



**Toi Wairarapa**  
Arts, Culture & Heritage Trust



**Chairperson's Report**  
**&**  
**Financial Audited Accounts**



# Toi Wairarapa

## Arts, Culture & Heritage Trust

### Annual Report 2013

### Chairperson's Report

#### Introduction:

Following extensive consultation *The Arts, Culture and Heritage Strategy for the Wairarapa* was adopted in 2005 by the three District Councils. The strategy outlined a broad strategy that connects three interlinking aspects which people in the region see arts, culture and heritage contribute to:

- Economic development of Wairarapa which in turn supports the financial viability of artists, productions and heritage activities.
- A supportive environment that fosters high quality arts, culture and heritage activities, where participants are actively encouraged and assisted in growing their skills individually, as organisations and in the cooperative efforts of productions.
- Active participation of Wairarapa residents, as individuals or in groups, whether as participants or as patrons (audience buyers), attracted by the quality of the arts, facilities, events and activities.

The overall strategy was distilled into a series of principles with the focus on:

- Participation;
- A supportive environment promoting quality and skills; and
- Economic development and sustainable enterprise.

As an outcome of the strategy the District Councils resolved to establish a Trust that would be responsible for supporting, promoting and on occasions delivering strategies identified. Toi Wairarapa was established in 2008.

The Founding Trustees soon identified that due to the modest resources available it would not be able to deliver all of the strategies as they formed a giant wish list. Instead they resolved to focus on three key areas: supportive environment promoting quality and skills, economic development and sustainable enterprise. The Trust identified it was likely to be a facilitator, mentor, advisor and with extra funds, the deliverer of programmes and workshops to realistically deliver the agreed strategies.

Toi Wairarapa receives core funding from Masterton District Council, Carterton District Council and South Wairarapa District Council that enables it to employ one part-time coordinator for 24 hours per week, rent a small office space in Reap House and pay for basic financial and administrative support. The Trust needs to generate funds from other sources to deliver programmes. Our greatest

resource is therefore our Co-ordinator and the work she undertakes. This is supplemented by a willing group of Trustees who actively participate in the delivery of our targeted strategies.

### **The year in review:**

This has been the year of stalled reviews, relationship building, (metaphorically) collapsing walls, trustees coming and going, and youth film projects. Masterton District Council's search to replace the canned Summer Hummer event spurred into action a proposal to project local-made films on to the Regent 3 cinema walls, titled the Jackson Street Project. Much time, collaboration and resources went into pitching the concept to Councillors who awarded the project \$25,000. While the project did not proceed due to insufficient funding it reaffirmed our desire to facilitate programmes and mentoring for youth that related to film. Subsequently a video project around youth in creative activity was undertaken by young film makers whom cinematographer Ed Davis tutored.

Weeks of renovations at REAP House created an ideal opportunity for our coordinator to visit groups and artists around the region. It was useful to reacquaint with artists and museum staff as well as gauge the different stages organisations were at. Masterton Art Club identified the need to generate funds to cover costs for their building. Once they're in the 'right' position, chair Judy Ferris will take up our offer for assistance in the area of marketing and planning.

The Trust maintains a website however we have identified that this needs some major refinements to make it a more valuable asset for community use and these improvements will be undertaken during the first quarter of 2013/14 year. We would like to thank student Morgan French-Stagg who maintains the site, uploading and archiving content. New Trustee Simon Burt whose expertise is in this area has kindly offered to help too.

### **Review:**

The review of the founding strategy has been long due. Thanks to the latest annual plan rounds, all councils adopted the Trust's submission for funding so the review can proceed. At first glance, the amount committed affords an internal review only. Toi Wairarapa's role will become clearer once the terms of reference are discussed, and agreed. Initial communications have started with community development managers at Carterton and Masterton District Councils. National Services Te Paerangi is on standby to provide expertise support once the process gets underway.

While aspects of the 2005 strategy is likely to still apply, the thoughts, ideas and desires captured are nearly 10 years old. Much has changed in the region since. For instance, Kokomai Creative Festival is now launched, Toi Wairarapa has delivered relatively considerable outcomes, WaiArt has broadened its scope into publishing, Cobblestones Museum's new development is about to start, and the Carterton Event Centre has provided many opportunities for the sector.

### **Financial:**

Trustees have sought additional funding to deliver programmes and grants were received from the Creative Communities Funds managed by Carterton District Council and Masterton District Council. We are appreciative of the support of Trust House Foundation who provided a grant to support our administrative costs that includes the rent for our office space. We have carried forward \$4,171 of this grant to the 2013/14 financial year's operation.

The Trust made a deficit of \$9.168 which reflected the Trustees decision to use reserves to assist the funding of our 2012/13 programmes. The Trust held sufficient funds at year end to enable activities to continue.

Trustees will be seeking additional grants in 2013/14 year to deliver planned programmes. Masterton District Council, Carterton District Council and South Wairarapa District Council have confirmed operational funding for the 2014 financial year.

**Trustees:**

During the year Founding Trustees, Pamela Jefferies retired from her role following her move to Wellington. We are indebted to Pamela for her wise counsel and broad knowledge of the arts sector and public administration that proved most invaluable to our Trust. We wish her well for the future. In August 2013, Brigid Corcoran, also a Founding Trustee completed her term. Brigid provided extensive support in the establishment of the Trust and the founding documents and has continued to provide excellent HR advice and support for our co-ordinators. We will miss both of these Founding Trustees.

We are pleased to welcome three new Trustees: Belinda Carey (Gladstone), Kate Mead (Featherston) and Simon Burt (Gladstone). The Trust expects to make one further appointment and notes that the Kahungunu ki Wairarapa appointment remains unfilled.

My thanks to all Trustees for the work they have undertaken.

**Acknowledgements:**

Trustees wish to make special acknowledgment of the work that our Co-ordinator, Mena Antonio does on behalf of the Trust and the broader Wairarapa arts and heritage community. Mena is the face of "Toi" and has been mentor, supporter, and workshop co-ordinator and project manager for many projects. Her enthusiasm, energy and extensive knowledge of the sector make an invaluable contribution to the work we undertake on behalf of the Wairarapa community.

I would also like to acknowledge the support we receive from the three District Council Mayors, Councillors and Council Officers. Thank you also to Peter McNeur and the team at REAP House, in particular Karen Stevens who diligently prepares the Trust accounts.

John Gilberthorpe

Chairperson

15 October 2013

**Toi Wairarapa  
Arts, Culture & Heritage Trust  
Directory  
As at 30th June 2013**

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**Nature of Society**

Promotion of the Arts, Culture & Heritage within the Wairarapa region.

**Location**

340 Queen Street  
Masterton

**Auditors**

Amy Kerr & Associates Limited  
Masterton

**Bankers**

Kiwibank  
Masterton

**Toi Wairarapa  
Arts, Culture & Heritage Trust  
Statement of Financial Performance  
For the Fifteen Months ended 30th June 2013**

<i>2012</i>		<i>2013</i>
<i>\$</i>		<i>\$</i>
	<b>Operating Revenue</b>	
55,245	Grants (Note 4)	49,900
<u>3,586</u>	Event Recoveries	<u>4,094</u>
58,830		53,994
	- Unspent grants deferred to 2014	(4,171)
<u>58,830</u>		<u>49,823</u>
	<b>Less Expenses</b>	
258	Accident Compensation Levy	134
843	Advertising	43
300	Audit	500
82	Bank Fees	73
335	Client Communications	102
2,302	Communications	528
121	Computer expenses	-
1,354	Conference & Training	380
1,950	Consultancy	250
61	General expenses	426
-	Insurance	275
245	Meetings	185
126	Postage	201
11,500	Programme Costs	7,995
73	Phone	67
839	Printing & Photocopying	640
5,217	Rent	4,174
483	Stationery	51
1,705	Travel Local	689
<u>46,413</u>	Wages & Salaries	<u>42,278</u>
74,208		58,991
<u>(15,378)</u>	<b>Net Deficit for the year</b>	<u>(9,168)</u>

*This Statement is to be read in conjunction with the accompanying Notes to the Financial Statements*

**Toi Wairarapa**  
**Arts, Culture & Heritage Trust**  
**Statement of Movements in Equity**  
**For the Fifteen Months ended 30th June 2013**

<b>2012</b>		<b>2013</b>
\$		\$
27,866	<b>Equity at Start of Period</b>	12,487
	<b>Revenue Reserves</b>	
(15,378)	Net Loss for the Year	(9,168)
(15,378)	<b>Total recognised revenues &amp; expenses</b>	(9,168)
<u>\$12,488</u>	<b>Equity at End of Period</b>	<u>\$3,319</u>

*This Statement is to be read in conjunction with the accompanying Notes to the Financial Statements*

**Toi Wairarapa  
Arts, Culture & Heritage Trust  
Statement of Financial Position  
As at 30th June 2013**

<i>2012</i>		<i>2013</i>	
<i>\$</i>		<i>\$</i>	<i>\$</i>
	<b>Current Assets</b>		
8,940	Kiwibank Business Edge account	7,138	
150	Petty Cash	150	
508	GST Refund Due	230	
3,345	Accounts Receivable	285	
<u>12,943</u>			<u>7,803</u>
12,943	<b>TOTAL ASSETS</b>		7,803
	<b>Current Liabilities</b>		
455	Accounts Payable	313	
-	Grants received in advance	4,171	
<u>455</u>	<b>TOTAL LIABILITIES</b>		4,484
<u>\$12,488</u>	<b>NET ASSETS</b>		<u>\$3,319</u>
<u>\$12,488</u>	Represented by; <b>CLOSING EQUITY</b>		<u>\$3,319</u>

*This Statement is to be read in conjunction with the accompanying Notes to the Financial Statements*



# **Toi Wairarapa Arts, Culture & Heritage Trust**

## **Notes to the Financial Statements For the Year ended 30th June 2013**

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### **1 Statement of Accounting Policies:**

#### **Reporting Entity**

Toi Wairarapa is a registered charity under the Charities Commission since April 2008 (Number CC45823). These financial statements have been prepared in accordance with generally accepted accounting practice.

#### **Measurement Base**

The principles recognised as appropriate for the measurement and reporting of financial position on accruals basis, are based on historical cost with the exception of specific accounting policies have been identified.

- i) The measurement base is historical unless stated otherwise.
- ii) The trust will continue in operation as a going concern.
- iii) Revenue earned and expenses incurred are matched in accordance with the principles of accrual accounting.

#### **Specific Accounting Policies**

The following specific accounting policies which materially affect the measurement of earnings and financial position have been applied.

- a) **Statement of Financial Performance**  
The trust is a not for profit organisation promoting the Arts, Culture & Heritage within the Wairarapa region. Financial support is by way of fundraising, donations and grants.
- b) **Investments**  
Investments are recorded in the Statement of Financial Position at current market values.
- c) **Goods and Services Tax**  
These accounts have been prepared on a GST exclusive basis, except for accounts receivable and accounts payable that are shown inclusive of GST.
- d) **Differential Reporting**  
These financial statements have been prepared in accordance with the Framework for Differential Reporting issued by the Institute of Chartered Accountants of New Zealand. All applicable exemptions are applied.

#### **Changes In Accounting Policies**

There have been no significant changes in accounting policies. Accounting Policies have been applied on bases consistent with those used in previous years.

**Toi Wairarapa  
Arts, Culture & Heritage Trust  
Notes to the Financial Statements  
For the Year ended 30th June 2013**

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**2 Contingent Liabilities**

There were no known contingent liabilities at balance date (last year: nil).

**3 Related Parties**

There were no related party transactions during the year under review (last year: nil).

**4 Grants**

Grants were received during the year as follows:

Masterton District Council	27,400
( including CNZ Creative Communities )	
Carterton District Council	10,000
South Wairarapa District Council	7,500
Trust House	5,000
	<hr/> 49,900

**5 Balance Date**

During the previous year the balance date was shifted from March to June consequently the comparative figures reflect fifteen months whilst the current figures reflect twelve months.

# **Toi Wairarapa Arts, Culture & Heritage Trust**

## **Audit Report**

### **For the Year ended 30th June 2013**

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We have audited the accompanying financial statements of Toi Wairarapa Arts Culture & Heritage Trust, which comprise the statement of financial position as at 30 June 2013, statement of financial performance, statement of movements in equity, and a summary of significant accounting policies and other explanatory information for the year ended 30 June 2013. The financial statements have been prepared by the Board based on the financial reporting provisions of the constitution of Toi Wairarapa Arts Culture & Heritage Trust.

#### **Board' Responsibility for the Financial Statements**

The Board are responsible for the preparation of these financial statements in accordance with the financial reporting provisions of the constitution of Toi Wairarapa Arts Culture & Heritage Trust and that fairly represent the matters to which they relate, and for such internal control as the board determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of financial statements that give a true and fair view of the matters to which they relate 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 entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, Toi Wairarapa Arts Culture & Heritage Trust.

#### **Opinion**

In our opinion, the financial statements fairly represent the financial position of Toi Wairarapa Arts Culture & Heritage Trust as at 30 June 2013, and of its financial performance the year then ended and have been prepared in accordance with the financial reporting provisions of the Constitution of Toi Wairarapa Arts Culture & Heritage Trust.

Our Audit was completed on 11 October 2013 and our opinion is expressed as at that date.



Pete Amy  
Amy Kerr and Associates Limited  
Chartered Accountants  
Masterton

**Toi Wairarapa**  
**Arts, Culture & Heritage Trust**  
**Financial Reports**  
**For the Year Ended 30th June 2013**

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