpact Report Form

“Looking back”

The purpose of this form is to look back over the last grant year, to see what impact your annual operating grant has had on the community.

Organisation name	Ruakaka Recreation Centre Incorporation
Contact name	Christine Thirling
Position in group	Secretary/Treasurer
Email	ruakakarec@xtra.co.nz
Daytime phone number(s)	09 432 7962

Performance measures

In July 2018, we provided you with a set of performance measures (attached again for your reference). Please refer to these when answering the below questions on your impact over the last year.

(If you were given specific, additional measures, please report against those as well).

For the reporting period, tell us how your organisation went with the following questions.

Did your organisation meet the expectations of your board, the people who use your services, and the wider community? Why/why not?

Yes it did.

Our financial management is sound. We always make sure we have enough money in our operating account to be able to pay expenses. We have a skilled bookkeeper and the board gets a financial report once a month at our committee meeting. The Ruakaka Recreation Centre is funded from multiple sources and self generated income. For all planned projects we are applying for funding and most of the time getting funding. Last year we got a grant to replace the Rec centres roof, a grant to paint the outside and the inside of the Rec Centres building, we got a grant to pay for scaffolding, a grant for a new window for the soccer changing room, we got a grant to fix and upgrade equipments for the gym, we got a grant to fix some of the upstairs ceiling and to update the lighting throughout the inside of the centre to LED lights; we got a grant to replace all outside lights to LED lights; we got a grant to replace the carpet upstairs and downstairs and also to replace the upstairs vinyl in the lounge and toilets. Our Rec Centre has changed from a sad facility to an inviting facility where people enjoy spending some of their time. We do have some users with complains, but it is very difficult to satisfy every person when you have only a small budget available! Other incomes we have is from gym membership, fees from using our upstairs lounge,

annual lease fees from clubs using our facilities; from rent and fundraising events.

The Ruakaka Recreation Centres legal status is current, the organisations details are updated; financial statements are always filed in time and the Rec Centre is operating in accordance with the society deed.

We have a business plan in place, please see attached. We do look back and discuss the plans we have planned for the year in our Committee meetings. How far we have come, what needs to be done, who is going to help, to which funder we are going to apply for, what funds have we received.

The Ruakaka Recreation Centres goal is to get as much people as possible to use our facilities, this means working together with different non profit organisations and activity groups who are interested to provide activities to the community. At the moment we have a lot of physical activities to offer and also activities just to socialise and interact with others.

What difference did your organisation make?

The Ruakaka Recreation Centre is providing a much needed service to the community. We are providing facilities for recreation and sport activities. Our facilities are available for all age groups, genders and ethnic groups and in fact, a typical cross section of the population of any community in New Zealand. The feedbacks we get are all positive. Especially our older generation are very thankful for our facilities. As this gives them the opportunity to be physically active which is good for their well being and very affordable.

What worked well?

The activities we provide at the Ruakaka Recreation Centre work very well. Each day we have at least 1-2 new Ruakaka residents coming in wanting to know what we offer. We are also working well together with the local soccer club. We are not only providing the facilities to them but also planning projects together. We are regularly updating our activity schedules and have them available as flyers to take home for people. We are very happy with our gym members. Especially older people are taking advantage of our gym. The lounge and meeting room hire is also working well.

Fundraising applications were very successful: April 2018-March 2019

Foundation North - \$11929; Pelorus Trust - \$881.66; Pub Charity - \$2975; Foundation North - \$16096; Lottery Grants - \$10170; WDC - \$ 34860

Selfgenerated income – donations - \$240.34; Fundraiser – 3270.18; raising funds through menshed by manufacturing items and selling - \$2363.07; Educare rent - \$6000; Annual Lease from clubs and organisations \$8588.21; Gym facilities - \$18096; Lounge/meeting room hire - \$9493; rebate power

company \$130
What didn't work so well? <p>We would like to see more people coming to our fundraising events. We do advertise in the Bream Bay News, on the notice board in the Rec Centre and at the Ruakaka town centre. We send emails to the clubs to inform them of the upcoming events and also put posts on Facebook. We put a lot of planning and effort into our fundraising events, and it is upsetting when people don't come. When asking people why they didn't come, they didn't know the event was on. We have no answer to this problem.</p>
Resourcing – In your last application, you provided indicative numbers of volunteer and paid staff, and their expected total hours for the year. Were the actual numbers the same as expected/indicated? If not, please provide some comment. <p>The actual number of volunteers has increased, but the total hours stayed the same. Our volunteers are mostly pensioners and they try their best but the age is slowly catching up on them.</p> <p>Volunteers 2017/2018 6 – volunteer hours 3</p> <p>Volunteers 2018/2019 8 – volunteer hours 3</p> <p>Paid staff has not changed. Full paid staff 2017/2018 – 1</p> <p style="padding-left: 150px;">Full paid staff 2018/2019 – 1</p>
Who and how many people were involved with or received services from your organisation? How did they benefit? <p>We cater for most age groups, genders and ethnic group and in fact, a typical cross section of the population of any community in New Zealand. Annually around 51950 people have used our facilities. Either to participate in sport and activities, attend events, meetings, activities or provided activities to people. The benefits are: to stay healthier longer, reduce stress, benefits families, reduces crime rates with children and adults, it brings more cultural diversity, boost students performance. The Ruakaka Recreation Centre offers many programs that help benefit both the body and the mind. Studies have shown that people who exercise regularly have lower blood pressure, delayed onset of diabetes, lower heart disease rates, and overall increased longevity. Exercise also helps increase white blood cells and aids in strengthening your immune system. A lot of our facility users are people who are on a very tight budget like students, parents, unemployed, physically impaired or injured people as well as pensioners.</p> <p>We think that with our facilities we demonstrate wide range of benefits for the community like, bringing people together who would otherwise not be able to engage in any activity because of their social economic status and providing them with opportunities for social interaction.</p> <p>Visitors/ participants 2017/2018 – 44440 Visitors/ participants 2018/2019 – 51950</p> <p>Number of weekly classes/ activities:</p> <p>2017/2018 – 39 2018/2019 - 37</p> <p>Number of one off events:</p>

2017/2018 – 6	2018/2019 - 9
Who did you work with to deliver your project, programme or service?	
<p>The different activities we are working with are:</p> <p>Tai Chi, Chi Kung, Stretching Classes, Yoga, Pilates, Walking Club, Squash Club, Soccer Club, Music and Play for pre schoolers; Music Club; Ninja Fitness; Light Fitness Class, 60's up Branch, Petanque Club, Indoor Bowling Club, Rate Payer Association, Bream Bay College, Literacy Whangarei, Coastal Care Group, Karate Club, Arial Yoga classes, Cardio Drumming and Bream Bay Educare Dance group.</p>	
Which of the following areas would you like to strengthen? (please tick or highlight)	
<input type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Marketing/publicity
<input checked="" type="checkbox"/> Fundraising	<input type="checkbox"/> Financial management
<input checked="" type="checkbox"/> Equipment and resources	<input type="checkbox"/> Volunteers/time
<input type="checkbox"/> Facilities	
<input type="checkbox"/> Planning and organisation	
<input type="checkbox"/> General skills/expertise	
<input type="checkbox"/> Other:	
Is there anything else you'd like to tell us?	
---- no	

Attach:

- Your business plan for the year(s) ahead.

Submit:

Your completed report with your application for next year to funding@wdc.govt.nz.

You can also post it to:

Community Funding
Whangarei District Council
Private Bag 9023
Whangarei 0148

Or drop it in to one of our customer service centres.

*Thank you for contributing to your community and
helping Whangarei to be a vibrant, attractive and thriving district.*



Business Plan
& Budget
For next period
2018-2019

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Executive summary

Ruakaka Recreation Centre is a nonprofit organization and a community driven facility which started in the mid 1980. The centre is open to all age groups and for a wide range of activities. Physical activity is the biggest part we provide facilities for. We act as a unifying organization to foster, encourage, maintain and assist amateur sporting and community activities in the society's area. Being in a low income community our aim is to provide facilities at a low cost for users and encourage an active lifestyle for all groups and ethnic back grounds manage the society's leased sports ground facilities.

Regular physical activity can ward off life-threatening diseases; reduce feelings of depression and anxiety; help control weight and obesity, and build and maintain healthy bones, muscles, and joints. Also other activities we provide facilities for will bring people together to enjoy themselves and others.

There are currently no other recreational facilities, like the Ruakaka Recreation Centre, in the Bream Bay area. Ruakaka is the fastest growing area in the Whangarei District. Especially older people moving to this area and we need to cater for their needs as well. These days people getting older and also are very health conscious too.

Our big lounge is also available for public meetings, events or different activities.

Our objectives

1. To increase participation of all age groups in sport and recreation programs in the Ruakaka area.
2. To increase Gym membership by 15 % by the end of next year.
3. To provide our gym members with good full commercial gym equipment
4. Have a clientele return rate by 50 % by the end of the financial year
5. To achieve an annual income of \$42000
6. To provide more activities

Our products and/or services

The activities we cater for on a regular basis are, Squash, Men's and Ladies fitness gym, Pilates morning and evening, Yoga morning and evening, Aerial Yoga, Tai chi morning class, Tai Chi evening class, Chi kung, Stretching, Make a Scene Drama Classes, Educare Dance class, Bream Bay Walking Club, Light circuit fitness class, Karate, Football, Cardio Drumming, Petanque, indoor bowls, Music and Play for preschoolers, Music Club, Ninja fitness, Mens Shed and over 60's up club. The upstairs lounge, kitchen and meeting room are available to groups such as Literacy classes, Mum's and Bub's coffee Group, Rate payers Association, other public meetings and events. We coordinate and manage the lease of the adjacent buildings- they are the Educare Day Care Centre and the Bream Bay Community Support Trust.

Our competitive advantage

We are the only gym facility here in this area who allows people to use the gym on a casual basis as well.

Our gym members can pay their membership on a weekly basis or longer if they wish and are not locked in to a contract.

This makes our gym facility different to others.

Our daily gym rate is very reasonable, cheaper than in other facilities. This gives even pensioners the opportunity to use the gym facilities on a casual basis.

Our rate to use the lounge for activities is very low as well.

Our target customer

Our target clientele

1. all age groups and genders
2. interested in a healthy and active lifestyle
3. low and middle income earners and pensioners
4. all kind of activity and sport groups

Our marketing strategy

1. we advertise monthly in local newspaper and on our Facebook site
2. we promote activities on our activity board and update regularly
3. we provide clean facilities
4. we apply for funding regularly to raise money for upgrading our gym equipments to stay competitive with other facilities.
5. By paying our coordinator, we are be able to extend the opening hours and give our clientele a better service
6. By keeping our low rate for gym members and activity groups
7. Keep good relationship with all of our volunteers who give their time to look after our Recreational facilities.

Our strengths, weaknesses, opportunities and threats compared with our competitors.

SWOT Analysis Ruakaka Recreation Centre

Business activity Provider of sport and activity facilities.

Strengths

1. low cost rates
2. community driven

3. Credibility in the Community
4. Diversity of talents of our group
5. Good committee of local caring people
6. Mixed aged committee- depth/range of skills and experience
7. Good leadership

Weaknesses

1. not be able to pay reasonable wages to our coordinators
2. a lot of volunteer basis
3. still very high monthly expenses compare to income
4. The time it takes us to find the desired result
5. Coming up with new fundraising ideas
6. Money raising techniques

Opportunities

1. more people moving into Ruakaka area and they are more active these days
2. we are the only Recreation Centre with gym facilities in the Bream Bay area covering Waipu, One Tree Point and Ruakaka.
3. Sound strategic plan
4. Commitment to the plan
5. Up to date base
6. Multiple Fundraising streams

7. Good communication with our stakeholders and our community
8. More influx of facility users because of growth in the community

Threats

1. other gyms try to copy our rates and payment methods
2. activity groups finding better facilities somewhere else and lower rates
3. Loss of commitment by committee
4. Running out of good ideas
5. Not becoming stale in the community
6. Under resourced committee
7. Lack of funds raised – failed fundraising events
8. Old building, maintenance gets harder and more expensive
9. Not enough facilities to cater for the ever growing population

Assets ,equipment and projects

1. Most fixed assets to run our Centre are already owned by the Ruakaka Recreation Centre.
2. To attract more customers and increase revenue we need to purchase new gym equipment. The estimated cost \$ 8,000.
3. 3 Windows in the ladies toilet (upstairs) needs to be replaced and the catches plus part of the aluminium of the remaining windows are in need of replacement. Estimated cost \$6,000.
4. Showers in soccer changing rooms need to be replaced and the plumbing updated COST \$3,500
5. Ruakaka Recreation Centres mens shed need extended to cater for storage and more power tools. Estimated cost \$15000
6. Ceiling inside the lounge need to be replaced. The estimated cost \$10,000
7. The outside building is in need of a new paint. Expected cost \$10,000

Staffing requirements

To meet demand we have identified the need of a cleaner and one coordinator

1. Employ a cleaner for 6 hours a week (Monday, Wednesday, Friday)
2. To run the centre to employ a coordinator for 30 hours a week.
3. The estimated cost annually for both employees is \$36696.90

Expenses forecast 2018/2019

Overhead expenses	April	May	June	July	August	September	October	November	December	January	February	March	Annual Total
Advertising	\$72.62	\$36.31	\$72.62	\$145.24	\$66.31	\$72.62	\$72.62	\$72.62	\$36.31	\$36.31	\$36.31	\$72.62	\$792.51
General expenses	\$530.00	\$9,565.00	\$800.00	\$575.00	\$1,000.00	\$1,115.00	\$500.00	\$750.00	\$550.00	\$300.00	\$700.00	\$1,300.00	\$17,685.00
Insurance	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Floodlighting&Electricit	\$329.58	\$381.73	\$406.67	\$490.50	\$459.95	\$495.58	\$349.68	\$490.35	\$350.00	\$380.00	\$350.00	\$380.00	\$4,864.04
WOF-Fire safety	\$142.92	\$0.00	\$0.00	\$330.50	\$0.00	\$146.50	\$0.00	\$246.05	\$0.00	\$146.50	\$0.00	\$146.50	\$1,158.97
Cleaning supplies	\$122.14	\$0.00	\$0.00	\$112.64	\$53.33	\$114.36	\$61.30	\$0.00	\$138.49	\$80.00	\$0.00	\$80.00	\$762.26
Waste Disposal	\$0.00	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$270.00
Key Tag Refund	\$60.00	\$20.00	\$0.00	\$20.00	\$20.00	\$0.00	\$40.00	\$0.00	\$20.00	\$20.00	\$0.00	\$20.00	\$220.00
Hawkeye Tags	\$156.40	\$0.00	\$0.00	\$156.40	\$0.00	\$0.00	\$0.00	\$0.00	\$156.40	\$0.00	\$0.00	\$0.00	\$469.20
Lift maintenace	\$0.00	\$289.80	\$0.00	\$0.00	\$0.00	\$344.31	\$0.00	\$0.00	\$289.00	\$0.00	\$200.00	\$289.00	\$1,412.11
Gym Equipment repair	\$0.00	\$2,432.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,432.25
General R & M	\$867.93	\$1,667.01	\$1,354.07	\$800.00	\$260.89	\$1,000.00	\$463.76	\$383.27	\$600.00	\$500.00	\$600.00	\$300.00	\$8,796.93
Laser Electrical	\$205.85	\$0.00	\$0.00	\$92.00	\$0.00	\$92.00	\$0.00	\$0.00	\$92.00	\$0.00	\$0.00	\$92.00	\$573.85
Refunds of Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telefone/Internet	\$120.00	\$125.79	\$125.00	\$125.00	\$125.00	\$124.22	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$1,495.01
Stationary/Postage	\$0.00	\$58.45	\$0.00	\$0.00	\$238.40	\$0.00	\$181.73	\$0.00	\$122.96	\$0.00	\$46.00	\$0.00	\$647.54
WDC lease payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.10
Water rates	\$0.00	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$580.00
ACC levy	\$0.00	\$0.00	\$0.00	\$0.00	\$377.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$377.77
Petty cash	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	\$1,000.00
Eftpos expenses	\$62.10	\$62.10	\$62.10	\$62.10	\$62.10	\$62.10	\$62.10	\$62.10	\$62.10	\$62.10	\$62.10	\$62.10	\$745.20
Building R&M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Auditor	\$482.40	\$2,070.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,552.40
Total	\$3,351.94	\$16,843.44	\$3,370.46	\$7,909.38	\$2,663.75	\$3,567.79	\$2,056.19	\$2,494.39	\$2,542.26	\$1,849.91	\$2,119.41	\$3,067.22	\$51,836.14
GST paid	\$437.21	\$2,196.97	\$439.63	\$1,031.66	\$347.45	\$465.36	\$268.20	\$325.36	\$331.60	\$241.29	\$276.44	\$400.07	\$6,761.24
Exlusiv GST	\$3,351.94	\$16,843.44	\$3,370.46	\$7,909.38	\$2,663.75	\$3,567.79	\$2,056.19	\$2,494.39	\$2,542.26	\$1,849.91	\$2,119.41	\$3,067.22	\$51,836.14
Bank fees	\$20.00	\$70.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$290.00
Wages	\$3,374.80	\$3,374.80	\$3,374.80	\$3,374.80	\$3,374.80	\$3,374.80	\$3,374.80	\$3,374.80	\$3,374.80	\$3,374.80	\$3,374.80	\$3,374.80	\$40,497.60
Expenses withour GST	\$216.66	\$216.66	\$216.66	\$216.66	\$216.66	\$216.66	\$216.66	\$216.66	\$216.66	\$216.66	\$216.66	\$216.74	\$2,600.00
GST payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bond refund lounge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total overheads	\$6,963.40	\$20,504.90	\$6,981.92	\$11,520.84	\$6,275.21	\$7,179.25	\$5,667.65	\$6,105.85	\$6,153.72	\$5,461.37	\$5,730.87	\$6,678.76	\$95,223.74

Start Month: all figures exclusive GST

Cashflow Forecast 2018-2019 Page 1

Ruakaka Recreation Centre																									
Receipts	April		May		June		July		August		September		October		November		December		January		February		March		
	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	
Educare rent	\$575.00	\$0.00	\$575.00	\$0.00	\$575.00	\$0.00	\$575.00	\$0.00	\$575.00	\$0.00	\$575.00	\$0.00	\$575.00	\$0.00	\$575.00	\$0.00	\$575.00	\$0.00	\$575.00	\$0.00	\$575.00	\$0.00	\$575.00	\$0.00	
Gym	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$1,000.00	\$0.00	\$1,100.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	\$0.00	
Use of lounge/other income	\$1,500.00	\$0.00	\$4,800.00	\$0.00	\$1,000.00	\$0.00	\$900.00	\$0.00	\$1,000.00	0.00	\$1,000.00	0.00	\$1,000.00	0.00	1,000.00	\$0.00	\$1,500.00	\$0.00	\$300.00	\$0.00	\$800.00	\$0.00	\$800.00	\$0.00	
Squash casual-other	\$0.00	\$0.00	\$1,030.00	\$0.00	\$0.00	\$0.00	\$540.00	\$0.00	\$20.00	\$0.00	\$10.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	
Grants/ Donations	\$0.00	\$0.00	\$11,695.79	\$0.00	\$0.00	\$0.00	\$40,089.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$3,075.00	\$0.00	\$19,100.79	\$0.00	\$2,675.00	\$0.00	\$43,204.00	\$0.00	\$2,595.00	\$0.00	\$2,685.00	\$0.00	\$2,795.00	\$0.00	\$2,200.00	\$0.00	\$2,510.00	\$0.00	\$1,310.00	\$0.00	\$2,010.00	\$0.00	\$2,010.00	\$0.00	
GST paid	\$401.09	\$0.00	\$2,491.41	\$0.00	\$348.91	\$0.00	\$5,635.30	\$0.00	\$338.48	\$0.00	\$350.22	\$0.00	\$364.57	\$0.00	\$286.96	\$0.00	\$327.39	\$0.00	\$170.87	\$0.00	\$262.17	\$0.00	\$262.17	\$0.00	
Key Tag Bond	\$40.00	\$0.00	\$60.00	\$0.00	\$80.00	\$0.00	\$80.00	\$0.00	\$60.00	\$0.00	\$40.00	\$0.00	\$60.00	\$0.00	\$20.00	\$0.00	\$40.00	\$0.00	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00	\$0.00	
Grants/Donations no GST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
GST refund payment	\$21,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Credit interest	\$2.50	\$0.00	\$2.40	\$0.00	\$2.30	\$0.00	\$6.30	\$0.00	\$6.10	\$0.00	\$6.00	\$0.00	\$6.00	\$0.00	\$5.90	\$0.00	\$5.80	\$0.00	\$5.60	\$0.00	\$5.40	\$0.00	\$5.20	\$0.00	
(A)Total Receipts	\$23,716.41	\$0.00	\$16,671.78	\$0.00	\$2,408.39	\$0.00	\$37,655.00	\$0.00	\$2,322.62	\$0.00	\$2,380.78	\$0.00	\$2,496.43	\$0.00	\$1,938.94	\$0.00	\$2,228.41	\$0.00	\$1,204.73	\$0.00	\$1,813.23	\$0.00	\$1,813.03	\$0.00	
lottery grant? grant included in overheads																									
Less cash payments																									
Drawings																									
Overheads(less wages)	\$3,351.94	\$0.00	\$16,843.44	\$0.00	\$3,370.46	\$0.00	\$7,909.38	\$0.00	\$2,663.75	\$0.00	\$3,547.79	\$0.00	\$2,056.19	\$0.00	\$2,494.39	\$0.00	\$2,542.26	\$0.00	\$1,849.91	\$0.00	\$2,119.41	\$0.00	\$3,067.22	\$0.00	
Other Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$3,351.94	\$0.00	\$16,843.44	\$0.00	\$3,370.46	\$0.00	\$7,909.38	\$0.00	\$2,663.75	\$0.00	\$3,547.79	\$0.00	\$2,056.19	\$0.00	\$2,494.39	\$0.00	\$2,542.26	\$0.00	\$1,849.91	\$0.00	\$2,119.41	\$0.00	\$3,067.22	\$0.00	
GST collected	\$502.79	\$0.00	\$2,526.52	\$0.00	\$505.57	\$0.00	\$1,186.41	\$0.00	\$399.56	\$0.00	\$532.17	\$0.00	\$308.43	\$0.00	\$374.16	\$0.00	\$381.34	\$0.00	\$277.49	\$0.00	\$317.91	\$0.00	\$460.08	\$0.00	
Wages incl. TAX deduct.	\$3,374.80	\$0.00	\$3,374.80	\$0.00	\$3,374.80	\$0.00	\$3,374.80	\$0.00	\$3,374.80	\$0.00	\$3,374.80	\$0.00	\$3,374.80	\$0.00	\$3,374.80	\$0.00	\$3,374.80	\$0.00	\$3,374.80	\$0.00	\$3,374.80	\$0.00	\$3,374.80	\$0.00	
expenses, no GST	\$216.66		\$216.66		\$216.66		\$216.66		\$216.66		\$216.66		\$216.66		\$216.66		\$216.66		\$216.66		\$216.66		\$216.74		
Bank fee	\$20.00	\$0.00	\$70.00	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	
GST Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(B)Total cash Payments	\$6,746.74	\$0.00	\$20,288.24	\$0.00	\$6,765.26	\$0.00	\$11,304.18	\$0.00	\$6,058.55	\$0.00	\$6,942.59	\$0.00	\$5,450.99	\$0.00	\$5,889.19	\$0.00	\$5,937.06	\$0.00	\$5,244.71	\$0.00	\$5,514.21	\$0.00	\$6,462.02	\$0.00	
(C)Net Cashflow(A-B)	16969.673	0	-3616.4574	0	-4356.873	0	26350.81565	0	-3735.9283	0	-4561.807	0	-2954.5552	0	-3950.2465	0	-3708.651	0	-4039.9796	0	-3700.9839	0	-4648.99391	0	
(D)Opening Bank Balance	\$22,258.77	\$0.00	\$39,228.44	\$0.00	\$35,611.99	\$0.00	\$31,255.11	\$0.00	\$57,605.93	\$0.00	\$53,870.00	\$0.00	\$49,308.19	\$0.00	\$46,353.64	\$0.00	\$42,403.39	\$0.00	\$38,694.74	\$0.00	\$34,654.76	\$0.00	\$30,953.78	\$0.00	
Closing Bank Balance(D+C)	\$39,228.44	\$0.00	\$35,611.99	\$0.00	\$31,255.11	\$0.00	\$57,605.93	\$0.00	\$53,870.00	\$0.00	\$49,308.19	\$0.00	\$46,353.64	\$0.00	\$42,403.39	\$0.00	\$38,694.74	\$0.00	\$34,654.76	\$0.00	\$30,953.78	\$0.00	\$26,304.78	\$0.00	

Ruakaka Recreation Centre incorporated

Business Plan
2019-2020

Christine Thirling

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Executive summary

Ruakaka Recreation Centre is a nonprofit organization and a community driven facility which started in the mid 1980. The centre is open to all age groups and for a wide range of activities. Physical activity is the biggest part we provide facilities for. We act as a unifying organization to foster, encourage, maintain and assist amateur sporting and community activities in the society's area. Being in a low income community our aim is to provide facilities at a low cost for users and encourage an active lifestyle for all groups and ethnic back grounds manage the society's leased sports ground facilities.

There are currently no other recreational facilities, like the Ruakaka Recreation Centre in the Bream Bay area. Ruakaka is the fastest growing area in the Whangarei District. Especially older people moving to this area and we are catering for their needs as well. These days people getting older and also are very health conscious too.

Our facilities are: A ladies gym; a unisex gym; 2 squash courts; a big lounge (accommodating 180 people); a meeting room(accommodating 12-15 people); toilet and shower facilities and a big kitchen. The Ruakaka Recreation Centre is home the local soccer club and provides the changing rooms, shower, toilets and club room facilities. Everyone using the Ruakaka Recreation Centre will need to pay a fee. Other ways of financing operating this facility will be applying for funding to Funders such as Lottery Grants, Foundation North, Transpower, Pelorus Trust, Pub Charity, the Whangarei District Council; through donations and fundraising events and also through rental of the adjacent buildings. Any grants the Rec Centre receives will be used for planned projects; for maintenance and repairs and to operate the facility, paying for expenses including wages. For the last 6 years the Ruakaka Recreation Centre is governed by a very capable and highly skilled committee. They have the community at their hearts and every one of them has lots of volunteer hours under their belt.

Business details

Business name	Ruakaka Recreation Centre Incorporated
Trading name	Ruakaka Recreation Centre Inc
Established	17 th of March 1981
Structure	Nonprofit Organisation
Date registered	17 th of March 1981
Society Number	222645

Contact details - Coordinator

Contact name	Christine Thirling
Landline	09 435 7962
Mobile	027 252 9612
Email	ruakakarec@xtra.co.nz
Physical address	9 Takutai Place, Ruakaka 0116
Postal address	PO Box 123, Ruakaka 0151

Online/social media

Facebook	
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Current Team

Chairman	Andreas Thirling
Committee member	Winston Woods
Committee member	Spencer Cummings
Committee member	Roger Ogle
Committee member	Tony Jelas
Secretary/Treasurer	Christine Thirling – none committee member

Products, Programs and Services

Current programs we provide are:

- 24/7 ladies gym
- 24/7 unisex gym
- Music & Play for preschoolers
- Light Circuit Fitness class
- Tai Chi
- Chi Kung
- Aerial Yoga
- Stretching Classes
- Karate,
- Music Club
- Walking
- Pilates
- Yoga
- Cardio Drumming
- Indoor bowling
- Petanque
- Soccer
- Squash
- 60's up monthly meeting 9am to 4pm
- Lounge and meeting room hire for meetings, events, indoor markets and other activities
- Kitchen hire
- Managing leased buildings

Gym users can use the gym in 2 different ways, use it as a casual user during opening ours, the fee for that is \$2. On a gym membership with 24/7 access, the fee is \$20 one of payment for the key tag bond and \$10 weekly.

The Squash club, the soccer club, the 60's up club, the ratepayer association and the Bream Bay Community Support Trust pay an annual lease to the Ruakaka Recreation Centre.

The instructor of the activity groups like yoga, Tai chi, Chi Kung, Pilates, Aerial Yoga, Karate, Bream Bay Walking Club, Stretching Classes and Cardio Drumming pay an hourly fee of \$10 for using the upstairs lounge. People attending activities pay directly to the instructor. The lounge and meeting as well as the kitchen are available for hire. To hire the entire upstairs area cost \$500 for a full day and for half the day \$250.



Over 60's Bream Bay during their monthly meeting.



Light Circuit Fitness class Mondays and Wednesdays



Karate every Thursday, the youngest 5 years, all age welcome.



Music and Play every Tuesday for babies, toddlers and preschoolers



Unisex gym access available for members 24/7 and for casual gym users during opening hours Monday, Tuesday Wednesday and Friday from 8am to 2pm. On Thursday from 8am to 6pm.

Love being active?



24/7 gym

- no lock in contract,
- no admin, no joining fee
- \$10 per week
- Ladies only gym
- Unisex gym
- Loyalty program available
- Casual gym \$2 per day
- (Access during opening hours)

**9 Takutai Place
Ruakaka
Ph: 432 7962**

Opening hours :
Mon, Tues, Wed, Fri
8am to 2pm
Thur 8am to 6pm

**Come and join us at the
Ruakaka Recreation Centre**

Very reasonable rates



Lounge available for hire - up to 180 people
Meeting room for hire - up to 15 people
For events kitchen facility available

Activities at the Ruakaka Recreation Centre			
Activity	Day and Time	Cost	Contact
Bream Bay Music&Play	Tuesday 9.30am to 11.30am	gold coin	Deidre 0211761760
Light Circuit Fitness class	Monday 10am to 11am		\$4 AnnMarie 0211693115
Light Circuit Fitness class	Wednesday 11am to 12pm		\$3 AnnMarie 0211693115
Tai Chi	Monday 11am to 12pm		\$2 Annette 4327897
Chi Kung	Wednesday 9am to 10am		\$8 Alice 02102480569
Aerial Yoga	Wednesday 5.30pm to 6.30pm, booking essential	starts 24.04.2019	Barbara 0212998840
Stretching classes	Thursdays 11am to 12pm		\$3 Lu 4328914
Karate	Thursdays 4pm to 7.00pm		\$5 Pam 4320760
60's up	4th Friday of month 10am to 4pm	\$10 annually fee	Robbie 4327329
Music club	1st Monday of month 7pm to 10pm		\$2 Holly 021 842 060
Squash casual	Weekdays-booking essential 8am to 1pm	\$5 p/h	Rec Centre 4327962
Bream Bay Walking club	Wednesday 10am to 10.30am	enquire now	Jeanette 4327971
Pilates	Tuesday 5.15pm to 6.15pm booking essential	\$12,concession(10x)	Barbara 0212998840
Pilates	Thursday 8am to 9am booking essential	\$12,concession(10x)	Barbara 0212998840
Yoga	Mon 6pm-7pm		\$10 Mirella 0211643572
Yoga	Thursday 9.15am-10.15am		\$10 Mirella 0211643572
Cardio Drumming	Friday 9am-10am		\$10 Nadya 0278660334
We are also home to Bream Bay Squash club and Bream Bay United Association Football club			

Ruakaka Recreation Centres advert, displayed on notice board outside and inside of the Recreation Centre, Ruakaka Town Centre, also to find in the Bream Bay News and on Facebook.

Market Plan

1. Market research

The three most common reasons for taking part in sport and recreation are fitness and health, enjoyment and social reasons. These reasons are the same for men and women and across participants of all ages, ethnicities, socio economic backgrounds and locations. However some reasons are more or less important to some groups, particularly men women.



Other reasons were low cost (44.5%), convenience (43.5%), sport performance (31.1%) and cultural reasons (29.0%)

(information used from Sport and Active Recreation- 2013/14 Active New Zealand survey results)

Recreation is part of what it is to be a New Zealander. Many of us are members of clubs and groups that enjoy recreation for fun, health and social reasons. For individuals, recreation contributes to physical and mental wellbeing and provides an opportunity to meet new people. People define themselves and their communities through their recreation opportunities. Recreation fosters community cohesion and resilience, and supports the integration of diverse ethnic and other social groups.

Studies show that there is a link between the built environment and the physical, social, and economic health of a community. For the last half-century, we have been building vehicle-dependent environments that foster obesity, poor health, social isolation, high costs of infrastructure, and focus away from our downtown cores. Sprawling land use patterns have altered our travel behaviour, lead to physical inactivity, and contributed to soaring costs for health care and investments in our transportation system. Planning for parks and recreation facilities can promote active lifestyles, build healthy communities, and lower health care and transportation costs.

2. Constituency

The Ruakaka Recreation Centre is the only centre of its kind in the Bream Bay Area. We are serving: Ruakaka, One Tree Point, Marsden Point, Takahiwai, Mata, Waipu and Langs Beach. Bream Bay and especially Ruakaka has undergone phenomenal growth in the last few years. This growth is continuing to this date. The numbers of our facility users indicates how important our centre to the community is. We have a high number of pensioners not only attending activity classes but also using our gym. We cater for most age groups, genders and ethnic group and in fact, a typical cross section of the population of any community in New Zealand. Annually around 51950 people have used our facilities. Either to participate in sport and activities, attend events, meetings, activities or provided activities to people. A lot of our facility users are people who are on a very tight budget like students, parents, unemployed, physically impaired or injured people as well as pensioners.

3. Competitors and Collaborators

Which organisations will provide competition?

- The Ruakaka Recreation Centre is the only recreation centre of its kind in Bream Bay.

Which organisations are potential collaborators?

- Bream Bay United Association Football Club
- Bream Bay Squash Club
- Bream Bay 60's up Branch
- Ruakaka Parish Residents and Ratepayers Association
- Bream Bay Community Support Trust
- Bream Bay Music and Play
- Bream Bay Coastal Care Trust
- Sport Northland- Light Circuit Fitness – Green Prescription Class
- Bream Bay Pilates and Fitness
- Bream Bay Music Group
- Waipu Karate Club
- Bream Bay Walking Club
- Activities such as:
- Yoga, Stretching, Tai Chi, Chi Kung, Cardio Drumming

4. Strategy

The Ruakaka Recreation Centre is already an established non profit organisation.

To promote our service we will:

- advertise in the local news paper
- on notice boards in and outside the Recreation Centre,
- on Facebook
- handing out flyers
- run open days for the public

To be able to operate this facility we will:

- apply for funding,
- hire out our facilities to activities, sports clubs, for functions, public meetings,
- operating a lady and unisex gym
- rental of two adjacent buildings

Marketing methods

Facebook is the main platform to promote all of our activities at the Recreation Centre.

We have engaged the services of a social media marketing contractor for our Facebook page to:

- regularly updates activity schedules
- promoting single activities
- informing about upcoming events
- also sharing information about the Recreation Centre like upcoming projects,
- posting requests if volunteers are needed
- updating the community about funding the Recreation Centre has received

Just recently we promoted one of our activities, the Bream Bay Music and Play Group on facebook as they had a declining number of participants attending their activities. By promoting Bream Bay Music and Play on our Facebook site numbers of children attending have risen from only 6 to now 30 children plus their parents.

Operational Plan

Location

Ruakaka Recreation Centre – registered office

9 Takutai Place, Ruakaka 0116

Legalities

Incorporated since 17th of March 1981, society number: 222645

Insurance:

property insurance – insurer Whangarei District Council

Contents insurance – insurer Crombie Lockwood Contents Insurance

Governing structure

The Ruakaka Recreation Center has a very experienced committee that works according to the Constitution approved by the Society on January 23, 2012.

The committee comprises of five members, the chairman and 4 committee members. Currently the position of the secretary and treasurer is combined and held by a person who is not a committee member. The committee is elected for 3 years.

Organizational structure

Chairman

Signatory

Point of contact between RRC Committee and WDC plus the two Counsellors on the Committee

Volunteer for building maintenance

Committee members(4)

Two of the committee members are also signatories

Volunteer for building maintenance

Secretary/Treasurer

This position is currently held by a coordinator who manages the daily affairs of the Ruakaka Recreation Center.

Employees working on site

Coordinator 1

Cleaner 1

all employees are paid weekly

Impact Plan

The Ruakaka Recreation Centre is a valuable asset here in our community. Our well-run Recreation Center serves as a thriving hub of activities for youth, families, senior citizens, civic organizations and more. We will continue the way we manage this place and keep on providing different activities to our facility users. Maintaining an active lifestyle is a fundamental aspect of a happy and healthy life. Fortunately, our Recreation Centre doesn't solely cater to young people. Walking clubs, fitness programs, different sport activities and various activities are made available to those of all ages. A recreation facility helps to develop a culture of physical wellbeing, mental health, and nutritional education. Once again, there is little cost associated with participation in these programs, which is a significant benefit for those living on a fixed income. A lot of our facility users are people who are on a very tight budget like students, parents, unemployed, physically impaired or injured people as well as pensioners.

We think that with our facilities we demonstrate wide range of benefits for the community like, bringing people together who would otherwise not be able to engage in any activity because of their social economic status and providing them with opportunities for social interaction.

We cater for most age groups, genders and ethnic group and in fact, a typical cross section of the population of any community in New Zealand. Annually around 51950 people have used our facilities. Either to participate in sport and activities, attend events, meetings, activities or provided activities to people. The benefits are: to stay healthier longer, reduce stress, benefits families, reduces crime rates with children and adults, it brings more cultural diversity, boost students performance. The Ruakaka Recreation Centre offers many programs that help benefit both the body and the mind. Studies have shown that people who exercise regularly have lower blood pressure, delayed onset of diabetes, lower heart disease rates, and overall increased longevity. Exercise also helps increase white blood cells and aids in strengthening your immune system.

The Ruakaka Recreation Centre provides convenient and fun opportunities for the community to stay fit. Physical activity has shown to decrease the risk of disease, improve physical and mental wellbeing, lower risk of injuries and premature death, and more. The Ruakaka Recreation Centre is the only centre of its kind in the Bream Bay Area. We are serving: Ruakaka, One Tree Point, Marsden Point, Takahiwai, Mata, Waipu and Langs Beach. Bream Bay and especially Ruakaka has undergone phenomenal growth in the last few years. This growth is continuing to this date. The numbers of our facility users indicates how important our centre to the community is. We have a high number of pensioners not only attending activity classes but also using our gym. To find out what our community needs we are conducting every year a survey and also have a suggestion box at the reception area is always available.

The goal of the Ruakaka Recreation Center is to provide affordable facilities that allow anyone to socialize or be physically active regardless of their economic status.

Financial Plan

Budget plan for April 2019 to March 2020

Ruakaka Recreation Centre		
Income	Apr 2018 - March 2019	Apr 2019 - March 2020
Amenity hire/equipment	\$30.00	\$30.00
Annual lease fee	\$4,891.00	\$4,964.00
Key Tag Bond/bond from hire	\$2,273.00	\$0.00
Grants/Donations	\$77,142.00	\$81,000.00
Rent Income	\$6,000.00	\$12,500.00
Fundraising	\$1,563.00	\$1,500.00
Gym	\$18,096.00	\$19,000.00
Insurance refund/share	\$405.00	\$300.00
Interest received	\$57.00	\$57.00
Lounge hire/meeting	\$9,483.00	\$10,000.00
Refund share rates	\$216.00	\$130.50
Squash casuals	\$152.00	\$200.00
Sundry	\$2,366.00	\$500.00
Ticket sale & other sales (events)	\$1,707.00	\$500.00
(A) Total Receipts	\$124,411.00	\$130,681.50
Expenditure		
AOC Levies	292.00	300.00
Access Door/inspection	259.00	270.00
Accounting fee & zero sub	920.00	920.00
Audit fees	1,700.00	1,700.00
Advertisement	580.00	600.00
Bad Debts	0.00	0.00
Bank Fees	290.00	290.00
Building repair & maintenance	26,866.00	54,000.00
Cleaning supplies	1,447.00	1,500.00
Depreciation	27,036.00	28,000.00
Donations	500.00	0.00
Feasibility Study	1,984.00	0.00
Floodlight & Electricity	3,986.00	4,500.00
General expenses	5,551.00	5,600.00
General expenses-ekate park	0.00	0.00
General repairs & maintenance	2,617.00	3,000.00
Gym equipment purchased (under 500)	50.00	100.00
Gym equipment repairs	3,441.00	1,000.00
Hawkeye tags	544.00	600.00
Insurance	4,155.00	4,200.00
Key Tag refund	590.00	590.00
Lease payment	1.00	1.00
Lift maintenance	2,160.00	2,200.00
refund loyalty program	209.00	200.00
Merchant eftpos	648.00	648.00
refund lounge hire	217.00	0.00
soccer/sports field repair	0.00	0.00
Stationery	644.00	900.00
Telephone/Internet	1,569.00	1,600.00
Waste disposal	391.00	400.00
Water rates	594.00	600.00
Wages	39,945.00	44,404.00
Work- Fire safety	1,254.00	1,300.00
(B) Total Cash Payments	\$130,840.00	\$159,423.00
Net Profit	-\$6,429.00	-\$28,741.50

Cash flow forecast for April 2019 to March 2020

Rusika Recreation Centre

Income	Apr 2018 - March 2019	Apr 2019 - March 2020
Amenity Hire/equipment	\$30.00	\$30.00
Annual lease fee	\$4,891.00	\$4,964.00
Key Tag Bond/cond from hire	\$2,273.00	\$0.00
Grants Donations	\$77,142.00	\$81,000.00
Rent income	\$6,000.00	\$12,500.00
Fund raising	\$1,563.00	\$1,500.00
Gym	\$18,096.00	\$19,000.00
Insurance (if fund share)	\$405.00	\$300.00
Interest received	\$57.00	\$57.00
Lounge hire/meeting	\$9,483.00	\$10,000.00
Refunds/Refunds	\$216.00	\$130.50
Squash casuals	\$152.00	\$200.00
Sundry	\$2,386.00	\$500.00
Ticket sale/sponsor sales (events)	\$1,707.00	\$500.00
(A) Total Receipts	\$124,411.00	\$130,681.50

Expenditure		
AGC Levies	292.00	300.00
Access Door Inspection	259.00	270.00
Accounting fees/vero sub.	920.00	920.00
Audit fees	1,700.00	1,700.00
Advertisement	580.00	600.00
Bad Debts	0.00	0.00
Bank Fees	290.00	290.00
Building repair & maintenance	25,856.00	54,000.00
Cleaning supplies	1,447.00	1,500.00
Depreciation	27,036.00	28,000.00
Donations	500.00	0.00
Feasibility Study	1,884.00	0.00
Floodlight & Electricity	3,986.00	4,500.00
General expenses	5,551.00	5,600.00
General expenses-sports park	0.00	0.00
General repairs & maintenance	2,817.00	3,000.00
Gym equipment purchased (under 500)	50.00	100.00
Gym equipment repairs	3,441.00	1,000.00
Hawkeye tags	544.00	600.00
Insurance	4,155.00	4,200.00
Key Tag refund	590.00	590.00
Lease payment	1.00	1.00
Lift maintenance	2,160.00	2,200.00
refund loyalty program	209.00	200.00
Merchant stops	648.00	648.00
refund lounge hire	217.00	0.00
soccer/sports field repair	0.00	0.00
Stationery	844.00	900.00
Telephone/Internet	1,569.00	1,600.00
Waste disposal	391.00	400.00
Water rates	394.00	600.00
Wages	39,945.00	44,404.00
Work Fire safety	1,254.00	1,300.00
(B) Total cash Payments	\$150,640.00	\$198,423.00

(C) Net Cashflow (A-B)	-6429	-28741.5
(D) Opening Bank Balance	\$53,009.00	\$49,892.00
GST PAYMENT		-\$6,873.00
GST REFUND	\$16,983.00	
Closing Bank Balance (D+C)	\$49,962.00	\$14,577.50

List of all potential income streams

Funders:

- Transpower
- Pelorus Trust
- Pub Charity
- Lottery Grants
- Foundation North

For each project planned by the Ruakaka Recreation Center Committee, the money will be applied for by submitting applications to the listed funders.

The Ruakaka Recreation Center receives an annual operating grant, paid by the Whangarei District Council. To receive this grant, the Recreation Center must submit reports to the council by completing performance measures, an AOF application report form and AOF report form. In the last financial year the Ruakaka Recreation Centre received a grant of \$34,860 towards operating expenses.

Other income streams will be:

- Lounge hire
- Meeting room hire
- Gym fees from casual users and gym memberships
- Rental income
- Annual lease fees from clubs and societies
- Interest received from the bank
- Squash casual players
- Fundraisers
- Sundry sales from trademe

Appendix

- Independent audit report for year ending March 2018
- Draft Independent audit report for year ending March 2019

DRAFT



Annual Report

Ruakaka Recreation Centre Incorporated

For the year ended 31 March 2018

Contents

3	Independent Audit Report
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6	Approval of Financial Report
7	Statement of Profit or Loss
9	Balance Sheet
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11	Notes to the Financial Statements
16	Schedule of Property, Plant and Equipment



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New Zealand

Kerikeri Office
Tel: +64 9 407 7250

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF RUAKAKA RECREATION CENTRE INCORPORATED

Qualified Opinion

We have audited the financial statements of Ruakaka Recreation Centre Incorporated ("the Society"), which comprise the balance sheet as at 31 March 2018, and the statement of profit or loss and statement of changes in equity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements of the Society for the year ended 31 March 2018 are prepared, in all material respects, in accordance with Chartered Accountants Australia and New Zealand's Special Purpose Financial Reporting Framework for use by For-Profit Entities ("the CA ANZ Framework").

Basis for Opinion

The financial statements include income from donations, fundraising and gym memberships over which limited controls exist prior to the cash received being recorded in the accounting records. There were no practical procedures available to us to confirm the completeness of this revenue, and accordingly, we were unable to obtain sufficient appropriate audit evidence in this regard. Consequently, we were unable to determine whether any adjustments to revenue recorded from these streams were necessary.

We conducted our audit in accordance with International Standards on Auditing (New Zealand) ("ISAs (NZ)"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Society in accordance with Professional and Ethical Standard 1 (Revised) *Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Our firm assisted with the formatting of the financial statements. Other than in our capacity as assurance practitioner we have no relationship with, or interests in, the Society.

Emphasis of Matter - Basis of Accounting and Restriction on Distribution and Use

We draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial statements are prepared solely for the Society's members. As a result, the financial statements may not be suitable for another purpose. Our report is intended solely for the Society and the Society's members, and should not be distributed to or used by parties other than the Society or the Society's members. Our opinion is not modified in respect of this matter.

Committee Responsibilities for the Financial Statements

The committee are responsible for the preparation of the financial statements in accordance with the CA ANZ Framework and for such internal control as the committee determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

PARTNERS: Adelle Allbon Angela Edwards Scott Kennedy Robyn Terlesk

BDO New Zealand Ltd, a New Zealand limited liability company, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. BDO New Zealand is a national association of independent member firms which operate as separate legal entities.

In preparing the financial statements, the committee is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the committee either intend to liquidate the Society or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are 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) 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 decisions of users taken on the basis of these financial statements.

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

- Identify and assess the risks of material misstatement of the financial statements, 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 Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the committee and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society'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 financial statements 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 Society to cease to continue as a going concern.

We communicate with the committee 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.

Who we Report to

This report is made solely to the Society's members. Our audit work has been undertaken so that we might state those matters which 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 Society and the Society's members, for our audit work, for this report or for the opinions we have formed.



BDO Northland
Whangarei
New Zealand
15 June 2018

Directory

Ruakaka Recreation Centre Incorporated **For the year ended 31 March 2018**

Nature of Business

To manage and maintain the building known as the Ruakaka Recreation Centre and to act as a body to foster sporting & community activities in the Ruakaka area.

Place of Business

Ruakaka

New Zealand Business Number - Registrar of Incorporated Societies

222645

IRD Number

25-598-132

Auditor

BDO Northland

Whangarei

Bankers

Westpac

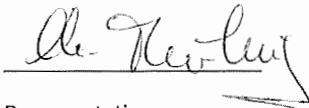
Approval of Financial Report

Ruakaka Recreation Centre Incorporated For the year ended 31 March 2018

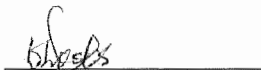
The Committee is pleased to present the approved financial report including the historical financial statements of Ruakaka Recreation Centre Incorporated for year ended 31 March 2018.

Approved

For and on behalf of the Society:



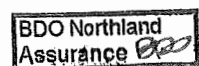
Representative



Representative



Date



This statement should be read in conjunction with the Notes to the Financial Statements.

Statement of Profit or Loss

Ruakaka Recreation Centre Incorporated
For the year ended 31 March 2018

	NOTES	2018	2017
Gross income			
Amenity Hire/equipment/field		130	61
Annual lease fee(clubs & society's)		4,442	4,389
Bond Key Tag		1,770	1,630
Grants & Donations	2	188,359	85,835
Educare rent		6,000	6,000
Fundraising		2,608	3,838
Gym		14,767	17,229
insurance expense refund		18,111	-
Interest Received		121	234
Lounge hire/events/activities/meetings		8,330	6,533
Refunds & Rebates		400	999
Squash Casuals		119	83
Sundry Income		2,232	-
ticket sale for event		591	-
Total Gross income		247,981	126,831
Total income		247,981	126,831
Expenses			
Expenses			
Expense			
ACC Levies		329	340
Access Door Inspection		240	589
Accounting Fees		925	-
Audit Fees		1,300	1,887
Advertisement		558	373
Bad Debts		99	-
Bank Fees		246	50
Building - Repairs and Maintenance		122,189	7,531
Cleaning Supplies		581	948
Depreciation		27,180	27,525
Feasibility Study		35,609	-
Floodlight & Electricity		4,113	4,117
General		8,804	5,757
General Expenses - Skate Park		352	929
General Repairs and Maintenance		6,871	7,537
Gym Equipment purchased (under \$500)		-	265
Hawkeye Tags		408	682
Insurance		3,873	4,546
Key Tag Refund		260	640
Lease Payment		1	1

This statement should be read in conjunction with the Notes to the Financial Statements.



Statement of Profit or Loss

	NOTES	2018	2017
Lift Maintenance		1,203	1,200
loyalty program, refund		87	-
Merchant-Eftpos		432	-
soccer/sports fields repair		6,290	-
Stationary		1,211	899
Telephone/Internet		1,507	1,376
Valuation		-	2,340
Waste Disposal		252	222
Water Rates		543	501
Wages		35,864	34,111
WOF - Fire Safety		890	1,136
Total Expense		262,216	105,502
Net profit (loss) for the year		(14,234)	21,329

BDO Northland
Assurance *BP*

This statement should be read in conjunction with the Notes to the Financial Statements.

Balance Sheet

Ruakaka Recreation Centre Incorporated As at 31 March 2018

	NOTES	31 MAR 2018	31 MAR 2017
Assets			
Current assets			
Cash and short-term deposits	4	33,009	77,228
Trade and other receivables		1,533	-
GST receivable		19,253	-
Total Current assets		53,794	77,228
Non current assets			
Property, plant and equipment	5	942,392	968,172
Total Non current assets		942,392	968,172
Total Assets		996,186	1,045,400
Liabilities			
Current liabilities			
Trade and other payables		9,822	6,471
Employee Entitlements		972	-
GST payable		-	4,345
Other current liabilities	6	927	35,884
Total Current liabilities		11,721	46,700
Total Liabilities		11,721	46,700
Equity			
Retained earnings	3	984,465	998,700
Total Equity		984,465	998,700
Total liabilities and equity		996,186	1,045,400

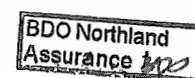
BDO Northland
Assurance *PP*

This statement should be read in conjunction with the Notes to the Financial Statements.

Statement of Changes in Equity

Ruakaka Recreation Centre Incorporated
For the year ended 31 March 2018

	2018	2017
Equity		
Opening Balance	998,700	977,371
Current Year Earnings	(14,234)	21,329
Total Equity	984,465	998,700



This statement should be read in conjunction with the Notes to the Financial Statements.

Notes to the Financial Statements

Ruakaka Recreation Centre Incorporated For the year ended 31 March 2018

1. Statement of Accounting Policies

Reporting entity

The financial statements presented here are for the entity Ruakaka Recreation Centre Incorporated, incorporated. The entity is an Incorporated Society Incorporated under the Incorporated Societies Act 1908.

Nature of business

The Society is engaged in the health and well being of the Societies area. It acts as a unifying organisation to foster, encourage, maintain and assist amateur sporting and community activities in the Societies area. The nature of the Society's business has not changed during the year under review.

Basis of preparation

These financial statements have been prepared in accordance with Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) issued by Chartered Accountants Australia and New Zealand. Although the Society is a not for profit entity, this basis is currently deemed to be the most reasonable form of reporting which meets the needs of the users and is in compliance with the rules of the Society.

Historical cost

These financial statements have been prepared on a historical cost basis.

Functional currency

The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except where otherwise indicated.

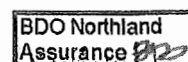
Changes in accounting policies

All accounting policies were applied consistently during the year.

Revenue recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, to the extent it is probable that the economic benefits will flow to the company and revenue can be reliably measured.

- Grants are recorded as revenue when the conditions of the grant have been met. Where grants have been provided for a specific purpose it is recorded as income received in advance until applied to the purpose for which it was given.
- Sales of services are recognised in the period by reference to the stage of completion of the transaction at the end of the reporting period.
- Lease income is recognised on a straight line basis over the life of the lease.
- Interest received is recognised as interest accrues.
- Bonds received are recognised on a cash basis for practical purposes and to acknowledge that it is difficult to ascertain which bonds will be refunded and which will be retained.



Accounts receivable

Accounts receivable are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less an allowance for any uncollectable amounts. Individual debts that are known to be uncollectable are written off in the period that they are identified.

Property, plant & equipment

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets and includes the cost of replacements that are eligible for capitalisation when these are incurred.

All repairs and maintenance expenditure is recognised in profit or loss as incurred.

Depreciation is calculated on a diminishing value basis over the estimated useful life of the asset based on estimates by management. Assets' estimated useful life is reassessed annually. The following estimated depreciation rates /useful lives have been used:

All property plant and equipment is depreciated at 20% DV other than buildings for which 2% DV is applied.

An item of property, plant and equipment or investment property is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year the asset is derecognised.

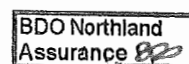
Impairment of non-financial assets

At each balance date, non financial assets are classified into four categories: assets measured at fair value; assets currently available that the company intends to use to the end of its useful life; assets intended to be sold prior to the end of their useful life; and assets damaged or idle at balance date.

Assets measured at fair value or assets the company intends to use to the end of its useful life, are not reviewed for impairment at balance date.

Assets intended to be sold prior to the end of their useful life or assets damaged or idle at balance date are reviewed to determine if any indicators of impairment exist. If indicators exist the asset is tested for impairment to ensure that the carrying amount of the asset is recoverable.

If the recoverable amount of an asset is determined to exceed its carrying amount then the resulting difference is recognised as an impairment loss in profit or loss for that period.



Financial instruments

Financial assets

At initial recognition the company determines the classification of financial assets as either held at fair value, cost or amortised cost. Financial assets are initially measured at fair value, estimated at the transaction price less any associated transaction costs.

Amortised cost

Amortised cost includes assets where the company intends to earn contractual cash flows in the nature of principal and interest payments. Such assets are carried at amortised cost using the effective interest method. Gains and losses are recognised in profit or loss when the assets are derecognised or impaired, as well as through the amortisation process.

Cost

Equity instruments are classified as held at cost. Assets are stated at cost less any accumulated impairment loss. Gains and losses are recognised in profit or loss when the assets are derecognised or impaired.

Financial Liabilities

Financial liabilities, including borrowings and bank overdrafts, are initially measured at fair value net of transaction costs and are subsequently measured at amortised cost using the effective interest method.

Interest expenses are recognised in profit or loss on an effective yield basis.

Income tax

No income tax liability has been provided for in the financial statements, as the entity being an amateur sports club, is exempt from all income tax pursuant to Section CW 46 of the Income Tax Act 2007.


Goods and services tax

The financial statements are stated exclusive of goods and services tax (GST) except for accounts receivable and accounts payable, which are stated inclusive of GST.

	2018	2017
2. Grants & Donations		
Foundation North	59,071	-
General Donations	4,009	21,896
Harcourt Foundation	-	1,950
New Zealand Lottery Grants Board	35,500	14,015
Pelorus Trust	3,849	2,634
Pub Charity	5,770	3,913
Transpower	35,884	7,594
Whangarei District Council	34,476	33,833
Whangarei District Council - One Off	9,800	-
Total Grants & Donations	188,359	85,835
	2018	2017

3. Equity

Retained earnings/(accumulated losses)		
Opening Balance	998,700	977,371
Current Year Earnings	(14,234)	21,329
Total Retained earnings/(accumulated losses)	984,465	998,700
Total Equity	984,465	998,700

BDO Northland
Assurance 

	2018	2017
4. Cash and short-term deposits		
Cash at bank and short-term deposits		
Cash on Hand	-	15
Petty Cash	76	-
Savings Account	11	41,404
Current Account	32,922	35,808
Total Cash at bank and short-term deposits	33,009	77,228

	2018	2017
5. Property, plant and equipment		
Office Equipment		
Office Equipment at cost	10,967	10,967
Accumulated Depreciation - office equipment	(8,810)	(8,271)
Total Office Equipment	2,157	2,697
Buildings		
Buildings at cost	1,328,109	1,328,109
Accumulated depreciation - buildings	(421,222)	(402,714)
Total Buildings	906,887	925,395
Plant and equipment		
Plant and equipment at cost	66,362	66,362
Accumulated depreciation - plant and equipment	(56,658)	(54,232)
Total Plant and equipment	9,704	12,129
Furniture and fittings		
Furniture and fittings at cost	20,923	20,923
Accumulated depreciation - furniture and fittings	(17,992)	(17,260)
Total Furniture and fittings	2,931	3,663
Gym Equipment		
Gym Equipment at cost	48,892	47,492
Accumulated depreciation - Gym Equipment	(29,387)	(24,715)
Total Gym Equipment	19,505	22,777
Kitchen & Bar		
Kitchen & Bar at cost	18,814	18,814
Accumulated depreciation - Kitchen & Bar	(17,606)	(17,304)
Total Kitchen & Bar	1,209	1,511
Total Property, plant and equipment	942,392	968,172
	2018	2017

6. Other current liabilities

Other current liabilities		
Transpower Grant in Advance	-	35,884
Lease in advance	927	-
Total Other current liabilities	927	35,884

BDO Northland
Assurance *BDO*

7. Contingent assets and liabilities

There are no contingent assets or liabilities (2017; Nil)

8. Capital Commitments

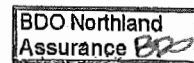
Replacement of the roof. This project commenced 29 January 2018 and was completed 27 April 2018. As at balance date the outstanding commitment to complete was \$11953 excluding GST. (2017; Nil).

	2018	2017
9. Related Parties		
Andreas Thirling - Thirling Computer Services		
Purchases	151	642
Total Andreas Thirling - Thirling Computer Services	151	642
Karina Thirling - Fat Cat Media		
Social Media Services	2,600	2,600
Total Karina Thirling - Fat Cat Media	2,600	2,600
Total Related Parties	2,751	3,242

Sales to and purchases from related parties are recorded on normal commercial terms. Other than those stated above, there have been no further related party transactions.

10. Subsequent events

There are no events subsequent to balance date. (2017; Nil).



Schedule of Property, Plant and Equipment

Ruakaka Recreation Centre Incorporated
For the year ended 31 March 2018

NAME	COST	OPENING VALUE	PURCHASES	SALE PRICE	DEP RECOVERED	LOSS	CAPITAL GAIN	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Buildings												
Building	1,211,935.00	818,179.30	-	-	-	-	-	2.00%	DV	16,363.59	410,119.29	801,815.71
Elavator	31,403.00	23,324.85	-	-	-	-	-	2.00%	DV	466.50	8,544.65	22,858.35
Skate Park	80,571.01	79,909.11	-	-	-	-	-	2.00%	DV	1,598.18	2,260.08	78,310.93
Storage Sheds	4,191.70	3,981.98	-	-	-	-	-	2.00%	DV	79.64	289.36	3,902.34
Total Buildings	1,328,100.71	925,395.24	-	-	-	-	-			18,507.91	421,213.38	906,887.33
Furniture												
Furniture	20,923.00	3,663.46	-	-	-	-	-	20.00%	DV	732.69	17,992.23	2,930.77
Total Furniture	20,923.00	3,663.46	-	-	-	-	-			732.69	17,992.23	2,930.77
Gym Equipment												
Ceiling Fans	586.70	498.69	-	-	-	-	-	20.00%	DV	99.74	187.75	398.95
CT800 Treadmill	3,913.00	3,326.05	-	-	-	-	-	20.00%	DV	665.21	1,252.16	2,660.84
CT800 Treadmill	3,913.00	2,817.36	-	-	-	-	-	20.00%	DV	563.47	1,659.11	2,253.89
Exercise Bike	1,777.39	1,688.52	-	-	-	-	-	20.00%	DV	337.70	426.57	1,350.82
Gym Bars	248.09	185.24	-	-	-	-	-	20.00%	DV	37.05	99.90	148.19
Gym Bench	1,099.58	820.87	-	-	-	-	-	20.00%	DV	164.17	442.88	656.70
Rubber Mats	561.03	476.88	-	-	-	-	-	20.00%	DV	95.38	179.53	381.50
Spirit CRW800 Air Rower	1,400.00	-	1,400.00	-	-	-	-	20.00%	DV	116.67	116.67	1,283.33
Sports Equipment	35,466.37	12,963.38	-	-	-	-	-	20.00%	DV	2,592.68	25,095.67	10,370.70
Total Gym Equipment	48,965.16	22,776.99	1,400.00	-	-	-	-			4,672.07	29,460.24	19,504.92
Kitchen & Bar Equipment												
Chest Frizer 14SL	325.22	242.83	-	-	-	-	-	20.00%	DV	48.57	130.96	194.26
Kitchen&Bar Equipment	18,489.13	1,267.96	-	-	-	-	-	20.00%	DV	253.59	17,474.76	1,014.37
Total Kitchen & Bar Equipment	18,814.35	1,510.79	-	-	-	-	-			302.16	17,605.72	1,208.63
Office Equipment												
CCTV cameras	559.13	540.49	-	-	-	-	-	20.00%	DV	108.10	126.74	432.39
Computer	616.00	605.73	-	-	-	-	-	20.00%	DV	121.15	131.42	484.58
Office Equipment	9,463.28	1,300.48	-	-	-	-	-	20.00%	DV	260.10	8,422.90	1,040.38
Office Equipment	328.70	249.81	-	-	-	-	-	20.00%	DV	49.96	128.85	199.85
Total Office Equipment	10,967.11	2,696.51	-	-	-	-	-			539.31	8,809.91	2,157.20
Plant and Equipment												
Band saw	932.17	823.42	-	-	-	-	-	20.00%	DV	164.68	273.43	658.74
Drill Bench Boss	321.25	227.02	-	-	-	-	-	20.00%	DV	45.40	139.63	181.62
Gazebo	286.09	217.43	-	-	-	-	-	20.00%	DV	43.49	112.15	173.94
Heat Pump	6,980.00	4,653.34	-	-	-	-	-	20.00%	DV	930.67	3,257.33	3,722.67
Mitre Saw with Stand	260.87	201.74	-	-	-	-	-	20.00%	DV	40.35	99.48	161.39
Plant & Equipment	54,993.36	4,114.79	-	-	-	-	-	20.00%	DV	822.96	51,701.53	3,291.83
Scroll saw	873.91	771.95	-	-	-	-	-	20.00%	DV	154.39	256.35	617.56

This statement has been compiled without undertaking an audit engagement or review engagement and should be read with the Compilation Report-Disclaimer of Liability and Notes to the Financial Statements.

Schedule of Property, Plant and Equipment

NAME	COST	OPENING VALUE	PURCHASES	SALE PRICE	DEP RECOVERED	LOSS	CAPITAL GAIN	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Water Fountain	1,713.95	1,119.78	-	-	-	-	-	20.00%	DV	223.96	818.13	895.82
Total Plant and Equipment	66,361.60	12,129.47	-	-	-	-	-			2,425.90	56,658.03	9,703.57
Total	1,494,131.93	968,172.46	1,400.00	-	-	-	-			27,180.04	551,739.51	942,392.42

This statement has been compiled without undertaking an audit engagement or review engagement and should be read with the Compilation Report-Disclaimer of Liability and Notes to the Financial Statements.

Annual Report

Ruakaka Recreation Centre Incorporated

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Independent Audit Report

Ruakaka Recreation Centre Incorporated
For the year ended 31 March 2019

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Directory

Ruakaka Recreation Centre Incorporated **For the year ended 31 March 2019**

Nature of Business

To manage and maintain the building known as the Ruakaka Recreation Centre and to act as a body to foster sporting & community activities in the Ruakaka area.

Place of Business

Ruakaka

New Zealand Business Number - Registrar of Incorporated Societies

222645

IRD Number

25-598-132

Auditor

BDO Northland

Whangarei

Bankers

Westpac

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Approval of Financial Report

Ruakaka Recreation Centre Incorporated For the year ended 31 March 2019

The Committee is pleased to present the approved financial report including the historical financial statements of Ruakaka Recreation Centre Incorporated for year ended 31 March 2019.

Approved

For and on behalf of the Society:

Representative

Representative

Date

This statement should be read in conjunction with the Notes to the Financial Statements.

Statement of Profit or Loss

Ruakaka Recreation Centre Incorporated For the year ended 31 March 2019

	NOTES	2019	2018
Gross income			
Amenity Hire/equipment/field		30	130
Annual lease fee(clubs & society's)		4,891	4,442
Bond from hire facilities/amenities		115	-
Bond Key Tag		2,158	1,770
Grants & Donations	2	77,142	188,359
Educare rent		6,000	6,000
Fundraising		1,563	2,608
Gym		18,096	14,767
insurance expense/premium refund		405	18,111
Interest Received		57	121
Lounge hire/events/activities/meetings		9,493	8,330
Refunds & Rebates		216	400
Squash Casuals		152	119
Sundry Income		2,386	2,232
ticket sale & other sales at event		1,707	591
Total Gross income		124,411	247,981
Total income		124,411	247,981
Expenses			
Expenses			
Expense			
ACC Levies		292	329
Access Door Inspection		259	240
Accounting Fees & Xero Subscription		920	925
Audit Fees		1,700	1,300
Advertisement		580	558
Bad Debts		-	99
Bank Fees		290	246
Building - Repairs and Maintenance		26,866	122,189
Cleaning Supplies		1,447	581
Depreciation		27,036	27,180
Donations		500	-
Feasibility Study		1,984	35,609
Floodlight & Electricity		3,986	4,113
General		5,551	8,804
General Expenses - Skate Park		-	352
General Repairs and Maintenance		2,817	6,871
Gym Equipment purchased (under \$500)		50	-
Gym Equipment Repair		3,442	-
Hawkeye Tags		544	408

This statement should be read in conjunction with the Notes to the Financial Statements.

	NOTES	2019	2018
Insurance		4,155	3,873
Key Tag Refund		590	260
Lease Payment		1	1
Lift Maintenance		2,160	1,203
loyalty program, refund		209	87
Merchant-Eftpos		648	432
refund lounge hire		217	-
soccer/sports fields repair		-	6,290
Stationary		844	1,211
Telephone/Internet		1,569	1,507
Waste Disposal		391	252
Water Rates		594	543
Wages		39,945	35,864
WOF - Fire Safety		1,254	890
Total Expense		130,843	262,216
Net profit (loss) for the year		(6,432)	(14,234)

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Balance Sheet

Ruakaka Recreation Centre Incorporated As at 31 March 2019

	NOTES	31 MAR 2019	31 MAR 2018
Assets			
Current assets			
Cash and short-term deposits	4	56,024	33,009
Trade and other receivables		5,348	1,533
GST receivable		956	19,253
Total Current assets		62,328	53,794
Non current assets			
Property, plant and equipment	5	925,287	942,392
Total Non current assets		925,287	942,392
Total Assets		987,615	996,186
Liabilities			
Current liabilities			
Trade and other payables		4,957	9,822
Employee Entitlements		-	972
Other current liabilities	6	4,624	927
Total Current liabilities		9,582	11,721
Total Liabilities		9,582	11,721
Equity			
Retained earnings	3	978,033	984,465
Total Equity		978,033	984,465
Total liabilities and equity		987,615	996,186

This statement should be read in conjunction with the Notes to the Financial Statements.

Statement of Changes in Equity

Ruakaka Recreation Centre Incorporated
For the year ended 31 March 2019

	2019	2018
Equity		
Opening Balance	984,465	998,700
Current Year Earnings	(6,432)	(14,234)
Total Equity	978,033	984,465

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This statement should be read in conjunction with the Notes to the Financial Statements.

Notes to the Financial Statements

Ruakaka Recreation Centre Incorporated For the year ended 31 March 2019

1. Statement of Accounting Policies

Reporting entity

The financial statements presented here are for the entity Ruakaka Recreation Centre Incorporated, incorporated. The entity is an Incorporated Society Incorporated under the Incorporated Societies Act 1908.

Nature of business

The Society is engaged in the health and well being of the Societies area. It acts as a unifying organisation to foster, encourage, maintain and assist amateur sporting and community activities in the Societies area. The nature of the Society's business has not changed during the year under review.

Basis of preparation

These financial statements have been prepared in accordance with Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) issued by Chartered Accountants Australia and New Zealand. Although the Society is a not for profit entity, this basis is currently deemed to be the most reasonable form of reporting which meets the needs of the users and is in compliance with the rules of the Society.

Historical cost

These financial statements have been prepared on a historical cost basis.

Functional currency

The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except where otherwise indicated.

Changes in accounting policies

All accounting policies were applied consistently during the year.

Revenue recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, to the extent it is probable that the economic benefits will flow to the company and revenue can be reliably measured.

- Grants are recorded as revenue when the conditions of the grant have been met. Where grants have been provided for a specific purpose it is recorded as income received in advance until applied to the purpose for which it was given.
- Sales of services are recognised in the period by reference to the stage of completion of the transaction at the end of the reporting period.
- Lease income is recognised on a straight line basis over the life of the lease.
- Interest received is recognised as interest accrues.
- Bonds received are recognised on a cash basis for practical purposes and to acknowledge that it is difficult to ascertain which bonds will be refunded and which will be retained.

Accounts receivable

Accounts receivable are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less an allowance for any uncollectable amounts. Individual debts that are known to be uncollectable are written off in the period that they are identified.

Property, plant & equipment

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets and includes the cost of replacements that are eligible for capitalisation when these are incurred.

All repairs and maintenance expenditure is recognised in profit or loss as incurred.

Depreciation is calculated on a diminishing value basis over the estimated useful life of the asset based on estimates by management. Assets' estimated useful life is reassessed annually. The following estimated depreciation rates /useful lives have been used:

All property plant and equipment is depreciated at 20% DV other than buildings for which 2% DV is applied.

An item of property, plant and equipment or investment property is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year the asset is derecognised.

Impairment of non-financial assets

At each balance date, non financial assets are classified into four categories: assets measured at fair value; assets currently available that the company intends to use to the end of its useful life; assets intended to be sold prior to the end of their useful life; and assets damaged or idle at balance date.

Assets measured at fair value or assets the company intends to use to the end of its useful life, are not reviewed for impairment at balance date.

Assets intended to be sold prior to the end of their useful life or assets damaged or idle at balance date are reviewed to determine if any indicators of impairment exist. If indicators exist the asset is tested for impairment to ensure that the carrying amount of the asset is recoverable.

If the recoverable amount of an asset is determined to exceed its carrying amount then the resulting difference is recognised as an impairment loss in profit or loss for that period.

Financial instruments

Financial assets

At initial recognition the company determines the classification of financial assets as either held at fair value, cost or amortised cost. Financial assets are initially measured at fair value, estimated at the transaction price less any associated transaction costs.

Amortised cost

Amortised cost includes assets where the company intends to earn contractual cash flows in the nature of principal and interest payments. Such assets are carried at amortised cost using the effective interest method. Gains and losses are recognised in profit or loss when the assets are derecognised or impaired, as well as through the amortisation process.

Cost

Equity instruments are classified as held at cost. Assets are stated at cost less any accumulated impairment loss. Gains and losses are recognised in profit or loss when the assets are derecognised or impaired.

Financial Liabilities

Financial liabilities, including borrowings and bank overdrafts, are initially measured at fair value net of transaction costs and are subsequently measured at amortised cost using the effective interest method.

Interest expenses are recognised in profit or loss on an effective yield basis.

Income tax

No income tax liability has been provided for in the financial statements, as the entity being an amateur sports club, is exempt from all income tax pursuant to Section CW 46 of the Income Tax Act 2007.

Goods and services tax

The financial statements are stated exclusive of goods and services tax (GST) except for accounts receivable and accounts payable, which are stated inclusive of GST.

	2019	2018
2. Grants & Donations		
Foundation North	28,005	59,071
General Donations	250	4,009
New Zealand Lottery Grants Board	10,170	35,500
Pelorus Trust	882	3,849
Pub Charity	2,975	5,770
Transpower	-	35,884
Whangarei District Council	34,860	34,476
Whangarei District Council - One Off	-	9,800
Total Grants & Donations	77,142	188,359
	2019	2018

3. Equity

Retained earnings/(accumulated losses)		
Opening Balance	984,465	998,700
Current Year Earnings	(6,432)	(14,234)
Total Retained earnings/(accumulated losses)	978,033	984,465
Total Equity	978,033	984,465

	2019	2018
4. Cash and short-term deposits		
Cash at bank and short-term deposits		
Petty Cash	64	76
Savings Account	5,969	11
Current Account	49,992	32,922
Total Cash at bank and short-term deposits	56,024	33,009
	2019	2018

5. Property, plant and equipment

Office Equipment		
Office Equipment at cost	10,967	10,967
Accumulated Depreciation - office equipment	(9,241)	(8,810)
Total Office Equipment	1,726	2,157
Buildings		
Buildings at cost	1,328,109	1,328,109
Accumulated depreciation - buildings	(439,360)	(421,222)
Total Buildings	888,749	906,887
Plant and equipment		
Plant and equipment at cost	66,362	66,362
Accumulated depreciation - plant and equipment	(58,599)	(56,658)
Total Plant and equipment	7,763	9,704
Furniture and fittings		
Furniture and fittings at cost	20,923	20,923
Accumulated depreciation - furniture and fittings	(18,578)	(17,992)
Total Furniture and fittings	2,345	2,931
Gym Equipment		
Gym Equipment at cost	58,823	48,892
Accumulated depreciation - Gym Equipment	(35,085)	(29,387)
Total Gym Equipment	23,738	19,505
Kitchen & Bar		
Kitchen & Bar at cost	18,814	18,814
Accumulated depreciation - Kitchen & Bar	(17,847)	(17,606)
Total Kitchen & Bar	967	1,209
Total Property, plant and equipment	925,287	942,392
	2019	2018

6. Other current liabilities

Other current liabilities		
Lease in advance	4,624	927
Total Other current liabilities	4,624	927

7. Contingent assets and liabilities

There are no contingent assets or liabilities (2018; Nil)

8. Capital Commitments

There are no capital commitments as at the 2019 balance date. (2018: Replacement of the roof. The project commenced 29 January 2018 and was completed 27 April 2018. As at the 2018 balance date the outstanding commitment to complete was \$11,953 excluding GST).

	2019	2018
9. Related Parties		
Andreas Thirling - Thirling Computer Services		
Purchases	1,189	151
Total Andreas Thirling - Thirling Computer Services	1,189	151
Karina Thirling - Fat Cat Media		
Social Media Services	2,600	2,600
Total Karina Thirling - Fat Cat Media	2,600	2,600
Total Related Parties	3,789	2,751

Sales to and purchases from related parties are recorded on normal commercial terms. Other than those stated above, there have been no further related party transactions.

10. Subsequent events

There are no events subsequent to balance date. (2018; Nil).

Schedule of Property, Plant and Equipment

Ruakaka Recreation Centre Incorporated
For the year ended 31 March 2019

NAME	COST	OPENING VALUE	PURCHASES	SALE PRICE	DEP RECOVERED	LOSS	CAPITAL GAIN	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE	PRIVATE USE AMOUNT
Buildings													
Building	1,211,935.00	801,815.71	-	-	-	-	-	2.00%	DV	16,036.31	426,155.60	785,779.40	-
Elavator	31,403.00	22,858.35	-	-	-	-	-	2.00%	DV	457.17	9,001.82	22,401.18	-
Skate Park	80,571.01	78,310.93	-	-	-	-	-	2.00%	DV	1,566.22	3,826.30	76,744.71	-
Storage Sheds	4,191.70	3,902.34	-	-	-	-	-	2.00%	DV	78.05	367.41	3,824.29	-
Total Buildings	1,328,100.71	906,887.33	-	-	-	-	-			18,137.75	439,351.13	888,749.58	-
Furniture													
Furniture	20,923.00	2,930.77	-	-	-	-	-	20.00%	DV	586.15	18,578.38	2,344.62	-
Total Furniture	20,923.00	2,930.77	-	-	-	-	-			586.15	18,578.38	2,344.62	-
Gym Equipment													
Air Rower - Spirit	1,474.50	-	1,474.50	-	-	-	-	20.00%	DV	270.33	270.33	1,204.17	-
Ceiling Fans	586.70	398.95	-	-	-	-	-	20.00%	DV	79.79	267.54	319.16	-
CT800 Treadmill	3,913.00	2,660.84	-	-	-	-	-	20.00%	DV	532.17	1,784.33	2,128.67	-
CT800 Treadmill	3,913.00	2,253.89	-	-	-	-	-	20.00%	DV	450.78	2,109.89	1,803.11	-
Elite Plate Loaded Pec Dec Machine	894.26	-	894.26	-	-	-	-	20.00%	DV	134.14	134.14	760.12	-
Elliptical Cross Trainer - Spirit	2,297.04	-	2,297.04	-	-	-	-	20.00%	DV	459.41	459.41	1,837.63	-
Elliptical Cross Trainer - Spirit	2,247.54	-	2,247.54	-	-	-	-	20.00%	DV	412.05	412.05	1,835.49	-
Exercise Bike	1,777.39	1,350.82	-	-	-	-	-	20.00%	DV	270.16	696.73	1,080.66	-
Exercise Bike - Spirit	2,036.17	-	2,036.17	-	-	-	-	20.00%	DV	407.23	407.23	1,628.94	-
Gym Bars	248.09	148.19	-	-	-	-	-	20.00%	DV	29.64	129.54	118.55	-
Gym Bench	1,099.58	656.70	-	-	-	-	-	20.00%	DV	131.34	574.22	525.36	-
Punch Bag Hanging	417.33	-	417.33	-	-	-	-	20.00%	DV	48.69	48.69	368.64	-
Rubber Floor Tile	564.33	-	564.33	-	-	-	-	20.00%	DV	65.84	65.84	498.49	-
Rubber Mats	561.03	381.50	-	-	-	-	-	20.00%	DV	76.30	255.83	305.20	-
Spirit CRW800 Air Rower	1,400.00	1,283.33	-	-	-	-	-	20.00%	DV	256.67	373.34	1,026.66	-
Sports Equipment	35,466.37	10,370.70	-	-	-	-	-	20.00%	DV	2,074.14	27,169.81	8,296.56	-
Total Gym Equipment	58,896.33	19,504.92	9,931.17	-	-	-	-			5,698.68	35,158.92	23,737.41	-
Kitchen & Bar Equipment													
Chest Frizer 145L	325.22	194.26	-	-	-	-	-	20.00%	DV	38.85	169.81	155.41	-
Kitchen&Bar Equipment	18,489.13	1,014.37	-	-	-	-	-	20.00%	DV	202.87	17,677.63	811.50	-
Total Kitchen & Bar Equipment	18,814.35	1,208.63	-	-	-	-	-			241.72	17,847.44	966.91	-
Office Equipment													
CCTV cameras	559.13	432.39	-	-	-	-	-	20.00%	DV	86.48	213.22	345.91	-
Computer	616.00	484.58	-	-	-	-	-	20.00%	DV	96.92	228.34	387.66	-
Office Equipment	9,463.28	1,040.38	-	-	-	-	-	20.00%	DV	208.08	8,630.98	832.30	-
Office Equipment	328.70	199.85	-	-	-	-	-	20.00%	DV	39.97	168.82	159.88	-
Total Office Equipment	10,967.11	2,157.20	-	-	-	-	-			431.45	9,241.36	1,725.75	-
Plant and Equipment													
Band saw	932.17	658.74	-	-	-	-	-	20.00%	DV	131.75	405.18	526.99	-

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NAME	COST	OPENING VALUE	PURCHASES	SALE PRICE	DEP RECOVERED	LOSS	CAPITAL GAIN	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE	PRIVATE USE AMOUNT
Drill Bench Boss	321.25	181.62	-	-	-	-	-	20.00%	DV	36.32	175.95	145.30	-
Gazebo	286.09	173.94	-	-	-	-	-	20.00%	DV	34.79	146.94	139.15	-
Heat Pump	6,980.00	3,722.67	-	-	-	-	-	20.00%	DV	744.53	4,001.86	2,978.14	-
Mitre Saw with Stand	260.87	161.39	-	-	-	-	-	20.00%	DV	32.28	131.76	129.11	-
Plant & Equipment	54,993.36	3,291.83	-	-	-	-	-	20.00%	DV	658.37	52,359.90	2,633.46	-
Scroll saw	873.91	617.56	-	-	-	-	-	20.00%	DV	123.51	379.86	494.05	-
Water Fountain	1,713.95	895.82	-	-	-	-	-	20.00%	DV	179.16	997.29	716.66	-
Total Plant and Equipment	66,361.60	9,703.57	-	-	-	-	-			1,940.71	58,598.74	7,762.86	-
Total	1,504,063.10	942,392.42	9,931.17	-	-	-	-			27,036.46	578,775.97	925,287.13	-

This statement has been compiled without undertaking an audit engagement or review engagement and should be read with the Compilation Report-Disclaimer of Liability and Notes to the Financial Statements.

AOF Application Form

“Looking ahead”

The purpose of this form is to look ahead over the next grant year, to see how you plan to use your annual operating grant for the benefit of the community.

Summary information	
Organisation name	SENIORNET BREAM BAY INCORPORATED
Contact Person Name, email and phone number of person completing this form	Nancy Edge Email: nmedgenz@gmail.com Phone: 432 7079
New postal address? Please provide if it has changed	
Incorporated Societies/ Charitable Trusts Registers Number	Number: CC40980 Please ensure your register is up to date.

Organisation information		
Resourcing	Number	FTE*
How many paid workers does your organisation employ?		
How many volunteer workers does your organisation have?	12	2.5

* FTE is Full Time Equivalent. This is based on approximately 37.5 – 40 hours per week. Approximates are fine. Example: a person who works 20 hours a week is 0.5 FTE.

Area of work	
Please select which one of the following relate most closely to your organisation:	
<input type="checkbox"/>	Arts and Culture – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
<input type="checkbox"/>	Heritage and Environment – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
<input type="checkbox"/>	Recreation and Sport – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
<input checked="" type="checkbox"/>	Community Connectedness and Wellbeing – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

Data on your customers/visitors

Please tell us who your customers/visitors are, using estimated percentages where possible. *This information helps us to build a picture of which communities our funding supports. It is for statistical purposes only and has no bearing on your application.*

How many customers/visitors did you have 'last year'? (Please state what period your data covers)	127 students – 464 class enrolments – 106 courses & workshops
% Whangarei residents, Northland-wide residents, visitors (national/international)?	100%
% Age ranges?	50 plus
% Ethnicities?	All
Anything else you'd like to add?	The above figures demonstrate an increase on the 2017 year.

The year ahead

Tell us about your organisation and what you plan to do in the year ahead with the below questions.

The Idea – Briefly explain your organisation's *kaupapa* (purpose):

We help seniors by training them how to use digital devices along with the associated apps – i.e. touch devices (smartphones & tablets), computers, digital cameras, smart TV's, etc.

Alignment – Tell us how your organisation's *kaupapa* aligns with Council's Vision and Community Outcomes?

Raising confidence in the use of digital technology assists the older generation to participate more fully in the modern age in which they live by –

- using digital communication tools to stay connected with family and friends,
- using online banking to manage their financial affairs
- maintaining effective communications with government departments and businesses
- learning and obtaining information from websites on the internet
- sourcing entertainment through internet websites

Bridging the digital literacy gap assists the older person to maintain their independence for as long as possible.

The Need – What need is there for your organisation? What indicators do you use?

There is a need to help seniors at a slower pace with the support of written manual notes. Many tell us they have trouble keeping up when children or grand-children try to help them and often can't remember what they were shown.

We continue to receive a positive response to our Open Days held 4 times a year, where anyone is welcome to visit our Learning Centre and talk to our tutors about the services we offer.

We promote SeniorNet by advertising regularly in local newspapers and manning monthly stalls at the Marsden Cove markets.

We monitor enrolments and learner hours monthly, all of which have been steadily trending upward.

The Impact – What difference will your organisation make to the community over the next year?

The help we provide to senior members of our community will enable them to use digital technology in their everyday lives with confidence and therefore maintain their independence and connection with society.

Collaboration – What other organisations, community groups and individuals will you collaborate with to make a difference to the community?

We attend Regional meetings to network with other SeniorNet volunteers to share knowledge and ideas. We also attend the national AGM & Symposium for the same purpose.

Our training sessions are open to members of neighbouring SeniorNet Learning Centres.

Our training can indirectly benefit other local organisations making use of digital technology.

Your Approach – How will you demonstrate the impact of your work?

We will continue to capture data from assessment forms that students complete at the end of a course of workshop. A “satisfaction percentage” is calculated and we use their ratings and comments to re-evaluate or improve what we do and how we present information to people.

Funding

The Annual Operating Fund grant is an exceptional level of support for organisations that provide ongoing, valuable services, programmes and amenities to the community.

Generally, indicative levels of funding remain consistent from year to year, subject to satisfying the performance measures and need/benefit assessment for this Fund.

If exceptional circumstances mean you would like to request a change in funding, please state your request and rationale below.

Our Management Team and members are extremely grateful for the level of funding we are receiving from Whangarei District Council.

AOF Report

Attach your AOF report along with your business plan.

Declaration

On submitting this application for funding, you have deemed acceptance of these terms and conditions.

I declare that I have the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- provide a tax invoice to Whangarei District Council for the amount of the grant within two months of being advised. I understand that grant payments will only be made to a bank account in the name of the applicant group or the umbrella group as appropriate.
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by Whangarei District Council
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

I/we consent to the Whangarei District Council recording the personal contact details provided in this application, and using this to send me community funding related information. I understand I can opt out anytime.

I/we understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

I/we understand that we have the right to have access to this information held by Council. This consent is given under the Privacy Act 1993.

N M Edge,
Treasurer / Tutor,
SENIORNET BREAM BAY Inc.

Submitting your application

Send your application and any supporting material to funding@wdc.govt.nz. You can also drop it in to us at Forum North or Walton Plaza, or post it to us at:

Attention: Community Funding
Whangarei District Council
Private Bag 9023
Whangarei 0148

We will acknowledge receipt of your application by email. If you don't hear from us within 7 days, please call 430-4200 to check we have received it.

Most funding decisions are advised 6 weeks after the funding round closes.

AOF Impact Report Form

“Looking back”

The purpose of this form is to look back over the last grant year, to see what impact your annual operating grant has had on the community.

Organisation name	SeniorNet Bream Bay Inc.
Contact name	Nancy Edge
Position in group	Treasurer / Tutor
Email	nmedgenz@gmail.com
Daytime phone number(s)	09 – 432 7079

Performance measures

In July 2018, we provided you with a set of performance measures (attached again for your reference). Please refer to these when answering the below questions on your impact over the last year.

(If you were given specific, additional measures, please report against those as well).

For the reporting period, tell us how your organisation went with the following questions.

Did your organisation meet the expectations of your board, the people who use your services, and the wider community? Why/why not?

All goals set for the year ended 31 December 2018 were met and exceeded.

Year	2018	2017
Membership	125	114
Course & Workshops	106	86
Class enrolments	464	403
Total number of students	127	140
Total Learner Hours	1,402	1,350

What difference did your organisation make?

Our help and training has raised the knowledge and confidence in the use of digital technology for all students attending our classes and workshops.

What worked well?		
<p>The planning and marketing of our classes to members through our weekly “eNotes” has encouraged more enrolments.</p> <p>Open meetings with guest speakers on a digital topic have been advertised in local publications.</p> <p>Our management team receive monthly reports updating our financial matters and progress with YTD membership and learner hours.</p>		
What didn't work so well?		
<p>Our volunteer tutors and assistants give many hours of their time, so we could do with more volunteer tutors to help spread the workload.</p>		
Resourcing – In your last application, you provided indicative numbers of volunteer and paid staff, and their expected total hours for the year. Were the actual numbers the same as expected/indicated? If not, please provide some comment.		
<p>Meeting the needs of an increase in membership has required tutors to increase their volunteer hours accordingly.</p>		
Who and how many people were involved with or received services from your organisation? How did they benefit?		
<p>All our members are over the age of 50 – the majority are in the 60+ age group.</p> <p>Our training is available to both members and the public.</p> <p>In 2018, 464 enrolments were spread across 106 classes & workshops from a total of 127 students.</p> <p>Our students receive training in small classes and at a slower pace. They are encouraged to ask questions and put skills into practice. Manuals or notes are provided for them to take home and keep for future reference.</p> <p>We hold monthly “Help Clinics” to resolve specific problems that members encounter. We have an “Interest Groups” that specialises in digital cameras and a Memoir Writers Group to help members record their life stories through the use of word processing.</p> <p>All those taking part gained digital skills that increased their confidence and competence.</p>		
Who did you work with to deliver your project, programme or service?		
<p>Volunteer tutors and assistants helped those in the 50+ age group who enrolled in classes.</p>		
Which of the following areas would you like to strengthen? (please tick or highlight)		
<input type="checkbox"/> Leadership	<input type="checkbox"/> Marketing/publicity	<input type="checkbox"/> Facilities
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Financial management	<input type="checkbox"/> Planning and organisation
<input type="checkbox"/> Equipment and resources	<input checked="" type="checkbox"/> Volunteers/time	<input checked="" type="checkbox"/> General skills/expertise
<input type="checkbox"/> Other:		

Is there anything else you'd like to tell us?

According to figures released by our Federation of NZ SeniorNet Societies, our Learning Centre results are steadily increasing which is against the national trend.

We apply recognised business and governance practices, review our progress monthly and conduct an annual "Warrant of Fitness" review in preparation for developing our business plan for the following year.

Attach:

- Your business plan for the year(s) ahead.

Submit:

Your completed report with your application for next year to funding@wdc.govt.nz.

You can also post it to:

Community Funding
Whangarei District Council
Private Bag 9023
Whangarei 0148

Or drop it in to one of our customer service centres.

*Thank you for contributing to your community and
helping Whangarei to be a vibrant, attractive and thriving district.*

Annual Plan – Year 2019.

CURRENT SITUATION

SeniorNet Bream Bay has been in operation since July 2009 and is currently based at 7 Kepa Road, Ruakaka. We have a management team of 8, a team of tutors numbering 4, assistant tutors numbering 6, and now in excess of 100 members. Our curriculum includes courses on tablet computers, smartphones, Windows and Apple based technologies. We have a bank balance of just over \$32,000.

FUTURE CHALLENGES & GOALS

The major challenges we face for 2019 are to build upon our past success but with specific focus on –

- retaining and increasing our membership,
- maintaining financial security,
- adding new tutors to our team,
- introducing new courses and workshops,
- growing participation levels in our courses.
- reviewing our online presence.

ACKNOWLEDGEMENTS

We acknowledge and thank the following who have contributed to the success of our Learning Centre during 2018.

Management Team – Brian Reynolds (Chairperson), Nancy Edge (Treasurer, Grant Applications), Sheila Skitt (Secretary & Newsletters), Dorothy Kelly (Membership & Enrolments), Estelle Pooley, Suzy Hoten (Calendar Project), Linda Perry and Barry Ambridge.

Tutors – Dorothy Kelly, Nancy Edge, Linda Perry, Hanny Ooms, Estelle Pooley, Barry Ambridge and Suzy Hoten.

Assistant Tutors – Brian Reynolds, Sheila Skitt, Sue Smith and Greig Clarkson.

Grants - We wish to record our appreciation for grants received from COGS (\$2,000), Whangarei District Council (\$1,215).

Sponsorship – We wish to record our appreciation for calendar sponsorship of \$3,450 received from Northpine Ltd, Scavengers, Ruakaka Physiotherapy, Macsway Scaffolding Ltd, Z24 Hour Fitness, Waipu Hammer Hardware Ltd, Fresha Valley Processors (Waipu) Ltd, Marsden Maritime Holdings Ltd, One Tree Point & Marsden Cove Stores, All About Tyres, Porthouse Bar & Eatery.

Retirements – There were no retirements from office in 2018.

2019 PLAN

Membership –

Increase membership by 5%

Finance –

Increase income to ensure that we

- Cover operating expenses for the 2019 year.
- maintain sufficient reserve funds to continue operation for a further 12 months should an unforeseen drop in income eventuate – target reserve figure at 31 December 2019 = \$10,000.

Committee –

Increase current strength from 8 to 9 members including officers.

Recruit new Committee members well before the AGM.

Appoint Portfolios – Publicity, Calendar, Social, Grants, Newsletters, Tutors, Membership, Learning Centre, Health & Safety.

Tutors –

Continue to grow our tutor team.

Encourage new tutor assistants to join the team and facilitate their advancement to tutors.

Delivery of popular regular courses by 2 or more tutors.

Tutor training to introduce new services / topics.

Services –

Introduce new courses and workshops to curriculum.

Raise enrolment levels.

Develop Online Quizzes with Google Forms

Speakers and Topics - liaise with neighbouring Learning Centres and community groups.

Make presentations open to the public.

Create a prospectus of courses and workshops.

Annual Member Survey.

Technology –

To keep abreast of new technology.

Promote BYOT.

Look for technical help.

Publicity –

Create an Annual Publicity Plan.

Have at least 4 feature articles in the Bream Bay News and Advocate Bream Bay page.

Listing in Whangarei Report (or Leader) under “Community Organisations”.

Mail drops for special events.

Review and increase our online presence – Facebook page if anyone willing to manage it..

Communications –

Publish 4 quarterly Newsletters (one per term)

Maintain weekly email updates during term time promoting courses, workshops and activities.

Open Days before start of each term.

Create Membership Pack for issue to all members at start of year.

Facilities –

Sell/remove redundant technology.

Consider using other facilities for specific BYOT courses.

Plan “ideal” Learning Centre to assess alternative accommodation opportunities.

Innovation –

Talk to and survey members for ideas.

Use “Google Alerts” newsfeed to receive regular emails for links to new articles on topics of interest.

2019 Action Plan

Membership –

- Objectives** – (1) Increase membership by 5% from 123 to 129
(2) Increase renewals by 5% from 76 to 80
(3) Increase new members by 5% from 47 to 49

Action Points

End of March – issue email reminders to members of subscription renewals.

Early May – issue reminders to those who have not renewed subs.

Early June – issue notices to those who have not renewed subs that subscriptions will lapse on 1 July.

Early July – issue notices advising membership has lapsed for those who have not renewed subs.

Open Days prior to commencement of each Term to encourage new members and promote services.

Finance –

- Objective** – Maintain income levels to ensure that we retain sufficient reserve funds to operate for a further 12 months – target reserve figure at 31 December 2019 = \$10,000.

Action Points

Encourage members to attend classes or workshops.

Sep / Dec – sell calendars to raise \$5,000.00.

Committee –

- Objective** – Increase current strength from 8 to 9 members (including officers).

Action Points

Recruit new Committee members well before AGM.

Appoint Portfolios – Publicity, Calendar, Social, Grants, Newsletters, Tutors, Membership, Learning Centre, Health & Safety.

Tutors –

- Objective** – (1) Grow our tutor team to 6.
(2) Encourage new tutor assistants to join the team and facilitate their advancement to tutors.
(3) Delivery of popular regular courses by 2 or more tutors.
(4) Tutor training to introduce new services / topics.

Action Points

Appoint someone to Tutor Portfolio.

Continue to seek help by advertising and networking with public, members and their associates.

Identify and ask suitable students to become assistant tutors.

Continue tutor training to introduce new services / topics both externally and internally.

Services –

- Objective** – (1) Introduce new courses and workshops to curriculum.
(2) Raise enrolment level for courses and workshops.
(3) Identify speakers and topics for Open Meetings.
(4) Create Prospectus of courses and workshops.
(5) Annual Member Survey

Action Points

Introduce the following courses or Workshops – Skype, Photo Editing, Tablet Photo Apps, Computer maintenance, Smart TV's, Online Shopping, Library eBooks & Audio Books, Online Security.

Promote shareware courses – i.e. Open Office, Google Docs, etc.

Include “benefit based” workshops promoting use of computers as radio, music player, video player, etc.

Continue monthly “How do I” Help Clinics.

Find a leader to establish Technology Interest Group – tablets and smart phones.

Liaise with neighbouring Learning Centres and community groups to identify potential speakers.

Technology –

- Objective** – (1) Keep abreast of new technology.
(2) Promote BYOT
(3) Locate technical help.

Action Points

Attend regional meetings.

Encourage use of personal laptops, tablets and smart phones.

Advertise for a volunteer technician to support tutors.

Publicity –

- Objective** – (1) Create an Annual Publicity Plan
(2) Have at least 4 feature articles in the Bream Bay News.
(3) Make increased use of weekly Bream Bay page in Northern Advocate.
(4) Locate volunteer to create and maintain Facebook page.
(5) Develop the SNBB website.

Action Points

One feature article in BBNews per term.
Publicise Open Days and other events with Julie Paton for Advocate Bream Bay page.
Listing in Whangarei Report or Leader under “Community Organisations”.
Advertise Open Days and social events.
Advertise available courses.
Prepare Term information pamphlets for distribution to local businesses in Ruakaka and Waipu.
Attend monthly markets at Marsden Cove.
Attend Labour Weekend and Easter markets at Waipu.
Locate volunteer to create and maintain Facebook page and promote its use.
Develop the SNBB website.

Communications –

- Objective** – (1) Publish weekly E-Notes to members.
(2) Create a Welcome Pack for new members.

Action Points

Regular email updates promoting courses and workshops and activities – at least monthly.
Create and issue a Welcome Pack to new members – letter to include info from Term Pamphlet.

Facilities –

- Objective** – (1) Sell/remove redundant technology.
(2) Consider using other facilities for specific BYOT courses.
(3) Plan “ideal” Learning Centre to assess alternative accommodation opportunities.

Action Points

Review current equipment and sell or remove redundant technology and equipment.
Investigate viability of holding BYOT courses in Waipu or at Marae.
Plan “ideal” Learning Centre.

Innovation –

- Objective** – (1) Talk to and survey members for ideas.
(2) Use Google Alerts newsfeed to receive regular emails for links to new articles on topics of interest.

Action Points

Survey members for ideas and suggestions.
Investigate if “Google Alerts” will benefit our Learning Centre.



SeniorNet Bream Bay Incorporated

Annual Performance Report

For the Year Ended 31 December 2018.



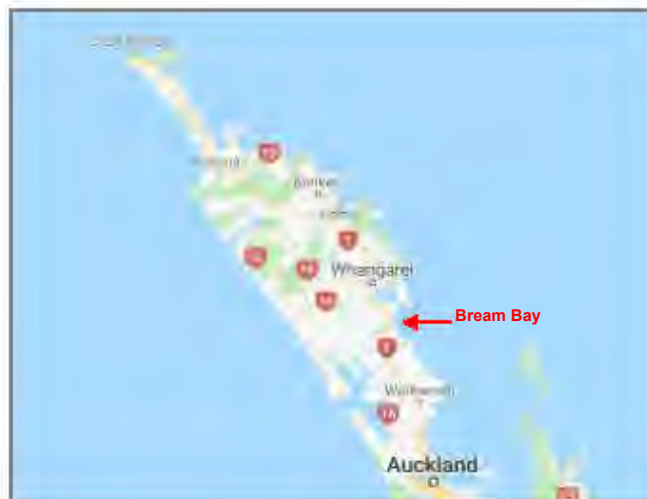
SeniorNet Bream Bay Incorporated

Performance Report

For the year ended
31 December 2018.

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SeniorNet Bream Bay Incorporated

Entity Information

"Who are we?" - "Why do we exist?"

For the year ended
31 December 2018.

Legal Name of Entity	SeniorNet Bream Bay Incorporated
Type of Entity and Legal Basis	Incorporated Society and Registered Charity
Registration Number	CC40980

Entity Purpose or Mission

Our mission is to train people in the 50+ age group to use and enjoy the benefits of modern technology in their everyday lives.

Entity Structure

SeniorNet Bream Bay is governed by an Executive Committee consisting of a Chairperson, Secretary, Treasurer and between 4 and 8 additional Executive members, all of whom are elected annually by members at the Annual General Meeting. The Executive Committee oversees the administration of our Learning Centre where we offer training in the use of modern technology (computers, tablets, smart phones, digital cameras, etc).

Main Sources of the Entity's Cash and Resources

SeniorNet Bream Bay Inc. is funded by course fees, learner hours subsidy, subscriptions, fundraising (calendar sales and sponsorship), grants from government and philanthropic organisations.

Main Methods Used by the Entity to Raise Funds

Fundraising efforts focused on the sale of "Bream Bay Calendars". Photos were donated by members of our Photo Group. The printing costs were largely covered by sponsorship received from 12 local businesses.

Entity's Reliance on Volunteers and Donated Goods or Services

We rely on gifts of volunteer time and expertise to complete work in all the essential roles of training, governance, fundraising, administration and accounting.

Additional Information

SeniorNet Bream Bay Inc. is affiliated to the Federation of SeniorNet Societies Inc.
(www.seniornet.co.nz)

Contact details

Physical Address	7 Kapa Road, Ruakaka, Whangarei.
Postal Address	C/- N Edge, 2 Graham Street, One Tree Point, 0118.
Phone/Fax	09 - 432 7692
Email	admin@seniornetbreambay.co.nz

SeniorNet Bream Bay Incorporated

Statement of Service Performance "What did we do?" - "When did we do it?"

For the year ended
31 December 2018.

Description of the Entity's Outcomes

We provided training in **digital literacy** at our Learning Centre to **empower older people** to **use and enjoy the benefits of modern technology devices** for information, communication, business and entertainment. Our courses and workshops are designed for the 50+ age group and cover modern devices such as **computers, tablets, smart phones, digital cameras**, along with the associated **software applications**.

Description and Quantification (to the extent practicable of the Entity's Outputs.

	Actual This Year	Budget This Year	Actual Last Year
Courses & Workshops held	106	-	86
Total Class enrollments	464	-	403
Total Number of Students	127	-	140
Learner Hours	1,402	1092	1,350

Mission, Vision and Values

- Vision** The 50+ age group using and enjoying modern technology in their everyday lives.
- Mission** Training people in the 50+ age group how to use modern technology.
- Values** A supportive learning environment
Excellence and teamwork
Open and effective communication
Recognition of our volunteers
Integrity and honesty

SeniorNet Bream Bay Incorporated

Statement of Financial Performance

"How was it funded?" - "What did it cost?"

For the year ended

31 December 2018.

	Note	Actual This Year \$	Budget This Year \$	Actual Last Year \$
REVENUE				
Fundraising revenue	1	6,985.00	5,650	6,283.50
Donations and other similar revenue	1	7,063.00	6,600	6,799.18
Fees, subscriptions and other revenue from members	1	4,185.00	3,500	4,035.00
Revenue from providing goods or services	1	5,548.50	4,805	5,305.00
Interest, dividends and other investment revenue	1	244.24	15	20.12
Other revenue	1	189.80	0	292.00
Total Revenue		24,215.54	20,570	22,734.80
EXPENSES				
Expenses related to public fundraising	2	4,594.71	4,300	4,353.21
Volunteer related costs	2	1,515.00	1,100	555.00
Costs related to providing goods or services	2	10,890.53	12,423	10,847.76
Grants and donations made	2	-	0	-
Other expenses	2	3,501.15	2,065	5,000.64
Total Expenses		20,501.39	19,888	20,756.61
SURPLUS / (DEFICIT) for the Year		3,714.15	682	1,978.19

SeniorNet Bream Bay Incorporated

Statement of Financial Position

"What the entity owns?" - "What the entity owes?"

As at
31 December 2018.

	Note	Actual This Year \$	Budget This Year \$	Actual Last Year \$
ASSETS				
Current Assets				
Bank accounts and cash	3	32,189.63	0	28,024.56
A/c Payable and Prepayments	3	-	-	-
Total Current Assets		32,189.63	0	28,024.56
Non-Current Assets				
Property, plant and equipment	4	3,028.88	0	3,479.80
Total Non-Current Assets		3,028.88	-	3,479.80
Total Assets		35,218.51	0	31,504.36
LIABILITIES				
Current Liabilities				
Unused donations and grants with conditions	3	-	-	-
Total Current Liabilities		-	-	-
Non-Current Liabilities				
		-	-	-
Total Liabilities		-	-	-
Total Assets less Total Liabilities (Net Assets)		35,218.51	-	31,504.36
ACCUMULATED FUNDS				
Capital contributed by owners or members		-		-
Accumulated surpluses or (deficits)		11,972.51		9,989.36
Reserves		23,246.00		21,515.00
Total Accumulated Funds		35,218.51		31,504.36

SeniorNet Bream Bay Incorporated

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended
31 December 2018.

	Actual This Year \$	Budget This Year \$	Actual Last Year \$
CASH FLOWS from OPERATING ACTIVITIES			
Cash was received from:			
Fundraising	6,985.00	5,650	6,283.50
Donations and other similar receipts	7,063.00	6,600	6,799.18
Fees, subscriptions and other receipts from members	4,185.00	3,500	4,035.00
Receipts from providing goods or services	5,548.50	4,805	5,305.00
Interest, dividends and other investment receipts	244.24	15	20.12
Other Revenue	189.80	-	292.00
	24,215.54	20,570	22,734.80
Cash was applied to:			
Expenses related to public fundraising	4,594.71	4,300	4,353.21
Volunteer and employee related costs	1,515.00	1,100	555.00
Costs related to providing goods or services	10,890.53	12,423	10,847.76
Grants and donations made	-	-	-
Other expenses	1,675.49	2,065	1,086.18
	18,675.73	19,888	16,842.15
Net Cash Flows from Operating Activities	5,539.81	682	5,892.65

CASH FLOWS from INVESTING & FINANCING ACTIVITIES

Cash was received from:			
Receipts from the sale of property, plant and equipment	50.00	-	650.00
Proceeds from loans borrowed from other parties	-	-	-
Capital contributed from owners or members	-	-	-
	50.00	-	650.00
Cash was applied to:			
Payments to acquire property, plant and equipment	1,424.74	2,600	979.50
Repayments of loans borrowed from other parties	-	-	-
Capital repaid to owners or members	-	-	-
	1,424.74	2,600	979.50
Net Cash Flows from Investing & Financing Activities	(1,374.74)	(2,600)	(329.50)

NET INCREASE / (DECREASE) IN CASH	4,165.07
Opening Cash	28,024.56
Closing Cash	32,189.63

5,563.15
17,704.58
23,267.73

This is represented by:

Bank Accounts and Cash	32,189.63
------------------------	------------------

28,024.56

SeniorNet Bream Bay Incorporated

Accounting Policies

"How did we do our accounting"

For the year ended
31 December 2018.

Basis of Preparation

SeniorNet Bream Bay Incorporated has elected to apply PBE SFR-A (NFP) Public Benefit Entity Sumple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of 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)

SeniorNet Bream Bay Incorporated is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any)

Income Tax

SeniorNet Bream Bay is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

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 Accounting Policies

There have been no changes in accounting policies during the financial year (last year - nil)

SeniorNet Bream Bay Incorporated

Notes to the Performance Report

For the year ended
31 December 2018.

Note 1 - Analysis of Revenue

Revenue Item	Analysis	This Year \$	Budget \$	Last Year \$
Fundraising Revenue	Raffles - Social Meetings	295.00	150	278.50
	Calendar Sales - Members	1,180.00	935	985.00
	Calendar Sales - Other	5,510.00	4,565	5,020.00
	Total	6,985.00	5,650	6,283.50
Donations and other similar revenue	Donations	398.00	-	55.00
	Calendar Sponsorship	3,450.00	3,600	3,300.00
	COGS - Operating Grant	2,000.00	2,000	1,500.00
	Pub Charity Grant - Federation AGM	-	-	744.18
	Lotteries	-	-	-
	Oxford Sports Trust	-	-	-
	Whangarei District Council - Operating Grant	1,215.00	1,000	1,200.00
	Total	7,063.00	6,600	6,799.18
Fees, subscriptions and other revenue from members	Subscriptions	4,185.00	3,500	4,035.00
	Total	4,185.00	3,500	4,035.00
Revenue from providing goods or services	Course / Workshop Fees	3,546.50	3,300	3,405.50
	Federation Learner Hours Subsidy	1,770.00	1,375	1,687.50
	Wintutor Sales	20.00	-	10.00
	Interest Group Fees	140.00	80	142.00
	Help Clinics	72.00	50	60.00
	Total	5,548.50	4,805	5,305.00
Interest, dividends and other investment revenue	Bank Interest	244.24	15	20.12
	Total	244.24	15	20.12
Other Revenue	Door Fees - Social Meetings	41.00	-	66.00
	Travel Subsidy	-	-	-
	Sundry Income	148.80	-	226.00
	Total	189.80	-	292.00
TOTAL REVENUE		24,215.54	20,570	22,734.80

SeniorNet Bream Bay Incorporated

Notes to the Performance Report

For the year ended
31 December 2018.

Note 2 - Analysis of Expenses

Revenue Item	Analysis	This Year \$	Budget \$	Last Year \$
Expenses related to public fundraising	Calendar Expenses (incl Printing)	4,543.96	4,200	4,282.21
	Raffle Expenses	50.75	100	71.00
	Total	4,594.71	4,300	4,353.21
Volunteer and employee related costs	Annual Volunteer Lunch Subsidy	150.00	100	80.00
	Tutor Training	565.00	1,000	475.00
	Tutor Equipment	800.00	-	-
	Total	1,515.00	1,100	555.00
Costs related to providing goods or services	<u>Direct costs relating to service delivery</u>			
	Hospitality	-	100	-
	Electricity	840.00	840	660.11
	Stationery	94.00	750	761.49
	Software & Installation	-	500	170.00
	Equipment	160.49	500	101.99
		1,094.49	2,690	1,693.59
	<u>Other service delivery costs</u>			
	Repairs and Maintenance	272.39	800	391.50
	Cleaning	43.16	50	24.99
	Advertising	1,340.95	1,000	349.91
	Social Meeting Expenses	90.00	100	139.40
	Sundry Expenses	42.57	50	29.50
	Furnishings & Blinds	-	-	453.34
		1,789.07	2,000	1,388.64
	<u>Administration and Overhead costs</u>			
	Auditor / Reviewer\	200.00	200	200.00
	Bank Fees	-	-	0.38
	Charities Commission Annual Fee	51.11	50	51.11
	Insurance	426.72	450	398.88
	Rent	5,733.00	5,733	5,733.00
	Telephone and Internet	1,453.94	1,300	1,245.29
	Website & Domain	142.20	-	136.87
		8,006.97	7,733	7,765.53
	Total	10,890.53	12,423	10,847.76
Grants and donations made		-	-	-
	Total	-	-	-
Other expenses	Affiliation Fees - FNZSS	570.00	565	342.00
	Federation AGM & Symposium	1,031.30	1,500	744.18
	Miscellaneous Expenses	74.19	-	-
	<u>Non-Cash items</u>			
	Depreciation	1,825.66	-	3,914.46
	Total	3,501.15	2,065	5,000.64
TOTAL EXPENSES		20,501.39	19,888	20,756.61

SeniorNet Bream Bay Incorporated

Notes to the Performance Report

For the year ended
31 December 2018.

Note 3 - Analysis of Assets and Liabilities

Asset Items	Analysis	This Year \$	Budget \$	Last Year \$
Bank accounts and cash	Westpac Cheque Account	9,811.52	6,561	5,888.88
	Westpac Online Savings Account	12,148.19	12,146	22,135.68
	Westpac Term Deposit 0001	10,229.92	10,000	
	Total	32,189.63	28,707	28,024.56
A/c Receivable and Prepayments	Accounts Receivable	-	-	-
	Prepayments	-	-	-
	Total	-	-	-
Liability Items	Analysis	This Year \$	Budget \$	Last Year \$
Accounts Payable and accrued expenses	Nil	-	-	-
	Total	-	-	-
Unused donations and grants with conditions		-	-	-
		-	-	-
	Total	-	-	-
Other non-current liabilities	Nil	-	-	-
	Total	-	-	-

SeniorNet Bream Bay Incorporated

Notes to the Performance Report

For the year ended
31 December 2018.

Note 4 - Property, Plant and Equipment

This Year

Asset Class	Opening Carrying Amount	Purchases	Sales / Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount	Current Valuation	Source and Date of Valuation
Land	-				-	-	
Buildings	-				-	-	
Motor Vehicles	-				-	-	
Furniture & Fixtures	1,877.64	1,424.74		544.00	2,758.38	1,780.00	Estimate 1-Jan-2019
Office Equipment	-				-	-	
Computers, Tablets, Printers, TV, etc	1,602.16		50.00	1,281.66	270.50	3,310.00	Estimate 1-Jan-2019
Machinery	-				-	-	
Heritage Assets	-				-	-	
Total	3,479.80	1,424.74	50.00	1,825.66	3,028.88	5,090.00	

Last Year

Asset Class	Opening Carrying Amount	Purchases	Sales / Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount
Land	-				-
Buildings	-				-
Motor Vehicles	-				-
Furniture & Fixtures	2,299.64	-	-	422.00	1,877.64
Office Equipment	-				-
Computers (including software)	4,765.12	979.50	650.00	3,492.46	1,602.16
Machinery	-				-
Heritage Assets	-				-
Total	7,064.76	979.50	650.00	3,914.46	3,479.80

Significant Donated Assets Recorded - Source and Date of Valuation

None

Significant Donated Assets Not Recorded

None

SeniorNet Bream Bay Incorporated

Notes to the Performance Report

For the year ended
31 December 2018.

Note 5 - Accumulated Funds

This Year				
Description	Capital Contributed by Owners or Members	Accumulated Surpluses or (Deficits)	Reserves	Total
Opening Balance	-	9,989.36	21,515.00	31,504.36
Capital contributed by owners or members	-			-
Capital returned to owners or members	-			-
Surplus / (Deficit)		3,714.15		3,714.15
Distributions paid to owners or members				-
Transfer to Reserves		(5,000.00)	5,000.00	
Transfer from Reserves		3,269.00	(3,269.00)	
Closing Balance	-	11,972.51	23,246.00	35,218.51

Last Year				
Description	Capital Contributed by Owners or Members	Accumulated Surpluses or (Deficits)	Reserves	Total
Opening Balance	-	11,408.17	18,118.00	29,526.17
Capital contributed by owners or members	-			-
Capital returned to owners or members	-			-
Surplus / (Deficit)		1,978.19		1,978.19
Distributions paid to owners or members				-
Transfer to Reserves		(5,000.00)	5,000.00	-
Transfer from Reserves		1,603.00	(1,603.00)	-
Closing Balance	-	9,989.36	21,515.00	31,504.36

Breakdown of Reserves		Actual This Year \$	Actual Last Year \$
Name	Nature and Purpose		
Operating Reserve	Provision to cover 12 months operation in event of unforeseen revenue downturn.	10,000.00	10,000.00
2016 BB Calendar Reserve Fund	Unexpended balance of 2015 profit from Calendar Sales reserved for purchase of new equipment and upgrade to Windows 10 as agreed with sponsors	-	315.00
2017 BB Calendar Reserve Fund	2016 profit from Calendar Sales reserved for purchase of new equipment and contribute to operating expenses as agreed with sponsors	3,246.00	6,200.00
2018 BB Calendar Reserve Fund	2017 profit from Calendar Sales reserved for purchase of new equipment and contribute to operating expenses as agreed with sponsors.	5,000.00	5,000.00
2019 BB Calendar Reserve Fund	2018 profit from Calendar Sales reserved for purchase of new equipment and contribute to operating expenses as agreed with sponsors	5,000.00	-
Total		23,246.00	21,515.00

SeniorNet Bream Bay Incorporated

Notes to the Performance Report

For the year ended
31 December 2018.

Notes 6 - 9

Note 6: Commitments and Contingencies

Commitment	Explanation and Timing	At balance date This Year \$	At balance date Last Year \$
Commitments to lease or rent assets	Lease of premises renewed for y.e. 31 Dec 2019	6,077	5,733
Commitment to purchase property, plant and equipment		-	-
Commitments to provide loans or grants	Nil.	-	-

Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date.

-

-

Note 7: Other

Significant Grants and Donations with Conditions which have not been recorded as a Liability

There are no items to report.

Note 8: Related Party Disclosures

There were no transactions involving related parties during the financial year. (Last Year - Nil)

Note 9: 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).

J WAKELIN
68 One Tree Point Road,
ONE TREE POINT – 0118

REVIEWER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2018.

I have examined the financial records and financial report of **SeniorNet Bream Bay Incorporated**, which provides information about the financial performance for the year ended **31 December 2018** and its financial position as at that date. It is my responsibility to express an independent opinion on the financial report presented by the Committee.


Basis of Opinion:

I planned and performed my review so as to obtain information and explanations that I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial report is free from material misstatement, whether caused by fraud or error. In forming my opinion, I also evaluated the overall adequacy of the presentation of information in the financial report.

Qualified Opinion:

In common with other organizations of a similar nature, control over the revenues prior to being recorded is limited, and there are no practical review procedures to determine the effect of this limited control.

I have obtained all the information and explanations I have required. In my opinion proper accounting records have been kept as far as appears from my examination of those records. The financial report has been compiled with generally accepted accounting practice and fairly reflects the results of operation for the year ended 31 December 2018.


J Wakelin,
REVIEWER.


Date

AOF Application Form

“Looking ahead”

The purpose of this form is to look ahead over the next grant year, to see how you plan to use your annual operating grant for the benefit of the community.

Summary information	
Organisation name	Te kowhai print Trust
Contact Person Name, email and phone number of person completing this form	Hamish Oakley-Browne hamish@tkpt.org 0273104712
New postal address? Please provide if it has changed	21 Selwyn Ave Avenues 0140
Incorporated Societies/ Charitable Trusts Registers Number	Number: 1769377/CC40876

Organisation information		
Resourcing	Number	FTE*
How many paid workers does your organisation employ?	1	.3
How many volunteer workers does your organisation have?	3	.3

* FTE is Full Time Equivalent. This is based on approximately 37.5 – 40 hours per week. Approximates are fine. Example: a person who works 20 hours a week is 0.5 FTE.

Area of work	
Please select which one of the following relate most closely to your organisation:	
<input checked="" type="checkbox"/>	Arts and Culture – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
<input type="checkbox"/>	Heritage and Environment – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
<input type="checkbox"/>	Recreation and Sport – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
<input type="checkbox"/>	Community Connectedness and Wellbeing – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

Data on your customers/visitors

Please tell us who your customers/visitors are, using estimated percentages where possible. *This information helps us to build a picture of which communities our funding supports. It is for statistical purposes only and has no bearing on your application.*

How many customers/visitors did you have 'last year'? (Please state what period your data covers)	March 2018/March 2019 408 studio users, 48 students attending classes, 60-100 school students attending workshops, 30 polytech students, 20 painting students, 40 attending open days and independent workshops. 200 visitors/tourists attending events
% Whangarei residents, Northland-wide residents, visitors (national/international)?	85% Whangarei residents 5% far North including Keri Keri and Kaikohe 10% National and International
% Age ranges?	8-13, 15% 13-26 10% 26-45 25% 46-65 50%
% Ethnicities?	Maori 15% NZ Pakeha 70% Other 15%
Anything else you'd like to add?	We have installed an electronic data collection device at the door to our studio so we are currently collating accurate details of studio usage with our current members, workshops, classes and events. A new membership system has seen our studio members grow by 20%..and our classes are currently oversubscribed by 25%. This encouraging data showing an increased need for the services we provide.

The year ahead

Tell us about your organisation and what you plan to do in the year ahead with the below questions.

The Idea – Briefly explain your organisation's *kaupapa* (purpose):

Te Kowhai Print Trust is an arts organization unique to Northland. It operates as a open studio and educational facility that promotes participation, belonging and connection in the arts. Te Kowhai builds the capacity of our community to engage positively in the arts by providing accessible, affordable and inclusive arts services, equipment and facilities. We are the Kaitianga of a nationally significant historical archive of fine-art prints and heritage print making equipment.

The next years are significant transition time for us. As well as providing our usual services, which include day and evening classes, specialty youth and school projects, arts access programs for groups facing barriers to inclusion in our arts communities, workshops and events we need to embark on a number of important and pressing endeavors. Firstly and most importantly our buildings which are our primary asset sadly are in dire need of restoration and care and our studio needs rejuvenation to cope with the increased use of our facilities and safe storage of needs to be arranged to house our precious archive and heritage equipment when not in use. A number of our essential equipment assets are nearing the end of their life and require replacement. We have also have an emphasis on a number of very positive sustainability initiatives to reduce our reliance on contestable funding. All these projects require significant input and time to complete. We are asking council to increase its support of our organization during this delicate transitional time to ensure the ongoing provision of our services into the future. This support will ensure the positive growth and rehabilitation of Te Kowhai Print trust.

- Classes, day and evening
- Specialty youth and school programs
- Open studio community
- Accessible inclusive services for those facing barriers to arts participation
- Workshops and events
- Building restoration and renovation project
- Studio Restructure
- Safe storage
- Archive secured and treasured
- Business Plan for sustainability
- Sustainability initiatives in place
- Attain funding for replacement equipment

Alignment – Tell us how your organisation's *kaupapa* aligns with Council's Vision and Community Outcomes?

Te Kowhai aligns itself with council vision by being an innovative and flexible arts organization. We hold both the unique cultural heritage and diversity of our district as a principle driver of our services. Our accessible, affordable and inclusive work space builds capacity of all those who use our services, whether in collaborative projects supporting community groups to attain their creative goals or the framework, services and equipment for practicing artists to build their capacity and capability to engage professionally in the vibrant arts sector of our region.

Council support ensures that we maintain the integrity of our organizational practices and ensures the robust infrastructure we need to do this, is in place. This infrastructure supports the growth and development of the people who work within the umbrella of our supports.

Touring artists both nationally and internationally have a functioning and vibrant workspace with which to present their skills and expertise to the local community.

Our events such as Printapalooza attract a wide audience, and practitioners come from both local and national arts communities to contribute. These events are participatory and inclusive.

Our specialist programs such as Te Kowhai Youth Scholarship and our collaborations with mental health and addiction treatment providers, break down barriers to arts access, which is a priority at both local and national levels.

Our open studio programs provide essential support networks, equipment and workspace to connect and empower practicing artists to participate and thrive in our arts sector.

We treasure our heritage of printmaking by the collecting and archiving of the art produced in our facilities.

We are committed to maintain the heritage equipment we have been entrusted to look after.

We maintain and foster strong relationships with other creative organizations and support their projects to grow and prosper.

Our classes and youth programs support the further education and development of attendees. We support transitions from school to tertiary and tertiary to work. Our enterprises smooth the pathway into fruitful engagement and employment in art sector initiatives and jobs. Our relationship with the Applied Arts department of North Tec is progressive and innovative. We hold workshops and work experience opportunities for North Tec students, that provide real world engagement in an arts sector organization.

Our evening and day classes provide a supportive environment for all who attend. Workers who wish to pursue evening art experiences, stay at home mums and dads and the retired who wish to engage in Whangarei's vibrant art community, can come and participate in the enjoyment.

We are an Arts Culture and Heritage organization that was an integral part of the Taku Ahi cultural initiative. We celebrate Matariki with workshops and exhibitions. There is a active relationship between Te Kowhai Print Trust and the National Maori Printmakers body where members of this collective utilize the equipment and supports of TKPT to further their ability to produce and exhibit their work.

The Need – What need is there for your organisation? What indicators do you use?

Te Kowhai is one of the few remaining community owned print studio's in New Zealand. It holds a large collection of heritage printmaking and papermaking assets, including being one of only five remaining working stone lithography studios in New Zealand. Te Kowhai collects and cares for a large and significant archive of prints including prints by some of New Zealand's preeminent print artists like Stanley Palmer and the recently passed Jo Hardy. We have artists of local national and international significance use our facilities and equipment to produce their work and present workshops and classes to artists practicing within our community. We have a thriving community of paying studio members that has increased by more than 25% in the last two years. Our printmaking classes are oversubscribed with waiting lists for both our evening and day classes. We have a quota of international artists who regularly come to use our studio either as interns or resident artists including Marie Powell who flies from Washington state every summer to use our studio to complete her work. We struggle to meet the needs of the number of home school and mainstream school bookings. We often have more bookings than space for our weekend workshops. General printmaking enquiries inundate our studio these include enquires for classes and private tuition, tourists and art enthusiasts. The space and equipment that are Te Kowhai 's primary assets its studio space and buildings require expansion, updating and greater storage. These are current primary concerns for us. We know that we are needed because we are out growing our current

capacity to deliver the services demanded of us. We gather data about our performance and user experience through feedback forms and we gather information about studio usage via our new electronic sign in sign out system at the door. Te Kowhai's space, equipment and services are rare, culturally and historically significant and oversubscribed.

The Impact – What difference will your organisation make to the community over the next year?

The expected benefits and outcomes to the wider community of TKPT over the next year

- Accessibility and affordability of essential artist workspace
- Participation and engagement of young people in the arts
- Inclusion and community engagement in the arts
- Supportive environment for a community of artists
- Increased well-being for all those who access our services from Whangarei and the wider district.

With continued support from Whangarei District council, Te Kowhai Print trust expects to deliver the following high quality benefits to our community. The continuation of its core activities: educational classes, workshops, events, exhibitions and studio hire. It will also allow us to prosper and grow in the areas where our strengths exist. The delivery of affordable admission to studio space and equipment, unavailable anywhere else in our community. Initiation and delivery of innovative projects where participation and engagement of young people are a priority. It will support ventures where inclusion of people facing barriers to arts engagement is a central outcome. It will enable us to hold events that Celebrate of our community's unique cultural diversity. Uphold the integrity of a place where the capacities and capabilities of artists of all levels is respected and encouraged to grow.

“As practicing Artists we tend to be insular and isolated getting together in the studio gives momentum and reason.... The supportive and engaging environment at TKPT has helped me find connection and companionship that have kept my wellbeing complete”. (letter of Support)

Collaboration – What other organisations, community groups and individuals will you collaborate with to make a difference to the community?

List Of Collaborative Relationships with community organizations and National Bodies and Businesses

- Beagle Community Radio
- One One Six
- Company of Giants
- Kumarani Circus
- Northland Youth Theatre
- Quarry Arts Center
- Sistema Whangarei
- Quarry Resident Artists
- The Paper Mill
- Whangarei Art Museum
- Te Kōhau Museum of Waitangi
- Hangar Frames and Gallery

- New Zealand Print Council
- Awesome Foundation
- The Shutter Room
- Kiwi North
- Megan Dickinson Gallery
- Creative Northland
- North Tec
- Collaborationz
- Toi Whakataa Print Collective
- Home School Northland
- Whangarei District Council
- Live to Print
- Te Wananga O Aotearoa
- Volunteer Northland
- Pakohe Papers Whanganui
- The Quarry Arts Centre
- Kamo Intermediate
- Auckland Print Studio - Toi Maori
- He Tangata 3
- Whangarei Design School
- Rubicon

Your Approach – How will you demonstrate the impact of your work?

Our approach is inclusive of all the people who live work and play in our district and want to participate in the arts. This is demonstrated through a warm and inviting professional workspace in which to enjoy, nurture and grow arts engagement.

We will be able to demonstrate the impact of our work by the numbers of people who have used or interacted with Te Kowhai Print Trust over the year. We keep note of all classes and workshop numbers, event numbers and studio and equipment hireage numbers. We will also keep note of our achievements by the stories and photographs of all our activities. The following are how we qualitatively and quantitatively ways we measure the impact of our work and how we approach this process.

- Collection and integration of feedback received from stakeholders
- Te Kowhai's vision continues to align with council visions for the arts in our district
- Fully booked classes that are well tutored.
- Successfully facilitated youth programs and exhibitions
- Warm and inviting workspace for people of our community to engage in the arts
- National and international artists using the facilities to hold workshops
- Web site and social media showcase the events, classes and workshops.
- Regular members meetings to hear feedback about their needs
- Growth of membership numbers
- Collection of studio usage data
- Stakeholders views and attitudes and behaviors toward services are used to improve the experience they receive and the services we deliver.

Funding

The Annual Operating Fund grant is an exceptional level of support for organisations that provide ongoing, valuable services, programmes and amenities to the community.

Generally, indicative levels of funding remain consistent from year to year, subject to satisfying the performance measures and need/benefit assessment for this Fund.

If exceptional circumstances mean you would like to request a change in funding, please state your request and rationale below.

Currently Te Kowhai is facing significant challenges in the growth and delivery of its services. A considerable shortfall in our previous two years funding has constrained our ability to meet the demands of the community we support.

Increasing numbers of members using our facility and equipment and growth in the demand for the programs we deliver require financial input to maintain the professionalism and integrity of the delivery of these services to our stakeholders.

A higher level of funding commitment is essential to sustain our new projects focused on reducing our reliance on contestable funding and supporting the restructure and renewal of our primary service delivery assets: Our buildings and our studio spaces.

Our archive of prints and heritage print machinery need attention, care and maintenance to prevent them from deteriorating and are in dire need of significant input from trained staff.

Due to the aging of our primary asset, our buildings we are faced with a significant building upgrade project we need increased financial commitment to start and complete this upgrade project. The upgrade project will ensure the delivery of these beneficial services moving forward into the future.

Due to the exceptional nature of the four-fold challenges facing Te Kowhai and the valuable arts culture and heritage organisation we represent, we are respectfully requesting to be considered for a substantial increased investment from the council in our organisation. This year we are asking to be considered for a request of

\$20,000.00

- Aging of plant and primary service delivery assets
- Growth in Demand for services
- Maintenance care and attention of equipment and archive
- Shortfall in contestable funding
- Exceptional nature of this vulnerable arts culture and heritage organisation

AOF Report

Attach your AOF report along with your business plan.

Declaration

On submitting this application for funding, you have deemed acceptance of these terms and conditions.

I declare that I have the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- provide a tax invoice to Whangarei District Council for the amount of the grant within two months of being advised. I understand that grant payments will only be made to a bank account in the name of the applicant group or the umbrella group as appropriate.
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by Whangarei District Council
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

I/we consent to the Whangarei District Council recording the personal contact details provided in this application, and using this to send me community funding related information. I understand I can opt out anytime.

I/we understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

I/we understand that we have the right to have access to this information held by Council. This consent is given under the Privacy Act 1993.

Submitting your application

Send your application and any supporting material to funding@wdc.govt.nz. You can also drop it in to us at Forum North or Walton Plaza, or post it to us at:

Attention: Community Funding
Whangarei District Council
Private Bag 9023
Whangarei 0148

We will acknowledge receipt of your application by email. If you don't hear from us within 7 days, please call 430-4200 to check we have received it.

Most funding decisions are advised 6 weeks after the funding round closes.

AOF Impact Report Form

“Looking back”

The purpose of this form is to look back over the last grant year, to see what impact your annual operating grant has had on the community.

Organisation name	Te Kowhai Print Trust
Contact name	Hamish Oakley-Browne
Position in group	Manager
Email	hamish@tkpt.org
Daytime phone number(s)	0273104712

Performance measures

In July 2018, we provided you with a set of performance measures (attached again for your reference). Please refer to these when answering the below questions on your impact over the last year.

(If you were given specific, additional measures, please report against those as well).

For the reporting period, tell us how your organisation went with the following questions.

Did your organisation meet the expectations of your board, the people who use your services, and the wider community? Why/why not?

The past couple of years have been a challenging time for Te Kowhai. With a number of Board changes and the leaving of our long standing Manager Jasmine Howe. The financial management of the organization has recently been through a major upheaval with many changes in the volunteer staff who had managed the finances of the organization. A number of interim treasurers in place after the retiring of our long standing treasurer and financial manager. It took the organisation more than a year to find an appropriate treasurer who was also willing to volunteer as a both a financial advisor and treasurer on the board. This was not an ideal situation. Also contending with a serious data loss incident due to a breakdown of an aging computer system occurring, this took a long time to recover from. The additional weight of using a replacement of the book keeper who then needed to learn how to work the new system took time. This placed extra burdens and necessitated the use of valuable staff resources to keep our finances in good order. The board reported that they found the former accounting system “Quickbooks” to be confusing and dated. We also had a dated an inefficient way of invoicing for the services we provided. In January this year we had the great luck of attaining a Chief Financial Officer and Chartered accountant to our board who now stands as treasurer and we have changed accountancy program to Xero which is way more suited to our needs. We have also found an experienced volunteer bookkeeper who has been working with the

manager and the treasurer to change all the records and financial data over to the new system. We have put in place both a new list of services and their costs and a new “sign in” and invoicing service for our members and studio users to track their expenditure. This has allowed us to present the board with a more easy to read financial report that simply breaks down all our important financial data to easy to read areas. Create an appropriate and regular invoicing for services and clear pricing for the services we provide to our stakeholders. This is going to make an enormous difference to the accurate collection of all our financial information and the responsiveness of our financial systems an enable us to break down how we are doing in individual areas of the services we deliver and be more responsive to the community we serve. Our accounts have been audited and are being reviewed at present by our new treasurer and we have the appropriate level of cash reserves in the bank.

- New Chief Financial Officer/ Permanent Treasurer
- New Accounting program
- New responsive invoicing system
- Volunteer book Keeper
- New services/ Studio use data collection system

We continue to be a charitable trust and our registration is up to date. With the recent acquisition of a former lawyer to the trust board we have embarked on a constitutional review of our trust deed. During this review we found some areas necessitating updating including the process of election of board members and the voting status of our membership. This has required us to start to rewrite some of the wording in the trust deed and lead to a robust conversations about the role of members in influencing organizational direction. This lead to the formation of a studio members committee and the election of a studio members chairperson. This group which has met twice is able to give feedback to the board about their experience of Te Kowhai. The members have now had two open day events at the studio to show their work and practice in response to feedback from these meetings.

- Charitable Trust
- Trust Deed in Review
- Good legal advice and robust inspection
- New Initiatives undertaken as result of feedback from organizational consumers

As reported Te Kowhai has seen a number of recent fundamental changes. However the delivery of its core services has still been of a high standard. With a new data collection device situated at the door and the initiation of a new sign in sign out system for studio users collection of data on our organisation has never been more robust and accurate. Significant changes to the board have meant loss of the chair, treasurer and secretary and the resignation of the manager in October 18 has meant Te Kowhai has faced a significant restructuring of its governance and management.

- Significant Staff and Board Changes

The sponsoring of Te Kowhai's new manager to attend a Not For Profit Sustainability seminar has meant that the identification of areas where the organisation can reduce its reliance on contestable funding have been found and new and exciting initiatives have been started including a membership drive and the stocking of our new shop. The current restructuring of the invoicing and accounting system will mean more accurate and responsive billing of customers. The new price list

and identification of new avenues of enterprise have increased the number paid services we deliver. The new membership system has been our best income earner yet with the signing of more than forty paid members to our studios. The small shop that we had been running has increased the number of products it sells and sales have increased significantly due to the way we can now provide consumables to the people who use the studio and the restructuring of the classes to match the things we sell.

- Training in Sustainability for staff
- Creation of new initiatives
- New financial management systems
- Responsiveness to our consumers translate to more profitable sales

The community reach of Te Kowhai has increased with new initiatives to break down barriers to arts access and inclusiveness. With programs to reach youth and core programs remaining intact has translated to Te Kowhai reaching out to a broader range of the community. Day and evening classes reach a wide-ranging group of ages and arts participation needs. New systems mean we are more responsive to the needs of our stakeholders. Te Kowhai's willingness to collaborate with other community groups translates directly to our growth and the positive impact we make in our community. Recent strategic planning meeting with the Board and Manager has meant Te Kowhai's strategy aligns with council vision for the art in our region.

- Growing community reach
- Inclusive and accessible
- Youth
- Elderly
- People who experience barriers the arts access.

What difference did your organisation make?

"Te Kowhai Print Trust ...offers the perfect stepping stone for our graduate students ..to transition into working artists" (North Tec)

Te Kowhai Print Trust makes high quality differences to the community it serves. Our core activities, educational classes, workshops, events, exhibitions, studio hire, and studio membership supports the growth of capacity and capability of our stakeholders. The specialist programs decrease the barriers some experience to arts engagement and increase likelihood of positive arts experiences. The flexible, supportive and welcoming environment increases the wellbeing of all those who engage with us. Affordable space and access to hard to find equipment improve the capacity of our stakeholders to participate more fully in the arts of in community. Our studio technicians and tutors support the growth of artists professional practice and the touring artists and tutors offer the ability to be inspired and learn new skills.

- Accessibility and affordability of essential artist workspace
- Increased participation and engagement of young people in the arts
- Inclusion and community engagement in the arts where barriers existed
- Supportive environment for a community of artists

- Increase capability and capacity
- Increased well-being for all those who access our services from Whangarei and the wider district.

“When I started out printmaking I found there were no facilities where I could practice, I would have to travel to Auckland to utilize print facilities this was costly and impractical”

“At Te Kowhai print trust Luther found his people his community and his validation. Furthermore, he found mentors to guide him throughout the past five years. I will always be incredibly grateful for this support, .. Te Kowhai provided a lifeline for our young man – Lisa Thompson (Letter from parent of a graduate of our youth program).

What worked well?

- Adjusting the content of our introduction classes to meet the needs of the community meant increase in enrolment numbers. Also aligning the class with the specialist equipment we have stocked in our shop meant we were more responsive to the needs of our students this also translated well in sales from the shop. Training more tutors has meant we have also increased our capacity to book more workshops and events. However there is a serious lack in trained printmakers we can call on this limits our bookings also.
- Getting a new invoicing and accounting system that is better suited for our needs has helped us be more responsive to our stakeholders and more accurate and regular with our invoicing .
- We have more accurate information about studio use through our new ipad at the door to our studio.
- Inclusion and youth initiatives supported the increase of new customers to our facility and increase the participation and involvement by those hard to reach demographics in the arts.
- Keeping the costs low for studio use for our members has supported their continued access to arts services. Development of membership drive and the formation of a members committee to provide feedback to management and board.
- Collaborations with other arts sector organisations has meant we can support other to reach their goals and increased our visibility in the community
- Training the staff in areas like sustainability has meant changes in how we practice to more align with our sustainability goals.

What didn't work so well?

- Rapid board and staff changes without a robust succession planning proved to reduce our capacity and capability while we try to rebuild.
- Having no storage leaving the studio space cluttered and full of equipment reduced the number of students we could cater for comfortably. We know if we had more space and storage we could book many more students and increase our income reducing our reliance on grants.
- Having a dated studio equipment and incomplete insulation and cold studio space with inadequate and inefficient heating during the winter months limits our bookings and the comfort of our clients during this period

- Having a slow and outdated computer system increases administration time and poses the risk of important data loss.
- Large reduction in funding from previous funding rounds coupled with large few initiatives aimed at sustainability made us vulnerable as an organisation.
- Low focus on building maintenance and renovation in the past has also made us vulnerable, as we now have to embark on a large building renovation project to ensure our capability to practice well into the future.
- Poor Results from fund raising initiatives meant work did not translate into money
- Incomplete updates to strategic and business planning documents

Resourcing – In your last application, you provided indicative numbers of volunteer and paid staff, and their expected total hours for the year. Were the actual numbers the same as expected/indicated? If not, please provide some comment.

Due to large reduction in funding income the managers/administrator hours were largely reduced. This meant reliance on interim funding and reduced hours to maintain the integrity of services provided. We were forced to increased our use of volunteers to keep essential services intact.

We also required more board members input and put strain on an already strained organisation. We needed time to develop our new strategic plan and renew and restructure our business plan these two important items are still somewhat incomplete at this stage. We are still experiencing this reduction in resources and the strain on the people keeping the organisation working is something we are trying to reduce. We are currently employing a manager on contract for just 15 hours a week and we have a volunteer managing our open studio day and another managing the membership committee. We have one volunteer managing the social media accounts and another now doing the books. Although the use of volunteers is a positive for the organisation the current workload is putting strain on these newly developed volunteer positions and the people who work them. The manager is struggling to maintain the services that are our core business with less that a .5 FTE. This is why we are asking Whangarei district council to substantially increase its funding commitment to Te Kowhai at this stage.

Who and how many people were involved with or received services from your organisation? How did they benefit?

Numerous individual artists access the studio space and utilize the equipment we provide. Our membership now stands at over **fifty** the majority of which utilise the studio as the need to complete projects or participate in creating work for exhibition.

Our school events and programs mean between 60-100 school students utilise our facility a year and our collaborations with North Tec Applied Arts means a further 30 plus tertiary level student attend workshops in our studio

Our regular intro classes attract 56 new students a year some of these student go on to become regular studio members.

Our workshops and specialists printmaking classes attract upwards of 30 students annually

Our public events like "Printapalooza" attract upwards of a hundred participants and observers

Our collaborations with other arts organisations and mean we impact on the lives of at least 200 individuals from our community per year.

National and international artist also benefit.

Local Northland printmakers and other artists benefit from the open access studio facilities we run. We employ printmaking tutors from both local and national levels providing income and accessibility. We provide the equipment that allows these artists to produce art for exhibition and sale. For example when Toi Ngapuhi came to Whangarei many artist utilised our facility to produce work for the event creating income for our practicing artists. The same is also true for the annual Pacifica festival where practicing artists from Pacific communities use our facilities to make work to show.

Introduction to printmaking courses a well-attended and oversubscribed this increases the skills of artists in our community that means some may go on to become practicing artists. Also these classes serve the need in the community for fun and enjoyable arts access for those who just wish to participate. Our community of studio members receive a supportive, inspirational and encouraging place to network and work. Local school groups from primary to secondary receive opportunities to practice printmaking in an community studio with equipment that is not available in their schools. Far North schools like Bay of Islands College also benefited from Te Kowhai's flexible approach with TKPT taking its resources to them when it was not viable for them to travel. We provide work experience opportunities inside real world arts organisations. Internships and visiting overseas artist can come to Whangarei and find a supportive, nurturing and welcoming environment within which to learn and practice sharing their knowledge and culture with in our community.

Who did you work with to deliver your project, programme or service?

- Beagle Community Radio
- One One Six
- Company of Giants ·
- Kumarani Circus
- Northland Youth Theatre
- Quarry Arts Center
- Sistema Whangarei
- Quarry Resident Artists
- The Paper Mill
- Whangarei Art Museum
- Te Kongahu Museum of Waitangi
- Hangar Frames and Gallery
- New Zealand Print Council
- Awesome Foundation
- The Shutter Room
- Kiwi North
- Megan Dickinson Gallery
- Creative Northland
- North Tec
- Collaborationz
- Toi Whakataa Print Collective
- Home School Northland ·
- Whangarei District Council
- Live to Print ·
- Te Wananga O Aotearoa
- Volunteer Northland
- Pakohe Papers Whanganui
- The Quarry Arts Centre

- Kamo Intermediate
- Auckland Print Studio - Toi Maori
- He Tangata 3
- Whangarei Design School
- Rubicon

Which of the following areas would you like to strengthen? (please tick or highlight)

<input type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Marketing/publicity	<input checked="" type="checkbox"/> Facilities
<input checked="" type="checkbox"/> Fundraising	<input type="checkbox"/> Financial management	<input checked="" type="checkbox"/> Planning and organisation
<input checked="" type="checkbox"/> Equipment and resources	<input type="checkbox"/> Volunteers/time	<input checked="" type="checkbox"/> General skills/expertise
<input type="checkbox"/> Other:		

Is there anything else you'd like to tell us?

Te Kowhai Print Trust is a cornerstone of Whangarei's arts heritage and cultural sector. Despite our current resourcing and infrastructure challenges It has proved itself over many years as an integral part of our vibrant and lively arts community. We provide essential services and support to many artists and arts organisations. To invest in Te Kowhai's future by increasing the essential support the council provides will mean supporting the growth and rehabilitation of the infrastructure Te Kowhai needs to complete to continue this essential work. **It is an organisation that holds so much unrecognised potential. Council plans to invest in the arts to significantly supports its growth should invest in Te Kowhai as it is an organisation whose core business aligns with these plans.** Te Kowhai has the innate potential to stand out as a place to visit work and play for local, national and international visitors.

Attach:

- Your business plan for the year(s) ahead.

Submit:

Your completed report with your application for next year to funding@wdc.govt.nz.

You can also post it to:

Community Funding
 Whangarei District Council
 Private Bag 9023
 Whangarei 0148

Or drop it in to one of our customer service centres.

Thank you for contributing to your community and helping Whangarei to be a vibrant, attractive and thriving district.



2017/18

Te Kowhai Print Trust Business Plan 2017/2018



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BACKGROUND INFORMATION

Te Kowhai Print Trust (TKPT) is a charitable organisation with the principal aim to advance and preserve the practice of fine art printmaking and to make available learning opportunities to all ages and experience. With over 30 years of history, the trust continues to serve as a community facility where many forms of printing are both enjoyed and encouraged.

The Print Trust has a significant and unique Lithography facility with two presses and



over twenty Lithography stones of various sizes from very large to very small. One of the Lithography presses along with stones and equipment was purchased from Stanley Palmer, a former tutor.

Other studio capabilities also include etching with a magnificent press built by Bruce Young. Also in use for Letterpress is a 1890 Arab Printing Machine, which also has available for use a number of cabinets containing lead 'movable type' and plenty of large wood type for printing pleasure.

Te Kowhai Print Trust has offered workshops in Lithography, Screen-printing, Etching, Relief wood, Linocut, Letterpress, Papermaking, Bookmaking/Binding and Painting.

With artists donating 2 prints from every edition to Te Kowhai Print Trust, one to sell to support the trust and one to go into the archive, Te Kowhai Print Trust has built a collection of prints of historical importance to New Zealand.



HISTORY

Te Kowhai Print Trust (TKPT) was established in Whangarei by Ron de Rooy and Pippa Sanders in 1982 and was registered as an Incorporated society in 1986. In 2006 it incorporated as a charitable trust. The two adjoining buildings, which the trust owns, are located within 'The Quarry' a centre for arts and crafts learning, founded by Yvonne Rust. The Quarry grounds enjoy a restful and beautiful environment with waterfall and bush clad hillsides just five minutes stroll for the city centre.

The idea of TKPT has its origins in a coffee bar in Auckland in 1982 between Ron de Rooy, a printing manager and designer and Pippa Sanders a printmaker and teacher. They proposed to establish in Whangarei, a facility with traditional and recent printing equipment and techniques to provide training and facilities to people of all ages.

The first headquarters for the Project in 1984 was the Old Boys Rugby Club building situated on the Town Basin was and was joined by Graeme Cornwell and his lithography equipment. They were supported by S.C.O.P.E however, the land they occupied was destined for development, and so the building they were using was given to TKPT for removal by Mr Butler a generous proprietor, and dismantled and transferred to the Quarry in Selwyn Ave in 1986. The move had funding assistance from The Roy McKenzie Foundation and the Marsden Point Levy Fund. TKPT became a registered incorporation the same year they shifted to The Quarry and officially opened in 1987 with the planting of a Kowhai Tree, Ngatiwai carved and donated a Taonga made from a beam from an old hall by the town basin.

The 1st access course in Screen-Printing started June 1987 and in finished September 1987 with modules 2/3/4 in 1988 with 15 students on each course. In March 1989, there was a one-year course in traditional Bookbinding and from this, "Bound to Last "co operative" evolved at the Quarry.



During the period 1989 – 1990, over 1200 people attended workshops and over 300 students attended in 1999. In 1990 ASB and the Lottery board helped to fund TKPT's second building ('building 2') which was opened on 1 June 1991 by Mayor Joyce Ryan. Thirty-four volunteers helped the construction and much of the concrete laid was with the helping hand of Tim Shadbolt. In the same year, the first book was printed and published at TKPT, Homoeopathic First Aid by Dean Craft.

TKPT has enjoyed over 818 supportive memberships and from 2000/2005 hosted a number of Lithography courses including 'Stone Speak'.

A few of the Tutors over the years:

- Ron de Rooy
- Colleen de Rooy
- Monique de Rooy
- Bill Parkes
- Peter Riley
- Graeme Cornwall
- Stanley Palmer
- Murray Inder
- Roger Crowden
- Rod Humpage
- Les Gray
- Gina Smart
- Dawn Mann
- Harold Toomer



**Ron De Rooy, Joyce Ryan and John Banks MP
during stage one of building two**



LEGAL STRUCTURE

Te Kowhai Print Trust is established as a charitable Trust and restored to incorporation on the 19th of August 2005.

Under the Trust Deed the purposes of the Trust are defined as follows:-

3.1 The Trust is established for the purposes beneficial to the community and includes any charitable purposes as defined in Section 2 and Section 38 of the Charitable Trusts Act 1957 but excludes all purposes which are not charitable.

3.2 The Trust shall exercise its purposes exclusively within New Zealand.

3.3 Without derogating from the general purposes set out in clause 3.1, the objects in charitable purposes for which the Trust is established include:

- a) Promoting the education, technical advancement and teaching of Fine-Art Print techniques.
- b) Establishing and maintain a nationally recognized learning and resource centre.
- c) Operating an arts venue in Whangarei that is renowned for excellence in many disciplines, with a primary focus related to the arts of printmaking.
- d) Acquiring, maintaining, and developing equipment and facilities that relevant to the arts, especially printing.
- e) Maintaining, extending, and exhibiting an archive of fine-art prints.
- f) Employing appropriately qualified staff to carry out the purposes and functions of the Trust.
- g) Supporting training options for artists, in any creative skills for recreation or employment opportunities.
- h) Forming affiliations or undertaking joint ventures with other legally constituted organizations, including schools that support the purposes of the Trust.
- i) Undertaking fundraising activities to support the financial independence and well-being of the Trust.
- j) Maintaining a record of working policies which relate to the operation of the Trust and to review those policies at least every 3 years.
- k) Preserving and furthering traditional fine-art print related skills.



OUR PEOPLE

Patron of the Trust

Ronald Edwin Peter De Rooy

Trustees

Sharon Morgan (Chair)

Stuart Spicer

Sharon Thompson

Chris Anderson

Matthew Lewis

Daniel Sykes (treasurer)

Hamish Oakley-Browne (manager)

Chairperson

Pamela Stevens

Secretary

Sharon Thompson

Accountant/Auditor

M. J Waymouth

ACCOUNT DETAILS

Bank Details

Auckland Savings Bank (ASB)

Whangarei,

Account Details

12-3099-0518152-00 (Society Cheque)



BUSINESS OVERVIEW

Te Kowhai Print Trust is a facility unique to Whangarei. It operates as a workshop and educational facility in fine art printmaking and paper techniques as well as keeping a nationally significant historical archive of fine-art prints.

MISSION

To preserve a place of excellence for community involvement in fine arts.

VISION

Te Kowhai Print Trust is a world-renowned fine art printmaking institution that promotes excellence in printmaking education and enhances artistic achievement within the Northland community.

CORE VALUES

- Creative Excellence
- Sustainability
- Community
- Contemporary
- Preserving Heritage

OUR GOALS

1. Sound Governance
2. Financial Stability
3. Administrative Effectiveness
4. Strong Community Presence
5. Quality Printmaking Facilities
6. Archived Collection
7. Established Gallery
8. Solid, Safe Buildings



STRATEGIC PLAN 2017-2018

1. SOUND GOVERNANCE

OBJECTIVES

MEASURES

<ul style="list-style-type: none">• Board and Management have common vision.• Elect remaining trustee positions• Individuals maintain active roles and complete delegated tasks• Commitment to transparency	<ul style="list-style-type: none">• Monthly minuted meetings that reflect common aims• Encourage new trustees by moving forward with vision• Tasks assigned and followed with email post meeting, actioned and reported on• Thorough minutes recorded and made available to all trustees and management.• Meetings scheduled on annual calendar. Meetings conducted in a relaxed positive environment.
--	--

2. FINANCIAL STABILITY

OBJECTIVES

MEASURES

<ul style="list-style-type: none">• Plan annually for funding rounds that align with TKPT strategic goals	<ul style="list-style-type: none">• Applications are thorough and well planned, submitted on time and grants are received.
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<ul style="list-style-type: none"> • Keep overheads low • Promote income streams to support ongoing business 	<ul style="list-style-type: none"> • TKPT is economically viable and productive; making the most of resources available • Studio working with artists and clients producing fine art quality prints, revenue percentage back to TKPT • Printmaking facilities booked out for hire, facilities and room booking generating income • Workshops in fine art printmaking: Lithography, Screen-printing, Relief printing, Intaglio and Letterpress, tutors paid and facilities and room booking generating income • Produce in-house publications in conjunction with Studio: gift cards, posters and calendars using images of the archive collection. • Special Event - Annual Art Auction.
--	--

3. ADMINISTRATIVE EFFECTIVENESS

OBJECTIVES

MEASURES

<ul style="list-style-type: none"> • Positive environment for trustees, staff and volunteers 	<ul style="list-style-type: none"> • Ongoing attitude to move forward with strategic goals and TKPT vision
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<ul style="list-style-type: none">• Employ a manager to facilitate the day-to-day running of the business• Maintain clear communication path between staff, trustees at Northland Craft Trust• Attract enthusiastic trustees who are active and engaged.• Financial Responsibility	<ul style="list-style-type: none">• Part time manager onboard and working effectively.• Daily, weekly, monthly tasks are completed on time and within budget.• Visitors are welcomed and premises are all ways at a presentable standard for the public.• Regular meetings with TKPT staff and BOT. Making sure trust and staff have effective and two-way communication.• Working with NCT BOT and manager to align and strengthen relationships, working together wherever possible taking care to not have conflicts of interest - In accordance with the TKPT & NCT Memorandum of Understanding.• TKPT goals achieved creating a positive environment and happenings encouraging keen volunteers and potential trustees.• Solid budgeting and accounting practices. Meeting deadlines for funding rounds. Bi-monthly financial reporting from staff
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	to board. Annual accounts audited.
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4. STRONG COMMUNITY PRESENCE

OBJECTIVES

MEASURES

<ul style="list-style-type: none"> • Increasing number of visitors and members • Keep buildings and facilities presentable at all time to create at welcoming and inclusive environment • Increase printmaking and fine arts activity within the organisation 	<ul style="list-style-type: none"> • Membership increased, workshops and facilities utilised. • All those involved to be professional in manner, conforming to safety regulations and keeping the place tidy, so that visitors are encouraged to look and enquire. TKPT is seen and treated as a professional community facility. • Promoted the art and skill of printmaking to the wider Northland community. • Strong relationships with international and national organisations with similar vision and mission. Ie: Centre of Contemporary Printmaking and the New Zealand Print Council. • Supported tutors to teach printmaking techniques to students and community.
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<ul style="list-style-type: none">• Effective advertising and marketing promoting vision and strategic plan• Becoming economically viable so TKPT can add value to the community• Build ongoing relationship with NCT• Active arts organisation offering diversity to the community	<ul style="list-style-type: none">• Offering extended and modular training to learning institutions, ie: agreements / opportunities to provide specialist training as part of existing course frameworks (visits from techs and universities as part of their BFA, BVA or BFA degrees)• Effective relationships with reporters and editors.• Regularly updated action plans, strategies and marketing plans. Staff to up-skill.• Funding received to cover overheads to free up time to develop strategic goals and move forward with TKPT vision.• Regular meetings with NCT• Adding value and offering a point of difference in fine art printmaking to the community.
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<ul style="list-style-type: none"> • Work with key stakeholders such as Creative North and WDC. 	<ul style="list-style-type: none"> • Attending stakeholder meetings, contributing to wider community goals
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5. ARTIST RESIDENCIES

OBJECTIVES

MEASURES

<ul style="list-style-type: none"> • Attract national and international artists to complete artist residencies. Resulting in an exhibition of a body of work and/or running a technical workshop. 	<ul style="list-style-type: none"> • Cooperate with NCT to rent a Quarry studio to provide a residence for the visiting artist. Develop working relationships to foster national and international exchange with communities and other organisations.
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6. TOURING ARCHIVE COLLECTION

OBJECTIVES

MEASURES

<ul style="list-style-type: none"> • Complete refurbishment of archive storage, conservation management plan in place • Correctly accession, catalogue and digitisation of the prints in the collection. (National significance) • Curate an exhibition from within the TKPT collection. 	<ul style="list-style-type: none"> • Apply for funding to purchase humidity control, storage equipment, archive materials and framing. • Apply for funding to purchase <i>Vernon</i> software and e-hive widget on TKPT website to enable searchable collection. • Produce travelling exhibition facilitated by <i>Exhibition Services</i>. • Produce a publication to accompany the exhibition.
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7. DE ROOY GALLERY

OBJECTIVES

- Re-establish de Rooy Gallery in buildings at Quarry Art Centre

MEASURES

- Gallery enables print sales generating small income stream from TKPT and for artists.
- De Rooy Gallery adds to the attraction of the Quarry Arts Centre, working in with the Yvonne Rust Gallery and studio holders.

8. BUILDING AND MAINTENANCE

OBJECTIVES

- Develop Building and Maintenance Plan.

MEASURES

- Contractor quotes to confirm damage and repairs needed.
- Bora and rot treated.
- Archive in safe storage
- Water tight buildings

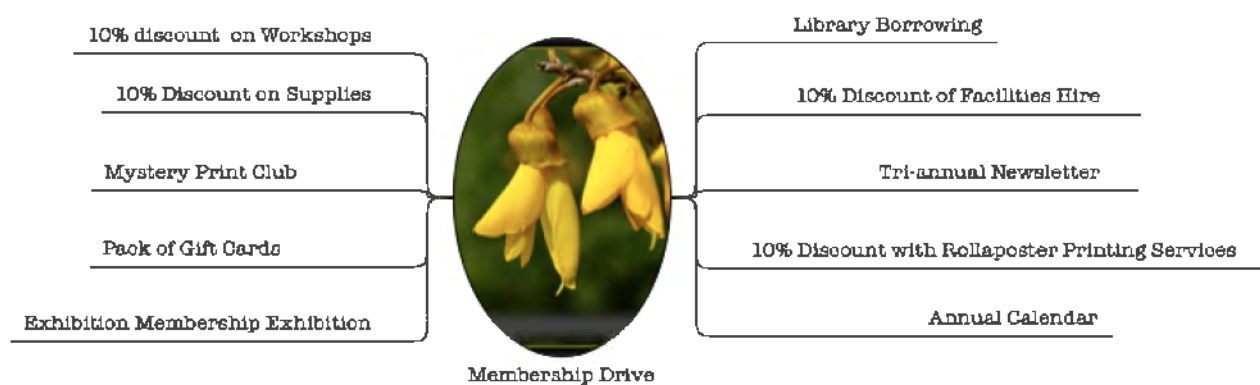
MARKETING STRATEGY OVERVIEW

MARKETING KEY OBJECTIVES

- Membership drive – creating and adding value to our membership.
- Actively participating in our community. Re-active membership database of 818.



- Forming partnerships with likeminded national and international printmaking facilities.
- Building relationships with key community stakeholders to raise our profile as a community arts contributor in Whangarei, with particular attention to Northland Craft Trust.
- Engage in activities that can be covered in media advertising and editorial articles.
- Point of Sale material; (cards and posters) that will promote our organisation and archive collection for distribution in regional and national outlets. E.g – Museums and bookstores.
- Tri-annual Art Auction





KEY CALENDAR EVENTS

- Northland Print Symposium 2017 - Various dates throughout June
- Printapalooza - October 2017/2020
- Quarry Summer Do - January 2018/19
- Matariki Workshop June18/19
- TKPT Print Auction – November 2018
- Introduction Classes Jan/feb 2019
- Open studio events Jan/feb 2019

PRICING POLICY

Affordable pricing of art courses and art materials, displayed and accessible, while sufficient to sustain Te Kowhai Print Trust business.

TKPT to be in a position to subsidise or assist with funding to sponsor talented artists wishing to utilise the TKPT facilities.

KEY RELATIONSHIPS

- Northland Craft Trust
- Creative Northland
- Whangarei District Council
- NorthTec
- Live to Print Studio (TKPT Tenant)
- Northland and New Zealand Professional Printmakers
- National and International Printmaking Organisations
- National Services Te Paerangi , Te Papa
- Primary, Secondary and Tertiary Art teachers of Northland
- The Learning Connection
- Whangarei Art Museum and Whangarei Museum and Heritage Park
- Kukupa Collective - Western Hills Connective



HUMAN RESOURCES

TRUSTEES

Roles and Responsibilities for Trustees of Te Kowhai Print Trust

1. To establish and maintain an identified vision, mission and values.
2. To decide strategy and structure.
3. Delegate management.
4. Exercise accountability.
5. Must be a current member.

Outcomes expected of being a Trustee

- Make a real contribution.
- Be involved in an enjoyable experience.
- Contribute with a sense of enthusiasm rather than a sense of duty.
- Be a part of a successful team that is building a sustainable organisation, which the community wants to be a part of.

Other Stakeholder Expectations of the Trustees

- A willingness and commitment to get to know the organisations and the environment in which it operates.
- Visibility, transparency and availability.
- Regular attendance at meetings.
- Adequate preparation for meetings
- Full participation in the governance process.

VOLUNTEERS

Outcomes expected of being a Volunteer

- Must be a current member of TKPT
- Help out at events days, working bees where ever possible



- Contribute to an area of which they are passionate it out. Ie: workshop technician, accounts or archives.
- Welcome and acknowledge visitors

EMPLOYEES

- TKPT is currently seeking funding to support the position of a part/full time manager/co-ordinator position. Some of the larger projects will require the attention and services of an employed staff or contractor on a project by project basis.
- Employees will be expected to fulfil their duties as stated in an individual employment contract if applicable.

OPERATIONAL CAPABILITIES

Facilities for Artists and Community

- Professional printmakers hire studio and equipment, Lithography, Screen-printing and Intaglio printmaking.
- Arts related organisations hire space to conduct art classes
- Retail sales of art supplies and TKPT promotional merchandise
- Printing of fine art-printmaking on behalf of artists
- Retail sale of limited edition donated prints
- Sale of de-accessioned archive items to meeting archive retention criteria
- Archive works available for touring exhibition

Exhibitions

- Generate income through de Rooy Gallery
- Gallery space for hire by artists (requires improvement)
- Minimum of 1 trading exhibition per annum



- Touring Archive Collection of historical prints to other regional areas
- Artist in residence exhibitions

Education

- ACE Funded Classes via North Tec
- Artist in Residence seminars and workshops
- Up skilling/Professional Development for Secondary and Tertiary Teachers
- Evening Art History classes and Introduction to Printmaking Classes
- Scholarship Classes
- Fine arts printmaking and paper-craft workshops only.
- Screen-printing for disabled youth





To promote, nurture and develop print making in our community and beyond.

TRAINING

Provide programmes to promote print making within the community to ensure skills are shared and passed on

- Continue to provide introductory print making courses to generate interest and pass on skills
 - Develop and provide a range of additional print making courses for the wider community and existing users
- Develop our offerings to appeal to a wider diversity of our community

RESOURCES

Make the print equipment and resources of the Trust available for use to as many people as possible.

- Continue to provide low cost access to the printing facilities managed by the Trust
 - Develop and expand the print making resources available to reflect the changing needs of our community
 - To maintain and repair the heritage print equipment and buildings held by the Trust for use today and in the future
- Ensure equipment and buildings are fit for use and up to Health and Safety requirements.

AWARENESS

Hold events within our community and beyond to raise awareness of print making and what the Trust offers.

- Continue to hold public events for both print artists and the general public
- Expand the number of events we hold to increase awareness of the Trust and print making as whole
- Develop our fundraising events to generate more sustainable income for the Trust
- Maintain, develop and display the nationally significant public print collection held by the Trust.

SUSTAINABILITY

Further develop a financial model to support sustainability and move away from contestable funding

- Continue and develop paid training courses as a revenue stream
- Continue artwork donations from resident artists for future sale
- Look for alternate revenue streams and model best-practice

Te Kowhai Print Trust

Performance Report

for the financial year ended 31 March 2018

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Non Financial Information

Entity information

Legal Name	Te Kowhai Print Trust
Type of Entity	Incorporated Charitable Trust & Registered Charitable Trust
Companies Office Registration number	1769377 Incorporated Charitable Trust
Charities Services Registration Number	CC40876 Registered Charitable Trust
Trusts Purpose	Te Kowhai Print Trust is an open access community owned fine art print facility.
Structure of Trust	Charitable Trust, 9 Trustees, 1 full time paid staff member.
Main Sources of Cash and Resources	Significant grants from the Whangarei District Council, Corporate and other benefactors
Main Methods to Raise Funds	Grant applications and donations
Reliance on Donated Goods & Services	The trust generates approximately 25% of its revenue through its own activities with 75% coming from external grants and donations
Contact Details	
Physical Address	21 Selwyn Avenue Whangarei
Postal Address	P. O. Box 5106 Whangarei, 0140
Phone	09 4385868
Email	admin@tkpt.org.nz
Website	www.tkpt.org.nz

Statement of Service Performance

Description of Outcomes (What we are seeking to achieve in terms of impact on society)

To operate as a workshop and educational facility in fine art printmaking and paper techniques as well as keeping a nationally significant historical archive of fine-art prints.

Description and Quantification of Outputs (The goods or services delivered during the year)

2018 Reflective Achievements List - <i>In Progress</i>				Stats			
Adult Workshops Tutor	Dates	Format	Participants	Satisfaction	Age group	Cost	
Introduction to Printmaking Day 8	Jasmine Horton, Hamish OB	8 weeks, 13th March - 1st May	TKPT / Weekly on Tuesday - Day	8	18 to 50	190 - 230pp	
Introduction to Printmaking Eve 3	Jasmine Horton, Hamish OB	8 Weeks, 15th March - 3rd May	TKPT / Weekly on Thursday - Eve	7	18 to 50	\$190 - \$220pp	
*Summer De Art School 2018	Marwin Begaye (American University Professor)	7th - 11th January	TKPT / NCT Organised	10	30 to 65	\$590pp	
Recovery Scholarship	Hamish OB	10 wks from June 19th	TKPT and other venues in whg	12	18+	Free	
Cyanotype Printmaking	Jasmine Horton	7th & 8th July	10am - 3pm	12	18+	\$60pp	
Introduction to Printmaking Day 9	Jasmine Horton, Hamish OB	10 weeks, 18th Sept - 4th Dec	TKPT / Weekly on Tuesday - Day	8	18+	\$330 pp	
Introduction to Printmaking Eve 4	Jasmine Horton, Hamish OB	10 Weeks, 20th Oct - 6th Dec	TKPT / Weekly on Thursday - Eve	8	18+	\$330 pp	
Drawing with Lithography Workshop 1	Alexis Neal	27th, 28th and 29th July	TKPT 9:30am - 4pm	8	18+	\$330.00pp	
Community Classes	Frequency		Participants	Satisfaction	Age group	Cost	
Inky Fingers Printmaking Group	Un-tutored	Ongoing	TKPT Weekly Wednesday	20+	18 to 65	\$10pp	
Children's Workshops Tutor	Dates	Format	Participants	Satisfaction	Age group	Cost	
One on One Tuition Tutor			Participants	Satisfaction	Age group	Cost	
Solar Plate Printmaking	Virginia Guy	21st May	10am - 4pm	Shelley Linehan		\$35 per hr plus materials	
Events	Dates	Format	Participants	Satisfaction	Age group	Cost	
Printapalooza III	TKPT, Jasmine, Hamish, Huriana	4th March	Large scale printmaking event with a two tonne road roller, mural woodcuts	500+	All Ages		
Matariki Taku Ahi Evening Talks	TKPT, Taku Ahi	9th, 10th and 11th July	6-8pm	120+	All ages	Koha	
Matariki Taku Ahi Festival	TKPT, Taku Ahi	14th July	4 - 8pm	300+	All ages	Koha	
Exhibitions Artist/Group	Dates	Format	Participants	Satisfaction	Age group	Cost	
Pukenui Collective Exhibition Kaitiaki	TKPT	31st May - 19th June	Yvonne Rust Gallery	100+	All Ages	Free	
Recovery Workshop Exhibition	TKPT	TBC	Yvonne Rust Gallery				
Hiwa, Taku Ahi Matariki Exhibition	TKPT - Taku Ahi	30th June - 14th July	Kopu Gallery	200+	All ages	Free	
Other	Dates	Format	Participants	Satisfaction	Age group	Cost	
Artist Residency - Joe Seymore, from	6th - 16th March	Working in the studio screenprintin. Joe					

Artist Residency - Monica Johnson from
Arizona USA

17th May - 8th August

An Intern type residency where Monica helps run the studio and also works on her own printmaking projects. Monica donated time and equipment to TKPT.

Colour Key

Te Kowhai Print Trust	Event / activity / exhibition	Ran successfully
<i>Te Kowhai Print Trust</i>	<i>Event / activity / exhibition</i>	<i>Postponed / cancelled</i>
<u>Te Kowhai Print Trust</u>	<u>Event / activity / exhibition</u>	<u>Future Event</u>

*External Event / activity / exhibition ran by
outside club / group / organisation

Total Participation Numbers

Collaborative Relationships

· Auckland Print Studio	· Toi Maori
· Beagle Community Radio	· Take Flight
· Creative Northland	· Northtec
· Company of Giants	· NZ Printmakers Blog
· CollaborationNZ	· Toi Whakataa Print Collective
· Hangar Frames and Gallery	· Awesome Foundation
· Home School Northland	· Whangarei District Council
· Kukupa Collective	· The Shutter Room
· Live to Print	· Te Wananga O Aotearoa
· Northland Youth Theatre	· Kiwi North
· North Haven Hospice	· Volunteer Northland
· OLD Library	· Megan Dickinson Gallery
· Pompallier College – work experience	· Whangarei District Council
· Pukenui Forest Trust	· Evergreen, Olympia, USA
· Quarry Futures Committee	· Pakohe Papers Whanganui
· Quarry Resident Artists	
· The Quarry Arts Centre	
· The Paper Mill	
· Tuatara Design Store	
· Whangarei Art Museum	
· Whangarei Quarry Subtropical Gardens	

Financial Information
Statement of Financial Performance
for the year ended 31.3.2018

Income	2018	2017
Donations	50	1,140
Facility Hire	1,936	4,054
Grant - Foundation North	20,000	20,000
Grant - Internal Affairs	2,500	3,000
Grant - Lotteries	20,000	21,167
Grant - Oxford Trust	0	1,500
Grant - Whangarei D Council	9,000	8,500
Programmes	4,936	6,962
Rent Studio	2,609	2,127
Sales Gallery	72	1,950
Sales Misc	5,032	1,886
		\$72,28
Total Income	\$66,135	6
Expenses		
Archiving Expenses	0	473
Art supplies	5,615	7,574
Audit fees	1,000	950
Bank Fees	50	35
Depreciation	3,991	3,706
General expenses	840	648
Insurance	2,421	2,267
Office expenses	1,605	2,204
Power	1,786	2,423
Rates & NCT levies	1,655	1,675
Repairs and Maintenance	14,292	233
Security	300	300
Telephone	1,284	1,271
Tutor fees	1,603	6,680
Wages	36,131	39,189
		\$69,15
Total Expenses	\$72,573	5
Net Income (Deficit)	-\$6,438	\$2,658

Statement of Financial Position
as at 31.3.2018

	<u>2018</u>	<u>2017</u>
ASSETS		
Current Assets		
Bank ASB	30,349	44,487
Accounts Receivable	1,766	200
Stock	<u>220</u>	<u>122</u>
Total Current Assets	32,335	44,809
Fixed Assets		
Fixed Assets per schedule	<u>129,131</u>	<u>125,120</u>
TOTAL ASSETS	<u>\$161,466</u>	<u>\$169,929</u>
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable	245	4,567
Employee liability	<u>5,710</u>	<u>3,411</u>
Total Current Liabilities	5,955	7,978
Term Liabilities	<u>0</u>	<u>0</u>
Total Liabilities	<u>\$5,955</u>	<u>\$7,978</u>
Equity		
Opening Bal Equity	169,929	159,293
Net Income	<u>-6,438</u>	<u>2,658</u>
Total Equity	<u>163,491</u>	<u>161,951</u>
TOTAL LIABILITIES & EQUITY	<u>\$169,446</u>	<u>\$169,929</u>

Statement of Cash Flows

12 months ended 31 March 2018

Cash Flows from Operating Activities

Net Operating Deficit -6,438

Adjustments to reconcile net Deficit to
net cash Decrease from Operating Activities:

Non cash item depreciation 3,991

Increase in stock -98

Reduction in Accounts Receivable -1,566

Reduction in Accounts Payable -2,575

Increase in Employee liability 1,257

Reduction in GST Payable (refund) -707

Net cash deficit from Operating Activities -6,136

Investing Activities

Payments to purchase fixed assets -8,002

Net cash decrease for period -\$14,138

Represented by Decrease in Bank Balance

Bank balance at start of period 44,487

Bank balance at end of period 30,349

Reduction in Closing Bank Balance \$14,138

Schedule of Fixed Assets & depreciation

Te Kowhai Print Trust - Schedule of Fixed Assets year ended 31.3.2018

Asset	rate	Original	Accum	Opening	Additions	Current	Closing
Description	dv	Cost	Depn	B. V.	Disposals	Depn	B.V.
LAND & BUILDINGS							
Buildings	2%	90,711	19,528	71,183		1,424	69,759
Building 90/91	2%	33,085	7,123	25,962		519	25,443
Alterations	2%	16,257	3,500	12,757		255	12,502
Skylights	2%	1,350	290	1,060		21	1,039
Building Insulation July 2016	2%	1,680	45	1,635		33	1,602
Group Total		143,083	30,486	112,597	0	2,252	110,345
OFFICE EQUIPMENT							
Chair	20%	101	99	2		0	2
Dell PC 1/3/08	40%	1,664	1,664	0		0	0
Donated old HP PC 1/9/16	40%	200	40	160		64	96
Group Total		1,965	1,803	162	0	64	98
PLANT & EQUIPMENT							
Exposure Unit	10%	4,200	3,899	301		30	271
Airbrushes	10%	325	302	23		2	21
Cabinets	10%	30	26	4		0	4
Stools	10%	909	845	64		6	58
Light Table	10%	267	248	19		2	17
Hollander	10%	6,067	5,631	436		44	392
Hollander	15%	3,300	3,208	92		14	78
Kitchen Equipment	10%	129	120	9		1	8
Fire Extinguisher	10%	296	275	21		2	19
Etching Press	10%	2,667	2,475	192		19	173
Deckle & Mould Deckle	10%	471	438	33		3	30
Hand Platen	10%	591	549	42		4	38
Book Press	0%	688	604	84		0	84
Die	10%	225	209	16		2	14
Typesetting	10%	178	166	12		1	11
Wood Letter Type	10%	1,000	929	71		7	64
Lithography Presses	10%	3,700	3,435	265		27	238
Lithography Presses	15%	7,149	6,873	276		41	235
Vacuum Table	10%	276	257	19		2	17
Litho Stones	0%	4,479	3,935	544		0	544
Litho Stones	0%	1,249	1,081	168		0	168
Stock Pot	15%	353	343	10		2	8
Moulds & Deckles	15%	1,755	1,707	48		7	41
Paper Dryer	15%	1,352	1,315	37		6	31
Carousel	15%	1,200	1,167	33		5	28
Fume Cabinet	10%	460	399	61		6	55
screens	10%	100	87	13		1	12
Bar stools	18%	813	772	41		7	34
Barbecue Table	0%	100	100	0		0	0
Computer Workstation	14%	298	268	30		4	26
Book Case	18%	226	215	11		2	9

Arab printing press & type	0%	1,000	0	1,000		0	1,000
Large Guillotine	0%	1,000	0	1,000		0	1,000
Work tables	10%	1,000	410	590		59	531
Vreede 820 Press Jan 2014	10%	6,620	1,915	4,705		471	4,234
Storage Cabinets Aug 2014	10%	2,435	594	1,841		184	1,657
Mac Computer 2016	50%	1,000	750	250		125	125
Archive cabinets June 2017	10%				7340	551	6,790
Hydraulic Trolley Oct 2017	10%				662	39	623
Group Total		57,908	45,547	12,361	8,002	1,675	18,688
Grand Total		202,956	77,836	125,120	8,002	3,991	129,131

Statement of Accounting Policies and Notes to the accounts

Te Kowhai Print Trust

Statement of Accounting Policies

for the financial year ended 31 March 2018

Basis of Preparation

The Trust has elected to apply PBE SFR -A (NFP) Public Benefit Entity Simple Format Reporting - accrual (not-for-profit) reporting rules on the basis that it does not have public accountability and has total annual expenses of 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 the Trust will continue to operate the foreseeable future. The historical cost measurement basis has been adopted in the preparation of these financial statements.

Goods and Services Tax (GST)

The Trust is registered for GST purposes. All revenue, expense, asset and liability items are reported net of GST with the exception of receivables and payables which are stated inclusive of GST.

Income tax

The Trust is wholly exempt from New Zealand income tax, having fully complied with all statutory conditions for this exemption

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)

The following Specific Accounting policies have been applied.

1 Revenue

Revenue is recognised to the extent it is probable that the economic benefits will flow to the Trust and the revenue can be reliably measure.

2 Depreciation

Although the Trust is not subject to Income Tax, depreciation has been calculated at rates applicable for taxation purposes as these provide a rational and objective base. These rates are provided in the Schedule of Fixed Assets.

3 Fixed Assets

Fixed assets are recorded at their historical cost and depreciated as above. The cost of fixed assets is the value of the consideration given to acquire the assets and the value of other directly attributable costs which have been incurred in bringing the assets to the location and condition necessary for their intended service. There is a considerable quantity of donated art work which although in the legal possession of the Trust is not currently recorded as a fixed asset because it cannot be reliably valued. A register of this art work is currently being prepared.

4 Grant Income and donations

Grant income and donations are recognised when received or receivable.

5. Statement of Cash Flows

The Statement of Cash Flows has been presented in accordance with PBE IPSAS 2 paragraph 27 (b) using the indirect method.

Notes to the Performance Report

1. Accumulated Funds

There are no specific or general reserves.

Opening balance of Accumulated Funds at start of year	\$169,929
Net profit (Deficit) for year	(\$6,439)
Closing Balance Accumulated Funds at end of year	\$163,491

2. Commitments

The Trust has no legal commitments as at 31 March 2018

3. Contingent Liabilities

The Trust has no contingent liabilities as at 31 March 2018

4. Significant Grants and Donations with unfulfilled conditions

There are no significant grants and donations with unfulfilled conditions which would necessitate their recording as a liability at year end.

5. Significant Donations in Kind

The Trust acknowledges the many generous donations in kind provided by various

individuals and organisations. There are none that are individually significant enough to be identified as such.

6. Assets used as security for liabilities

The Trust has no term liabilities and thus no assets used as security at balance date.

7. Assets held on behalf of others

There are no assets held on behalf of others at balance date

8 Related Party Transactions

There have not been any significant related party transactions during the year

9 Events after Balance Date

There have been no events subsequent to balance date which would have any significant impact on the information included in the performance report

10. Ability to continue operating

The Trust has no plans to stop operating within the 12 months after balance date nor is it likely that it will be unable to continue operating.

11. Correction of errors

There has been no significant correction of a prior period error during the reporting period.

12 Changes in accounting policies

There have been no changes in accounting policies during the reporting period.

Independent Auditors Report

TE KOWHAI PRINT TRUST

INDEPENDENT AUDITOR'S REPORT for The Year Ended 31st March 2018

Opinion

I have audited the financial statements of the Te Kowhai Print Trust, which comprise the Statement of Financial Position as at 31 March 2018, the Statement of Financial Performance, and Statement of Cash Flows for the year then ended, plus notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Trust as at 31 March 2018, and (of) its financial performance and its cash flows for the year then ended in accordance with Public Benefit Entity Standards issued by the New Zealand Accounting Standards Board.

Basis for Opinion

I conducted my audit in accordance with International Audit Standards (New Zealand) (ISAs (NZ)). My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the Trust in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion. Other than in my capacity as auditor I have no relationship with, or interests in, the Trust.

Responsibilities of Those Charged with Governance for the Financial Statements

Those charged with governance are responsible on behalf of the Trust for the preparation and fair presentation of the financial statements in accordance with Public Benefit Entity Standards and for such internal control as those charged with governance determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, those charged with governance are responsible on behalf of the Trust 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 those charged with governance either intend to liquidate the Trust or to cease operations, or have no realistic alternative but to do so.

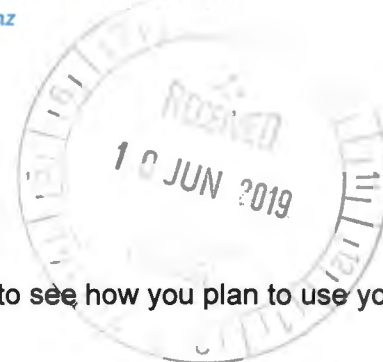
Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) 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 decisions of users taken on the basis of these financial statements.



C A

Whangarei, 19 Sept 2018



AOF Application Form

"Looking ahead"

The purpose of this form is to look ahead over the next grant year, to see how you plan to use your annual operating grant for the benefit of the community.

Summary information	
Organisation name	Waipu Centennial Trust (Waipu Museum)
Contact Person Name, email and phone number of person completing this form	Fiona Mohr manager@waipumuseum.com 09 4320 746 / 02744 84179
New postal address? Please provide if it has changed	
Incorporated Societies/ Charitable Trusts Registers Number	Number: CC20691

Organisation information		
Resourcing	Number	FTE*
How many paid workers does your organisation employ?	4	2.2
How many volunteer workers does your organisation have?	109	12.6

* FTE is Full Time Equivalent. This is based on approximately 37.5 – 40 hours per week. Approximates are fine. Example: a person who works 20 hours a week is 0.5 FTE.

Area of work	
Please select which one of the following relate most closely to your organisation:	
<input type="checkbox"/>	Arts and Culture – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
<input checked="" type="checkbox"/>	Heritage and Environment – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
<input type="checkbox"/>	Recreation and Sport – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
<input type="checkbox"/>	Community Connectedness and Wellbeing – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

Data on your customers/visitors

Please tell us who your customers/visitors are, using estimated percentages where possible. *This information helps us to build a picture of which communities our funding supports. It is for statistical purposes only and has no bearing on your application.*

How many customers/visitors did you have 'last year'? (Please state what period your data covers)	Customer Numbers April 2018 – March 2019 Overall visitor numbers: 44,015 / Exhibition Attendees: 7,301 School Children: 342 / Events: 1,500 / Forums: 225
% Whangarei residents, Northland-wide residents, visitors (national/international)?	Whangarei Residents: 45% Northland Residents: 15% National Visitors: 40% International Visitors: 20%
% Age ranges?	0 – 17 = 5% / 18 – 34 = 15% / 35 – 64 = 25% / 65+ = 55%
% Ethnicities?	Maori: 5% Pakehas: 45% Australians: 12% Canadians: 7% British: 10% European (German, Dutch, French): 7% South African: 5% Asian (Chinese, Japanese): 4% Indian: 5%
Anything else you'd like to add?	Because the Waipu migration story relates to specific countries, we receive a number of overseas visitors who are aware of the history of Waipu seeking us out. These visitors are mostly from Scotland, Canada, South Africa, and Australia. Also, the Museum receives a steady stream of visiting academics and researchers from various universities and international organisations who provide courses in Scottish Diaspora studies.

The year ahead

Tell us about your organisation and what you plan to do in the year ahead with the below questions.

The Idea – Briefly explain your organisation's *kaupapa* (purpose):

The Waipu Centennial Trust Board is the governance body for the Waipu Museum, which preserves & promotes the internationally significant UNESCO Memory of the World registered story & collection of the migration of 1,000 Nova Scotians from Scotland and some via Australia in the 1850s descendants of whom settled in Waipu. Recently it has broadened its focus to nurture engagement by the Waipu & region's community in cultural heritage, the arts, and ecology, by way of the Museum, the Arts & Heritage Precinct, events, and interpretive programs. The Museum maintains an international genealogy database of 100,000+ names, develops public programs to engage the community, & provides a much utilized Tourism information service for the Twin Coast Discovery trail & the whole Northland region.

Alignment – Tell us how your organisation's *kaupapa* aligns with Council's Vision and Community Outcomes?

The Trust embraces a contemporary focus supporting community, & cultural development events & initiatives that continues to enhance the vibrancy & liveability of the community.

Waipu is a cultural hub and also supports two satellite communities – Waipu Cove and Langs Beach. On long weekends and during school holidays the population of Waipu swells threefold. Museum visitation also significantly rises during these periods. The Museum organises events and workshops to engage residents and visitors. But with the success of events like Art n Tartan, visitors come specifically to Waipu for the show. Once the Arts & Heritage Precinct is complete a plethora of programs will be developed for the enjoyment of the community, but the pocket park will provide a welcome green and open space in the midst of the encroaching residential development on the village. The Arts & Heritage Precinct abuts the new development Nova Scotia estate, which provides a much needed recreational area in the middle of a development, and a much utilised walk through to the village.

The Need – What need is there for your organisation? What indicators do you use?

The Waipu Museum is a valued asset preserving the community's heritage and UNESCO MOW listed collections. It also serves as a 7 day a week visitor information centre, most of whom enquire about regional attractions within the Whangarei District. The Museum is considered a key attraction in the community encouraging visitors to Waipu, which has flow on economic benefits for local businesses. The Museum also contributes to the cultural development of Waipu, in organising the Art n Tartan wearable art show, and other public programs, a highlight on the Winter in Waipu calendar.

Another key responsibility of the Waipu Museum is the preservation of its built heritage, which is rapidly being superseded by modern development. The Museum has established an Arts & Heritage Precinct on the glebe (WDC lease) adjacent to the in situ former manse c1871. This precinct now accommodates the relocated Masonic Lodge, Waipu's first school and church hall, and jail when moved. These buildings will be repurposed into arts and cultural spaces for the community and visitors, within an aesthetic landscape. The Masonic Lodge is now the home of the Waipu MenzShed, which now has a membership of 36. The MenzShed also invite women to join to learn carpentry skills, and it is also open to artists (sculptors). Another significant area of the Museum's responsibility is it conducts research on Waipu's lost and current built heritage for our

archives, which are well utilised by residents who have either just purchased a heritage property or are wanting to renovate it.

The Museum also organises a myriad of other activities for the community, in particular special interest workshops – significance assessment of collections, photographic preservation, and conservation management of collections etc. All programs are developed in response to community engagement, & as our programs invariably sell out it is our main indicator for the development of community events, as well as other platforms for feedback. The Business Association and the Waipu Primary School also rely on the Museum to develop events for the whole of the community for their respective calendar, as the Museum is equipped with staff and the appropriate resources to do so.

The Impact – What difference will your organisation make to the community over the next year?

The second half of the year and next will be a very busy period for the WCT Board and the Museum.

The Museum has applied for a significant grant from Lotteries Environment & Heritage to develop a display on the Maori / Nova Scotian relationship within the Museum. The application was written in partnership with the Patuharakeke and with their full consent. The display will better interpret the story of the original custodians of the area, and their associations with the early settlers, which is well documented by the Nova Scotians. Other interpretive projects include the development of digital heritage trails, which will encompass audio and visual content for a driving, and a walking trail to engage and orient visitors. This will be another activity for visitors, but it will allow visitors to explore the area.

It will be the 10th anniversary of Art n Tartan in 2020, and the 150th anniversary of the Waipu Caledonian Society and the Highland Games in 2021. Preparations are currently underway to showcase these events to celebrate these significant milestones. Stuart Devenie, the nationally acclaimed actor and director has committed himself to direct next year's Art n Tartan. Whilst the Museum will be supporting the Caledonian Society to conduct research and curate displays on the history of the Highland Games.

Our biggest project will certainly be the expansion of the Waipu Museum, and to continue to attract significant funding to realise this. The expansion will allow for a temporary exhibition space, education space, more offices, collection storage, and a volunteers room.

A very significant and major project for the Museum will be assisting with the collection management, and archaeology survey of the Cullen property near the township of Waipu. A wealth of Taonga has been found, as well as the property revealing evidence of occupation, and ceremony. The Patuharakeke have been informed and are working with the Museum, Heritage NZ, and the Ministry for Culture and Heritage to document the Taonga, and to conduct further investigations on the property. The Museum will be the interim custodian of the collection on behalf of the Patuharakeke. The Museum in cooperation with Patuharakeke are currently working on the methodology for documenting the collection, and survey of the property.

Collaboration – What other organisations, community groups and individuals will you collaborate with to make a difference to the community?

The Waipu Centennial Trust Board and the Waipu Museum have ongoing collaborations in the community with many of the businesses in Waipu through the Waipu Business Association, Waipu Caledonian Society, Caledonian Trust, Waipu Primary School, Bream Bay College, and MenzShed. Other collaborations will be with Northland Inc., Northland Museums Association, Museums Aotearoa, National Services Te Papa, for industry news, training and professional development, and tourism promotion opportunities.

Your Approach – How will you demonstrate the impact of your work?

The Waipu Centennial Trust works towards goals that will have a positive social impact, to create value for the community we serve. The WCT Board has rewritten its vision and mission statements, as well as setting new goals for the drafting of a new strategic plan, which embraces the whole of the community, and honours our obligations to the Treaty of Waitangi.

The WCT Board has established an email address specifically for feedback from its membership, community and others who want to comment on the WCT Board's operations. Feedback on the strategic plan was sought from the community to understand what the Strategic Goals meant to them. Further feedback is being sought for the draft strategic plan. Community consultations were well attended and successful in garnering audience responses about the Museum, and the governance of the WCT Board, this will continue into 2019/2020. The Strategic Plan will identify performance outcomes with timeframes for each of the goals and strategies, which will be regularly monitored to understand if we are meeting our goals.

Other areas we will collect information from includes customer satisfaction and feedback via the visitor book, website, social media sites, Tripadvisor, etc. The Museum also collects visitor statistics to understand where our Museum and event visitors are from, why they have come, and how we can best enhance the museum experience and our public programs, and community engagement.

Funding

The Annual Operating Fund grant is an exceptional level of support for organisations that provide ongoing, valuable services, programmes and amenities to the community.

Generally, indicative levels of funding remain consistent from year to year, subject to satisfying the performance measures and need/benefit assessment for this Fund.

If exceptional circumstances mean you would like to request a change in funding, please state your request and rationale below.

No! Whangarei District Council's indicative level for the Waipu Museum is \$80,000.

AOF Report

Attach your AOF report along with your business plan.

Declaration

On submitting this application for funding, you have deemed acceptance of these terms and conditions.

I declare that I have the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- provide a tax invoice to Whangarei District Council for the amount of the grant within two months of being advised. I understand that grant payments will only be made to a bank account in the name of the applicant group or the umbrella group as appropriate.
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by Whangarei District Council
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

I/we consent to the Whangarei District Council recording the personal contact details provided in this application, and using this to send me community funding related information. I understand I can opt out anytime.

I/we understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

I/we understand that we have the right to have access to this information held by Council. This consent is given under the Privacy Act 1993.

Submitting your application

Send your application and any supporting material to funding@wdc.govt.nz. You can also drop it in to us at Forum North or Walton Plaza, or post it to us at:

Attention: Community Funding
Whangarei District Council
Private Bag 9023
Whangarei 0148

We will acknowledge receipt of your application by email. If you don't hear from us within 7 days, please call 430-4200 to check we have received it.

Most funding decisions are advised 6 weeks after the funding round closes.

AOF Impact Report Form

"Looking back"

The purpose of this form is to look back over the last grant year, to see what impact your annual operating grant has had on the community.

Organisation name	Waipu Centennial Trust
Contact name	Fiona Mohr
Position in group	Manager (Waipu Museum)
Email	manager@waipumuseum.com
Daytime phone number(s)	09 4320 746 / 02744 84179

Performance measures

In July 2018, we provided you with a set of performance measures (attached again for your reference). Please refer to these when answering the below questions on your impact over the last year.

(If you were given specific, additional measures, please report against those as well).

For the reporting period, tell us how your organisation went with the following questions.

Did your organisation meet the expectations of your board, the people who use your services, and the wider community? Why/why not?

The Waipu Centennial Trust Board (WCT) is the governing body for the Waipu Museum and the Arts & Heritage Precinct. The Museum operates in response to the WCT Board's Strategic Plan. The WCT has monthly Board meetings the Museum Manager reports to, as well as various sub committees – finance, collections, museum development, Friends of the Museum, Heritage Precinct, and Art n Tartan. The Museum Manager operates to a workplan, which is measured against the outcomes of the Strategic Plan.

As the Waipu Centennial Trust is a registered charity, it is responsible under the Charities Act to meet its obligations to Charities Services, reporting its current legal status, and financial situation annually.

The Waipu Museum continues to move forward and into the future being the focal point of Waipu, and contributes to the community's identity. The Museum's presence, reputation, and importance value adds to the town of Waipu in attracting visitors, who work, play and shop in Waipu, as well as providing many opportunities for volunteers to become engaged with their community. The envios number of volunteers (109) is a testimony to the Museum, and the community of Waipu as the Museum contributes to a more socially inclusive community.

On a whole the Waipu Museum did meet the expectations of the Board, although there were a couple of exceptional circumstances out of our direct control that partially impeded the Museum's progress and fulfilment of the Strategic Plan, our clientele, and the community in the past year. Firstly, we were not able to progress the Museum's much needed extension / expansion; and secondly, we had a critical fail with the Museum's administration server, which impacted on services to the community and our obligations to the UNESCO listed collection.

The WCT Board appointed Gina Murray a Patuharakeke Board representative, and Nick Pirihi to the WCT Board, to honour our obligations under the Treaty of Waitangi, Museums Aotearoa International Council Of Museums Code of Ethics, and to acknowledge and respect the bicultural heritage of the development of Waipu. The WCT and the Patuharakeke Boards over the past year have been working on developing a formal partnership to move forward to preserve, present, and promote Waipu's heritage in cooperation.

The development of the Arts & Heritage Precinct has progressed well with the Heritage NZ listed jail being prepared to be relocated and integrated into the site. Detailed Conservation Plans have been written for the former Manse c1871, and the Central School c1876. Significant funding needs to be sought for the renovations of Waipu's first school, but also for the other buildings within the precinct – the former manse, Masonic Lodge, and jail.

What difference did your organisation make?

Over the past year the WCT has nurtured a closer relationship with Patuharakeke Iwi, and the community. The WCT have held several community consultations for the development of the Waipu Museum extensions and potential new museum, which have been overwhelmingly attended, with over 150 people in attendance at one of the sessions, and 75 at another.

The Waipu Museum and its collection is widely known to New Zealand and international universities who have research units focusing on the Scottish Diaspora, in particular the Universities of Scotland, Edinburgh, Dundee, Aberdeen, St Francis Xavier Nova Scotia, Ottawa, Sydney, and Otago. The Museum is regularly contacted by these universities to share our research, collection stories, and photos. They also pass on the Waipu Museum's details to other researchers and institutions searching for Scottish Diaspora information.

The Museum hosted two researchers within the last year, Dr Almut Boehme, Head of the Music Collections for The National Library of Scotland, and Dr Diane Loosle, Director of the Family History Library, Salt Lake City Utah, USA. Almut researched original fiddle and bagpipe music of the early Nova Scotian settlers. The Salt Lake City Family History Library is the largest family history library in the world. Diane had heard of the Waipu Museum genealogy database with over 59,000 descendants of the Scotland to Nova Scotia, to Waipu migration. Diane considered the extensiveness and the significance of the database is equivalent to that of the Mayflower genealogy database. Diane is negotiating with the Museum to acquire the Waipu Museum genealogy database records to also be hosted and housed in Salt Lake City for universal access due to its international significance.

What worked well?

The Waipu Museum developed and launched a new website, which has greater functionality and delivers access to more resources, information and promotion of the Museum's services. One of the obligations of the UNESCO MOW listed collection is universal access to the collection, which our previous website was not capable of. The new website will host the most significant UNESCO MOW listed collections.

Our events, in particular Art n Tartan continue to engage the community through participation, either as a designer, model, stage hand and, or being a member of the organising committee. New entrant categories were introduced to include an under 16 year category. Workshops are conducted with children interested in entering the mask category. Each of the 3 show sells out attracting an overall audience of 1,500. Entrants and audience members come from all over New Zealand.

2018 celebrated New Zealand women being the first in the world to get the vote. Waipu had 34 women who signed the petition. The Museum curated displays to honour these women, which was well received.

What didn't work so well?

The WCT has been planning for the past few years to extend the Museum footprint as the current space is not meeting our needs. The Museum requires a temporary exhibition space, education / multi-media room, medium to large collections store, group orientation space, and more office space. Over the past few years the WCT has applied to various agencies for significant funding for the Museum expansion project. To be eligible for the Ministry Culture Heritage's Significant Projects fund, which is a last resort fund, we had to apply to all other appropriate agencies first, including the Provincial Growth Fund. Unfortunately, the WCT's EOI to the Provincial Growth Fund was unsuccessful, despite our application touted by the PGF assessors as being one of the most well-developed applications they had read. The WCT had earmarked \$70,000 of its reserve funding for the consultation, drafting of architectural plans & development of the application. Sally Manuireiva, a consultant highly recommended by Te Papa was engaged to workshop with the community, the WCT Board, and the Museum Development working group.

In October 2018, two days before the critical fire in Waipu that destroyed 3 buildings in the main street, the Museum's server was impacted by a power surge, thence with the fire our server and 2 backup drives were cooked. The IT specialist we engaged sent our server to a firm in Auckland to recover the data. However, the firm returned to us some other company's data, and not the Museums. Our data had also been cleansed from the server. We had to seek the services of an overseas specialist to forensically recover our data from the backup drives. The Museum has been without a server and collections database for eight months. Finally, the server will be rebuilt and the collections database reconnected from the 30th May 2019. During this time the Collections Manager concentrated on the development of the collections store and the preservation of the collection. This was timely as we lost 2 collections store, one a leased container, that had to be returned, and the other the jail, which is to be relocated to the Heritage Precinct. The staff were able to continue with their duties, but however unable to do digital filing on the server, and access digital only files. This has created a significant backlog of filing, and collection records that needs to be addressed once the new server is up and running.

Resourcing – In your last application, you provided indicative numbers of volunteer and paid staff, and their expected total hours for the year. Were the actual numbers the same as expected/indicated? If not, please provide some comment.

There have been some staffing changes with the retirement of 2 staff, the Shop Manager and the Accounts Officer, and the resignation of the Administration Manager. A Volunteer Co-ordinator was engaged on a 1 year contract with the aid of a DIA grant to write policy and procedure documents so that the Waipu Museum met minimum requirements for Health & Safety as well as . The Shop Manager's position was thence combined with the Volunteer Coordinator's position, and the Accounts Officer combined with the Administration Manager's

position – Accounts Administration. Other staff include the Museum Manager, and Collections Manager. So all up there are 4 part time staff = 2.2 FTE. N.B. Even though we had 6 part time staff (3FTE) the previous year, the current staff are working extra hours, but one of those positions was only for a year.

There are 10 trustees on the Board, who each bring individual expertise, including 2 Patuharakeke Iwi representatives, 5 descendants, and 3 non descendants.

Our volunteer numbers have been consistent with 109 Volunteers = 12.2 FTE (approximately) working on the Board, and in the areas of research, genealogy, collection management, membership, newsletter, retail, events management, conservation, museum development, and building maintenance.

Who and how many people were involved with or received services from your organisation? How did they benefit?

Waipu Museum's overall visitor numbers were 44,015, with 7,301 exhibition attendees, and an overall 99% visitor satisfaction. There were 342 school children who attended the Museum in 2018, and were guided by qualified teachers. The visitor and customer response has been very positive, with correspondence, the visitors book, Tripadvisor, and website comments being regularly monitored for feedback on the delivery of our services. Feedback requiring a response or action is immediately addressed.

Who did you work with to deliver your project, programme or service?

The Waipu Museum is a member of Museums Aotearoa, and is registered with National Services, Te Papa who assist the Waipu Museum in the delivery of our services to the community, visitors, and ensure we are meeting national standards in the administration of the Museum, and the preservation of the collections. Other industry organisations the Museum has worked with is Service IQ, with whom the Waipu Museum is a registered Workplace Trainer & Assessor for the delivery of training and professional development to staff.

Over the past year as previously reported the Museum has nurtured a relationship with the Patuharakeke for representation on the Waipu Centennial Trust Board, to more appropriately care for Taonga in the Museum's collections, and for the development of collaborative programs.

The Waipu Primary School for the past 15 years has partnered with the Waipu Museum for the annual primary school speech competition, where over 250 students compete. The topic for the speeches is an aspect of Waipu's natural or cultural heritage, social history, contemporary life etc. to imbue Waipu's children with a sense of place and cultural identity.

The Waipu Museum worked in partnership with the Auckland War Memorial Museum for the Online Cenotaph project whereby the Museum conducted research on Waipu's WWI 625 personnel, uploading biographical information, photos, letters, documents etc. to the Online Cenotaph site. This was funded by a Lotteries Heritage & Environment grant. The WWI display funded by a grant from DIA was finalised in December last year with the addition of another 2 panels. The grant has now been fully acquitted.

Locally the Museum works in tandem with the Waipu Business Association for the promotion of the Museum and its programs and events. It also assists many of the other community organisations with in-kind support, in particular the Caledonian Society and Caledonian Trust.

Which of the following areas would you like to strengthen? (please tick or highlight)

<input checked="" type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Marketing/publicity	<input checked="" type="checkbox"/> Facilities
<input checked="" type="checkbox"/> Fundraising	<input type="checkbox"/> Financial management	<input type="checkbox"/> Planning and organisation
<input checked="" type="checkbox"/> Equipment and resources	<input type="checkbox"/> Volunteers/time	<input type="checkbox"/> General skills/expertise
<input type="checkbox"/> Other:		

Is there anything else you'd like to tell us?

In relation to our annual financial reports, WDC invariably queries our accumulated assets. The Waipu Centennial Trust term deposits are reserve funds raised specifically for the expansion of the Museum. As reported, we are still applying for further funding from various agencies to realise this. Other accumulated assets as identified in the financial statements are not liquid assets so therefore should not be construed as being cash. The amount of funds in the term deposits only amount to one sixth of the money required for an extension to the Museum at the rear of the Museum building, and one eighth required to include extensions to the front of the building as well. We are required to raise a minimum of 1/3 (cash) of the overall build to be eligible for significant funding from Ministry of Culture & Heritage, and Lotteries.

Attach:

- Your business plan for the year(s) ahead.

Submit:

Your completed report with your application for next year to funding@wdc.govt.nz.

You can also post it to:

Community Funding
 Whangarei District Council
 Private Bag 9023
 Whangarei 0148

Or drop it in to one of our customer service centres.

Thank you for contributing to your community and helping Whangarei to be a vibrant, attractive and thriving district.

WAIPU CENTENNIAL TRUST BOARD STRATEGIC PLAN

2019/2020

Waipu's unique cultural heritage is preserved and celebrated, and the Nova Scotian double migration to remain at the heart of the Waipu Museum.

GOALS			
KOTAHITANGA	HERITAGE & CURATORSHIP	EXPERIENCE & ENGAGEMENT	SUSTAINABILITY
Build a relationship between all parties that is enduring based on the principles of Te Tiriti O Waitangi at all levels of the museum including governance. Ensure all members of the museum family are treated with dignity and respect.	Our tangible & intangible heritage is preserved, protected & promoted to a level that is acceptable to the WCTB & meets agreed obligations with our partners & community.	Delivery of tailored visitor experiences that reflect the unique narrative of Waipu, & are relevant and compelling.	To create a sustainable business model.
TREATY OF WAITANGI	COLLECTIONS	PUBLIC PROGRAMS	CAMPUS
<ul style="list-style-type: none"> +Increase awareness of the principles of the Treaty & how they relate to WCT governance, the acquisition, display, & research of Taonga within the Waipu Museum. +Invite WCT Board & staff to attend CAB Treaty of Waitangi workshop. +Distribute the Treaty of Waitangi Q&A book to Board & staff. 	<ul style="list-style-type: none"> +Add value to the collection through comprehensive research & the acquisition of objects of significance & relevance to Waipu's Nova Scotian heritage in accordance with the Collections Policy. +Improve & increase storage capacity. +Ensure long-term preservation & care of the collections to benchmark standards. +Provide staff with training & professional development in collection management. +Encourage staff to become Service IQ certified in Museum Studies. +Optimise Mosaic to its full potential. +Ensure audiences have digital access to the UNESCO inscribed collections. 	<ul style="list-style-type: none"> +Showcase Waipu's cultural content through dynamic programming, & displays. +Enhance the profile & reach of Waipu Museum programs to local, regional, national & international audiences. +Refresh Art n Tartan & create more media opportunities for Art n Tartan, to ensure its longevity. 	<ul style="list-style-type: none"> +Improve existing facilities & implement a maintenance program. +Extend museum footprint to meet our current & future needs to accommodate more officespace, a temporary exhibition space, education / public program room, storage facilities for medium to large sized collections, volunteers / staff room, & a more functional retail area. +Transform the VIC into an interpretative area to improve the aesthetics of the foyer.
GOVERNANCE	GENEALOGY	VISITATION	INCREASE VISITOR VALUE
<ul style="list-style-type: none"> +Nurture relationship between Patuharakeke Board & WCT Board. +Invite Board members, staff, & volunteers to participate in NSTP Maori in Museums workshop. 	<ul style="list-style-type: none"> +Maintain, enhance & promote descendant genealogy database. +Foster connections with the global community of descendants via links with Scotland, Nova Scotia & Australia to increase research opportunities. 	<ul style="list-style-type: none"> +Collaborate with tourism bodies to attract & engage visitors from the community and nationally, & international markets through the delivery of exclusive experiences. +Liaise with Northland Inc & WDC for cruise ship visitor opportunities from 2020. +Develop 2 audio visual digital heritage trails one for walking, the other driving & promote to visitors. 	<ul style="list-style-type: none"> +The Waipu Museum must adapt, grow & deliver a meaningful museum experience well into the future, honouring the ethos of the Museum & its raison d'être.
CULTURAL PROTOCOLS	BUILT HERITAGE	WEBSITE	STRENGTHEN ORGANISATIONAL RESILIENCE
<ul style="list-style-type: none"> +Familiarize staff & volunteers with cultural protocols. 	<ul style="list-style-type: none"> +Enhance resources made available to the public for Waipu's built heritage preservation & interpretation. +Comprehensively research & catalogue the photographic & document collection of Waipu's built heritage on Mosaic. 	<ul style="list-style-type: none"> +Continue to enhance & optimise the functionality of the website. +Promote the websites online sales feature, collections, & services offered by the museum. 	<ul style="list-style-type: none"> +Deliver excellent customer service & a sense of common purpose amongst staff & volunteers, & respond to the changing demographics of Waipu & region.
INCLUSION	HERITAGE PRECINCT	NEWSLETTER	FINANCIALLY FOCUSED
<ul style="list-style-type: none"> +Address the deficit of the Maori / Nova Scotian relationship in the permanent exhibition. 	<ul style="list-style-type: none"> +Establish an inspiring vision for Waipu's Heritage Precinct. +Conserve & strategically manage & develop the HP buildings & grounds for future generations & ensure safe environments for both visitor & staff. +Develop interpretation for the HP buildings. +Curate a suite of programs for the HP to engage visitors. 	<ul style="list-style-type: none"> +Continue to write an informative newsletter, which is relevant to the museum membership. +Genealogists to continue to promote newsletter to descendants. 	<ul style="list-style-type: none"> +Ensure sound business modelling, resilience, & financial sustainability to maximise commercial returns, & secure staff, community & stakeholder trust. +Develop business focused strategies, with a sound commercial plan, which improves productivity, & generates revenue.
	PLACEMAKING	EDUCATION	REVENUE
	<ul style="list-style-type: none"> +Be innovative in culturally activated heritage assets, which will deliver experiences that deepen connections with places & their history. +Focus on placemaking to interpret the physical, social & emotional experience of Waipu's cultural heritage via the Mainstreet program in collaboration with WDC. 	<ul style="list-style-type: none"> +Develop curriculum aligned content & promote to schools. +Organise famils for local & regional school teachers. 	<ul style="list-style-type: none"> +Increase self-generated income through a sound commercial plan, sponsors, donors, & museum programs.
	ACADEMIC ENGAGEMENT	LIFELONG LEARNING	VALUING VOLUNTEERS
	<ul style="list-style-type: none"> +Digitise & comprehensively catalogue all documentary heritage collections on Mosaic. +Promote to relevant Universities & Colleges worldwide who have a vested interest in Scottish diaspora research & study. 	<ul style="list-style-type: none"> +Develop a diverse program of seminars & workshops of interest for residents. 	<ul style="list-style-type: none"> +Acknowledge the valuable contribution of our volunteers.
	RISK		
	<ul style="list-style-type: none"> +Identify, quantify & mitigate all risk on an on-going basis. 		
PERFORMANCE INDICATORS			
<ul style="list-style-type: none"> +A more inclusive exhibition representing Maori / Nova Scotian relationship stories. +More informed Board & staff. +Visitor feedback. 	<ul style="list-style-type: none"> +Percentage of the collection stored to minimum national standards. +Universal access to UNESCO collections. +Percentage of research & collections digitised & entered on Mosaic. +Increased genealogy research. +Visitor engagement & satisfaction with the Heritage Precinct. +Waipu's built heritage in private ownership is better interpreted & preserved. 	<ul style="list-style-type: none"> +Number of visits to Waipu Museum: onsite & online. +Growth in the number of school visits. +Number of people participating in public programs. +Audience satisfaction. 	<ul style="list-style-type: none"> +Percentage of self-generated revenue. +EOFY budget surplus +Retention & increase in financial support from WDC. +Retention & number of volunteers.

Waipu Museum

Waipu Centennial Trust Board Strategic Priorities 2017-2025



 
United Nations
Educational, Scientific and
Cultural Organization
National Committee of New Zealand
Te Kaitiaki o Aotearoa mō Ngā Mahara o te Ao
Memory of the World
www.unescomow.org.nz
Waipu Museum
Scottish Migration Collection
Inscribed on the UNESCO Memory of the World
Aotearoa/New Zealand Register (2016)



March 2017

Executive Summary



1. Background

The Waipu Museum started its life as the House of Memories, established in 1953, to honour and preserve the memory of the forefathers and the story of the Nova Scotian Scots migration to Waipu. The museum has developed and changed over the years, evidenced in two main ways. Firstly the museum was expanded in 2003, and the exhibition was re-designed from a collection display to a story-telling approach. Secondly, the museum has expanded its practice toward becoming a cultural hub for the community. The museum has also held the role of Information Centre for about 12 years.

From 2015 the Board has focused on:

- strengthening and improving governance;
- strengthening and improving Museum management; and
- framing the next steps for the development of the museum.

2. Imagining our future

2.1 How long do we want to be here? A vision for the next 50 years.

The Board has recognised that it needs to be building a long term future for the museum, and this necessarily means being bold in vision and confidence. Without growth, without the development of contemporary museum practice and imaginative responses to changing times the museum risks stagnation and irrelevance.

2.2 Waipu's place in the region as a gateway town.

The Whangarei District Council's Urban Design Strategy adopted in 2011, identifies Waipu as one of the regional "gateways" to Whangarei. The Museum sees that it has a significant potential role to play in a strategy that promotes the District as an attractive integrated destination.

Executive Summary



2.3 Collaboration with other organisations

The Board does not see itself and the museum in isolation from the wider community.

Continue to collaborate with other museums in the district; with other organisations concerned with promoting economic activity and arts and culture; and other organisations interested in preserving Scottish heritage.

2.4 Growing, changing communities – the challenge to be relevant.

The museum services two distinct, though intersecting, communities – the community of descendants of the Nova Scotian settlers, and the community that lives in Waipu and Bream Bay. Both of these communities are changing and growing, presenting the opportunity to engage new communities in the museum, and expand revenue through both admissions and expanded retail capacity. But there is also a challenge to be relevant to new communities – to provide experiences that are meaningful to more diverse communities.

2.5 The museum's role in contributing to Waipu as a distinctive community

The Board sees that the museum has an important role to play in conserving and preserving the material forms of heritage, such as old buildings, but its role must go beyond the material to include the promotion of community ideals that are drawn from the Nova Scotian story; and to foster activities, projects and culture that bring people to together in a shared enterprise; to foster arts, festivals and events that bring intangible Scottish heritage alive, and help to maintain village traditions.

2.6 Liveability of the community

That arts and culture play a vital role in creating vibrant and interesting communities for both residents and visitors is well documented. Museums occupy a critical place in the range of civic amenities that promote, and make accessible, arts, culture and heritage, and the Board sees that the museum has a legitimate and important role in contributing to the liveability of the community.

Executive Summary



2.7 Moving from our colonial origins

Waipu Museum started out as a colonial museum, telling a colonial story of migration and settlement. The post-colonial world brings obligations under the Treaty of Waitangi to recognise and reflect the culture and heritage of tangata whenua, and to provide space for Maori to tell their own stories in their own ways. The Board sees that it has a responsibility to build a dialogue with Patuharakeke regarding their participation in the activities of the museum in the future.

2.8 Expanded use of technology

Technology has for some time been central to the management of museum collections; now it is becoming central to the museum experience. The Museum needs to consider how technology can serve the museum's goals and enrich the visitor experience. In the first instance it needs to make the collection available on-line, as required by UNESCO, to become in effect a community museum with an international reach.

3. Long term objectives

From its review of future challenges and opportunities, and the potential for a contemporary community museum, the Board has committed to the following long term objectives in its Governance Policy:

- To be financially sustainable.
- To preserve, exhibit and promote artefacts, culture and stories relating to the history of the Scottish settlement of Waipu, including the original "House of Memories" stone building.
- To preserve and expand the genealogical records of the settlers and engage and communicate with successive generations of descendants of the Nova Scotian migrants.
- To expand and enrich the museum's exhibitions and activities, reflecting the stories of tangata whenua and other peoples and cultures in the community.
- To ensure the museum's relevance to new generations in a changing community.

Executive Summary



The Governance Policy notes that these objectives are not mutually exclusive; they intersect with, and support, each other. In order to achieve them the Board will:

- exercise cultural responsibility,
- drive innovation and learn from other museums,
- maintain an audience focus,
- place a priority on community engagement and digital development, and further the Museum's practice of being accessible beyond its walls.

4. Strategic Priorities 2017 – 2025

4.1 UNESCO obligations

The inscription of the museum's collection to UNESCO's Memory of the World Register brings with it obligations to preserve, present and promote the Scottish migration collection to international standards, as the ownership of its collection is now shared nationally and internationally.

4.2 Development of the Heritage Precinct

This has been "work in progress" for the museum for some time. The museum's long term plan published in 2011 signaled the restoration of the old Manse as the starting point for a landscaped area housing three settlement era buildings. The transfer of the Church Hall (previously the old school) to the care of the museum has created a "tipping point" for the advancement of this project. The development of the Heritage Precinct will provide significant opportunity for the museum to expand its activities in accordance with its vision and long term objectives.

4.3 Expansion of the Museum building

If the Board is to address the challenges it sees and achieve its objectives for the community it needs to address the limitations of the current space. Conserving the collection, storage, accommodating staff, and retail space are all severely constrained. Developing new and changing exhibitions that deliver value to our changing community is not possible without additional space.

Executive Summary



4.4 Securing the future of Art 'n Tartan

Art 'n Tartan has become a fixture on the Northland events calendar, and now attracts its own Operational Grant. Recognising the scale and importance of the production the Board has now set up a management structure for it, separate from the museum, and a three year planning horizon identifying risk, mitigation strategies and the need for a planned progression to financial sustainability.

4.5 Financial sustainability

The Board envisages that grants and fundraising will continue to make the achievement of specific projects possible in the future. The greater issue is the need for a growth pathway for operational funding that secures the museum's ability to undertake its core practice according to UNESCO standards, and to develop the museum according to the long term objectives set out above.

1. Background



March 2017

1. Background

The Waipu Museum started its life as the House of Memories, established in 1953, through the efforts of dedicated volunteers, to honour and preserve the memory of the fore-fathers. Its core purpose as defined in its Trust Deed and the Board's Governance Policy, is "to preserve and present the heritage of Waipu; highlight the double migration from the Scottish highlands to Nova Scotia and then to New Zealand; and develop the genealogical records of the Nova Scotian settlers and other Waipu residents".

Without losing sight of its core purpose the museum has of course developed and changed over the years, evidenced in two main ways. Firstly the museum was expanded in 2003, re-branded as the Waipu Heritage Centre, and the exhibition was re-vamped and re-designed. The new exhibition was intentionally developed to be less "memorial" and more thematic. It moved from a collection display to a story-telling approach, and in doing so sought to celebrate the triumph of human spirit over adversity, and to explicate the idea of a "social co-operative community" as illustrated by the Scots settlers. Secondly, the museum has expanded its practice toward becoming a cultural hub for the community. In the recent past years the Waipu Museum has developed the Celtic Festival in conjunction with the Caledonian Society in 2009, produced the annual Art 'n Tartan Wearable Arts Competition; hosted a Nova Scotian writer; hosted the Canadian rugby team during the World Cup; organised the annual Men in Kilts rugby game; organised the Clachan a Choin Ball; brought the Battle-field Band to Whangarei; and developed the WW1 outdoor storyboard display.

The museum has also held the role of Information Centre for about 12 years. This is a role that is congruent with Waipu's place as a "gateway town" to the district. In 2015 15,000 visits to the museum were estimated to be for the information service. It has obvious synergies with the museum, bringing people into the shop and potentially into the exhibition, but it is also a demanding role for a small organisation heavily dependent on volunteers.

WDC's planning document "Whangarei District Growth Strategy: Sustainable Futures 30/50" observes the special character of Waipu - its "sense of place" forged from the expression of its Scottish heritage, the preservation of key buildings, and its lively arts and culture amenities, to all of which the museum has made significant contribution.

From 2015 the Board has focused on:

- strengthening and improving governance;
- strengthening and improving Museum management; and
- framing the next steps for the development of the museum.

A set of core policies have been put in place covering governance, collections management, health and safety, risk management and volunteers; formal sub-committees have been established to advance key projects and to monitor and manage finances; for the first time a museum professional has been appointed to manage the museum. The new manager has focused on embedding core museum conservation practices to protect the collection, and developing staff and volunteer capabilities. Inscription of the core collection to the UNESCO Memory of the World Register is a major early achievement, and represents a significant step for the museum.

2. Imagining our future



2. Imagining our future

In its thinking and discussions about its long term direction the Board and museum management have identified the following intersecting themes, issues and ideas that describe the environment in which the museum is operating, and the roles and activities that the Board sees the museum enacting as a contemporary community museum.

2.1 How long do we want to be here? A vision for the next 50 years.

As part of the process of imagining the future the Board has recognised that it needs to be building a long term future for the museum, and this necessarily means being bold in vision and confidence. Without growth, without the development of contemporary museum practice and imaginative responses to changing times, the museum risks stagnation and irrelevance. The Auckland War Memorial Museum started out in 1852 in a two room cottage in Grafton. In a series of steps the museum has become what it is today. This is not to say that the Waipu Museum has ambitions to replicate the Auckland War Memorial Museum. The point is that at critical junctures, in response to the developing collection, changes and growth in the populations it serves, and developments in museum practice, the museum was led through adaptive changes, presumably by people with a vision for the future, that have assured its ongoing value to the community. The Board sees the Waipu Museum as being at one of these critical junctures now, and recognises that bold leadership and bold actions are required to create step change.

2.2 Waipu's place in the region as a gateway town.

The Whangarei District Council's Urban Design Strategy adopted in 2011, identifies Waipu as one of the regional "gateways" to Whangarei. Although a key suburban centre directly accessible through State Highway 1, it is visually detached from the highway. It is very easy for visitors to pass by Waipu, creating on the one hand a challenge to attract visitors and function as a halfway town, and on the other an opportunity to develop as a compact mixed-use centre with high levels of pedestrian amenity and safety. The Council has installed legible markers to the gateway towns, in the form of flags, to help increase their visibility and the connectivity between them.

Promoting the District as an attractive integrated destination rather than just an un-coordinated halfway place to Northland is an approach that is very much in accord with current thinking within the Waipu community. The development of visitor amenities and a distinct village environment are increasingly seen by many in the local business community as essential to promoting Waipu's economic vitality.

The Museum sees that it has a significant potential role to play in such a strategy.

- The development of the Heritage Precinct, for example, has the potential to enhance pedestrian amenity for visitors and residents, knitting the geography of the community together and linking the community to the river.
- Capacity for changing exhibitions has the potential to enhance Waipu's connectivity to the wider District and to promote Waipu as part of the Northland destination experience.
- With additional space the museum's role as an information centre can be developed to make a greater contribution to the region. The museum would like to move from a predominantly brochure-based service to an interpretive centre that promotes exploration of the region through visual imagery and interpretation. The museum is currently providing a point of orientation "from the cove to the caves" for visitors to the local area. As the first gateway town for visitors travelling north the museum could use the interpretative approach to orient visitors to the key attractions of the region.

2. Imagining our future

2.3 Collaboration with other organisations

The Board does not see itself and the museum in isolation from other community agencies and organisations. It is one of several museums in the district; it is one of several organisations within Waipu concerned with promoting economic activity; it is one of several interested in preserving the presence of Scottish heritage; it is one of several interested in promoting arts and culture.

- The museum is engaged with the Business Association in relation to Waipu in Tartan, and Northland Inc's Twin Coast Revitalisation project.
- One of the main reasons for moving Art 'n Tartan to the Caledonian Barn, at some risk, was to support them with this new venue and contribute to making it work.
- The museum is interested in partnering with the Cycleway Trust to develop an interpretation strategy for the cycleway.
- The Board is actively supporting the development of the MenzShed, providing a venue for peppercorn rent.
- The Board is in discussions with the new local Arts Group regarding the potential use of the Heritage Precinct amenities.

The Board sees opportunities to extend a collaborative approach with other community museums to encourage visitors to go to several, to loan materials for temporary exhibitions and to link exhibitions and activities. It sees opportunities to collaborate with WDC in relation to Waipu's role as a gateway town for the region, and its potential as a tourist destination; and with the local business community to build "packages" that include local attractions and hospitality.

The Board also intends to re-establish and develop its links with the Nova Scotian Gaelic College, now under new leadership; and to develop links with Scottish museums and the new UK National Migration Museum. The Board sees these relationships as offering opportunities for cultural exchange, improved research capability, and expansion of the genealogy database.

2.4 Growing, changing communities – the challenge to be relevant.

Integral to modern museums is the idea that they cannot just be "about something"; they must also be "for someone".

The museum services two distinct, though intersecting, communities – the community of descendants of the Nova Scotian settlers, some of whom live in Waipu and many more who live all over New Zealand and the world, and the community that lives in Waipu and Bream Bay. Both of these communities are changing and growing, presenting the opportunity to engage new communities in the museum, and expand revenue through both admissions and expanded retail capacity. The challenge is to be relevant to new communities.

A cursory glance at the new subdivisions and the amount of new housing going up around Waipu tells us this is a rapidly growing community. WDC has identified Waipu as one of the five fastest growing communities in the district: the population is projected to reach 3,614 by 2041, and around 5,000 by 2061. Making the museum matter to new people may take several different strategies.

Existing museum plans convey the idea of drawing out from the particular Nova Scotian migration story universal themes that many people can relate to.

2. Imagining our future

For example the Museum is working to develop curriculum aligned resources and educational programs based on themes of migration for the Waipu Museum Education Program. Interactive resources will encompass the Scottish Migration Story as a case study to develop other stories of migration to include Maori, contemporary themes of immigration, and the global refugee crisis.

The initial programs to be developed include the Passport, Visa & Customs program, whereby children are given a Passport, and they have to successfully answer questions and find objects in the exhibition for each country – Scotland, Canada, South Africa, Australia and New Zealand, before they can get a visa to travel on to the next country and complete their journey.

The Suitcase Migration Program involves children being given a suitcase, and choosing 10 things to pack for their journey from a large pool of items, all of which have individual values adding up to 10. The higher the value the more appropriate the item is for the journey. There is a choice of destinations, what time period or century the journey is in, and how they will travel – land, sea or air. The children have to estimate what mode of transport is appropriate, how long it will take them, and what to pack to ensure they arrive at their chosen destination safely. Each of the ten items they chose to pack has an individual value that adds up to 10, which when added together gives a total out of 100.

The Waipu Museum has the largest familial genealogy database in New Zealand, with over 100,000 descendants of the original Waipu settlers now registered. The Waipu Museum genealogy database makes a wonderful resource for the development of education resources aligning to the family history component of the primary school curriculum.

A school excursion package is being developed to include other regional locations of interest, and to be promoted to all schools within the Whangarei and Northland regions.

In essence the Waipu Museum school programs will explore educationally powerful and enriching connections through case-studies.

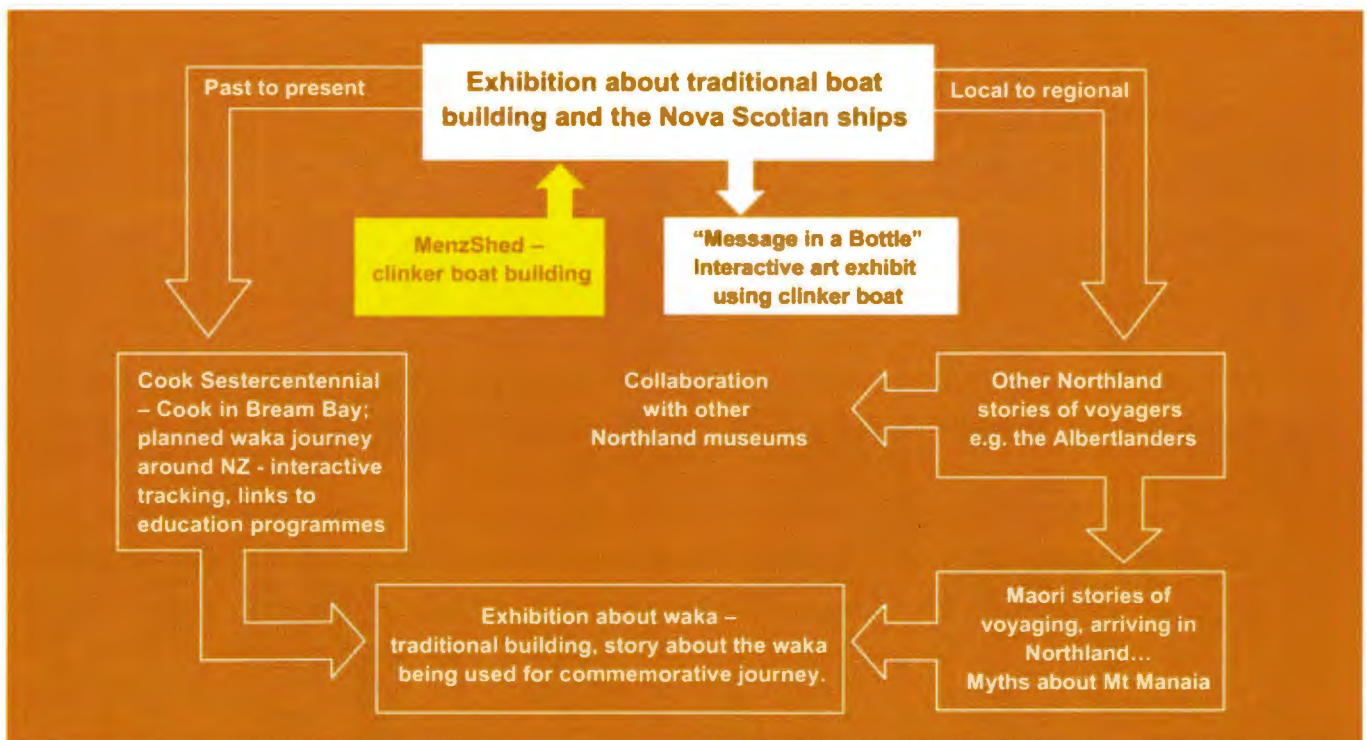


2. Imagining our future

Another approach is to expand activities and exhibitions from one core idea to embrace other related historical and contemporary stories. The diagram below describes a possible network of connected, changing exhibitions and activities developed from one starting point.

In the past, and for some time, the museum has talked about the idea of clinker boat building as a community project, linked to the MenzShed, now in its early stages of development. New visions for the museum would suggest that as a stand-alone activity this may have little relevance to the larger community, make only limited contribution to community liveability, and no contribution to local or regional integration or to the inclusion of Maori. But treated as a starting point, it could generate exhibitions and activities that meet many of the museum's goals.

Note, this is a speculative, hypothetical example, dependant on the development of necessary infrastructure, not a current plan.



The Board recognises that it is not a simple matter to understand what is meaningful and relevant for different groups of people. We have to engage with different communities, build connections and dialogue, and perhaps take some chances; be prepared to experiment a little. The museum does not have a history of this kind of community engagement and will need to develop the capability over time. However, lack of space is the main barrier to developing new and changing exhibitions, and the Board is wary of creating community expectations that cannot then be met.

The museum also needs to find ways of engaging new generations of descendants who may never have visited Waipu or the museum. The museum estimates that there are now more than 100,000 descendants of the Nova Scotian Scots who settled in Waipu. The museum currently has a substantial database of descendants and is making on-going investment in growing this network of connections and keeping it up to date. Increased and imaginative use of technology must also be key to communicating with this distributed "virtual" community. One of the requirements of the UNESCO inscription is that the Scottish settler collection is universally available on-line, which will give the museum an international reach that can help knit together the community of descendants. We know that people value a deepened understanding of where they have come from, so developing the reach of the genealogy service on-line must be a key component in the strategy to engage descendants in their heritage.

2. Imagining our future

2.5 The museum's role in contributing to Waipu as a distinctive community

The presence of the past and collective remembering can be the source of a powerful community bond, as has been evidenced in Waipu. But as communities change two challenges present themselves. Firstly, it can become a source of tension if a community of memory becomes exclusive of others. Secondly, as the community changes and residents become more diverse maintaining commitment to a single, exclusive story becomes more and more difficult. WDC observes in its Sustainable Futures plan that "In spite of that growth, Waipu has maintained its ties to the past, preserving its heritage and its main centre character. One of the significant challenges facing the Waipu community is how to preserve the distinctive Scottish heritage and strong sense of place while growth continues." (WDC Sustainable Futures 30/50)

Keeping the Scottish heritage alive needs to be more than a pastiche of Scottish clichés. It depends on a deeper understanding of what the heritage means to the community. Waipu's unique character is not just about the visibility of its Scottish heritage, but also a function of what one well-known descendant called the "heritage of the heritage". In 2014 a sample of 29 local people were interviewed about their perceptions and opinions of the heritage of Waipu as part of a Masters in Landscape Architecture thesis. Everyone interviewed who was resident in the village spoke about the cohesion of the community, or the sense of community spirit that they experienced. For descendants the Nova Scotian Scots story is their personal history, their family story, their genealogy. The preservation of the settler collection is also the preservation of an ancestral belonging that it is intensely personal and meaningful. For non-descendants the story holds little personal meaning. Significantly respondents from both groups described the heritage of Waipu not in terms of genealogy or settlement but in terms of the transmission of community values of working together cooperatively (Frances, 2014).



2. Imagining our future

The building of the Caledonian Barn is the most recent example of this community's capability to generate bold leadership, to work together and garner support to achieve a significant goal.



"It's about people working together. I don't think you've got a community if people don't work together."

"Something I found incredibly fascinating was when the manse was being restored, and all those people came to do the work, and there was such a sense of community.. and that's heritage, that's what they used to do. they wanted to build a house everybody helped. And we're doing it today, so the heritage lives on "

The second main feature of the heritage of Waipu is an emphasis on intangible heritage. People interviewed identified all the typical aspects of heritage such as buildings, artefacts, people, customs and practices as important, but over and over again the intangible fields of heritage emerged as the most significant. This emphasis on intangible heritage means that the rituals, festivals and performances, music, dance, knowledge, memory and oral tradition are most important for this community, and that built forms, artefacts, monuments and storyboards are important as memory prompts that materialise social memory (Frances, 2014).

Understanding the distinctiveness of the community in these ways leads the museum to see that it has an important role to play in conserving and preserving the material forms of heritage, such as the old buildings that comprise the Heritage Precinct, but its role must go beyond the material to include the promotion of community ideals that are drawn from the story; and to take leadership for activities, projects and culture that bring people to together in a shared enterprise; to foster arts, festivals and events that bring intangible Scottish heritage alive, and help to maintain village traditions.

2. Imagining our future

2.6 Liveability of the community

Regardless of the meanings that arts and culture might hold in heritage terms, the role that they play in creating vibrant and interesting communities for both residents and visitors is well documented. They improve personal enjoyment and satisfaction. They enable individual self-expression and enjoyment. They build self-esteem and improve people's sense of belonging. They enhance creative thinking and communication skills. Arts, cultural, heritage and civic amenities are important in promoting cohesion within communities.

bringing together diverse communities, and providing opportunities for residents to reflect on their shared and individual experiences.

Arts, cultural, heritage and civic amenities assist district economic development and offer employment opportunities. They help in attracting other businesses to the area, attracting and retaining residents in the district. (WDC Sustainable Futures 30/50)

Museums occupy a critical place in the range of civic amenities that promote, and make accessible, arts, culture and heritage, and the Board sees that the museum has a legitimate and important role in contributing to the liveability of the community, through, for example, the continued production of Art 'n Tartan and planned public programmes and events in arts and culture.

It is clear from the discussion above that museums are not just buildings. The Board intends that the museum increasingly moves outside its walls. The WW1 exhibition using outdoor storyboards has proven to be successful. Interpretation of the landscape along the cycleway is another possible way of moving outside the museum walls. The development of the Heritage Precinct will provide both indoor and outdoor spaces to accommodate arts and cultural activities.



The Board's vision for the role of the museum aligns with the concept and principles of place-making, which in turn provides a body of work to inform the development of museum practice. A movement that has come out of urban design, place-making seeks to enhance public space and the liveability of places by celebrating local history, local ecology, and local geography. It is a bottom up, community development approach that encourages communities to express and define themselves through their art, economies, and the relationship between the political factions that make a community work. Place-making builds identity and identification with place; fosters social cohesion whilst celebrating diversity. Increasingly the Board sees a role for the museum to undertake place-making and promote activities; to be a nurturing hub for community development.

2. Imagining our future

2.7 Moving from our colonial origins

As is the case for many small community museums the Waipu Museum started out as a colonial museum, telling a colonial story of migration and settlement. There is no doubt that the Nova Scotia settlement is a fascinating sub-plot within the larger New Zealand migration narrative, similar in some respects but different in some very important ways, and these differences have given rise to some distinct features of the Waipu community and a unique museum. But we live in a post-colonial world that brings obligations under the Treaty of Waitangi to recognise and reflect the culture and heritage of tangata whenua, and to provide space for Maori to tell their own stories in their own ways. At the 2016 Australasian Museums Conference Moana Jackson spoke about the "half stories" that many museums tell; for every story about settling, there is another story about un-settling. The place of Waipu did not spring into being with the arrival of the Nova Scotian Scots, and there is a rich heritage associated with this place that is currently largely invisible and not necessarily well understood. Lack of physical space is an effective barrier to the development of new work that includes the early history of Waipu.

N.R. McKenzie documented constructive engagement between Maori and Scots in the early days of settlement in his book "The Gael Fares Forth"; Patuharakeke Treaty submissions similarly record community interactions and considerable inter-marriage between local Maori and the new settlers. Much of this history of engagement and collaboration has been lost. The Board sees that it has a responsibility to build a dialogue with Patuharakeke regarding their participation in the activities of the museum in the future.

As noted above museums are not just about buildings. The museum has had some preliminary discussions with Patuharakeke and the Cycleway Trust about interpretation along the cycleway as being an effective way to reveal the heritage in the landscape, including evidence of Maori occupation, natural heritage, and stories of early Scots settlement.

2.8 Expanded use of technology

Technology has for some time been central to the management of museum collections; now it is becoming central to the museum experience. A range of tools and apps can provide museum visitors with a personalised experience and interactive experiences. They can be used to make the museum experience accessible to people with disabilities such as hearing loss and visual impairment. Digital technology undoubtedly provides a bridge between the museum and the millennial generations in whose lives technology is embedded. It is an easy bridge to construct. If, say, 70% of people who come into the museum carry a smartphone, why not take advantage of that by using QR codes, for example, to provide wider and deeper information that visitors can select for themselves? Story telling platforms such as izi.TRAVEL are simple to use, and can be used to tell stories within the museum or to explore a walking trail. Links to other businesses, such as a café on the new cycle/walkway can contribute to the integration of the museum into the wider community. Clearly it can support the museum's goal of getting outside its walls. Some museums are now using Bluetooth beacons to provide rich interactive information in the form of video and audio clips and photographs. Increasingly technology can allow people to create horizontal, visitor-to-visitor conversations, so the museum experience is no longer entirely mediated between the curator and the visitor.

Not all of this is necessarily desirable in all museum situations. There is an argument for the museum as a place of refuge and reflection. There is an argument for the authority of the curator. It may be that some technology is a distraction rather than an enrichment, and offering the same kinds of experiences that people can have at home is to miss the point of museums. Certainly technology can be expensive and resource intensive to set up and maintain, and it changes fast. Big investments can be made only to have obsolete technology in a few years' time.

2. Imagining our future

Clearly there is a balance to be struck. The Museum needs to consider how technology can serve the museum's goals and enrich the visitor experience in a strategic way. The effective option may not be the most expensive option.

In the first instance the museum needs to rebuild its website. The UNESCO requirement that the collection be available on-line is a major driver. Understanding that technology must serve the goals of the museum it is intended that the website

- supports the branding of the museum as a community museum with an international reach;
- reaches the descendant community;
- supports key relationships such as sponsors;
- supports roles such as the Information Centre;
- meets the expectations of modern consumers and supports revenue streams through on-line shopping; and
- supports effective local community engagement.



3. Long term objectives



3. Long term objectives

The Board's long term plans for the museum are consistent with the development of the museum to date i.e. they are focused on expansion and enrichment of the museum's practice and the development of the infrastructure to support its practice. The Board has a clear overarching vision regarding the museum's place and purpose in the community; on achieving benefits for the community, informed by the theory and practice of contemporary museums, place-making and community development. At this juncture the strategic priorities are focused on the development of infrastructure critical to achieving that vision.

GOALS	Integrated locally and regionally	Protecting the core collection	Relevant to the changing community	Enhancing community distinctiveness	Enhancing community liveability	Inclusive of Maori
	Increased physical museum space					
	Increased use of technology					
	Collaborative relationships					
	Community engagement					
	Financial sustainability					
ENABLERS						

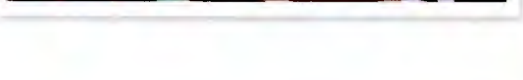
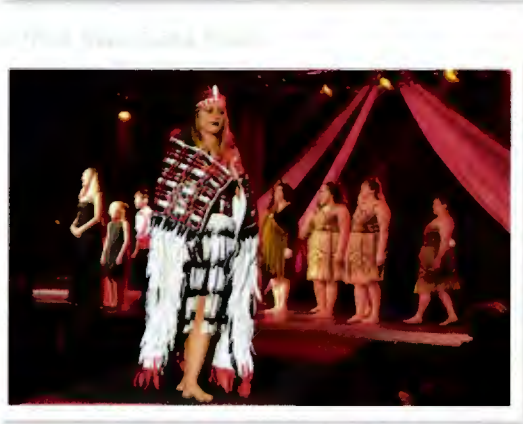
From this review of future challenges and opportunities, and the potential for a contemporary community museum, the Board has committed to the following long term objectives in its Governance Policy:

- To be financially sustainable.
- To preserve, exhibit and promote artefacts, culture and stories relating to the history of the Scottish settlement of Waipu, including the original "House of Memories" stone building.
- To preserve and expand the genealogical records of the settlers, engage and communicate with successive generations of descendants of the Nova Scotian migrants.
- To expand and enrich the museum's exhibitions and activities, reflecting the stories of tangata whenua and other peoples and cultures in the community.
- To ensure the museum's relevance to new generations in a changing community.

The Governance Policy notes that these objectives are not mutually exclusive; they intersect with, and support, each other. In order to achieve them the Board will:

- exercise cultural responsibility,
- drive innovation and learn from other museums,
- maintain an audience focus,
- place a priority on community engagement and digital development, and
- further the Museum's practice of being accessible beyond its walls.

4. Strategic Priorities 2017 – 2025



4. Strategic Priorities 2017 – 2025

UNESCO Inscription

4.1 UNESCO Inscription

The Waipu Museum Scottish Migration Collection was inscribed on the UNESCO Memory of the World New Zealand Register on the 3rd of November 2016, at a ceremony held in Wellington.

The Waipu Museum Collection is one of only 20 collections to be inscribed on the New Zealand Register alongside the Treaty of Waitangi and the Sir Edmund Hillary Archives. The Waipu Museum is also the only organisation external to a national collection to be successful in having their collection inscribed on the New Zealand Register.

The Memory of the World Register lists documentary heritage which has been recommended by the International Advisory Committee, and endorsed by the Director-General of UNESCO, as corresponding to the selection criteria regarding world significance and outstanding universal value.

The Waipu Museum Scottish Migration Collection is deemed by the UNESCO MOW Committee to be of international significance within a national context. The Waipu Museum's referees for the UNESCO MOW nomination, who each have an intimate knowledge of the Waipu Scottish migration story included Professor Sir Tom Devine, Scottish Diaspora Studies, Edinburgh University; Professor Catriona Parsons, Gaelic Studies, St Francis Xavier University, Nova Scotia; and Professor Angela McCarthy, Centre for Irish and Scottish Studies, University of Otago.

The UNESCO MOW Committee in notifying the Waipu Museum of the success of the inscription, are further wanting the Museum to nominate the Scottish Migration Collection for International inscription, in its own right. The UNESCO MOW Committee believes if the Waipu settlers are the largest singular group of Scots to leave Scotland as a result of the Scottish Clearances, the collection would then have international designation. The UNESCO MOW International inscription would then place the Collection alongside such collections as the Magna Carta, Anne Frank's Diaries, and Beethoven's No. 9 Symphony, to name a few.

UNESCO's reasoning and criteria for the Memory of the World program is to increase accessibility, improve preservation, and promote awareness of the world's documentary heritage collection, which defines our global identity and pattern of life.

With the UNESCO MOW inscription comes obligations for the Waipu Museum to preserve, present, and promote the Scottish Migration Collection to international standards, as the ownership of this Collection is now shared nationally and internationally, to be preserved in perpetuity as a microcosm of the global Scottish diaspora story.

Critical to maintaining the UNESCO inscription the Museum has been directed to improve its online access to the Scottish Migration collection. This will require the Museum to:

- redevelop the Museum's website to accommodate the Scottish Migration collection;
- employ a collections manager to exhaustively research and digitise the collection;
- purchase, and develop the collections database;
- expand and upgrade the collections store, to meet national standards.

4. Strategic Priorities 2017 – 2025 Development of the Heritage Precinct

4.2 Development of the Heritage Precinct

The development of the Heritage Precinct has been signalled as a strategic priority for some years. The project was initially facilitated by the purchase and subdivision of a corner of the Glebe by the WDC. The old Manse, dating back to 1871, has been restored, and the old Library/Masonic Lodge was moved onto the site in March 2015. The Central School/Church Hall is scheduled to be moved onto the site in February 2017. The process of re-purposing the old Library/Masonic Hall for contemporary life has begun, with the newly developed MenzShed taking up occupation of the rear of the building and the front room being adopted as a meeting room, at least for the moment.

The Board recognises that there is some risk for a small museum to take on the preservation of old buildings such as these. It is an inherently costly exercise. But the vision realised will meet many of the museum's goals in terms of:

- contributing to the distinctiveness of the community;
- providing rich prompts for memory and the basis for interpretation and story;
- providing an infrastructure to further the goals of community liveability and community collaboration;
- providing infrastructure to support exhibitions and activities that will help ensure the museum's relevance to community, and provide space for Maori participation;
- enhancing Waipu as a gateway town by providing pedestrian and visitor amenity.

Principles

The following principles inform, and underpin the thinking and planning for the Heritage Precinct:

- We must preserve the artefacts and memorabilia of the settlers, keeping alive the continuing history of the settlers and the development of Waipu, mindful of the principles and standards outlined in the ICOMOS NZ Charter 2010 <http://www.icomos.org.nz/nzcharters.htm>
- We want to reach out to, and actively engage with, the wider local community to give life to community values of achievement and enrichment through co-operation and working together that are part of the legacy of the settlers. We imagine a space that is busy, well used on a daily basis, contributing to the function of a museum as the "town square"; a place where people socialise, exchange ideas, learn and play.



4. Strategic Priorities 2017 – 2025 Development of the Heritage Precinct

Vision

The overarching vision is for a place that is a vibrant hub for community activity, with a walkway knitting together the river, Nova Scotia Estate, the Heritage Precinct and The Centre.

- **The buildings are to be used to foster community engagement and activity on the site, rather than items of static display.**

Possible uses include:

- Spaces for community groups to meet and operate
- Men's Shed
- Exhibition space
- Arts space
- Performance space

- **The larger north end of the Old Hall/Masonic Lodge is to be used for a Men's Shed.**

The Board considers it appropriate to support the setting up of a Men's Shed by providing the building to house it, and that a Men's Shed is an appropriate activity to be located within the Heritage Precinct. A Men's Shed brings men together in one community space to work together on individual or shared projects, which expresses the Waipu heritage of people working together. Whilst providing a place for regular contact with like-minded men and access to a workshop-type space with tools, machinery, work benches and raw materials, Men's Sheds support men who have experienced life-changing events such as redundancy, retirement, bereavement or mental/physical health. They provide a place to meet, be productive and get involved in the local community. The Men's Shed would be set up as a separate legal structure from the Museum. The Board's commitment would be the investment to provide adequate and legal infrastructure, e.g. car parking, toilets, resource consent.

- **The Manse is to be converted from a private rental to a community facility.**

Although the Manse is currently providing a revenue stream as a private rental this was never the intended purpose of conserving the building. The vision is that the old Manse will be restored to the community as a community facility, but the timing of this is yet to be determined.

- **The Old School/Church Hall is to be used, in conjunction with the manse, as the hub of an Arts and Culture Centre.**

It could be booked for regular local activities such as pilates, as it is currently, as well as holiday arts programmes, cultural events, classes, exhibitions, small performances etc. It could provide a permanent operational base for such groups as the newly developing Waipu Arts Group.

4. Strategic Priorities 2017 – 2025 Development of the Heritage Precinct

- **A pedestrian walkway will link the Heritage Precinct to the village centre and to the new subdivision.**

The developers of the subdivision intend to provide vehicle access to the rear of the site, but this is about two years away.

In the meantime a temporary road is to be installed alongside the Ranburn fence, with a plan to convert that to a pedestrian walkway when the access from the subdivision is installed. The walkway is envisaged to be a functional route for people living in the subdivision and Ranburn to reach The Centre as well as access from the Centre to the Heritage Precinct.

- **With the permission on the Church the walkway should link with the river and the esplanade reserve at the edge of the Nova Scotia Estate subdivision, through the Glebe.**

Extending the walkway to the river would create a loop with the footpath of Nova Scotia Road, effectively knitting the subdivision together with The Centre, and enhancing pedestrian amenity. The value to the community of easy walking access to the river cannot be underestimated. A pedestrian link between the proposed new commercial centre on Nova Scotia Drive and the walkway would also enhance the knitting together of different elements of the village.

- **The spaces between the buildings should be landscaped to include paths suitable for walkers and wheelchairs, attractive social spaces, seating and planting.**

The spaces between buildings are as important as the buildings themselves. It is in these spaces that place-making interpretation and public art may be installed, where people meet by chance or design, where the opportunities for social interaction occur, where children can play. Providing space that facilitates this kind of informal social activity and arts in the environment is essential to achieving the objective of a vibrant, lively community place.



4. Strategic Priorities 2017 – 2025 Development of the Heritage Precinct

Estimated costs and timeline

Phase 1

Oct 2016 – March 2018

- Install 3-phase power to the Masonic Hall, and upgrade lighting in the Masonic Hall.
- Move the old Schoolhouse/Church Hall onto the site.
- Install 2-phase and neutral power to the Church Hall.
- Temporary road and carpark.
- Temporary road entrance from the village carpark to the boundary of the paddock.
- Engineering work for Building Consent and/or Certificate of Acceptance for the Masonic Hall and the Old Church Hall.

Covers:

- o Fire Report
- o Storm water management plan
- o Geotechnical assessment
- o Structural assessment and drawings

Estimated Costs: \$90,000

Phase 2

2018/19

- Building conservation and renovations.
- First phase of landscaping.
- First phase of interpretation strategy.
- Permanent entrance from the subdivision.
- Engineering and construction work for permanent carpark.

Preliminary Estimated Costs: \$380,000

Phase 3

2019/20

- Walkways and landscaping
- Complete conservation and renovations work.
- Interpretation strategies for the buildings and site.
- Transition to operations.

Preliminary Estimated Costs: \$80,000

4.3 Expand the Museum Building

The Board has been considering for some time the desirability and necessity for expanding the current building. The current space will not accommodate the growth and expansion that the museum needs to be a viable and relevant community facility in the future. The current thinking is to extend the front of house area towards the road; and to extend the rear footprint to introduce an education/public programs space and kids curator corner, expand the archives store, and establish a multi-functional gallery to meet the needs of our visitors and community. Expansion will enable the museum to meet a number of community service goals.

- **Visitor interpretation and orientation centre**

The Museum's current operations include a visitor information centre and gift shop. As our visitation figures show the Museum plays a vital role in the information dissemination to, and orientation of, visitors to the Whangarei region. It has been mooted by Northland Inc. that the Museum will play a vital role in their Twin Coast Discovery revitalisation program. As part of the Museum's future plans, and to cater for the increase in visitors to the area, it is the intent of the Museum to introduce a visitor interpretation and orientation centre within an expanded front section of the Museum.

- **Increased revenue from retail**

The gift shop will also be extended to have greater street frontage presence and to assist the Museum in increasing its revenue as part of its future sustainability plan.

- **Expanded school programmes to meet demand**

As our Museum's story of world migration, and family history aligns with the current school curriculum, we are attracting more and more schools who want to involve their children in experiential learning. The Museum's current size cannot accommodate large volumes of 15 or more children, nor is there space, or wet weather shelter to divide the children into groups and rotate them through the Museum. The Museum is receiving groups of 60 or more school children at a time, which has stretched our resources.

The Museum has also been asked if we conduct school holiday programs, which is another avenue we could explore if we had the available personnel and room to do so.

- **Diverse activities to attract the local community**

The multi-functional gallery would host temporary displays, travelling exhibitions, performances, cultural events, presentations, film nights etc. The gallery would also be made available for venue hire, when able. It is intended that the gallery when built, to face and open out to the pocket park adjacent to the church. This would extend the entertainment / program area to include environmental art exhibitions and connect the Arts & Heritage Precinct to the village.

International research on tourism behaviour is conclusive that cultural tourists are attracted to museums/galleries' permanent exhibitions, while residents are attracted to temporary exhibitions. To be financially viable the Museum needs to present a range of modalities to re-engage, and remain connected with the community, and showcase the history and culture of Waipu to our guests.

Preliminary Estimate for the Waipu Museum Extensions

Date: Jan 16th 2017

NOTE: *All figures shown below are estimated costs only*

	<u>MEASURE</u>	<u>GFA</u>	<u>RATE</u>	<u>VALUE</u>	<u>TOTALS</u>
Retail and Information Area					
Floor area for Retail and area shown on concept drawings, shell only	m2	100	\$1,500	\$150,000	
Extend retail across front of the building	m2	40	\$1,500	\$60,000	
Allow air con package	m2	140	\$250	\$35,000	
Allow retail fitout with high quality finishes	m2	140	\$360	\$50,400	\$295,400
New Exhibition & Administration Area					
Remove existing building and clear site				\$12,000	
Ground floor exhibition area with exhibition storage area	m2	272	\$4,000	\$1,088,000	
Level one, Board room, admin offices and storage, staff amenities	m2	90	\$1,800	\$162,000	
Aircon package & fire protection	m2	90	\$350	\$31,500	\$1,293,500
Earthquake Strengthening					
Upgrade of URM building to 67% NBS	m2	131	\$750	\$98,250	\$98,250
				Sub Total	\$1,687,150
Professional Consultants Costs					
Architect			4%	\$67,486	
Consent Documentation			2%	\$33,743	
Planner			0.75%	\$12,654	
Structural Engineer			5.00%	\$84,358	
Civil Engineer			0.30%	\$5,061	
Fire Engineer			0.40%	\$6,749	
Electrical Engineer			0.55%	\$9,279	
Mechanical Engineer			0.50%	\$8,436	
Landscape Architect			0.40%	\$6,749	
Project Manager			3%	\$50,615	\$285,128
Other Allowances					
Resource Consent Application/Processing Fees				\$5,000	
Building Consent Processing Fees				\$15,000	
P & G costs (Supervision, Setting Out, Insurance, Plant & Scaffolding, Temp.Facilities)			8%	\$134,972	
Provide Temporary office and amenities for staff 18 weeks (incl freight & setup costs)	18 Wks	\$400		\$7,200	
Allow costs for closing museum for 12 weeks @ 20K p/month				\$60,000	
Health & Safety Policy & costs for Construction Period				\$10,000	
Extend and upgrade existing archive room				\$25,000	
Upgrade existing exhibition lighting	m2	177	\$125	\$22,125	
Upgrade communication system in existing building				\$20,000	
Construction Contingency			10%	\$168,715	\$468,012
				CONSTRUCTION ESTIMATE	\$2,440,290
				GST	\$366,044
				PRELIMINARY ESTIMATE	\$2,806,334

4. Strategic Priorities 2017 – 2025

Securing the future of Art 'n Tartan

4.4 Securing the future of Art 'n Tartan

Background

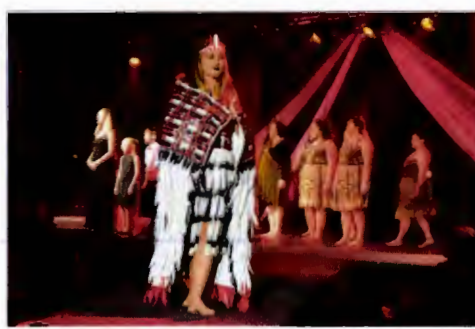
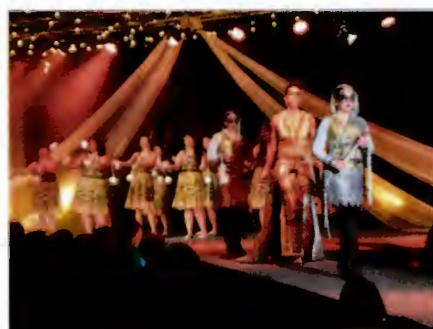
The museum first staged Art 'n Tartan Wearable Arts competition and show in 2010. The brainchild of the previous museum manager and the then events coordinator for the museum, it was intended as a contribution to support the early development of Tartan Week.

Its success in the first year encouraged the team to produce the event again in 2011, and then every year following, with the exception of 2013. That year the Pageant was staged and it was thought that to hold Art 'n Tartan in the same year would stretch the volunteer resources of Waipu to breaking point.

In 2015 the show was moved from the Coronation Hall to the new Caledonian Barn which represented a huge step change with some considerable risk. It was a much larger space to activate theatrically; tickets to sell almost doubled; costs increased significantly. Happily the move was achieved successfully and the production is now committed to continuing in the Barn.

Where we are today

There was originally no long term planning behind Art 'n Tartan. The decision to do another show was made each year. However, it has become a fixture on the Northland events calendar, and now attracts its own Operational Grant. Recognising the scale and importance of the production the Board has now set up a management structure for it, separate from the museum. Some resources are shared to maximise the efficiency of both the museum and Art 'n Tartan, but separate management strengthens Art 'n Tartan and reduces distraction for the museum manager. In conjunction with a focused management capability the Board has now set a three year horizon for all aspects of planning for the event e.g. financial projections, plans for attracting contestants, and plans for maintaining a strong production team.



4. Strategic Priorities 2017 – 2025

Securing the future of Art 'n Tartan

Objectives

The overarching objective is to produce a high quality cultural, creative event for the district.

Embraced by that primary goal are a number of aims that align to the Board's goals for the museum.

	Aims:	Strategies:
Community liveability and community distinctiveness	<p>Promote local creativity</p> <p>Promote a sense of place and identity</p> <p>Promote community building, social cohesion, and community pride</p>	<ul style="list-style-type: none"> Proactive engagement with schools to promote wearable art as part of the curriculum. Children's mask workshops. Links and relationships with community arts groups and organisations. Mentoring for young artists. Annual prizes for young artists. Provide a positive theatrical experience for participants. Encourage repeat involvement by children and young people. Encourage local performers to participate. Branding and marketing focused on Waipu e.g. using landscape images and tartan. Ensure that elements of the competition and the show reflect the character and culture of Waipu. Market the theme of tartan as a point of difference. Expand references to Scottish identity and migration stories through sister relationship with Roxburgh. Maintain a strong volunteer culture. Promote the inclusion of new people into the volunteer teams. Include a variety of cultural representations over time. Maintain continuity of relationships with contestants, volunteers and performers. Ensure a positive fun experience for all involved. Maximise the opportunities for local performers to participate.
Inclusive of Maori	Demonstrate the ethic of bi-culturalism	<ul style="list-style-type: none"> Ensure visibility of Maori culture in the competition and the show.
Community collaboration	<p>Partner with the local business community and other community groups</p> <p>Promote the museum</p>	<ul style="list-style-type: none"> Attract visitors during the winter. Develop marketing channels through accommodation providers e.g. "Winter Weekend Break". Advertising packages for sponsors. Engage local businesses with the show e.g. "Business House" category. Use local venues and resources wherever possible. Link Art 'n Tartan web presence to Museum website. Branding.
Gateway town	Promote a regional profile for Waipu	<ul style="list-style-type: none"> Marketing throughout the district for contestants Marketing for a regional audience, including Auckland.

4. Strategic Priorities 2017 – 2025

Securing the future of Art 'n Tartan

Strategic issues

The key issue facing Art 'n Tartan is sustainability: how can we keep producing and growing the event to high standard?

- **Attracting contestants every year**

The success of the competition and the show relies on a minimum number of entries per year. There is always a tension between exhausting the artistic talent by staging the event annually or losing momentum by staging it bi-annually. The production team and the Board have committed to an annual production, and to date there have always been enough entries to make the event successful. However this is an area of risk that needs to be reduced. A three-year marketing strategy will focus on building long term relationships with arts organisations, schools, and the pool of contestants from past years. An appropriate spread of prizes as a proportion of total entries has some influence in attracting repeat contestants. Accordingly the budget below shows an increase in the prize pool in 2019, on the assumption that the number of entries will grow as a result of longer term marketing and relationship strategies.

- **Maintaining the large pool of volunteers**

The event is very much dependent on volunteer effort. Approximately 40 volunteers put in an estimated 11,000 hours to stage the event. It is a great strength of the production that many volunteers come back to the same roles year after year, but we are cognisant of the need to attract new volunteers with fresh energy, and involve people who are new to the community. A more complete and more detailed database of volunteers is to be implemented this year to enable the production team to communicate better with volunteers, and to monitor continuity and turnover.

- **Continuity of key roles in the production team**

For certain key roles, most notably the Production Manager, Director, Contestant Manager and Marketing Manager, a relatively high level of specialised experience and skill is required and the workload is demanding. So far these positions have on the whole been managed well, but with a three year planning horizon a more strategic approach is required to recruiting and maintaining the right people in these roles. We will still be dependent on the features of volunteerism such as loyalty, satisfying teamwork and sense of achievement to attract and hold people, but for key roles, in particular the Director, some financial recompense is likely to help to keep the right people over several years. There is a relatively small allowance for honorariums in the budget with an increase in Year 3 to allow for some additional positions to be recognised to continue to strengthen the stability of the production team.

- **Maintaining the commitment of performers, and attracting new performers**

To date payment to performers has been limited and inequitable. Again the risk of relying solely on goodwill needs to be mitigated to protect the quality of the show. At the very least we need to be able cover some expenses for performers. The budget projections show a step increase in 2018, reflecting the need to keep growing this aspect of the production to keep it fresh.

- **Financial sustainability**

The current level of income does not allow the event to break even. Sponsorship is expected to be reduced in 2017 because of competition from Mamma Mia. A gradual increase in sponsorship is forecast for the following two years. Ticket prices were increased in 2016, and any further increase in the near future is likely to be resisted by the audience. Accordingly these prices are held constant in the budget forecast until 2019. Total audience of 1,320 is held constant. The audience size cannot be increased without a fourth show, and this is not viable for a production that is so heavily dependent on volunteers in all aspects of production.

An increase in the WDC Operating Grant is modelled to show a pathway to a very modest surplus.

March 2017 30

	2017			2018			2019		
Income									
		GST	GST excl.		GST	GST excl.		GST	GST excl.
Sponsorship	14000	1826	12,173.91	16000	2087	13,913.04	18000	2348	15,652.17
Ticket Sales	58435	7622	50,813.04	58435	7622	50,813.04	64182	8372	55,810.43
Entries	925	121	804.35	1125	147	978.25	1125	147	978.26
Programme sales	3225	421	2,804.35	3225	421	2,804.35	3870	505	3,365.22
Bar sales	3950	515	3,434.78	4070	531	3,539.13	4070	531	3,539.13
WDC Grant	10000		10,000.00	15000		15,000.00	17000		17,000.00
Total income	90,535.00		80,030.43	97,855.00		87,047.83	108,247.00		96,345.22
Expenses									
Marketing and publicity			9,250.00			9,600.00			9,800.00
Advertising	3400			3400			3400		
Distribution of flyers	500			500			500		
Printing	2000			2300			2300		
Expressions of interest	500			500			500		
Exhibition	350			400			600		
Packs to schools	500			500			500		
Other	2000			2000			2000		
Programmes			6,255.00			6,476.25			6,476.25
Printing	2655			2876.25			2876.25		
Design and graphics	3600			3600			3600		
Venue hire			7,700.00			8,125.00			8,145.00
Celtic barn	4500			4700			4700		
Coronation Hall	2500			2625			2625		
Caledonian Rm	500			600			600		
Tents (Hookers)	200			200			220		
Catering			3,500.00			3,500.00			3,700.00
Show	3000			3150			3150		
Zippy's	200			200			250		
Judging			1,370.00			1,370.00			1,410.00
Hospitality	60			60			60		
Accommodation	720			720			760		
Travel	350			350			350		
Flowers	240			240			240		
Photography			1,000.00			1,000.00			1,100.00
Costumes and props			2,000.00			2,000.00			2,000.00
Staging			17,000.00			18,500.00			18,500.00
Soundcave	15500			17000			17000		
Sundries	500			500			500		
Barn stage	1000			1000			1000		
Bar costs			4,440.00			4,610.00			4,610.00
Liquor	3080			3200			3200		
Glass hire	310			310			310		
Hospitality	300			350			350		
Liquor licence	750			750			750		
Performers			6,000.00			7,000.00			7,000.00
			1,250.00			1,350.00			1,350.00
Sundries									
Sponsors	500			600			600		
Clean up	250			250			250		
Volunteer recognition	200			200			200		
Other	300			300			300		
Honorariums			5,000.00			5,000.00			6,000.00
Prize pool			10,800.00			10,800.00			12,000.00
Design and graphics			5,400.00			5,400.00			5,400.00
Admin/finances			1,000.00			1,000.00			1,000.00
Ticketing			2,520.00			2,520.00			2,795.00
Perforate tickets	160			160			160		
Event Finda	860			860			1135		
Staff time	1500			1500			1500		
Total expenses			84,485.00			88,251.25			91,286.25
Surplus/deficit			\$ (4,454.57)			\$ (1,203.42)			\$ 5,058.97

4. Strategic Priorities 2017 – 2025

Financial sustainability

4.5 Financial sustainability

The Board is actively addressing key risks and issues as it works towards financial sustainability as a primary strategic priority.

- **Improved standards of governance**

Just as the museum needs to make a transition from a colonial museum to a contemporary community museum, so the Board needs to make a transition to a new level of competence and expertise in governance. It is the Chair's intention to lead the development of a Board that presents an attractive opportunity for people to advance their governance skills, and ensures the Manager and her staff are well supported.

- **Sustainable staffing**

The Board recognises that it needs paid staff in key roles if the museum is to develop as envisioned. The need for a sustainable Collections Manager role is being driven in part by the UNESCO Inscription requirements; the need for a Public Programmes Coordinator will be essential to activate expanded facilities and achieve the goals of community engagement. At present these, and existing paid roles, are still forecast as part time, but a gradual move toward more full time roles will be necessary. In the first instance the position of manager is modelled to grow to full time in 2019/20.

- **Increasing revenue**

Admissions and visitors

	2013/14	2014/15	2015/16	2016/17	(9 months annualised)
Admission revenue	\$32,025	\$28,612	\$31,563	\$32,841	
Admissions no.	5,728	4,631	5,115	5,167	
Local admissions				215	
Visitors no.		24,123	33,135	31,435	

- The small increase in revenue in 2016/17 is due to a price increase implemented on 1 August 2016. This will have a greater impact in the next full financial year.
- Visitors to the museum are almost exclusively visitors to Waipu. New targeted marketing strategies are planned, so a 10% increase in visitor numbers is predicted year on year.
- Visitors are predicted to rise with increased population and tourism, so small increases in the photocopying services are predicted.

4. Strategic Priorities 2017 – 2025

Financial sustainability

- **Shop sales**

- A slight increase in the retail area is predicted in the next three years, so only marginal increases in shop sales are modelled associated with increased visitor numbers.
- An increase in commission sales is expected as the museum builds its role as an arts hub, and forges relationships with local artists.

- **Public programmes and workshops**

- Strategies to engage local people in museum activities are expected to start rolling out in 2017/18, with visit numbers modelled to gradually increase. For example, workshops to advance museum practice, such as photographic conservation, collections significance assessment, built heritage significance assessment and oral histories will also be open to the public. Other programmes will focus on, for example, migration and cultural diversity.
- The Heritage Precinct is forecast to transition to operations in the latter half of 2019/20, triggering the need to convert from a volunteer to a paid programme coordinator in the fourth quarter.
- The Manse is modelled to be rented until the end of 2019/20, and come into the operations of the precinct in 2020/21, which will enable further expansion of public programmes, but will adversely impact on income in the first year.

- **Donations**

- These are historically highly variable. The museum is planning strategies to increase the level and certainty of donations through, for example, a "Go Fund Me" campaign via the website.

- **Pathway towards a breakeven position**

The budget forecast shows a pathway towards a breakeven position, assuming a progressive increase in WDC Operational funding. Year 3 still proposes to use a finite project grant to fund the Collections Manager, but we would hope to move to sustainable funding for this role in Year 4 or 5. Additional business modelling that incorporates the financial impact of the Heritage Precinct and an expanded museum building beyond Year 3 is required, and the Board is committed to developing its business management processes as part of its ongoing work towards financial sustainability.

- **WDC support for expansion via its Long Term Plan**

The Board envisages undertaking substantial fund-raising to achieve the expansion of the building, but recognises that funding agencies will need to see that the project has the formal endorsement of the WDC.

	2017/18		2018/19		2019/20	
Revenue						
Admissions		34,483		36,207		39,104
Shop		80,000		83,900		89,495
	Sales	78000	Sales	81900	Sales	85995
	Commissions	2000	Commissions	2000	Commissions	3500
Internet and photocopy		2,800		2,940		3,087
Art 'n Tartan		13,500		13,500		13,500
	Printing	2000	Printing	2000	Printing	2000
	Design/Graphics	9000	Design/Graphics	9000	Design/Graphics	9000
	Ticketing	1500	Ticketing	1500	Ticketing	1500
	Admin/finance	1000	Admin/finance	1000	Admin/finance	1000
Manse rent		15,396		16,422		16,422
Newsletter subscriptions		1,900		2,090.00		2,299
Public programmes		3,600		4,600		6,000
Interest		9,000		9,000		9,000
Bequests/donations		10,000		10,000		12,000
Grants		110,310		108,000		120,000
	WDC Operating Grant	65,080	WDC Operating Grant	85,000	WDC Operating Grant	95,000
	DIA Lottery Grant	22,230				
	COGS	23,000	COGS	23,000	Other grant/s	25,000
Total revenue		280,989		286,659		310,907
Expenses						
Staff		158,464		139,000		159,736
	Manager	60,000	Manager	60,000	Manager	75,000
	Admin	18,000	Admin	18,000	Admin	18,000
	Design/admin	35,000	Design/admin	38,000	Design/admin	35,000
	Volunteer Development	22,464	Volunteer Coordinator	-	Volunteer Coordinator	-
	Collections Manager	23,000	Collections Manager	23,000	Collections Manager	23,000
	Public Programmes coord.	-	Public Programmes coord.	-	Public Programmes coord.	8,736
Collection management		7,639		10,639		7,300
	Industry memberships	619	Industry memberships	619	Industry memberships	650
	Professional Development	1,870	Professional Development	1,870	Professional Development	2,000
	Collections database	1,650	Collections database	1,650	Collections database	1,650
	Conservation materials	750	Conservation materials	750	Conservation materials	750
	Display materials	2,000	Display materials	5,000	Display materials	1,500
	Workshops	750	Workshops	750	Workshops	750
Volunteers		2,954		2,954		2,954
	Recruitment	404	Recruitment	404	Recruitment	404
	Volunteer recognition	900	Volunteer recognition	900	Volunteer recognition	900
	Volunteer expenses	1,400	Volunteer expenses	1,400	Volunteer expenses	1,400
	Training	250	Training	250	Training	250
Shop		42,300		42,300		46,000
	Purchases	42,000	Purchases	42,000	Purchases	45,000
	Display materials	300	Display materials	300	Display materials	1,000
Museum programmes		1,000		1,000		2,700
	Education programmes	750	Education programmes	500	Education programmes	250
	Public programmes	250	Public programmes	500	Public programmes	750
	Exhibition development		Exhibition development		Exhibition development	1,700
Financial management		13,400		13,400		13,400
	Accounting fees	6,000	Accounting fees	6,000	Accounting fees	6,000
	Audit review fees	3,000	Audit review fees	3,000	Audit review fees	3,000
	Bank and credit card fees	4,400	Bank and credit card fees	4,400	Bank and credit card fees	4,400
Genealogy		250		250		250
Website/computers		6,500		2,500		2,000
	Website development	5,000	Website	1,000	Website	500
	Computers and Adobe suite	1,500	Computers and Adobe suite	1,500	Computers and Adobe suite	1,500
General operations		37,935		37,935		38,135
	Office supplies	2,600	Office supplies	2,600	Office supplies	2,600
	Cleaning	2,600	Cleaning	2,600	Cleaning	2,600
	General expenses	3,000	General expenses	3,000	General expenses	3,000
	Photocopy rental	7,500	Photocopy rental	7,500	Photocopy rental	7,500
	Hospitality	2,000	Hospitality	2,000	Hospitality	2,000
	Electricity Museum	5,800	Electricity Museum	5,800	Electricity Museum	5,800
	Electricity Lodge and Hall	1,000	Electricity Lodge and Hall	1,000	Electricity Masonic Hall	1,200
	Postage	1,000	Postage	1,000	Postage	1,000
	Marketing	8,000	Marketing	8,000	Marketing	8,000
	ACC levies	605	ACC levies	605	ACC levies	605
	Security	1,600	Security	1,600	Security	1,600
	Phone and internet	2,230	Phone and internet	2,230	Phone and internet	2,230
Building costs		28,907		23,907		21,907
	Repairs and maintenance	15,000	Maintenance	10,000	Maintenance	8,000
	Rates	907	Rates	907	Rates	907
	Insurances	13,000	Insurances	13,000	Insurances	13,000
Depreciation		24,500		24,500		24,500
Total expenses		323,849		298,385		318,881
Surplus		-\$ 42,859.50		-\$ 11,725.35		-\$ 7,974.73
Projects	2017/18					
UNESCO International						
Inscription	Research Grant	60,000				
Oral Histories	COGS Grant	20,000				

WAIPU CENTENNIAL TRUST

PERFORMANCE REPORT
For the year ended 31 March 2018

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WAIPU CENTENNIAL TRUST

STATEMENT OF SERVICE PERFORMANCE
For the year ended 31 March 2018

Description of the entity's outcomes:

Promote the story of the great migration.
Promote the history of the development of
 Waipu.
Involve all age groups.
Run events to promote growth and welfare
 of Waipu community values.

Description and quantification of Entity outputs:

	2018	2017
Number of museum admissions	6530	6100
Number of community events	9	5
New genealogy requests	4392	2435



WAIPU CENTENNIAL TRUST

STATEMENT OF FINANCIAL PERFORMANCE

For the year ended 31 March 2018

	Note	Actual 2018	Actual 2017
Revenue			
Donations, Fund Raising and similar	1	255915	238955
Fees, Subscriptions and other from members	1	3063	2992
Revenue from goods and services	1	135873	138851
Interest, Dividends and other investments	1	12819	13779
Other Revenue	1	12048	8261
Total Revenue		419718	402838
Expenses			
Expenses Related to public fundraising	2	77660	61554
Volunteer and employee related costs	2	140183	138595
Costs related to providing goods and services	2	154793	166800
Grants and donations made	2	5500	116
Total Expenses		378136	367065
Surplus/ (Deficit) for the Year		41582	35773

This statement is to be read in conjunction with the Notes and the review report.

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WAIPU CENTENNIAL TRUST

STATEMENT OF FINANCIAL POSITION

As at year ended 31 March 2018

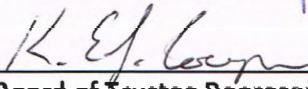
	Note	Actual 2018	Actual 2017
Assets			
Current Assets			
Bank accounts and cash	3	134648	176120
Prepayments and Accrued Interest	3	7161	8433
Inventory	3	43355	40103
Investments	3	386291	375153
Total Current Assets		571455	599809
Non-Current Assets			
Property, plant and equipment	4	670486	642561
Total Non-Current Assets		670486	642561
Total Assets		1241941	1242370
Liabilities			
Current Liabilities			
Creditors and accrued expenses	3	10810	30228
Employee costs payable	3	18529	11560
Unused donations and grants with conditions	3	43475	65967
Income Received in Advance		1080	8150
Total Current Liabilities		73894	115905
Total Liabilities		73894	115905
Total Assets less Total Liabilities (Net Assets)		1168047	1126465

This statement is to be read in conjunction with the Notes and the review report.

Accumulated Funds

Accumulated Surpluses or (deficits)	5	1055240	957744
Revaluation Reserve	5	112807	112807
Capital Expenditure Reserve	5	0	55914
Total Accumulated Funds		1168047	1126465

Representatives of the Bord of Trustees authorised this performance report
for issue on

28 Sep. 2018.

Board of Trustee Representative

2018


Board of Trustee Representative

This statement is to be read in conjunction with the Notes and the review report.



WAIPU CENTENNIAL TRUST**STATEMENT OF CASH FLOWS****For the year ended 31 March 2018**

	Actual 2018	Actual 2017
Cash Flows from Operating Activities		
Cash was Received from:		
Donations, fundraising and other similar receipts	229968	238955
Fees, Subscriptions and other from members	3063	3902
Receipts from providing goods or services	135873	141988
Interest, dividends and other investment receipts	10260	11037
Rent	12048	
Net GST	-6800	-7521
Cash was applied to:		
Payments to suppliers and employees	-363455	-305395
Donations or grants paid	-5500	-116
Repayment of short term advance	0	-20000
Net Cash Flows from Operating Activities	15457	62850
Cash flows from Investing and Financing Activities		
Cash was received from:		
Receipts from sale of property, plant and equipment	0	-
Proceeds from sale of investments	0	50000
Cash was applied to:		
Payments to acquire property, plant and equipment	-53857	-31235
Payments to purchase investments	-3072	-28418
Net Cash Flows from Investing and Financing Activities	-56929	-9653
Net Increase/(Decrease) in Cash	-41472	53197
Opening Cash	176120	122923
Closing Cash	134648	176120
This is represented by:		
Bank Accounts and Cash	3 134648	176120

This statement is to be read in conjunction with the Notes and the review report.



WAIPU CENTENNIAL TRUST

STATEMENT OF ACCOUNTING POLICIES

For the year ended 31 March 2018

Basis of Preparation

The entity has elected to apply Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total expenses 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)

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Tier 2 PBE Accounting Standards applied

The Trust has elected to apply the relevant requirements of PBE IPSAS 17 Property, Plant and Equipment. In line with provisions of this standard the Trust has elected to use current rateable or government valuation.

Income Tax

The entity is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank Accounts and Cash in the Statement of Cash Flows comprise cash balances and bank balances.

Changes in Accounting Policies

There have been no changes in accounting policies.

Inventory

Inventory is stated at the lower of cost and net realisable value determined on a first-in first-out basis.

Investments

Investments consist of Term Deposits and are recorded at cost.

Debtors and Prepayments

Debtors are stated at estimated realisable value. Amounts not considered recoverable have been written off during the year.

Property, Plant and Equipment

Property, Plant and Equipment are stated at cost less accumulated depreciation, except for Land and Buildings. Both Land and Buildings are revalued using current rateable or government valuation.

Depreciation is charged using rates that reflect their estimated useful lives as follows:

Land is not depreciated	
Buildings	1% - 8% SL
Plant and Equipment	7% - 40% SL
Furniture and Fixtures	8% - 40% SL
Heritage Assets	1% SL

Creditors and Accrued Expenses

Creditors and Accrued Expenses are recorded when an invoice has been received. Where goods have been received by the Trust or services performed for the Trust but no invoice has yet been received, an estimate of the amount to be paid has been accrued.

Employee Costs Payable

Employee costs payable are recorded as employees have earned the entitlement or the Trust has withheld amounts from wages and salaries already paid.

Unused Grants and Donations with Conditions

This is represented by grant income from various sources with either use or return conditions or that cover a specific period. The current liability represents grant funding for services for future periods,

Donations, Fundraising and other similar revenue

Donations, Fundraising and other similar revenue is recorded on receipt provided there is no 'use or return' conditions attached. Where 'use or return' conditions are attached the revenue is initially recorded as a liability, with revenue recognised as the conditions are met.

Fees, Subscriptions and other revenue from members

Fees, Subscriptions and other revenue from members are recorded as revenue when received.

Revenue from providing Goods and Services

Revenue from providing Goods and Services is recorded when the goods are sold or the service is performed.

Interest and other Investment Revenue

Interest and other Investment revenue is recorded when earned. Outstanding interest at balance date has been accrued.

Rental revenue

Rental revenue is recorded when earned.

Other Revenue

This revenue is derived from participation in community activities.
Prior year also included profit from the sale of land.



WAIPU CENTENNIAL TRUST

NOTES TO THE PERFORMANCE REPORT

For the year ended 31 March 2018

Actual
2018

Actual
2017

Note 1: Analysis of Revenue

Fundraising Revenue

Art 'n Tartan Income	81024	84100
	81024	84100

Donations and other similar revenue

Donations

M and D Smith		32000
D Craig		10000
Centre Events Ltd	40000	
Other Various	17319	6385
Total Donations	57319	48385

Bequests	0	0
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Grants

Foundation North (ASB Community Trust)	5000	-
Mazda	0	2290
Lotteries Grant	25295	22230
Whangarei District Council	87277	81950
Total Grants	117572	106470

Total Donations and other similar revenue	174891	154855
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Total Donations, Fundraising and similar	255915	238955
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Fees, Subscriptions and other member revenue

Newsletters	2889	2768
Family Research	174	224
	3063	2992

Revenue from providing goods and services

Shop sales	90219	88737
Museum Admissions	44262	41060
Internet Sales	0	197
Photocopy Fees	1116	1941
Miscellaneous	276	6916
	135873	138851

	Actual 2018	Actual 2017
Interest and other investment revenue		
Interest received	12819	13779
Other Revenue		
Rents received	12048	8261
	12048	8261

Note 2: Analysis of Expenses

Expenses related to public fund raising		
Art'n Tartan costs	77660	61554
	77660	61554
Volunteer and employee related costs		
ACC levies	504	606
Wages and salaries	138167	137474
Contract workers	1512	515
	140183	138595
Costs related to providing goods and services		
Shop purchases	45478	48045
Advertising	5892	12512
Bank and credit card fees	4727	3802
Computer costs	891	1549
Electricity	6285	6405
Photocopier costs	6978	7431
Accounting fees	3115	6566
Review fees	3700	3700
Insurance	14059	11565
Stationery	2497	2721
Telephone	2954	2246
Rates	999	907
Repairs and maintenance	18504	17625
Depreciation	25932	25702
Miscellaneous	11307	14417
Security services	1475	1607
	154793	166800
Grants and donations made	5500	116

Actual	Actual
2018	2017

Note 3: Analysis of assets and liabilities

Asset items

Bank accounts and cash

ANZ Bank - cheque account	58,826	75724
ANZ Bank - other accounts	75,622	100196
Cash floats	200	200
	134,648	176120

Debtors and prepayments

Accounts Receivable	132	1223
Accrued interest	2,559	2742
Prepayments	4,470	1774
GST refund due	-	2694
	7,161	8433

Inventory

Shop stock on hand	43,355	40103
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Investments

ANZ Bank - short term deposits	353,115	343153
Foundation North Investment	33,176	32000
	386,291	375153

Liability items

Creditors and accrued expenses

Accounts payable	10687	30228
GST payable	123	-
	10810	30228

Employee costs payable

Wages and holiday pay accrued	18529	11560
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Unused donations and grants with conditions

WDC operating grant	18770	15967
WW1 display - Lotteries	24705	50000
	43475	65967

Note 4: Property, Plant and Equipment

	Cost / Valuation	Opening Balance	Additions	Sales
This Year				
Land				
Buildings	549,761	562,119	10,445	
Plant and equipment	115,893	7,558	6,591	
Furniture and fixtures	62,826	-		
Heritage assets	46,714	41,649		
Work in Progress		31,235	36,821	
Total	775,194	642,561	53,857	
Last Year				
Land				
Buildings	549,761	583,000		
Plant and equipment	115,893	11,169		
Furniture and fixtures	62,826	743		
Heritage assets	46,714	42,116		
Work in Progress			31,235	
Total	775,194	637,028	31,235	

Land and Buildings have been revalued using a government valuation as at 1 September 2015. (Due to be up During the year the Trust obtained a market valuation for insurance purposes. This provided an indicative to all Trust buildings. This data is provided for information purposes only.



Gain on sale	Current Year Depreciation	Closing Balance
	21,156	551,408
	4,308	9,841
		-
	467	41,182
		68,056
	25,931	670,487
	20,881	562,119
	3,611	7,558
	743	-
	467	41,649
		31,235
	25,702	642,561

dated 1 September 2018)
 tal market value of \$1,664,000 for



	2018	2017
Note 5: Accumulated Funds		
Published opening surpluses	957744	921971
Surplus/(deficit)	41582	35773
Expended Grant	55914	
Closing Balance	<u>1055240</u>	<u>957744</u>
Revaluation Reserve	2018	2017
Published opening Balance	112807	112807
Closing Balance	<u>112807</u>	<u>112807</u>
Capital Expenditure Reserve		
Published Opening Balance	55914	55914
Expended Grant	-55914	
Closing Balance	<u>0</u>	<u>55914</u>
Total Equity Funds	1168047	1126465

Note 6: Commitments and Contingencies

There are no commitments as at balance date (2017 - nil)

There are no contingent liabilities or guarantees as at balance date (2017 - nil)

Note 7: Other

Significant grants and donations with conditions which have not been recorded as a liability

The Trust received a grant from Whangarei District Council several years ago to be applied towards capital expenditure. Some of this was spent with the remaining \$55,914 having been spent on Work in Progress, but not yet completed. This amount has been moved to Accumulated Funds.

Goods or services provided to the entity in kind

The organisation is predominantly voluntary and relies on volunteer services to run the shop. In addition, maintenance work and some capital projects are undertaken by voluntary labour from time to time.

Assets used as security for liabilities

There are currently no assets used as security for liabilities (2017 - Nil)

Note 8: Assets held on behalf of others

There are no significant assets held on behalf of others (2017 - Nil)

Note 9: Related party transactions

The following Trustees were paid for services provided during the 2017-18 year.
Clarry Moffitt \$2,820. (2017 \$6,774) Helen Frances \$1,552.50 (2017 \$1920).

The Trust has a Trustee in common with the Waipu 150 Trust. This Trust is the shareholder of Centre Events Limited , previously known as Waipu 150 Limited. The Trust has a working relationship with the company however, other than the Trustee in common, is independent. These services were carried out on an arms length basis.

Note 10: 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 (2017 - Nil).

Note 12: Review

This Performance Report has been subjected to an assurance review. Refer to the review report attached. An audit has not been conducted.



INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT TO THE BENEFICIARIES OF THE WAIPU CENTENNIAL TRUST

Report on the Performance Report

We have reviewed the accompanying performance report of the Waipu Centennial Trust ("the Trust") that comprise the statement of financial position as 31 March 2018, the statement financial performance, statement of cash flows, entity information and statement of service performance for the year ended 31 March 2018, and notes comprising a summary of significant accounting policies and other explanatory information.

Trustees' Responsibility for the Performance Report

The Trustees are responsible for the preparation and fair presentation of this performance report in accordance with Public Benefit Entity Simple Format Reporting - accrual (NFP) and for such internal control as it determines is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying performance report based on our review. We conducted our review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity. ISRE (NZ) 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance with the applicable financial reporting framework. This Standard also requires us to comply with relevant ethical requirements.

A review of the performance report in accordance with ISRE (NZ) 2400 is a limited assurance engagement. It consists primarily of making inquiries of management and others within the entity involved in financial and accounting matters, applying analytical procedures, and evaluating the sufficiency and appropriateness of evidence obtained. A review also requires performance of additional procedures when the practitioner becomes aware of matters that cause the practitioner to believe the performance report as a whole may be materially misstated.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on this performance report.

We believe that the evidence we have obtained in our review is sufficient and appropriate to provide a basis for our conclusion.

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

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that this performance report does not present fairly, in all material respects, the financial position of the Trust as at 31 March 2018, its financial performance and cash flows for the year then ended and the reported outcomes and outputs in the statement of service performance, in accordance with Public Benefit Entity Simple Format Reporting - accrual (NFP).



BDO NORTHLAND
28 September 2018
Whangarei
New Zealand