



South Wairarapa District Council
Partnership Funding Request Form
(for period 1 July 2021 – 30 June 2023)

Submit to: grants@swdc.govt.nz before 4 pm, 16 August 2021

1. ORGANISATION DETAILS

Name of organisation: PASIFIKA O WAIRARAPA TRUST	
Physical address: c/- Masterton District Council	
Postal address: 161 Queen Street, Masterton	
Contact Person: Luther Toloa	Phone No (Day): 06 377 1355
Email: toloa.family@gmail.com	Mobile No: 0274 34 1132

Officers of organisation	
Chair: Luther Toloa	Phone No: 0274 34 1132
Secretary: TBC 18 Sept 2021	Phone No:
Treasurer: TBC 18 Sept 2021	Phone No:

Would you like to speak in support of your application to the Grants Subcommittee on the 16 September 2021?	Yes/No
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<p>When was the organisation formed and what are its aims and objectives?</p> <p>The Pasifika o Wairarapa Council was formed during the first lockdown phase of the Covid-19 emergency, 2020, to provide welfare and general support to Pasifika families living or working in the Wairarapa. From one of the lessons learnt during the emergency, that Pasifika needs to take some responsibility why it fell through the cracks during the emergency, the Pasifika Council's work has continued and has now morphed into a Charitable trust with a vision of actively promoting and enhancing the holistic wellbeing of Pasifika in the Wairarapa. Amongst its goals are to establish and maintain collaborative partnerships with all service organisations, including local governments and to seek opportunities and provide services, clinics, programmes in the areas of education, welfare, language and culture, immigration, employment, housing, youth, women, elderly, justice, entrepreneurial enterprise and sporting pathways. Registration as a Charitable Trust was on 22 June 2021.</p> <p>The Masterton District Council remains the Trust's parent body until the Trust holds its inaugural meeting on 18 September 2021 and elect its office holders.</p>

Total number of members in your organisation?	Approx 2500
How many full-time equivalent people work in your organisation?	Four (4) TBC on 18 Sept 2021
How many volunteers work in your organisation?	Nil
Date of last AGM?	First will be on 18 Sept 2021

2. FUNDING CRITERIA

Funding Criteria

Council has \$75,000 available for youth focused projects and \$170,000 available for community grants.

Please select the category that is the project's main focus (mark with an X)

Youth Grant	X
Community Grant	X

Community Grants Funding Category

Grants will be allocated to organisations which contribute to the community in at least one of the following areas. The funding categories are aligned to the five community outcomes, with some categories linking to more than one community outcome (see [Grants Policy](#)).

Please select the category that is the project's main focus (mark with an X)

Arts, museums, heritage and culture (including Māoritanga)	X
Environment	
Events	X
Sport and Recreation	X
Social and Educational Services	X
Economic Development	X

3. OPERATIONAL FUNDING OVERVIEW

Reason for requesting operational funding agreement

The analysis of the work undertaken by the Pasifika Council o Wairarapa identified the need for a one stop multi dimensional wrap around service is the most effective way of serving Pasifika families. The cherry picking and bureaucratic gate keeping processes does not enhance Pasifika general wellbeing. They in fact create more layers of unnecessary resources with minimal outcome. For some families, it leads to unproductive lifestyle and dependency on the state or others. Ministry of Social Development and the District Health Board has seen the benefit of this multi-disciplinary approach and duly provided start up funding sufficient for 3.75 FTEs of a manager, two practitioners and an office administrator.

Explain how your organisation contributes to the wellbeing of South Wairarapa community or youth

The Covid-19 identified shortfalls of service to Pasifika, one of the most vulnerable sectors of the community in terms of general wellbeing. By taking some responsibility for its current dilemma and working with all other stake holders the direct benefits to Pasifika, or any other person who wishes to be served under its ethos, will also benefit the wider South Wairarapa community. All the services and programmes will be Wairarapa wide to cater for Pasifika demographics including RSE workers in Greytown and Martinborough.

The Trust sees this work is vital to setting minimum standards and expectations from service providers and Pasifika individuals and families, as the Pasifika population both residents and migrant workers will gradually increase.

How many residents of South Wairarapa will benefit from the funding?

One of the funding stream received by the Trust is to conduct a Wairarapa wide census of Pasifika. We now know that during and immediately after the lock downs of last year Featherston attracted a number of Pasifika families from over the hill. We supported them then with welfare and health resources and have continue to do so. A large number of RSE workers also lived in Featherston and Martinborough particularly when inter region travel restrictions were relaxed. The biggest group of RSE workers is JR Orchard, Greytown. We are currently working with the orchard owners about diversifying their source of RSE labour.

How many residents of South Wairarapa will indirectly benefit from the funding?

Without doubt the biggest value each resident of the South Wairarapa area will receive is the economic benefit RSE workers provide for the district. Covid-19 clearly showed the negative outcome to the viticulture, horticulture orchard industries with the restrictions or limited RSE workers because, in the main, those NZ citizens who are able to work did not want to work in orchards, vineyards and forestry.

That these New Zealand industries rely on RSE workers, in the case of the Wairarapa, all from the Pasifika, is a clear indication of the significant contribution Pasifika makes to the local and national economy.

Provide a brief summary of any successes/achievements of the organisation

The Pasifika o Wairarapa Council has facilitated or assisted in access of approximately thirty four visa workers and families with renewal, change of condition or residency applications since July last year. This work continues while the borders remain close. During the lockdown the Council sourced bulk food and hygiene packages and delivered them, to known Pasifika families in the Wairarapa including all three South Wairarapa towns.

When approached by a former Kurinui College student and her Featherston family for support with her studies at Victoria university, the Council was able to assist and secure her first year accommodation and ongoing support. The student is now in her second year studying law and commerce. The recruitment of Pasifika sports people, in particular rugby, has ensured some of the player depleted clubs can at least remain competitive. During levels 3 and 4 lockdown the Council provided approx 200kg of frozen and preserved food to RSE workers in Greytown. It continues to provide pastoral care and support i.e mobile Vax clinic.

4. FINANCIALS - BUDGET FOR CURRENT FINANCIAL YEAR (YOU MAY ATTACH SEPARATELY)

See attached. The Trust respectfully ask for \$30,000 spread over next 3 years

Sources of Revenue/Income	
Subscriptions/Membership fees	\$ Nil
Donations	\$ Nil
Non-Council Grants (please specify)	\$
Council Grants (non-SWDC)	\$
Total Revenue/Income	\$

Expenditure	
Salaries	\$
Rent	\$
Electricity	\$
Phone	\$
Insurance	\$
Other (Please list)	\$
Total Expenditure	\$
Budget Surplus/Deficit	\$

GST Registration	
Are you GST Registered	Yes/No
Bank account details (required for non GST registered applications only)	
Name of bank:	Wespac
Account name:	Masterton District Council
Account No:	030687 0271682 00

5. Declarations

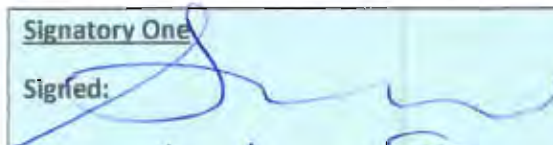
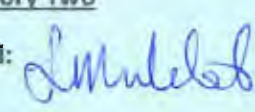
We agree to comply with requests from an officer or councillor from SWDC for additional information in relation to this application.

Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected and will be held by SWDC for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

Authorisation

- I certify that the information provided in this application form is true and correct to the best of my knowledge.
- I have the authority to make the application on behalf of the organisation.
- I agree that the necessary documentation listed below is attached to this application.
- I confirm that we will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for 7 years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grant Accountability Form.

Signatory One	Signatory Two
Signed: 	Signed: 
Full name: <u>Letitia Tolan</u>	Full name: <u>Lisa Patricia Joyce Mulibelo</u>
Designation: <u>Trustee</u>	Designation: <u>Trustee</u>
Date: <u>13 August 2021</u>	Date: <u>13.8.21</u>

Eligibility and Criteria

Applicants should review the eligibility and grant criteria as outlined in the [Grants Policy](#) before making an application.

Please return the completed form by 4.00 pm on 16 August 2021 to:

South Wairarapa District Council
PO Box 6
Martinborough 5741
Or email: grants@swdc.govt.nz

Items required for this application

- Most recent annual accounts including notes and review/audit report ☒ New entity
- Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less than 12 months) ☒ Inaugural mtng on 18 Sept 2021
- Application Form is signed ☐

Pasifika o Wairarapa Trust

Budget - for the 12 Months ending 30 June 2022

	Part Year*	12 Months Budget	Notes
Income			*Costs expected to be incurred from August (not full 12 months)
MSD	190,000	236,000	Contract spans over 18 months, totals \$295k
Wairarapa DHB	85,000	85,000	A further \$85k available in 2022
Lotteries grant	48,000	48,000	Grant received for census project
Masterton District Council	13,333	13,333	\$40k over 3 years confirmed via LTP, plus payroll service 'in kind'
Carterton District Council			To be confirmed
South Wairarapa District Council			To be confirmed
Other income/grants		10,000	To be confirmed
Total Income	336,333	392,333	
Operating Costs - personnel			Notes
Staffing (3.75 FTEs)	227,083	275,000	3.75 FTEs incl senior support worker, 2 x support workers & admin
Students (2) for survey over summer	24,000	24,000	
ACC Levy	477	568	Calculated at \$0.19/\$100
Superannuation - employer contribution	10,043	11,960	
Recruitment costs	1,500	1,500	
Worker Support (eg EAP)	2,100	3,000	
Training & development	4,980	5,980	
Total Personnel	270,184	322,008	
Operating Costs - Other			
Office rent	33,333	40,000	Office space including meeting rooms, assume furnished
Power	2,083	2,500	
Phones & Internet	3,250	3,900	3 x cell phone plans & broadband
Stationery supplies	1,250	1,500	Including first aid and PPE
Software licenses & IT support	6,667	8,000	Microsoft Office365 etc, database & support
Vehicle lease costs (2 cars)	7,600	9,600	Two cars @ \$400 per month
Vehicle running costs	2,500	3,000	
Website /Social Media development	4,167	5,000	
Media/Event/Comms/Promotion	1,667	2,000	
Total Operating Costs	62,517	75,500	
Administration Costs			
Insurance	3,750	4,500	Incl public liability, vehicle & contents insurance
Board training & expenses	4,500	5,000	
Accounting services	3,333	4,000	Software eg Xero and accountant office support
Audit Fee	2,083	2,500	
Total Administration Costs	13,667	16,000	
Total Operating Expenses	346,367	413,508	
Capital Purchases - setup			
Laptops (x 4) and screens	6,000	6,000	
Office wi-fi	1,500	1,500	
ipads x 2	1,600	1,600	
Cell phones x 3	2,400	2,400	
	11,500	11,500	
Net Surplus/Deficit	(21,534)	(21,175)	

Featherston Heritage Museum

Corner Lyon and Fitzherbert Streets
P O Box 71
FEATHERSTON 5740

Email: featherstonheritage@gmail.com



12 August 2021

South Wairarapa District Council
Via email

Dear Sir/Madam

Attached is our application for a Partnership Funding Request and our supporting documentation.

The Featherston Heritage Complex Society Incorporated is requesting a grant of \$4,823.57 for 2021 to assist with our annual operating expenses.

We are a not-for-profit organisation which relies completely on volunteers to operate, South Wairarapa District Council (SWDC) has generously assisted us in this way in the past which enables us to apply any proceeds from other funds raising and our modest entry fee to maintain and enhance our exhibits to keep pace with modern requirements.

The museum is the main repository in New Zealand for artefacts and information that relates to the WWI Featherston Military Training Camp where over 60,000 soldiers trained before heading overseas to fight in the Great War. The camp was later repurposed as a Prisoner of War Camp which held 800 Japanese prisoners of war during WWII and as a result, we have on display the largest collection of artwork done by Japanese POWs in New Zealand

We also hold information and memorabilia relating to Featherston and its surrounding districts.

We are very grateful for the support shown by SWDC in the past and thank you for the consideration of our request.

Yours Sincerely

A handwritten signature in dark ink, appearing to read 'Elsa Kelly', written over a light blue horizontal line.

Elsa Kelly
Secretary
Featherston Heritage Complex Society Inc.



South Wairarapa District Council
Partnership Funding Request Form
(for period 1 July 2021 – 30 June 2023)

Submit to: grants@swdc.govt.nz before 4 pm, 16 August 2021

1. ORGANISATION DETAILS

Name of Organisation: Featherston Heritage Complex Society Incorporated (Featherston Heritage Museum)	
Physical Address: Corner of Lyon and Fitzherbert Streets Featherston	
Postal Address: P O Box 71 Featherston 5740	
Contact Person: Elsa Kelly	Phone No (Day): 021 263 9403
Email: kellyelsam@gmail.com	Mobile No: 021 263 9403

Officers of organisation	
Chair: Adrienne Staples	Phone No: 027 446 8060
Secretary: Elsa Kelly / Janet O'Reilly	Phone No: 021 263 9403 / 027 285 0845
Treasurer: Jocelyn König	Phone No: (06) 308 8280

Would you like to speak in support of your application to the Grants Subcommittee on the 16 September 2021 ?	Yes
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When was the organisation formed and what are its aims and objectives?

The museum was formed in 1991 as part of the 'Wake Up Featherston' project. The purpose of the Featherston Heritage Complex Society Inc. (FHCSI) is to collect, research, preserve, exhibit and interpret a collection of historical artefacts and archival material pertaining to the historical, cultural and social heritage of the township of Featherston and its surrounding districts. In particular, FHCSI has a focus on materials relating to the

Featherston WWI Military Training Camp, the Featherston WWII Japanese POW Camp and Wairarapa Moana

To preserve items the museum holds by scanning, recording and printing so they can be accessed and used easier without damaging the originals.

It also acts as guardian of the 1932 Model A Ford Fire Engine and firefighting memorabilia pertaining to the Featherston Volunteer Fire Brigade.

FHCSI also hosts heritage-related events and addresses educational needs for schools.

Total number of members in your organisation?	68
How many full-time equivalent people work in your organisation?	0
How many volunteers work in your organisation?	20
Date of last AGM?	10 October 2020

2. FUNDING CRITERIA

Funding Criteria

Council has \$75,000 available for youth focused projects and \$170,000 available for community grants.

Please select the category that is the project's main focus (mark with an X)

Youth Grant	
Community Grant	X

Community Grants Funding Category

Grants will be allocated to organisations which contribute to the community in at least one of the following areas. The funding categories are aligned to the five community outcomes, with some categories linking to more than one community outcome (see [Grants Policy](#)).

Please select the category that is the project's main focus (mark with an X)

Arts, museums, heritage and culture (including Māoritanga)	X
Environment	
Events	
Sport and Recreation	
Social and Educational Services	
Economic Development	

3. OPERATIONAL FUNDING OVERVIEW

Reason for requesting operational funding agreement

To help cover FHCSI annual expenses: - **Requesting funding of \$4,823.57 per year**

- Insurance – \$1232.57
- Annual rental of the land the museum is situated on – \$200.00
- Fire Watch and One Security costs to meet compliance – \$200.00
- Power costs at an average amount of \$118.00 per month (\$1416.00 per year)
- Scanning, recording and printing items held to make them more user friendly - \$100.00 per month (\$1200.00 per year)
- Flowers to lay at the Japanese POW Camp Incident memorial - \$375.00
- Internet - \$200.00
- Plus any other annual expenses

Explain how your organisation contributes to the wellbeing of South Wairarapa Community or youth

FHCSI supports and promotes the international ties Featherston and the South Wairarapa District Council have with Messines in Belgium, Chor Farmer in Japan and Cowra POW Camp in Australia. It also encourages interest from schools about history projects on the WWI Featherston Military Training Camp and WWII Japanese POW Camp. It provides educational group tours for school pupils and community groups in conjunction with retired military historian Neil Frances.

FHCSI is represented on the Featherston Commemorates group. Featherston Commemorates has representatives from organisations such as the Featherston RSA, the Anzac Club Society, Featherston Booktown and the Wairarapa Gateway Business Group (to name just a few) and works with the South Wairarapa District Council to collaborate on and promote organisations, activities and events in Featherston and the South Wairarapa.

FHCSI also performs an important research role, including researching local family histories and about the inhabitants of both the WWI and WWII camps. It is often asked by visitors to the museum and other members of the public to trace information about their families who had their roots in Featherston and the surrounding districts.

We are also involved with other like minded individuals and organisations such as Wairarapa Archive, Aratoi Museum, Waiouru Army Museum, Mark Pacey, Brenden Shirley, Neil Frances and Professor Richard Bullen, who all support the FHCSI in various ways.

It has been another difficult year financially because of COVID-19, it has meant overhead expenses have continued but we have had reduced income from overseas visitors to the museum.

How many residents of South Wairarapa will benefit from the funding?

11,100 – All residents of South Wairarapa benefit from having Featherston and its surrounding districts history safely stored and accessible to them when required and for little effort.

FHCSI performs an important research role. We have a database which holds 4,500 individual records relating to Featherston and its surrounding districts, families, social and building history.

How many residents of South Wairarapa will indirectly benefit from the funding?

11,100 – All residents of South Wairarapa have the ability to access the Featherston Heritage Museum's (FHCSI's) nationally important collections and archives pertaining to WWI Featherston Military Training Camp and WWII Japanese POW Camp.

Provide a brief summary of any successes/achievements of the organisation

Below are a few examples of what we have provided families, visitors and organisations with research and information.

- Provided the Ministry of Heritage and Culture with a family tree for them to locate a living relative of Sister Mabel Helen Wishaw who is buried in Featherston Cemetery as her headstone needs work
- Research for Alexander McLeod and family of their home that they used to live in Bell Street, plus helping to gather information of the drapery business the McLeod family had in Featherston
- Research for Pam Lloyd about her father who was a musician of standing in Featherston in the 1920's
- Assisting Brenden Shirley from Waiouru Army Museum with copies of materials and archives that the museum holds on WWII Japanese POW camp
- Research for Peter Te Tau about his relatives who were in the Te Tau Band who used to perform at balls held at the Anzac Hall
- Helping many year 12 students with NCEA level study, about the incident at the WWII Japanese POW Camp
- Helping Richard Bullen, Professor of Canterbury University with copies of materials and information so he could produce an Education Booklet for year 12 NCEA level study
- Researching and locating for Scott Simpson the train line deviation that went to the WWI Featherston Military Training Camp
- Providing Ria Summerville with information about the Featherston Heritage Museum's (FHCSI's) collection procedures for a course paper she was writing at Auckland University

All the above mentioned people were extremely happy with information provided, which pleased us.

4. FINANCIALS - BUDGET FOR CURRENT FINANCIAL YEAR (YOU MAY ATTACH SEPARATELY)

Please note these figures cover a one year period only

Sources of Revenue/Income	
Subscriptions/Membership fees	\$1,500.00
Donations	\$500.00
Sales	\$200.00
Non-Council Grants (please specify)	\$0.00
Council Grants (non-SWDC)	\$0.00
Total Revenue/Income	\$2,200.00

Expenditure	
Salaries	\$0.00
Rent	\$200.00 per year
Electricity	\$1,416.00 per year
Phone	\$200.00 Internet expenses per year
Insurance	\$1,232.57 per year
Other (Please list)	<p>\$1,200.00 scanning and printing historical documents held at museum</p> <p>\$200.00 expenses to cover Firewatch and security alarm</p> <p>\$200.00 expenses for group tours</p> <p>\$150.00 to cover cleaning products and tea and coffee</p> <p>\$375.00 flowers for the Japanese POW memorial ceremony held on 25 February</p> <p>\$100.00 Anzac day flowers</p> <p>\$300.00 yearly subscriptions, fees and advertising</p> <p>\$50.00 to cover auditors fee for end of year accounts</p> <p>\$300.00 Stationery, paper and ink</p> <p>\$500.00 Repairs and maintenance</p> <p>\$400.00 Merchandise Purchases</p> <p>\$200.00 miscellaneous expenses</p>
Total expenditure	\$7,023.57
Budget Surplus/Deficit	(\$4,823.57)

GST Registration	
Are you GST Registered	No
Bank account details (required for non GST registered applications only)	
Name of bank:	.Kiwibank, 7 Waterloo Quay, Wellington
Account name:	Fstn Heritage Complex Society Inc
Account No:	38 9000 – 0581993 - 03

5. Declarations


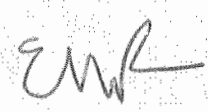
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Authorisation

- I certify that the information provided in this application form is true and correct to the best of my knowledge.
- I have the authority to make the application on behalf of the organisation.
- I agree that the necessary documentation listed below is attached to this application.
- I confirm that we will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for 7 years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grant Accountability Form.

Signatory One	Signatory Two
Signed: 	Signed: 
Full name: Adrienne Staples	Full name: Elsa Kelly
Designation: President	Designation: Secretary
Date: 12 August 2021	Date: 12 August 2021

Eligibility and Criteria

Applicants should review the eligibility and grant criteria as outlined in the [Grants Policy](#) before making an application.

Please return the completed form by 4.00 pm on 16 August 2021 to:

South Wairarapa District Council

PO Box 6

Martinborough 5741

Or email: grants@swdc.govt.nz

Items required for this application

- Most recent annual accounts including notes and review/audit report ☒
- Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less than 12 months) ☐
- Application Form is signed ☒

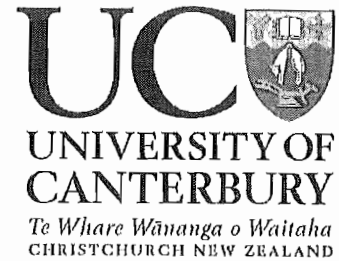
Art History and Theory Department

School of Humanities and Creative Arts

College of Arts

Tel: +64 3 364 2987 ext. 6883, Fax: +64 3 364 2364

www.arts.canterbury.ac.nz/art-history



11 August 2021

To whom it may concern

I wish to record my full support for this funding application to cover essential ongoing costs operating the Featherston Heritage Museum, in addition to scanning and printing its unique records, so they can be shared with researchers and the community, without further handling originals.

The Museum is the guardian of taonga which tell the story of the World War I Featherston training camp, and the World War II Japanese POW camp. These camps (which shared the same site) were unique in New Zealand, and the Japanese camp was the first of its kind in the British Commonwealth. Their history is central to the history of New Zealand, and its relations with the world.

The Featherston Heritage Museum, run by volunteers, does an outstanding job of telling this history through object displays and information panels. As New Zealand's place in the world changes and matures over time, the museum's importance in telling fascinating aspects of the two world wars on the home front will become more and more evident. Regular visits by school groups ensures that many young New Zealanders are made aware of this history, and these are due to increase with the changes to NCEA history including a greater New Zealand component. The Museum deserves to be supported in its work of caring for the great treasures from our shared past, and telling their stories. Support for this application, which will help to pay for ongoing costs such as power, insurance, and internet, in addition to scanning and printing the Museum's records, will ensure its ongoing important work and viability.

Yours faithfully

Richard Bullen
Associate Professor

Neil Frances

42 Oak St

Masterton 5810

8 August 2021

To whom it may concern

I write in support of a grant application by Featherston Heritage Museum.

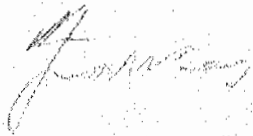
In heritage terms, the Museum plays a unique role in reserving and presenting the military history of Wairarapa in general and South Wairarapa in particular.

The military camps near Featherston were important parts of New Zealand's involvement on both World War One (training over 60,000 men) and World War Two (New Zealand's only prisoner of war camp). With so little physical evidence of the camps remaining, and that which remains on private land, the efforts of Featherston Heritage Museum to keep and display artefacts, photographs and records from the camps is a vital link to the past.

Since the museum upgrade several years ago, the work and profile of the Museum has increased and improved, in my opinion.

As a military historian writing about this region, I applaud the voluntary efforts of a small dedicated group that is trying to highlight Featherston's military legacy.

Yours faithfully



Neil Frances

Military historian and writer

FEATHERSTON HERITAGE COMPLEX SOCIETY INC.

Income and Expenditure

For 1st August 2019 to 31st July 2020

<u>INCOME</u>	<u>2019</u>	<u>2020</u>
Concert Tickets	3631.40	Nil
Admission	2501.00	1047.00
Subscriptions	320.00	355.00
Donations	3737.65	295.60
Sales	1065.20	220.00
Misc.Income/Transfer	Nil	2217.44
General Grants	2000.00	4000.00
Chor Farmer Grants	2400.00	
TOTAL =	\$15655.25	\$8135.04

EXPENDITURE

Power	1185.15	728.01
Insurance	1128.38	1232.57
Advertising	1398.87	2577.49
Fees & Subscriptions	101.11	101.11
Rent	200.00	200.00
Print & Stationery	492.80	511.73
Merchandise Purchases	1008.76	Nil
Repairs & Maintenance	53.95	3585.28
Sundries	514.83	435.00
Bank Fees	8.00	4.00
Displays/Conservation	3674.92	974.50
Chor Farmer	3470.95	265.00
TOTAL=	\$13237.72	\$10614.69

OPENING BALANCE = \$6812.87 As at 1st August 2019
PLUS INCOME = \$8135.04
Sub Total = \$14947.91
LESS EXPENDITURE = \$10614.69

= \$4333.22 AS AT 31ST JULY 2020



Inland Revenue
Te Tari Taake

03151

Inland Revenue
PO Box 39010
Wellington Mail Centre
Lower Hutt 5045

FEATHERSTON HERITAGE COMPLEX SOCIETY
INCORPORATED
PO Box 71
Featherston 5740

Telephone 0800 377 774

**CERTIFICATE OF EXEMPTION FROM
RESIDENT WITHHOLDING TAX ON INTEREST/DIVIDENDS**

Exemption/IRD Number 67-658-418

This certifies that Resident Withholding Tax deductions are not to be made from any
interest and dividends paid to the named recipient from 25 September 1997

This certificate is issued without
alteration or erasure

Nagesan Rasanathan
Customer Services Specialist



Deposit



7 Waterloo Quay, Wellington

Date / /

Notes	
Coins	
Total cash	
Cheques from back	

Paid in by

Credit account of
FSTN HERITAGE COMPLEX SOC.INC.

Amount of deposit

Proceeds of cheques are not available until cleared.

Reference:

Total \$

113890001 058199311 50

Stamp and initial

038134v 1072318M038071A/0/37 Q050ac2014

12



Charity Summary

Registration Number: CC54519
Registration Date: 02/05/2017
Charity Name: Featherston Heritage Complex Society Incorporated

Charity Details

Trading Name Featherston Heritage Museum

Registration Details

Registration Status: Registered
Balance Date: July 31
IRD Number: Restricted
NZBN Number: 9429043024643

Address for Service:

Charity's Postal Address: P O Box 71
Featherston 5740

Charity's Street Address: Corner of Lyon and Fitzherbert Streets
Featherston 5740

Charity's other details

Phone:
Fax:
Email: featherstonheritage@gmail.com
Website:
Facebook: Featherston Heritage Museum Complex Society Inc.
Twitter:
Social Network Name:

Areas of Operation

New Zealand:	Wellington - Wairarapa
Percentage spent overseas	0

Purpose & Structure

Purpose

The purpose of the Featherston Heritage Complex Society Inc is to collect, research, preserve, exhibit and otherwise make available to the public, material and information relating to historical cultural and social heritage of the town of Featherston and the surrounding districts.

Entity Structure

The Featherston Heritage Complex Society Inc is based in Featherston, South Wairarapa. We have a current Constitution and it states that the Executive shall consist of the following Members; President, Vice-President, Secretary, Treasurer and Committee Members. We have a President, a Vice-President, Secretary, Minute Secretary, Treasurer and five Committee Members. We are not affiliated with any national body but we work closely with like minded organisations.

Activities

Main Activity:	Provides advice / information / advocacy
Activities:	Provides services, Provides advice / information / advocacy, Sponsoers / undertakes research, Provides buildings / facilities / open space

Sectors

Main Sector:	Arts / culture / heritage
Sectors:	Education / training / research, Arts / culture / heritage

Beneficiaries

Main Beneficiary:	General public
Beneficiaries:	Children / young people, General public

Annual Returns

Date Submitted	For Year Ended	Total Income	Total Expenditure	Reference
01/08/2021	31/07/2021			AR005
25/10/2020	31/07/2020	8,135	10,614	AR004
29/10/2019	31/07/2019	15,747	15,173	AR003
24/02/2019	31/07/2018	16,665	26,629	AR002
15/11/2017	31/07/2017	5,597	3,148	AR001

Officer Details

Current Officers

Name	Officer Type	Position	Position Appointment Date
Adrienne Staples	Individual	President	20/10/2018
Elsa Kelly	Individual	Secretary	09/03/2017
Jocelyn Konig	Individual	Treasurer	05/10/2019
John Schrader	Individual	President	01/08/2017

Past Officers

Name	Officer Type	Position	Last Date as an Officer
Phillip Dittmer	Individual	President	31/07/2017
Penelope Bovaird-Walker	Individual	Treasurer	21/10/2017
Fraser Donald	Individual	Vice President	05/10/2019
Jocelyn Konig	Individual	Treasurer	05/10/2019
Lesley Wardle	Individual	Treasurer	05/10/2019

Ⓟ Please see attached updated Detail Summary.
John Schrader has been removed
from the current officers but it is incorrectly
showing on the Charities Services web site.
12/8/2021



Updated Detail Summary

Generated on:
12 August 2021

Registration Number: CC54519
Charity Name: Featherston Heritage Complex Society Incorporated
Reference: NOC007

Officer Details

Removed Officers

Name	Officer Type	Position	Last Date as an Officer
John Hendrich Schrader	Individual	President	03/07/2018

Certification

Certification Officer

Elsa Kelly



South Wairarapa District Council

Community and Youth Grant Application Form

Submit to: grants@swdc.govt.nz before 4 pm, 16 August 2021

1. ORGANISATION DETAILS

Name of organisation: Featherston Community Centre	
Physical address: 14 Wakefield Street, Featherston	
Postal address: 14 Wakefield Street, Featherston	
Contact Person: Joanna Baldwin	Phone No (Day): 06 308 8239
Email: jo@featherstoncommunity.org.nz	Mobile No: 027 586 8112

Officers of organisation	
Chair: Paul Mason	Phone No: 0272828201
Secretary: Cheryl Linge	Phone No: 0273086279
Treasurer: Paul Mason (acting)	Phone No: 0272828201

Would you like to speak in support of your application to the Grants Subcommittee on the 16 September 2021 ?	No
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When was the organisation formed and what are its aims and objectives?

In 1990 an initiative named 'Wake up Featherston' was implemented to enliven and invigorate the Featherston and South Wairarapa community (the community). In response to this initiative residents identified the need for a central community hub which would provide a base of operations for the many community groups and services.

Consequently, in 1991 the Featherston Community Centre Trust (the Trust) was established as a registered Charitable entity and shortly thereafter premises were secured to support the development of the Featherston Community Centre (the Centre).

Since its inception the purpose of the Centre is to serve and support the community by ensuring a welcoming professional space is maintained for people to meet, hold events and activities, provide services and educational classes, and develop local projects focused on enhancing, and developing the wellbeing of the community. As at today's date the Centre has successfully become the main focal point for the community, in essence the Centre exists for its people and is governed by its people.

Community health, social and disability professional services:

Part of the Centre's primary activities is to co-ordinate professional health, social and disability providers to deliver scheduled services at the Centre. This activity has included the development of a two-fold Health & Wellness strategy which, together with the Centre's central location and strong relationship with Pae Tu Mokai Featherston Medical (GP Practice), is an ideal environment to expand services delivered to the community through:

- increased local access to drop-in and outreach health, social and disability service clinics working in partnership with existing and new service providers
- supporting members of the community who are less able, geographically isolated, or socially isolated, to be connected to and have access to wellness information, health, mental health, and social services.

Total number of members in your organisation?	N/A
How many full-time equivalent people work in your organisation?	0.85
How many volunteers work in your organisation?	10
Date of last AGM?	29.7.21

2. FUNDING CRITERIA

Funding Criteria

Council has \$75,000 available for youth focused projects and \$170,000 available for community grants.

Please select the category that is the project's main focus (mark with an X)

Youth Grant	
Community Grant	X

Community Grants Funding Category

Grants will be allocated to organisations which contribute to the community in at least one of the following areas. The funding categories are aligned to the five community outcomes, with some categories linking to more than one community outcome (see [Grants Policy](#)).

Please select the category that is the project's main focus (mark with an X)

Arts, museums, heritage and culture (including Māoritanga)	
Environment	
Events	X
Sport and Recreation	X
Social and Educational Services	X
Economic Development	

3. PROJECT OVERVIEW

Specific reason for grant application (e.g. upgrade to facilities/purchase of equipment/one-off event):

Installation of a carport style structure at the end of the Southern end Featherston Community Centre building.

This structure will provide shelter for the many mobility scooters, bikes, prams, vesper style scooters and dogs, which are brought to the Centre and left outside the building. Situated closely to the entry to one of our large rooms, for easy disability access.

Where and when will the activity/event take place or what is the anticipated completion date of the project (please note funds cannot be allocated retrospectively)?

Start and finish - first quarter 2022

Why should South Wairarapa District Council (SWDC) support this project/event?

The average age in the Wairarapa is higher than the National average age and is expected to increase by 79% in the next 25 years. **Sources:** [Population of Wairarapa DHB](#) | [Ministry of Health NZ](#) & [Joint Wairarapa Council's Positive Ageing Strategy - SWDC](#) SWDC

With the SWDC support Featherston Community Centre can continue to improve the comfort and safety for South Wairarapa Community members attending social events such as Wisdom and Well-being, Senior's Cards, Book Group, Gardening Groups, Knitting, Sewing and Craft Groups. As well as Outreach clinics such as Age Concern and Wairarapa Community Law and DHB lead information clinics like Pulmonary Rehab.

Who will benefit from these funds and in what way?

Featherston Community Centre provides a safe warm and accessible venue for many groups. During particularly extreme weather most would benefit from this structure. However, we do have groups who have predominantly older members and as such, will often have several mobility scooters parked up close to the building for shade from sun or shelter from rain.

This can hinder access and be a trip hazard.

This structure will provide safe shelter from the elements and safe easy access to the building.

4. FINANCIALS

Funding requirements	
Total cost of project	\$11,000
Your organisation's contribution	\$2,000
Other outside funding (please supply brief details)	\$500 estimated Raffles
Amount applied for in this application	\$8,500
Project income (if applicable), e.g. generated from sales to public	N/A

Is organisation a registered charity?	Yes
Have you applied to SWDC for funding before?	Yes
If yes, when, for what purpose and how much was granted?	2020 – Operational costs \$5000 2019 – Operational costs \$5000

GST Registration	
Are you GST Registered	Yes
Bank account details (required for non GST registered applications only)	
Name of bank:	
Account name:	
Account No:	

5. Declarations

We agree to comply with requests from an officer or councillor from SWDC for additional information in relation to this application.

Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected and will be held by SWDC for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

Authorisation

- I certify that the information provided in this application form is true and correct to the best of my knowledge.
- I have the authority to make the application on behalf of the organisation.
- I agree that the necessary documentation listed below is attached to this application.
- I confirm that we will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for 7 years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grant Accountability Form.

Signatory One	Signatory Two
Signed: 	Signed: 
Full name: Paul Mason	Full name: Joanna Baldwin
Designation: Chair	Designation: Centre Manager
Date: 15/8/21	Date: 15/8/21

Eligibility and Criteria

Applicants should review the eligibility and grant criteria as outlined in the [Grants Policy](#) before making an application.

Please return the completed form by 4.00 pm on 16 August 2021 to:

South Wairarapa District Council

PO Box 6

Martinborough 5741

Or email: grants@swdc.govt.nz

Items required for this application	
• Most recent annual accounts including notes and review/audit report	<input checked="" type="checkbox"/>
• Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less than 12 months)	<input type="checkbox"/> N/A
• Application Form is signed	<input checked="" type="checkbox"/>



Statement of Service Performance Report 2021

Featherston Community Centre Charitable Trust

Kaupapa

The Featherston Community Centre provides a community space for services, ongoing or one-off events, activities and classes for public and private users, and promotes a high level of well-being to the Community by acting as a pivotal point in the co-ordination and delivery of appropriate services to the people of Featherston and the wider South Wairarapa.

Vision

The Featherston Community Centre enhances the well-being of the entire community.

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Purpose of the Report

This annual performance report presents an account of activities and finances for the financial year April 2020 - March 2021. The contents of the report are prepared to fulfil the requirements of:

- Section 7 of the constitution for the Featherston Community Centre Charitable Trust
- the requirements under the Section 42A of the Charities Act 2005, and
- the Financial Reporting Act 2013.

Purpose of the Featherston Community Centre Charitable Trust

The Centre is eligible to adopt Tier 4 reporting under the new Charities reporting requirements but has chosen to report under the more stringent Tier 3. In accordance with the reporting requirements for a Tier 3 Charity the following information (a- g) is provided:

- a) The Featherston Community Centre Charitable Trust was established in 1992 to operate and maintain the facilities at 14 Wakefield Street, Featherston. The trust is registered (#651752) under the Charitable Trusts Act 1957.
- b) The purpose of the Trust as stated in Section 3 of the constitution is to:
 - provide a community space for the provision of services, ongoing and one-off events, activities, and classes that maintain and enhance the well-being of the people of Featherston and the South Wairarapa.
 - provide a community facility for meetings, activities, events, and projects.
 - provide facilities to the community for professional, voluntary, and social service providers.
 - co-operate with agencies, organisations, people, and groups in matters pertaining the wellbeing of the community.
 - serve and support all people in Featherston and the South Wairarapa district.
- c) The Trust owns a building and land and is governed by a Board of Trustees (maximum of nine members). At the end of financial year (31 March 2021), the seven trustees were Paul Mason (Chair), Nik Rilkof (Treasurer), Rebecca MacFie (Secretary), Rupert Watson, Patsy Wooles, Michael Schaefer and new member Fiona Waller. There were two vacant positions. Fiona had just joined the Board. Patsy Wooles tendered her resignation but agreed to stay on until the board and its new members have all settled in.
- d) The main sources of funding during the April 2020-March 2021 financial year were from:
 - rental income (\$27,488 for use of the Centre's offices for services, meetings, activities and classes.
 - grants and donations (\$43,547) from COGS, South Wairarapa District Council, Wairarapa REAP, Featherston's Own Charitable Trust, Featherston Own Charitable Trust, Roy and Jan Mace Trust, Lotteries, T G McCarthy Trust, Lion Foundation and the Givealittle page. Included in this amount is a grant from South Wairarapa Rotary which have not yet been spent and show as Grants in Advance..

- additional funds of \$9,285 were raised from the Featherston Art Sale, interest, koha and Car Boot Sales.
- In addition, we received a government wage subsidy due to the Covid-19 closure of the Centre.
- furthermore, we rely on in-kind donations of services from businesses and individuals.

We are very grateful to all these donors who make it possible for us to continue to operate and deliver these services

- e) The main methods used to raise funds are as mentioned above.
- f) Volunteers are key to the sustainability of the Trust's assets and purpose. The board members are volunteers and they and other volunteers supplement reception, administrative, social media and web maintenance duties and help to maintain the buildings and grounds. We also rely on an extensive list of businesses and individuals for everything from marketing to provision of firewood.
- g) The Trust enables services to be provided for the community by maintaining a safe and welcoming space and by facilitating the provision of information, networking, and collaboration. This is achieved by maintaining and promoting the facilities at 14 Wakefield Street. The Centre operations supports and enables a diverse range of opportunities and activities that directly improve the wellbeing of the Community.

Statement of Service Performance

The following table describes the achievements during April 2020 - March 2021 in relation to the Board's 2020 Strategic Plan. This table provides mainly nonfinancial information to help users understand what the Featherston Community Centre Charitable Trust achieved during the financial year, and how this contributes to the longer-term strategies and plans.

Objective	Strategy	Plan	Achievement
Staff Quality staff and volunteers help achieve the Centre's vision, purpose, and objectives.	The Centre Manager is responsible for the day-to-day office and administration duties, including budgeting, networking, relationship management and promotion. A caretaker assists the Centre Manager to keep the building and grounds tidy and inviting. The Board is a good employer by: <ul style="list-style-type: none"> • Paying our staff a living wage rate • Having employment contracts for all staff • Monitoring the progress of staff towards their KPIs • Ensuring staff are supported, receive training as necessary and are rewarded commensurately. 	Secure funds that allow the Board to employ: <ul style="list-style-type: none"> • Centre Manager for at least 21 hours/week • Caretaker for at least 5 hours/week. With the help of volunteers and staff, keep the Centre staffed for at least 30 hours/week and ensure it is open for evening and weekend users as required. Have formal employee performance reviews, at least annually. Provide weekly contact with the Centre Manager and monthly meetings with all staff. Be open to job-sharing opportunities.	The Centre is staffed from 8:00am to 3:00pm, Monday through Friday with a combination of paid and volunteer staff. The manager resigned in December and the Chair (Paul Mason) took on the Centre Management role temporarily, while a replacement was sought. As at March 30, eight applications had been received and four selected for interview.

<p>Property</p> <p>The buildings and grounds are in excellent repair, the rooms are warm and inviting and the grounds are attractive and versatile.</p>	<p>Ensure appropriate Health and Safety procedures and systems are always in place.</p> <p>Maintain the building so that it retains its “Public Building” certification.</p> <p>Provide facilities that are accessible and suited to a wide range of activities, services, and users.</p>	<p>Have maintenance and cleaning schedules to keep the Centre in good repair.</p> <p>Involve Centre users in identifying property and maintenance needs and opportunities and renovations and maintenance are undertaken as soon as possible.</p> <p>Develop a programme of improvements to the property and grounds that will enhance the Centre’s value to users and the community. Our current plan includes:</p> <ul style="list-style-type: none"> • New/refreshed signs • Marking of carpark • Development of outdoor spaces <p>Provide signs and facilities that meet H&S and accessibility requirements.</p>	<p>The Featherston Medical Centre surgical bus parking pad has been completed and the carpark design finalised.</p> <p>The SWDC put the Community Centre forward as a ‘shovel-ready’ project for Provincial Growth Fund funding and it was accepted as we had the carpark designs ready and were already well through planning interior upgrades – sound-attenuation for our offices, repainting and replacing old electrical switches and lights. The project was begun in July 2020 and by March was almost complete.</p> <p>The financial impact of these works will be recognised in the 2022 accounts.</p>
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<p>Finances</p> <p>Finances are managed to ensure the long-term sustainability of the Centre.</p>	<p>Manage funds for the purpose of keeping the Centre functioning for the foreseeable future.</p> <p>Prepare annual budgets that reflect the Centre's funding strategy.</p> <p>Apply for funding from donor organisations for specific projects or to meet operational needs.</p> <p>Raise funds from a mixture of rental income, grants, and fund-raising events.</p> <p>Increase rental income by expanding the number of tenants and Centre users.</p> <p>Ensure reserves and insurance are maintained to cover unexpected emergencies or changes in funding and income.</p>	<p>Identify needs for funding and review funding strategy at least annually.</p> <p>Review tenancy contracts and rental rates on an annual basis.</p> <p>Board members and Centre Manager ensure funding applications are well-written and accountability reports are completed on time.</p> <p>Use an appropriate accounting package to keep track of income and expenditures, and which provides efficient and transparent review of annual accounts.</p> <p>Have financial accounts reviewed annually and report to the community.</p> <p>Earmark funds for specific building and grounds maintenance.</p> <p>Pursue new funding sources including:</p> <ul style="list-style-type: none"> • Legacy/bequest programme (develop a brochure) • Apply to Council Annual Plan and Community Board grants each year 	<p>Accounts are maintained on XERO and are reviewed and reported annually at the AGM and to the Charities Commission.</p> <p>While the Centre's finances are sound, the need to maintain low rental rates combined with a small population results in an organisation where money is always tight. Expenses to operate and maintain the facility of \$55,728 comprised:</p> <ul style="list-style-type: none"> • \$17,529: Operating expenses including insurance • \$33,860: Wages for the part-time Centre Manager and cleaner <p>Income of \$52,835k was sourced from:</p> <ul style="list-style-type: none"> • \$27,488: Facility rental • \$6,640 Featherston Art Sale • \$2,155: Interest and koha • \$43,547: Grants and donations • \$6,532: Gov.Wages support subsidy <p>The Trust maintains a Contingency Reserve of \$15,000 for unforeseen events that might make it difficult to meet ongoing expenses. This reserve provides breathing space for the Trust to consider and determine a suitable course of action to correct the shortfall, without detracting from ongoing service provision to the community.</p>
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<p>Service Delivery</p> <p>The Centre provides community wellbeing through relationships and collaboration with agencies and others.</p>	<p>Understand the community's needs and aspirations for the Centre.</p> <p>Strengthen existing partnerships and establish new working relationships to facilitate on-going and new use of the Centre, as well as supporting other organisations that do not use the Centre but work towards improving the wellbeing of the wider community.</p>	<p>Collaborate with providers, schools, iwi, agencies, local government, community groups (i.e. Menz Shed and Toy Library) and individuals whose work, project or activity might benefit the community.</p> <p>Provide or develop space at the Centre for services, groups, activities, events, and classes.</p> <p>Contribute to community activities and services occurring off-site, through sharing of information, promotion, and collaboration.</p> <p>Identify the community's needs through networking, collaboration, feedback and focussed conversations.</p> <p>Build and maintain a register of current and potential centre users.</p> <p>Report regularly to the community, Council and the Community Board on centre activities, opportunities, and challenges.</p> <p>Support the use of the Centre for more public meetings and more art.</p>	<p>The Centre continues to host activities and services from a wide range of providers that enable social cohesion and individual benefit, such as:</p> <ul style="list-style-type: none"> • Recreational activities include seniors card play, music, art and craft, knitting, mah-jong and bridge groups. • Health and Wellness includes four classes a week in Yoga, Belly Dance and Feldenkrais movement • Twice weekly music programs flourish with Ukuleles during the day and Featherston Wahine Singers in the evening. • Support services include Connecting Communities Wairarapa, Pathways, Piki Ora Youth Services, Meals on Wheels, Alcoholics Anonymous, Narcotics Anonymous and our on-going partnership with the co-located Toy Library. • Local history, tikanga and Te Reo Māori is offered through Mahi Raranga (flax weaving) and Māori Battalion projects. • Community-led development project and DIA partnership, Fab Feathy operates from the Community Centre. This partnership enables other community-led development initiatives to be supported to thrive through Fab Feathy facilitation support and the access to the Centre's community hub.
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<p>Marketing</p> <p>The Centre's purpose, strengths and services are promoted.</p>	<p>The Centre is well-known and used by an increasing number and diversity of people.</p>	<p>Use a variety of media, such as the Phoenix, local newspapers, posters, brochures, newsletters, email and the Centre's Facebook and website, to promote activities at the Centre.</p> <p>Ensure the Centre's brochure and website are up-to-date and accessible.</p> <p>Facilitate meetings with Centre users, interested groups and community representatives to promote networking and collaboration.</p> <p>Let the community know we pay a living wage.</p> <p>Lobby for more public meetings to be held at the Centre (like Community Board meetings).</p> <p>Advocate for community needs.</p> <p>Run surveys and enable opportunities for community feedback.</p> <p>Hold an event (like the Art Sale) that brings in new people.</p> <p>Increase users and services that have a presence at the Centre.</p>	<p>Activities and services at Centre are promoted monthly in the Phoenix which is delivered free to every urban Featherston resident, and Wairarapa libraries.</p> <p>The Centre's website provides up-to-date information and allows users to book the facilities online (featherstoncommunity.org.nz/).</p> <p>The Centre's Facebook page actively promotes services and activities at the Centre, as well as serving as a forum for the promotion of community services and events occurring at other venues. The page now has over 1300 followers.</p> <p>An on-line event and facility booking system has been implemented, giving registered users the ability to book and manage their own facility use.</p>
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<p>Governance</p> <p>The Board uses rigorous and robust procedures to sustain and enhance the Centre.</p>	<p>The Board meets regularly to ensure Centre matters are managed in a timely manner.</p> <p>The Board maintains sound financial management.</p> <p>The Board is guided by the Centre’s constitution, strategies, and policies.</p> <p>The Board membership reflects the diversity of the community and the needs of the Trust.</p> <p>The Board is receptive to new ideas and projects that will further enhance the offering we make to our community.</p>	<p>Centre strategies, policies and delegations are reviewed at least annually, and posted on the Centre website as appropriate.</p> <p>Hold monthly Board meetings with minutes produced within a week thereof.</p> <p>Report at least annually to the community on Centre finances, activities, opportunities, and challenges.</p> <p>Review the Board membership and develop a recruitment plan for new members.</p> <p>There is a quorum at every Board meeting.</p>	<p>The Board focuses on the use of a strategic plan, policies, and delegations, which has provided clear roles for each board member. This allows the workload to be distributed in a way that promotes certainty for Board members and Centre staff.</p> <p>The Board is strong and capable, and all meetings had a quorum. The board continues to be refreshed with new members who reflect the community and who bring new ideas and skills to the Centre.</p>
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Financial Statements 2021

Featherston Community Centre Charitable Trust
24 June 2021

Prepared by Graham Evans

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Trust Information

Featherston Community Centre Charitable Trust For the year ended 31 March 2021

1. Trustee Board

Rebecca McFie (Secretary)

Paul Mason (Chair)

Nik Rilko

Michael Schaefer

Fiona Waller

Rupert Watson

Patsy Wooles

2. Administrator

Paul Mason

3. Registered Number

CC22560

4. Registered Office

14 Wakefield St
Featherston
Wairarapa
New Zealand

5. Reviewer

Graham Evans

6. Bankers

Westpac and Kiwibank

Profit & Loss

Featherston Community Centre Charitable Trust For the 12 months ended 31 March 2021

	Mar-21	Mar-20
Income		
Govt Wages Support subsidy	5,477	498
Rent		
Age Concern Wairarapa WOOPS	-	49
Alcoholics Anonymous	800	887
Alistair Scott	118	1,942
Art for Everyone	41	85
Belly dance, Dance & Movement	379	19
Bolivia and Bridge Groups	363	616
Book Group	82	102
Boomerang Bags	-	24
Child Youth & Family	248	245
Community Networks Wairarapa	52	146
Compass Health	1,000	974
Connecting Communities Wairarapa	502	2,838
Counselling	163	10
Desk space with wifi	-	170
Emergency First Aid	-	18
Employment support services	-	87
Enviroschools	-	43
Fab Feathy	2,207	2,515
Family Works/Presbyterian Support	958	-
Featherston Beautification Gro	39	14
Featherston Community Patrol	17	-
Featherston Knitters	1,345	1,945
Featherston Medical Centre	5,047	-
Featherston Seniors Social Club Cards	361	562
Featherston Singers	10	-
Featherston Toy Library	309	309
Featherston Wahine Singers	415	1,198
Featherston's Own - Juesday	740	880
Featherstons Own - Raranga and crafts	-	260
Feldenkrais	784	838
Fstn Cloth Collective	634	675
Games Group	115	-
Garden Group	54	-
Girl Guides Association	87	87
Greater Wellington RC	57	547
Hatha and Wildflower Yoga	373	383
Hospice Wairarapa	195	24
Juesday Art	16	-
Kingdom Hall	-	24

Profit & Loss

	Mar-21	Mar-20
Labour Party - Sth Wairarapa	148	70
Mah Jong	556	759
Mediation & Dispute Resolution	96	67
Monday Knitting @ Craft	172	-
Mountains to Sea	-	87
Music Club	11	-
Narcotics Anonymous	391	348
Nga Uri O Te Rua Tekau	2,329	2,287
One off hire: Birthday parties	392	104
One off hire: Community/Public Meeting	190	77
One off hire: Workshop/Focus groups	817	44
One-off hire: office hire	334	286
Pae tu Mokai o Taurira	-	79
Pathways	303	266
Red Cross	520	520
Regional Public Health	-	76
Residents & Ratepayers rental	-	52
Rimutaka Music Club	174	-
Snita Ahir-Knight	-	115
Sound healing	-	29
SPCA	17	-
Table top & board games	192	-
Tea/Coffee Koha	100	-
Toi Maori	28	-
Two Hands Massage	-	29
Ukulele	492	630
Wai REAP (rental)	1,357	1,960
Wairarapa Community Law	243	268
Wairarapa Parents Centre	174	383
Wisdom & Wellbeing	769	146
Womens Refuge	163	-
Yoga with Odette Rowe	10	447
Total Rent	27,488	27,643
Total Income	32,965	28,141
Gross Profit	32,965	28,141
Plus Other Income		
Other Income		
Car boot Sales	365	-
Donations (received)	1,734	752
Interest	373	1,019
Koha	125	187
Art Sale		
Art Sale	5,360	5,199
Art Sale Grants	950	-
Art Sale registrations	2,080	-

Profit & Loss

	Mar-21	Mar-20
Expenses Art Sale	(1,749)	(663)
Total Art Sale	6,640	4,536
Total Other Income	9,237	6,495
Total Other Income	9,237	6,495
Less Operating Expenses		
Tea/Coffee purchases	81	-
Administration Expenses		
Accounting Fees	558	542
Advertising & Marketing	1,373	1,110
Audit Fees	-	150
Bank Fees	5	-
Board & Meeting Expenses	218	212
Building Maintenance - Internal	163	499
Building Maintenance - External	192	453
Charities Commission	44	44
Cleaning Expenses	893	829
Computer Expenses	1,970	30
Council Rates	2,258	2,165
Diesel	2,916	2,716
Electricity Expenses	2,220	1,937
Fire Safety Audit	319	396
Firewood	21	16
Food	514	454
Grounds	(2,944)	185
Kitchen expenses	19	16
Koha & Donations (paid/expenses)	182	-
Miscellaneous	-	41
Postage, Printing & Stationery	761	642
Security	627	46
Subscriptions	-	112
Telephone, Tolls & Internet	1,483	939
Volunteer Expenses	249	357
Waste Removal	78	21
Total Administration Expenses	14,119	13,912
Insurance Expenses		
Business Insurance	4,258	3,961
Total Insurance Expenses	4,258	3,961
Payroll Expenses		
ACC Expenses	104	133
Staff Training Expenses	-	102
Wages & Salaries Expenses	33,756	32,181
Total Payroll Expenses	33,860	32,416
Total Operating Expenses	52,318	50,289
Operating Profit	(10,116)	(15,654)

Profit & Loss

	Mar-21	Mar-20
Non-operating Income		
Grants Received - Operations		
COGS	3,500	8,000
Featherston's Own CT (grants)	1,000	800
Givealittle	857	266
Lottery Fundraising	1,200	-
South Wairarapa District Council	5,000	5,000
T G McCarthy Trust	5,000	-
Wairarapa REAP	1,991	2,655
Total Grants Received - Operations	18,548	16,721
Grants received - Projects		
Lion Foundation	-	1,478
Roy & Jan Mace Trust	1,500	-
South Wairarapa Rotary Club	5,651	-
Total Grants received - Projects	7,151	1,478
Total Non-operating Income	25,699	18,200
Non-operating Expenses		
Surplus/(Deficit) on Disposal	3	-
Depreciation		
Building Fit-Out Depn	213	2,960
Furniture Depn	50	697
Office Equipment Depn	6	109
Plant & Equipment Depn	85	1,291
Total Depreciation	354	5,058
Total Non-operating Expenses	358	5,058
Net Profit	15,225	(2,512)

Movements in Equity

Featherston Community Centre Charitable Trust As at 31 March 2021

	31 Mar 2021	31 Mar 2020
Equity		
Opening Balance	419,842	422,354
Current Year Earnings	15,225	(2,512)
Total Equity	435,067	419,842

Balance Sheet

Featherston Community Centre Charitable Trust As at 31 March 2021

31 Mar 2021

31 Mar 2020

Assets

Bank		
KB general 38-9005-0917230-00	1,464	127
KB saver 38-9005-0917230-05	11	11
Petty Cash/Cash On Hand	7	7
WP general 03-0687-0014184-00	45,120	23,992
WP Term 03-0687-0014184-81	15,274	28,447
WP. wages 03-0687-0014184-01	1,221	4,564
Total Bank	63,096	57,147
Current Assets		
Interest Income Accrued	-	164
Trade Debtors	1,692	463
Total Current Assets	1,692	627
Fixed Assets		
Building Fit-Out		
Opening Balance	21,175	21,092
Building Fit-Out	(3,485)	3,043
Less Accumulated Depreciation on Building Fit-Out	3,272	(2,960)
Total Building Fit-Out	20,962	21,175
Furniture		
Opening Balance	3,600	4,297
Furniture	(1,111)	-
Less Accumulated Depreciation on Furniture	1,059	(697)
Total Furniture	3,548	3,600
Land and Buildings		
Opening Balance	345,000	346,522
Land & Buildings	-	(1,522)
Total Land and Buildings	345,000	345,000
Office Equipment		
Opening Balance	197	306
Less Accumulated Depreciation on Office	(6)	(109)
Total Office Equipment	191	197
Plant & Equipment		
Opening Balance	2,425	3,716
Plant & Equipment	(522)	-
Less Accumulated Depreciation on Plant & Equipment	486	(1,291)
Total Plant & Equipment	2,390	2,425
Total Fixed Assets	372,090	372,397
Total Assets	436,878	430,171

Balance Sheet

	31 Mar 2021	31 Mar 2020
Liabilities		
Current Liabilities		
Grants in Advance	-	7,144
GST	756	(307)
Sundry Creditors	1,055	3,492
Total Current Liabilities	1,811	10,329
Total Liabilities	1,811	10,329
Net Assets	435,067	419,842
Equity		
Contingency Reserve	15,000	15,000
Current Year Earnings	15,225	(2,512)
Land Revaluation Reserve	162,898	162,898
Retained Earnings	241,943	244,456
Total Equity	435,067	419,842

Notes

Signed

Schedule of Fixed Assets

Featherston Community Centre Charitable Trust 1 April 2020 to 31 March 2021

Name	Number	Cost	Rate	Purchased	Disposed	1-Apr-20	Purchases	Depreciation	Disposals	Accum Dep	31-Mar-21
Building Fit-Out											
2017 18 new carpet	FA-0046	18,561	13.0%DV	16 Nov 2017		13,288	-	144	-	5,417	13,144
blinds	FA-0031	453	25.0%DV	29 May 2014		83	-	2	-	372	81
Ceiling insulation	FA-0059	3,043	12.5%DV	1 Apr 2019		2,663	-	28	-	408	2,635
electrical fans	FA-0003	1,397	13.0%DV	25 May 2014		613	-	7	-	790	607
Fencing & Gates	FA-0010	3,300	12.0%DV	1 Jan 2012		1,281	-	13	-	2,032	1,268
Final payment for new vinyl in kitchen	FA-0048	327	13.0%DV	26 Apr 2018		247	-	3	-	82	245
Heating Extension	FA-0012	7,804	19.2%DV	1 Jan 2012		439	-	7	-	7,372	432
Log Fire	FA-0009	3,485	48.0%DV	1 Jan 2012	31 Mar 2021	1	-	-	-	-	-
Payment for sheers	FA-0051	608	25.0%DV	12 Nov 2018		408	-	9	-	208	400
Signs	FA-0013	587	12.0%DV	1 Jan 2012		163	-	2	-	425	162
Total Building Fit-Out		39,564				19,187	-	213	-	17,106	18,973
Furniture											
13 polo chairs	FA-0042	2,587	16.0%DV	9 Mar 2017		1,513	-	20	-	1,094	1,493
2 polo chairs	FA-0044	398	16.0%DV	10 Jun 2017		243	-	3	-	158	240

Schedule of Fixed Assets

Name	Number	Cost	Rate	Purchased	Disposed	1-Apr-20	Purchases	Depreciation	Disposals	Accum Dep	31-Mar-21
Chairs	FA-0014	2,723	19.2%DV	1 Jan 2012		235	-	4	-	2,491	232
Classroom Vinyl	FA-0016	2,257	24.0%DV	1 Jan 2012		79	-	2	-	2,180	77
Curtaining	FA-0015	727	30.0%DV	1 Jan 2012		15	-	-	-	712	15
Folding Tables	FA-0037	2,994	13.0%DV	17 Oct 2014		1,395	-	15	-	1,614	1,380
new window seating Kauri rm	FA-0053	256	16.0%DV	19 Feb 2019		209	-	3	-	49	207
Television & DVD's	FA-0017	1,111	48.0%DV	1 Jan 2012	31 Mar 2021	3	-	1	2	-	-
Trolley for trestles	FA-0038	349	13.0%DV	17 Oct 2014		163	-	2	-	188	161
Total Furniture		13,402				3,856	-	50	2	8,487	3,804
Land & Buildings											
Building Alterations	FA-0006	37,425	0.0%None	1 Mar 2014		34,275	-	-	-	3,150	34,275
Fisher Windows	FA-0007	6,328	0.0%None	1 Jan 2012		3,543	-	-	-	2,785	3,543
L&B revaluation 30 Sept 2017	FA-0050	21,074	0.0%None	30 Sep 2017		21,074	-	-	-	-	21,074
Land	FA-0004	155,000	0.0%None	1 Jan 2014		155,000	-	-	-	-	155,000
New Roof	FA-0008	93,195	0.0%None	1 Jan 2012		93,195	-	-	-	-	93,195
Original Building	FA-0005	48,730	0.0%None	1 Jan 1984		35,935	-	-	-	12,795	35,935
Ramp	FA-0035	501	0.0%None	28 Jul 2014		501	-	-	-	-	501
toilet windows	FA-0033	614	0.0%None	11 Jul 2014		614	-	-	-	-	614

Schedule of Fixed Assets

Name	Number	Cost	Rate	Purchased	Disposed	1-Apr-20	Purchases	Depreciation	Disposals	Accum Dep	31-Mar-21
toilet windows	FA-0034	863	0.0%None	11 Jul 2014		863	-	-	-	-	863
Total Land & Buildings		363,730				345,000	-	-	-	18,730	345,000
Office											
Brother Printer (incl Cashback)	FA-0045	271	40.0%DV	17 Jun 2017		65	-	2	-	208	63
Office Desks	FA-0018	300	19.2%DV	1 Jan 2012		9	-	-	-	291	9
replacement computer	FA-0055	202	33.0%DV	10 Jul 2018		102	-	3	-	103	99
Toshiba Laptop	FA-0019	776	40.0%DV	1 Jan 2012		20	-	1	-	756	20
Total Office		1,549				197	-	6	-	1,358	191
Plant & Equipment											
2 x Gas Heater & Bottle	FA-0025	573	48.0%DV	1 Jan 2012	31 Mar 2021	3	-	1	2	-	-
Aluminium Extension Ladder	FA-0030	430	19.2%DV	1 Jan 2012		63	-	1	-	368	62
Boiling Unit	FA-0029	810	24.0%DV	1 Jan 2012		81	-	2	-	731	79
CCTV and security systems	FA-0054	2,368	25.0%DV	10 Sep 2018		1,517	-	32	-	882	1,485
Diesel Boiler	FA-0026	4,595	19.2%DV	1 Jan 2012		181	-	3	-	4,417	178
dishwasher	FA-0043	765	20.0%DV	28 Sep 2016		346	-	6	-	425	340
Metal Stacking Chairs	FA-0028	719	19.2%DV	1 Jan 2012		50	-	1	-	669	50

Schedule of Fixed Assets

Name	Number	Cost	Rate	Purchased	Disposed	1-Apr-20	Purchases	Depreciation	Disposals	Accum Dep	31-Mar-21
New boiler pump - relates to FA-0026	FA-0052	2,665	20.0%DV	7 Mar 2019		2,097	-	35	-	604	2,062
New Signs	FA-0039	620	10.0%DV	16 Dec 2014		354	-	3	-	269	351
Projector	FA-0021	519	25.0%DV	23 Jul 2013		77	-	2	-	443	76
Range & Hood	FA-0024	1,776	36.0%DV	1 Jan 2012		9	-	-	-	1,767	9
Refrigerator	FA-0023	818	30.0%DV	1 Jan 2012		15	-	-	-	803	15
Total Plant & Equipment		16,658				4,793	-	85	2	11,379	4,706
Total		434,903				373,032	-	354	3	57,061	372,674

Notes to the Financial Statements

Featherston Community Centre Charitable Trust For the year ended 31 March 2021

1. Statement of Accounting Policies

Featherston Community Centre Charitable Trust is a Trust. These Financial Statements are general purpose financial statements and have been prepared in accordance with generally accepted accounting practices.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis have been used, with the exception of certain items for which specific accounting policies have been identified.

2. Fixed Assets and Depreciation

All fixed assets, other than Land (see note 9 below) are recorded at cost less accumulated depreciation. Depreciation of the assets has been calculated at the maximum rates permitted by the Income Tax Act 2007. The entity has the following asset classes:
Building Fit-Out @ Cost. 12% - 80.4% Diminishing Value
Building Fit-Out Additions. 13% - 25% Diminishing Value
Buildings Additions. 0% Diminishing Value
Buildings At Cost. 0% Diminishing Value
Furniture At Cost. 16% - 48% Diminishing Value
Office Equipment At Cost. 19.2% - 40% Diminishing Value
Plant & Equipment At Cost. 19.2% - 67% Diminishing Value

3. Goods and Services Tax

These financial statements have been prepared on a GST exclusive basis with the exception of Accounts Receivable and Accounts Payable.

4. Accounts Receivable

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.

5. Review

These financial statements have been reviewed By Mr Graham Evans and his review report is attached.

6. Contingent Liabilities

As at the balance date the trust had no contingent liabilities.

Building Fit-Out	20,962
At cost	38,068
Less Accumulated Depreciation	(17,106)
Furniture	3,548
At cost	12,035
Less Accumulated Depreciation	(8,487)
Land & Buildings	345,000
At cost	363,730
Less Accumulated Depreciation	(18,730)
Office	191
At cost	1,549
Less Accumulated Depreciation	(1,358)
Plant & Equipment	2,390

Notes to the Financial Statements

At cost	13,769
Less Accumulated Depreciation	(11,379)
Total Fixed Assets	372,090

7. Other Notes

None

Featherston Community Centre Charitable Trust

Reviewer's Report to Members

I have reviewed the financial statements of Featherston Community Centre Charitable Trust for the year ended 31 March 2021.

Financial Statements of the Centre have been prepared and I have reviewed those statements to consider whether they give a true and fair view of the financial position and of the income and expenditure of the Featherston Community Centre Charitable Trust over the year ending 31 March 2021.

My responsibility is to review those transactions and express an independent opinion on the financial statements and to report my opinion on their efficacy to the members of the Featherston Community Centre Charitable Trust

BASIS OF OPINION

My review was conducted with regard to these responsibilities. I obtained all the information and explanations that I considered necessary to conduct my review and to satisfy myself that proper financial records had been kept and have been presented in a manner appropriate for the Trust's purposes.

OPINION

In my opinion the financial statements fairly reflect the financial transactions and the position of the Featherston Community Centre Charitable Trust over the financial year ending 31 March 2021.

My review was completed on 6 July 2021 and my opinion is expressed as at that date

A handwritten signature in dark ink, appearing to read 'Graham Evans', with a long horizontal line extending to the right.

Graham Evans
6 July 2021

Featherston Community Centre Charitable Trust

Budget - Financial Year 2021/22

	Budget	1 April 20 to 31 Aug 21
Income		
Rent of Centre offices and rooms	\$46,600.00	\$25,219.07
Art Sale	\$5,000.00	\$0.00
Other	\$1,200.00	\$600.00
Total Income	\$52,800.00	\$25,819.07
Wages and salaries		
ACC Expenses	\$150.00	\$103.67
Staff Training Expenses	\$500.00	\$0.00
Wages & Salaries Expenses	\$44,000.00	\$15,145.35
Total Salary costs	\$44,650.00	\$15,249.02
Operating Expenses		
Accounting Fees	\$550.00	\$300.00
Advertising & Marketing	\$1,300.00	\$654.98
Alternative accommodation hire	\$2,400.00	\$445.65
Art Sale expenses	\$1,500.00	\$34.77
Audit Fees	\$150.00	\$0.00
Bank Fees	\$20.00	\$4.50
Board & Meeting Expenses	\$400.00	\$250.00
Boiler Maintenance	\$500.00	\$0.00
Building Mainenance - Internal	\$1,500.00	\$551.83
Building Maintenance - External	\$1,200.00	\$120.99
Charities Commission	\$45.00	\$44.44
Cleaning Expenses	\$1,800.00	\$757.48
Computer expenses	\$1,000.00	\$180.32
Council Rates	\$2,568.00	\$569.57
Diesel	\$2,940.00	\$705.74
Electricity Expenses	\$2,100.00	\$885.06
Fire Safety Audit	\$500.00	\$0.00
Firewood	\$200.00	\$0.00
Food	\$500.00	\$0.00
Grounds	\$250.00	\$0.00
Business Insurance	\$4,200.00	\$0.00
Miscellaneous	\$200.00	\$0.00
Postage, Printing & Stationery	\$1,000.00	\$148.03
Security	\$100.00	\$0.00
Subscriptions	\$120.00	\$0.00
Tea/coffee purchases	\$0.00	\$71.99
Telephone, Tolls & Internet	\$1,000.00	\$436.22
Volunteer Expenses	\$300.00	\$0.00
Waste Removal	\$100.00	\$36.88
Total Administration Expenses	\$28,443.00	\$6,198.45
Surplus/Deficit	\$12,907.00	\$12,522.60
Grants applied for	Applied	Received to date
COGS FY2022	\$5,000.00	\$0.00
SWDC (FCB)	\$500.00	\$500.00
Nikau Foundation	\$12,000.00	\$2,000.00
Rotary	\$5,700.00	\$5,651.00
TG McCarthy Trust	\$10,000.00	\$0.00
Total Grants	\$33,200.00	\$8,151.00

Covid-19 Wages Support subsidy (\$7,029.60 for 12 weeks)	\$5,477.12
Repay - <i>based on current 12 weeks agreement</i>	\$0.00



South Wairarapa District Council

Partnership Funding Request Form

(for period 1 July 2021 – 30 June 2023)

Submit to: grants@swdc.govt.nz before 4 pm, 16 August 2021

1. ORGANISATION DETAILS

Name of organisation: House of Science Wairarapa Charitable Trust	
Physical address: 19 Woodside Road, RD1, Greytown 5794	
Postal address: 19 Woodside Road, RD1, Greytown 5794	
Contact Person: Amanda Taylor	Phone No (Day): 027-8988-200
Email: wairarapa@houseofscience.nz	Mobile No: 027-8988-200

Officers of organisation	
Chair: Craig Bryant	Phone No: 021-505-922
Secretary: Amanda Taylor	Phone No: 027-8988-200
Treasurer: Trudy Sears	Phone No: 021-239-5520

Would you like to speak in support of your application to the Grants Subcommittee on the 16 September 2021 ?	Yes
---	------------

When was the organisation formed and what are its aims and objectives?

House of Science Wairarapa Te Whare Pūtaiao o Wairarapa is a community-led provider of science education services. We were formed in January 2019 and began operating in schools in the South Wairarapa and Carterton in July 2019. It is our goal to ensure science-learning opportunities are available to Wairarapa children. We provide quality hands-on bilingual (Te Reo Māori and English) science resource kits to primary and intermediate schools in the Wairarapa. The science resource kits all align with the NZ education curriculum and aim to foster student engagement and understanding, and teacher confidence to teach science. Teachers book a science resource kit around a theme and spend the week doing hands-on activities. Each science kits include at least five hands-on experiments for Year 1-8 students. Everything a teacher needs to deliver an engaging science lesson is in the kit, including consumables for 30 students and bilingual student and teacher instructions. The kits are delivered weekly to schools and restocked by volunteers from the local community. Once the kit is returned to us, our volunteers re-stock the kit with all the consumables required for the activities before going out to

another school. In addition to our science resource kit library, teacher professional learning and development sessions are run once a term to support the teachers on their science journey.

In 2021, we have 27 members schools from throughout the Wairarapa including five from the South Wairarapa. Provision of these resources allows students to develop science capabilities and skills that will benefit them throughout their lives. It increases the capability of schools in rural areas and lower decile communities to teach a quality science programme and ensure equitable science-learning for all Wairarapa children.

Total number of members in your organisation?	27 schools
How many full-time equivalent people work in your organisation?	0.5 FTE
How many volunteers work in your organisation?	10
Date of last AGM?	8 April 2021

2. FUNDING CRITERIA

Funding Criteria

Council has \$75,000 available for youth focused projects and \$170,000 available for community grants.

Please select the category that is the project's main focus (mark with an X)

Youth Grant	X
Community Grant	

Community Grants Funding Category

Grants will be allocated to organisations which contribute to the community in at least one of the following areas. The funding categories are aligned to the five community outcomes, with some categories linking to more than one community outcome (see [Grants Policy](#)).

Please select the category that is the project's main focus (mark with an X)

Arts, museums, heritage and culture (including Māoritanga)	
Environment	
Events	
Sport and Recreation	
Social and Educational Services	X
Economic Development	

3. OPERATIONAL FUNDING OVERVIEW

Reason for requesting operational funding agreement

As a charitable trust we are reliant on funding from organisations like yours to continue to operate. Funding to assist with operating costs helps us meet our day-to-day costs and to continue to grow. The support from funding organisations allow us to keep our school membership fee low so all schools can afford access to our science resources no matter the size, decile or the location of the school. A funding operational funding agreement would allow us to ensure that all students in the South Wairarapa, those present and those yet to start school, have access to high quality science resources to support their science-learning.

House of Science Wairarapa are requesting \$5,000 for operational funding that would be used to assist with our annual operating licence, to reimburse our volunteers for the mileage they do in delivering the kits to the rural schools (this is particularly important for the South Wairarapa Schools), consumables to re-stock our science resource kits (the average cost of replenishment materials for just one kit for one year is approximately \$500), and to assist with our Teacher Professional Learning and Development sessions that are run once a term.

Due to the importance of science in our everyday lives, we believe all students deserve the right to develop the capabilities they need to reach their potential.

Explain how your organisation contributes to the wellbeing of South Wairarapa community or youth

Science is not directly funded in primary schools and many schools lack the resources, and the teachers the confidence, to teach science. Science teaches us how to think, to gather and interpret information, and to make informed decisions, all of which is important to navigate the world we live in today. With the availability of social media and the speed that information and mis-information is spread, we want to equip our students to think like a scientist and enable them to make informed decisions. Providing hands-on learning that uses children's natural curiosity helps to demystify science and encourage more children to participate in science-based courses through their schooling. To develop students that are at the forefront of innovation, we need to teach them science and keep alive the curiosity that all young children have. House of Science Wairarapa addresses this issue by providing teachers with the knowledge, skills and resources to teach science. The Education Review Office (ERO) reports released at the start of 2021 supports this. The ERO report of "Teaching Strategies to Engage Years 5-11 Students in Science" found that that science resource kits like those from the House of Science were an effective means of increasing student engagement in science.

Our science kits support students' curiosity and imagination while developing their ability to assess and analyse scientific information (crucial in times like these). Through provision of these science resources, students will develop science capabilities and skills that will benefit them throughout their lives. The use of these science resource kits will help prepare the students for transition into secondary education by giving them exposure to a variety of science themes. As abilities in science are rapidly becoming essential skills in our

workforce, empowering our students with science will open up greater opportunities for them in our local industries and in New Zealand's rapidly growing science workforce.

Our services also contribute to the South Wairarapa community by developing educated and environmentally aware children. Many of our resources have an environmental theme from the 'Water Analysis' kit where the students test how healthy their local stream is to our 'Climate Change' kit which through eight interactive activities students become better informed and empowered to care for our planet. The 'Plants, Pests and Produce' kit teaches students about the difference between pests and beneficial insects, which is particularly relevant in the Wairarapa having recently eliminated pea weevil from our region. These and many other environmental themed science kits support the next generation in our community to positively contribute to creating a healthy and sustainable environment. A great example of this is Pirinoa School who are working with Palliser Ridge to monitor the water ways on their farm using our Water Analysis science kit while undertaking native planting with the hope of seeing improvement in local biodiversity.

How many residents of South Wairarapa will benefit from the funding?

House of Science Wairarapa provides 5-12 year old children (Year 1-8) from all backgrounds with consistent and well-resourced access to science learning. This year, five schools in the South Wairarapa District are member schools (Featherston, Greytown, Kahutara, Pirinoa, and South Featherston) and over **600 children and teachers** from the South Wairarapa District are directly benefitting from these science resources.

How many residents of South Wairarapa will indirectly benefit from the funding?

House of Science Wairarapa indirectly benefits the entire South Wairarapa by developing well educated individuals that will go on to contribute the wellbeing of the community. The longer term gains of the House of Science Wairarapa include:

- empowering our young people with science skills and abilities that will benefit them throughout their lives
- engagement of more Māori children in science-based subjects through hands-on learning in both Te Reo Māori and English
- increasing the capability of schools in rural areas and lower decile communities to teach a consistent quality science programme
- increasing students' understanding of our environment and environmental issues
- increasing the number of youth engaging in science courses at Kuranui College providing them more career and education options.

It is through these longer term benefits that the South Wairarapa will benefit through:

- science literacy in the community
- increased uptake of local careers in science (these are particularly important in the Wairarapa)
- awareness of environmental issues and the understanding how to enact change
- innovation in our local science industries.

Provide a brief summary of any successes/achievements of the organisation

Since our launch in July 2019, we have expanded to provide our services to 27 schools from South Wairarapa, Carterton and Masterton. This is 90% of all primary and intermediate schools in the Wairarapa and includes 10 rural schools (3 from the South Wairarapa). The rapid growth of House of Science Wairarapa throughout the Wairarapa indicates that our services and resources are in demand by local schools. We also have a waiting list of schools who would like to increase the number of science kits they receive each week.

In the second half of 2019 (with 10 schools), science kits were delivered to schools 106 times and 2,332 students used a science kit. In 2020, our member schools increased to 20 schools with schools receiving a science kit 407 times. The total number of times a student in the Wairarapa used a science kit was 11,803 with an average of 11.5 science kits going out each week. In 2021 we now have 27 member schools. In term 1, a science kit was at a Wairarapa school 163 times, an average of 16.3 science kits each week. In term 2, a science kit was at a Wairarapa school 209 times, an average of 20.9 science kits a week. South Wairarapa Schools used a science kit 39 times during Term 1 and 46 times in Term 2.

In 2021, House of Science Wairarapa participated in community events allowing children to experience hands-on science, Wings Over Wairarapa, and Enviroschools Schools Day. In term 4, House of Science Wairarapa will also be supporting schools by attending the South Wairarapa Schools Moving On Conference for Year 8 students.

We seek feedback from all schools using our services. Below are some quotes from teachers of schools in the South Wairarapa that have been using the resource kits as well as photos from schools.

"This was a great resource and my students really enjoyed doing the activities. It generated some great discussions." Plants, Petals and Pollination, Martinborough School

"The students were completely engaged in all the water analysis activities and had such a rich learning experience. We used the kit to understand more about the stream behind our school and it was amazing to explore and analyse the ecosystem there. One of the favourite kits so far. Thanks" Water Analysis, South Featherston School

"We are loving the opportunity to have House of Science kits in our classrooms at our school. Our students are so excited to see what is in each kit, each week and love to share their new learning (and new science words) with their whanau." Pirinoa School

"The children absolutely loved it." Magnetic Madness, Featherston School

"This was a well thought out and engaging resource. The students really loved it." Who-Dunnit?, Kahutara School



Featherston School examining the size of planets with the 'Spaced Out' kit



Martinborough School

25 February · 🌐

...

SCIENCE LESSONS 🧪

Room 5 had a Science Day looking at the structure of 'good' soil. They investigated how the amount of water would affect fertiliser soaking into soil to help plants grow.

So cool to have the House of Science kits available to use 😊



A Facebook post from Martinborough School after spending the day investigating the health of soil and nutrient leaching using the 'Land' science kit



Pirinoa School using the 'Water Analysis' kit to test the waterways on Palliser Ridge as part of community restoration project



Kahutara School with the 'Dem Bones' kit skeletons

4. FINANCIALS - BUDGET FOR CURRENT FINANCIAL YEAR (YOU MAY ATTACH SEPARATELY)

Please see attached budget for 2021 for further detail.

Sources of Revenue/Income	
Subscriptions/Membership fees	\$ 13,800.00
Donations	\$ 0
Science Kit Sponsors (Businesses)	\$ 15,000.00
Non-Council Grants (please specify)	\$ 20,000.00 Lottery Community Grant \$ 20,000.00 Trust House \$ 8,000.00 ECCT Grant \$ 7,500.00 MLTL Education Grant \$ 2,000.00 DIA COGS
Council Grants (non-SWDC)	\$ 2,500.00 Masterton District Council \$ 2,500.00 Carterton District Council
SWDC Community Youth Grant	\$ 5,000.00 (This application)
Fundraising	\$ 1,000.00
Total Expenditure	\$ 97,300.00

Expenditure	
Salaries	\$ 32,136.00
Rent	\$ 8,000.00
Electricity/Internet	\$ 1,500.00
Phone	\$ 0
Insurance	\$ 2,000.00
Vehicle and Transport	\$ 7,000.00
Licence Fee to HoS NZ	\$ 6,000.00
Science Kit Purchase	\$ 20,000.00
Science Kit Consumables	\$ 6,000.00
Science Kit Updates	\$ 1,000.00
Teacher Professional Development	\$ 4,000.00
General Expenses	\$ 3,000.00
Staff Professional Development	\$ 2,000.00
Accounting Fees	\$ 2,000.00
Total Expenditure	\$ 94,636.00
Budget Surplus/Deficit	\$ 2,664.00

GST Registration	
Are you GST Registered	Yes
Bank account details (required for non GST registered applications only)	
Name of bank:	
Account name:	
Account No:	

5. Declarations

We agree to comply with requests from an officer or councillor from SWDC for additional information in relation to this application.

Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected and will be held by SWDC for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

Authorisation

- I certify that the information provided in this application form is true and correct to the best of my knowledge.
- I have the authority to make the application on behalf of the organisation.
- I agree that the necessary documentation listed below is attached to this application.
- I confirm that we will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for 7 years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grant Accountability Form.

Signatory One

Signed:



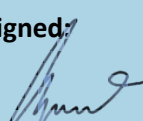
Full name: Amanda Taylor

Designation: General Manager

Date: 13 August 2021

Signatory Two

Signed:



Full name: Craig Bryant

Designation:

Date: 13 August 2021

Eligibility and Criteria

Applicants should review the eligibility and grant criteria as outlined in the [Grants Policy](#) before making an application.

Please return the completed form by 4.00 pm on 16 August 2021 to:

South Wairarapa District Council

PO Box 6

Martinborough 5741

Or email: grants@swdc.govt.nz

Items required for this application	
• Most recent annual accounts including notes and review/audit report	✓
• Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less than 12 months)	✓
• Application Form is signed	✓



HOUSE OF SCIENCE®

RAISING SCIENTIFIC LITERACY

WAIRARAPA

TE WHARE PŪTAIAO O WAIRARAPA



PERFORMANCE REPORT 2020

Performance Report for the year ended: 31 December 2020

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House of Science Wairarapa science kit library, December 2020

Entity Information

Who we are? Why do we exist?

For the year ended: 31 December 2020

Legal name of entity	House of Science Wairarapa Charitable Trust
Other name of entity (if any)	House of Science Wairarapa
Type of entity and legal basis (if any)	Charitable Trust and Registered Charity
Registration number	CC56510

Entity's purpose or mission

Our vision is to raise scientific literacy in the Wairarapa region through the provision of bilingual science resources and teacher professional development.

Entity structure

House of Science Wairarapa Charitable Trust is an independent not-for-profit entity that operates under licence from House of Science NZ. We currently have a governing Board of five trustees that includes an elected Chairperson, Secretary and Treasurer. The daily operations are run by a General Manager who is also a trustee on the Board. House of Science Wairarapa is building its volunteers base with six volunteers currently helping with the restocking and delivery of our science resource kits to local school.

House of Science Wairarapa is one of 14 branches of House of Science NZ.

The main sources of the entity's cash and resources

House of Science Wairarapa Charitable Trust relies on grants, donations, community sponsorship and local schools subsidised annual membership.

The main methods used by the entity to raise funds

Community grants and community sponsorship through direct applications or engagement.

The entity's reliance on volunteers and donated goods or services

House of Science Wairarapa Charitable Trust relies to a great extent on volunteers. Volunteers from the local community contribute to the governance, and the weekly restocking and delivery of science resource kits to the membership schools.

Additional information

N/A



Contact details

Physical address	19 Woodside Road RD 1 Greytown 5794
Postal address	19 Woodside Road RD 1 Greytown 5794
Phone/fax	027-8988-200
Email	wairarapa@houseofscience.nz
Website	https://houseofscience.nz/wairarapa/
Facebook	www.facebook.com/HoSWairarapa

Future scientists encouraged

Lisa Urbani

Science teaches us how to think, to gather and interpret information, to test assumptions, to weigh up options and to make informed decisions.

Unfortunately, despite its importance, science is not directly funded in primary schools and many schools lack the resources to teach science.

The 2017 National Monitoring Study of Student achievement found that only 20 per cent of students in Year 8 were achieving at or above science curriculum expectations.

The House of Science Wairarapa Charitable Trust was formed in 2019 to support primary and intermediate schools with teaching science and address this issue.

They currently provide their services to 19 schools throughout the Wairarapa, from Mauriceville to Pirioua.

General manager Amanda Taylor said the trust's goal is to make science learning accessible to all children in Wairarapa, and the current global pandemic had shown "just how important it is to be developing the next generation of scientists".

House of Science provides quality hands-on bilingual – te reo Māori and English – science resource kits to primary and intermediate schools in Wairarapa.

The kits are all based around a science theme and include five to seven hands-on experiments. They contain everything a teacher needs including all consumables, student worksheets and instructions and they are delivered to schools weekly by volunteers and replenished by them on a Friday before going out to another school.

"Our science kits support students' curiosity and imagination while developing their ability to assess and analyse scientific information," Amanda said.

Lakeview School junior syndicate leader Michelle Kerr, whose year three and four classes were using the kits, said, "it's amazing to watch the children engage and feel excited and energised by the experiments".

"They are bubbling with

Children at Lakeview School doing an experiment. (l to r) Aeris Tepou Taniwha, Jessica McIntyre and Frankie Bond. PHOTO: SUPPLIED

Continued on page 4

Science is fun for eager pupils

Continued from page 1

learning and enthusiasm and can make connections between science and everyday things.

"Their scientific language is growing, they are collaborating and asking questions and problem-solving to build and extend their knowledge, it is great to watch them discover that science is fun, and it's all around us."

More than 3000 children and teachers in Wairarapa currently have weekly access to these science kits.

This saves teachers valuable preparation time and from having to buy their own resources, and it also means the kits are up to date, complete and have all the required parts to provide meaningful science experiments.

They also provide teacher professional development and learning for teachers once a term to support the teachers.

There are more than 30 science resources around different themes available like Flexi Physics, Food for Thought, Water Analysis and Spaced Out.

As a charitable trust, the House of Science Wairarapa relies on a mixture of grants and business sponsorship as well as a small contribution from schools to cover its costs, and is always looking for more local businesses to sponsor a science kit to help expand their science library.

Amanda said, "it is only thanks to the generous support of Greytown Honey, Transit Group, Under the Stars, Masterton District Council, Carterton District Council, South Wairarapa District Council, Masterton Trust Lands Trust, Trust House Organisations Grant Scheme, Eastern and Central Community Trust, and the Rural Communities Trust that we can offer the service we do".

If you are interested in helping as a volunteer or are a business interested in sponsorship, please contact Amanda (wairarapa@houseofscience.nz).

Lakeview pupils (l to r) Jake Sargent, Keanu Slater and Lakyn Poulgrain. PHOTO: SUPPLIED

Wairarapa Midweek article, August 2020



Statement of Service Performance

What did we do?

For the year ended: 31 December 2020

Description of the entity's outcomes

- Improve access to science resources for primary and intermediate children and teachers in the Wairarapa regardless of their background or location.
- Increase the skill level, understanding and ability of young people in science.
- Equip students and teachers with skills and abilities that will benefit them throughout their lives.
- Increase confidence of children to participate in learning, to have fun, and to ask questions about the world around them.
- Increase engagement of Māori children in science and technology through hands-on learning as our resources are all bilingual.
- Increase the connectedness of local businesses, and potential work opportunities, with young people.

Description and quantification (to the extent practicable) of the entity's outputs	Actual	Actual
	This year	Last year
Number of Wairarapa primary and intermediate schools that are members of House of Science Wairarapa	20 schools	10 schools
Number of rural schools	7 schools	5 schools
Number of times a House of Science Wairarapa science resource kit was delivered to schools	407	106
Total number of times a student in the Wairarapa used a resource kit	11,803	2,332
Number of kits booked per week (average)	11.5 kits	5.5 kits
Number of kits in science resource library	22 kits	12 kits

Additional output measures

Feedback from teachers in 2020

"We had so much fun. It generated a lot of scientific questions. They can't wait for the next one." St Patrick's School

"Really easy to use, kids love the hands on activities. It has definitely helped me to use science regularly in class." St Mary's School

"We love your kits, keep them coming!" Fernridge School

"We are loving the opportunity to have House of Science kits in our classrooms at our school. Our students are so excited to see what is in each kit, each week and love to share their new learning (and new science words) with their whanau." Pirinoa School



"Just an amazing resource/kit, it makes teaching so easy to have everything ready to use and in one place, especially with consumables that would usually have to be organised, brought from home or paid for personally by the classroom teacher." St Matthew's Collegiate

"I loved the way it was all set out and so easy to teach. Thank you!!" Greytown School

"The kids loved this kit - a couple of the parents commented that the kids had gone home and talked about PH Levels and acidic and base :)" South End School

"Thank you for organising these kits for us. We really love using them." Carterton School

"The children absolutely loved it." Featherston School

"Great kit, children absolutely loved it. Very engaging." Mauriceville School

"Loved the fact I did not have to go and fetch everything and everything was there on hand, including all the information/knowledge. Awesome it!" Martinborough School

"Loved it. We set up three as independent task. Students LOVED it. It was amazing to hear the 'learning conversations' being had between students about how best to solve the flinking problem. They collaborated and shared ideas and strategies. It was AWESOME." Hadlow Preparatory School



Moving On Conference for Year 8 students, Dec 2020



Fernridge School with the Float My Boat kit



Pirinoa School with the Spaced Out kit



Lakeview School with the Sweet & Sour kit

Additional information

New Zealand went into COVID-19 lock down from 25 March 2020 until 13 May 2020. Under Alert level 2 and Alert level 1 schools were able to use the science kits so long as appropriate safety measures were in place.



Statement of Receipts and Payments

How was it funded? What did it cost?

For the year ended: 31 December 2020

		Actual	Actual
	Notes	This year \$	Last year \$
Operating Receipts			
Donations, fundraising and other similar receipts	2	49,570	42,950
Fees, subscriptions and other receipts from members	2	12,150	2,550
Receipts from providing goods or services		0	0
Interest, dividends and other investment income receipts		9	3
GST	2	8,277	(632)
Total Operating Receipts		70,006	44,871

Operating Payments			
Payments related to public fundraising		0	0
Volunteer and employee related payments	3	17,368	5,245
Payments related to providing goods or services	3	28,467	22,986
Grants and donations paid		0	0
Other operating payments	3	6,000	3,000
GST	3	8,642	0
Total Operating Payments		60,477	31,231

Operating Surplus or (Deficit)		9,529	13,640
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Capital Receipts			
Receipts from the sale of resources		0	0
Receipts from borrowings		0	0

Capital Payments			
Purchase of resources	3	0	1,000
Repayments of borrowings		0	0

Increase/(Decrease) in Bank Accounts and Cash		9,529	12,640
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Bank accounts and cash at the beginning of the financial year		12,640	0
Bank Accounts and Cash at the End of the Financial Year		22,169	12,640

Represented by:			
Cheque account(s)		22,169	12,640
Savings account(s)		0	0
Term Deposit account(s)		0	0
Cash Floats		0	0
Petty Cash		0	0

Total Bank Accounts and Cash at the End of the Financial Year		22,169	12,640
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Statement of Resources and Commitments

What do we own? What do we owe?

As at 31 December 2020

Schedule of Resources

	This year \$	Last year \$
Bank accounts and cash (from Statement of Receipts and Payments)	22,169	12,640
Money held on behalf of others		
Description	Amount	Amount
None	0	0
Money owed to the entity		
Description	Amount	Amount
GST receivable	997	632
Other resources		
Description and source of value (cost or current value required if practical to obtain)	Cost or current value	Cost or current value
None	0	0

Schedule of Commitments

	This year \$	Last year \$
Money payable by the entity		
Description	Amount	Amount
Unpaid invoices (due 20 January 2021)	4,357	2,245
Other commitments		
Description	Amount	Amount
Commitment for payment for House of Science NZ licence	1,500	1,500
Guarantees		
Description	Amount	Amount
None	0	0



Schedule of Other Information

	This year \$	Last year \$
Grants or donations with conditions attached (where conditions not fully met at balance date)	Amount	Amount
South Wairarapa District Council long term plan 2018/28 youth grant for \$5,000 for operational costs including licence (remaining funds allocated towards licence due January)	0	1,000
Masterton District Council community grant for \$5,000 for the Land and Water science resource kit and their consumables for one year (received June 2019, remaining funds for kits' consumables)	0	855
Trust House Foundation grant for \$6,000 to assist with wage cost for part-time GM and resource library set up costs (received June 2019, extension until June 2020)	0	321
South Wairarapa District Council annual plan 2019/20 youth grant for \$2,000 for operational costs (received July 2019 for consumables for loan library kits)	0	586
DIA Community Grant Organisations Scheme (COGS) grant for \$2,000 for operational costs (received July 2019)	0	1,160
Carterton District Council community grant for \$2,500 the Flexi Physics science resource kit and its consumables for one year (received September 2019, remaining funds for kit consumables)	0	430
Masterton Trust Lands Trust special project funding for \$10,000 for 4x science resource kits and their consumables for one year (received October 2019, remaining funds for kits' consumables)	0	1,527
Rural Communities Trust grant for \$1,500 towards a bilingual science resource kit (received December 2019)	0	1,500
Carterton District Council community grant for \$2,500 the What's the Buzz? science resource kit and its consumables for one year (received July 2020, remaining funds for kit consumables)	45	0
South Wairarapa District Council 2020/2021 youth grant for \$5,000 for operational costs (received September 2020 for operational costs)	1,654	0
Masterton District Council community grant for \$2,500 for the Weather Ready science kit and it's consumables for one year (received October 2020, remaining funds for kits' consumables)	213	0
Masterton Trust Lands Trust grant for \$7,500 for 3x science resource kits and their consumables for one year (received October 2020, remaining funds for kits' consumables)	569	0
ANZ Staff Foundation grant for \$5,000 for 2x science resource kits and their consumables for one year (received October 2020, remaining funds for the kits and their consumables)	5,000	0
Lion Foundation grant for \$2,000 for one science kit (received December 2020, remaining funds for the science kit)	2,000	0
Resources used as security for borrowings		
None	0	0



Notes to the Performance Report

For the year ended: 31 December 2020

Note 1: Accounting Policies

How did you do your accounting?

Basis of Preparation

House of Science Wairarapa Charitable Trust is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)

House of Science Wairarapa Charitable Trust is registered for GST. Therefore amounts recorded in the Performance Report are exclusive of GST (if any). GST owing, or GST refunds due as at balance date are shown in the Statement of Resources and Commitments.

Note 2: Analysis of Receipts

How was it funded?

Receipt Item	Analysis	This year \$	Last year \$
Grants and donations	Donations/koha from the public	370	200
	Lions Masterton Host Waipoua donation	0	750
	Carterton District Council one-off grant	0	3,000
	South Wairarapa District Council youth grant	5,000	7,000
	Masterton District Council community grant	2,500	5,000
	Trust House Foundation grant	0	6,000
	DIA COGS grant	2,000	2,000
	Carterton District Council community grant	2,500	2,500
	Masterton Trust Lands Trust grant	7,500	10,000
	Rural Communities Trust grant	0	1,500
	Eastern & Central Community Trust	5,000	0
	ANZ Staff Foundation	5,000	0
	The Lion Foundation	2,000	0
	Sponsorship of science kit Tranzit Group	0	2,500
	Sponsorship of science kit Greytown Honey	2,500	2,500
	Sponsorship of science kit Under the Stars	2,500	0
	Sponsorship of science kit The MacDiarmid Institute	1,500	0
	Sponsorship of science kit NZ Agricultural Greenhouse Gas Research Centre	2,000	0
	Sponsorship of science kit Thunderpants	2,500	0
	Sponsorship of science kit A Lincoln & I McArthur	2,500	0
	COVID-19 wage subsidy	4,200	0
	Total	49,570	42,950

Receipt Item	Analysis	This year \$	Last year \$
Fees, subscriptions & other receipts from members	School membership fees	12,150	2,550
	Total	12,150	2,550



		This year	Last year
Receipt Item	Analysis	\$	\$
GST	GST on income received	6,772	5,107
	GST received from IRD	1,505	715
	Total	8,277	5,822

Note 3: Analysis of Payments

What did it cost?

		This year	Last year
Payment Item	Analysis	\$	\$
Volunteer and employee related payments	Salaries and wages	15,376	5,083
	Employee professional development	375	162
	Vehicle and transport costs	1,617	
	Total	17,368	5,245

		This year	Last year
Payment Item	Analysis	\$	\$
Payments related to providing goods or services	Administration and overhead costs	3,111	1,114
	Insurance	1,556	1,377
	Science resource kits	16,000	18,000
	Science resource kit consumables	6,785	2,495
	Teacher's professional learning and development	309	
	Accounting fees	706	
	Total	28,467	22,986

		This year	Last year
Payment Item	Analysis	\$	\$
Other operating payments	House of Science NZ licence	6,000	3,000
	Total	6,000	3,000

		This year	Last year
Payment Item	Analysis	\$	\$
GST	GST on expenses paid	5,226	4,072
	GST paid to IRD	3,416	2,382
	Total	8,642	6,454

		This year	Last year
Payment Item	Analysis	\$	\$
Capital payments	Computer and printer	0	1,000
	Total	0	1,000

Note 4: Correction of errors

N/A



Note 5: Related party transactions

		This year \$	Last year \$	This year \$	Last year \$
Description of Related Party Relationship	Description of the Transaction (whether in cash or amount in kind)	Value of transactions	Value of transactions	Amount outstanding	Amount outstanding
A Trustee/Secretary is also the General Manager	Employed part-time for 10h/week to manage resource kits	15,376	5,083	0	0
A Trustee/Secretary is also the General Manager	Volunteers time and skills to the operation of the Trust at no charge				
Trustee/Chairman is married to the General Manager	Volunteers time and skills to support the operation of the Trust at no charge				

Note 6: Events after the balance date

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report. (Last Year – Nil)

Note 7: Additional notes

House of Science NZ kindly loaned five science research kits for the first year of operations (July 2019 – June 2020). These were returned during the course of 2020.

One science resource kit was also kindly donated by Ko Tatou This Is Us.



Funders and Supporters

For the year ended: 31 December 2020

House of Science Wairarapa Charitable Trust would like to acknowledge the support and financial assistance from Carterton District Council, South Wairarapa District Council, Masterton District Council, Community Organisation Grant Scheme, Masterton Trust Lands Trust, Trust House Foundation, ANZ Staff Foundation, Eastern & Central Community Trust, The Lion Foundation, McKenzie's Electrical 2000, Greytown Honey, Transitz Group, Under the Stars, Thunderpants, Annie Lincoln & Ian McArthur, The MacDiarmid Institute, New Zealand Agricultural Greenhouse Gas Research Centre, Ko Tatou This Is Us, private donors, and volunteers.

We appreciate your support, generosity and time to help improve scientific literacy in the Wairarapa.

LOCAL PARTNERS



This performance report has been approved by the House of Science Wairarapa Charitable Trust Board for and on behalf of House of Science Wairarapa Charitable Trust

Signature:

Name: Craig Bryant

Position: Board Chair

Date: 9 April 2021



INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of House of Science Wairarapa Charitable Trust

Opinion

We have audited the accompanying performance report of House of Science Wairarapa Charitable Trust on pages 4 to 12, which comprises the entity information, the statement of service performance and statement of receipts and payments for the year ended 31 December 2020, the statement of resources and commitments as at 31 December 2020, the statement of accounting policies and other explanatory information.

In our opinion:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable; and
- b) the Performance Report on pages 4 to 12 is prepared, in all material respects in accordance with Public Benefit Entity Simple Format Reporting – Cash (Not-For-Profit), issued in New Zealand by the New Zealand Accounting Standards Board.

Basis for Opinion

We conducted our audit of the statement of receipts and payments, statement of resources and commitments, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of our report. We are independent of House of Science Wairarapa Charitable Trust in accordance with Professional and Ethical Standard 1 'International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand)' 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 opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, House of Science Wairarapa Charitable Trust.

Restriction on Responsibility

This report is made solely to the Board of Trustees, as a body, in accordance with section 42F of the Charities Act 2005. Our audit work has been undertaken so that we might state to the Board of Trustees those matters 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 Board of Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Trustees' Responsibility for the Performance Report

The Trustees are responsible on behalf of the entity for:

- (a) identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- (b) the preparation of the performance report which comprises:
 - the entity information;
 - the statement of service performance; and
 - statement of receipts and payments, statement of resources and commitments, statement of accounting policies and notes to the performance report
- (c) for such internal control as the Trustees determine is necessary to enable the preparation of a performance report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Performance Report

Our objectives are to obtain reasonable assurance about whether the performance report is 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) and ISAE (NZ) 3000 (Revised) 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 this performance report.

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 performance report, 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 entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Trustees and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity'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 performance report 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 entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.

- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Trustees 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.



Sellar & Sellar
Masterton
14 April 2021

14 April 2021

Craig Bryant,
Board of Trustees Chairman
House of Science Wairarapa Charitable Trust
19 Woodside Road, RD 1
Greytown 5794

Dear Craig,

House of Science Wairarapa Charitable Trust - Audit Management Letter

We have completed the audit of your Performance Report for the year ended 31 December 2020.

The primary aim of our audit is to form an opinion as to whether your Performance Report fairly reflects the results of your organisation's activities for the reporting period and its financial position at balance date. The audit report expresses this opinion.

In forming our audit opinion we conduct detailed tests of selected transactions and review the key controls in place to ensure the effective operation of your accounting systems and internal controls. As a service to ensure you receive maximum benefit from our audit we note our evaluation of your systems and highlight areas of possible weakness or where we believe improvements can be made. Our motive is to offer objective and constructive advice so that the accounting function and related control issues can be improved in the future.

Required Communications

As required by the Auditing Standards we affirm that:

- We have had no disagreements with management during our audit nor have we had any serious difficulties in dealing with management.
- We have not identified any instances of fraud involving senior management or any other frauds that have caused a material misstatement in the Performance Report.
- We have not noted any significant risks or exposures that are required to be separately disclosed in the Performance Report.

We reaffirm we are independent of your organisation, and that we have no relationship with your organisation that impairs our independence.

We take the opportunity to give credit for a well run organisation and good financial reporting to the Board and documentation of minutes based on the observations from our audit work. There are a couple of observations that we would like you to consider although these do not affect our audit opinion, but are provided to encourage debate.

1. The financial reporting system is very well maintained and is a series of custom built spreadsheets to facilitate, in particular, Grant accountability, however it remains a manual system that does not provide an integrated audit trail.
Reporting is currently cash based and this is an acceptable end of year reporting basis while total expenses are less than \$125,000. For greater reporting accuracy we recommend that the Board consider a move to accrual based accounting, where income and expenses are recorded as they are earned or incurred rather than as cash is received or paid.
A Xero accounting system is one option that provides an integrated transactional reporting platform, with tracking for grant accountability and a robust audit trail to support Tier 3 accrual reporting at year end.
2. The General Manager's contract has been extended several times and we understand is now in place for the whole 2021 year, but is still a fixed term contract based on funding. We note a recent employment court decision (Morgan vs Tranzit Coachlines Wairarapa Limited) that has illustrated the difficulty of relying on external funding as the reason for a fixed term contract. The more a fixed term contract is extended the more likely it could be considered permanent employment, and the fixed term clause ineffective. While the Tranzit environment is quite distinctly different to yours, we recommend that the Board consider if the fixed term clause could be removed to make the position permanent and remove the uncertainty, or the alternative option of the GM contracting services, as has been the case with other local not for profit organisations.

Conclusion

The points raised above have been discussed with Amanda Taylor and we have taken account of their comments in compiling this report. These points are not necessarily exhaustive as they arose from our general Performance Report audit rather than a specific systems audit.

Thanks to Amanda and Craig who assisted us in the completion of our audit work. Please contact us if you have any questions on any issues raised.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Dominic Stewart', with a large, stylized loop at the end.

Dominic Stewart
Sellar & Sellar


HOUSE OF SCIENCE WAIRARAPA CHARITABLE TRUST

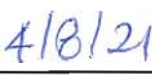
MONTHLY FINANCIAL REPORT FOR JULY 2021

Opening Balance as 1 July 2021 \$ 33,317.56

	July	Year to Date	Budget 2021
INCOME			
School Membership	\$ -	\$ 15,200.00	\$ 13,800.00
Grants & Donations	\$ 10,000.00	\$ 36,660.00	\$ 67,500.00
Kit Sponsors	\$ -	\$ 7,000.10	\$ 15,000.00
Fundraising	\$ -	\$ -	\$ 1,000.00
Interest	\$ -	\$ 6.15	\$ -
GST on income received	\$ 1,500.00	\$ 6,691.94	\$ -
GST IRD refunds	\$ 1,373.15	\$ 2,369.89	\$ -
Total Income	\$ 12,873.15	\$ 67,928.08	\$ 97,300.00
EXPENSES			
General Manager Wages	\$ 2,472.00	\$ 14,214.00	\$ 32,136.00
Staff PD Costs	\$ -	\$ 130.07	\$ 2,000.00
Vehicle and Transport Costs	\$ 2,185.14	\$ 3,921.64	\$ 7,000.00
Licence Fee to HoS NZ	\$ 1,500.00	\$ 4,500.00	\$ 6,000.00
Resource Kit Purchase	\$ 2,000.00	\$ 16,000.00	\$ 20,000.00
Resource Kit Consumables	\$ 145.83	\$ 3,064.39	\$ 6,000.00
Resource Kit Updates	\$ -	\$ -	\$ 1,000.00
Professional Learning and Development	\$ -	\$ 30.17	\$ 4,000.00
General Expenses	\$ 27.20	\$ 2,567.01	\$ 3,000.00
Insurance	\$ -	\$ -	\$ 2,000.00
Accounting fees	\$ -	\$ 793.75	\$ 2,000.00
Utilities (Phone, Power, Internet)	\$ -	\$ -	\$ 1,500.00
Facility Rent	\$ 225.00	\$ 675.00	\$ 8,000.00
GST IRD payments	\$ -	\$ 2,977.80	\$ -
GST on expenses paid	\$ 584.71	\$ 4,172.00	\$ -
Total Expenses	\$ 9,139.88	\$ 53,045.83	\$ 94,636.00
Net Surplus	\$ 3,733.27	\$ 14,882.25	\$ 2,664.00
Bank Balance as 31 July 2021	\$ 37,050.83	\$ 37,050.83	

Reconciled with Bank Balance and certified correct


 Signed Trudy Sears
 Treasurer


 Date

House of Science Wairarapa Charitable Trust Operating Budget 2021

1 January 2021 - 31 December 2021

Income

School Membership	\$	13,800.00	23 schools in 2021
Science Kit Sponsors	\$	15,000.00	6 kits sponsored at \$2,500 each
Grants and Donations	\$	67,500.00	
Fundraising	\$	1,000.00	Science quiz

Total Income **\$ 97,300.00**

Expenses

General Manager Wages	\$	32,136.00	20 hours a week (52 weeks) at \$30.90/hr.
Staff PD Costs	\$	2,000.00	
Vehicle and Transport Costs	\$	7,000.00	Reimbursement for mileage for kit delivery (nearly 50% of schools are rural schools)
Licence Fee to HoS NZ	\$	6,000.00	This is yearly
Resource Kit Purchase	\$	20,000.00	Purchase of 10 kits at \$2,000
Resource Kit Consumables	\$	6,000.00	
Resource Kit Updates	\$	1,000.00	Kits get updated every two or three years
Professional Learning and Development	\$	4,000.00	4 PLD for teachers a year
General Expenses	\$	3,000.00	
Insurance	\$	2,000.00	Public liability and contents insurance
Accounting fees	\$	2,000.00	For audit/annual review
Utilities (Phone, Power, Internet)	\$	1,500.00	
Facility Rent	\$	8,000.00	

Total Expenses **\$ 94,636.00**

Net Annual Surplus **\$ 2,664.00**



South Wairarapa District Council

Partnership Funding Request Form

(for period 1 July 2021 – 30 June 2023)

Submit to: grants@swdc.govt.nz before 4 pm, 16 August 2021

1. ORGANISATION DETAILS

Name of organisation: Aratoi Regional Trust	
Physical address: 12 Bruce Street, Masterton	
Postal address: PO Box 648, Masterton 5810	
Contact Person: Susanna Shadbolt, Director	Phone No (Day): 06 370 0001
Email: susanna@aratoi.co.nz	Mobile No: 021 222 6812

Officers of organisation	
Chair: David Moriarty	Phone No: 021 350 349
Deputy Chair: Donna Burkhart	Phone No: 027 249 0085
Trustee: Elizabeth Johnston	Phone No: 0273079132

Would you like to speak in support of your application to the Grants Subcommittee on the 16 September 2021 ?	Yes/No
---	---------------

When was the organisation formed and what are its aims and objectives? By Trust Deed 4 December 1995, but the organisation has been operating since 1969. Aratoi Wairarapa Museum of Art and History is <u>Wairarapa's only professional museum</u> . Aratoi collects, holds, preserves and presents art, Taonga Māori, social history and culture on behalf of the Wairarapa region and its visitors. Our Museum is the place where history and stories are told. It is a community forum for learning, understanding, and participation in art, history and culture.
--

Total number of members in your organisation?	-
How many full-time equivalent people work in your organisation?	4 FTE
How many volunteers work in your organisation?	75 active volunteers approx. 450 Friends of Aratoi
Date of last AGM?	4 December 2020

2. FUNDING CRITERIA

Funding Criteria

Council has \$75,000 available for youth focused projects and \$170,000 available for community grants.

Please select the category that is the project's main focus (mark with an X)

Youth Grant	
Community Grant	X

Community Grants Funding Category

Grants will be allocated to organisations which contribute to the community in at least one of the following areas. The funding categories are aligned to the five community outcomes, with some categories linking to more than one community outcome (see [Grants Policy](#)).

Please select the category that is the project's main focus (mark with an X)

Arts, museums, heritage and culture (including Māoritanga)	X
Environment	
Events	
Sport and Recreation	
Social and Educational Services	
Economic Development	

3. OPERATIONAL FUNDING OVERVIEW

Reason for requesting operational funding agreement

We wish to request \$25,000 per annum partnership funding from SWDC, to reinstate (at the very least) our funding levels from SWDC.

All regional museums rely on local government to ensure they are adequately funded. NZ wide professional museums have a multi-year MoU in place with their councils.

Aratoi has met several times with Mayor Alex Beijen and CEO Harry Wilson to stress the need for a Memorandum of Understanding with the South Wairarapa District Council. This would ensure efficiency and would allow for funding to be put in place for a longer cycle, so that we can develop a structure for future planning which would suit us both.

Aratoi has a three-year agreement in place with both MDC and CDC.

The 60% funding decrease from SWDC last year put Aratoi in a vulnerable position. For years prior, our level of funding remained unchanged at \$25,000; occasionally \$35,000 to support a special exhibition. Understandably, our charitable organisation would like some consistency to assist with future planning.

Please find attached letters of support from both our iwi and prominent South Wairarapa residents to stress the need for Aratoi to secure continuous and adequate funding from South Wairarapa District Council.

Explain how your organisation contributes to the wellbeing of South Wairarapa community or youth

Aratoi ensures that South Wairarapa Taonga Māori and cultural artefacts are professionally cared for and made accessible to our communities and visitors to the region.

Aratoi ensures growth and support of South Wairarapa arts and artists.

Aratoi is the only professional museum in the Wairarapa, looking after a nationally significant collection of art, taonga and historical and archaeological artefacts from South Wairarapa.

On behalf of iwi, Aratoi cares for a large and important collection of pre-European artefacts - the Palliser and Broughton collections - excavated from South Wairarapa sites. These irreplaceable and precious objects require professional storage and curatorial care. We also look after a significant number of portraits of South Wairarapa rangatira by Gottfried Lindauer and have a long history of exhibiting these and other significant aspects of South Wairarapa history, such as in the Ngāti Kahungunu, Wairarapa Moana and Featherston Camp exhibitions. Since the opening of our new building in 2002 there have been 40+ single artist exhibitions by South Wairarapa artists, most recently Crystal Chain Gang, Sam Duckor-Jones, Andree de Latour, Angela Busby and Dennis Handyside.

Aratoi as the only professional museum in the Wairarapa is a member of Museums Aotearoa. Director Susanna Shadbolt has recently been elected to the Board of Museums Aotearoa, which is the independent professional association for New Zealand's public museums and galleries.

Aratoi provides an education programme free of charge which is offered to all schools and educational centres.

Aratoi also takes a leadership role to provide professional guidance to our smaller, volunteer-run heritage organisations. We have recently trained volunteers at Martinborough Museum, and have provided guidance and professional development for Cobblestones Museum re storage, care of collections, policies and HR. We work closely with Featherston Heritage Museum who have received the professional exhibition panels and props for the Featherston Camp exhibition.

How many residents of South Wairarapa will benefit from the funding?

All residents of South Wairarapa, including South Wairarapa tamariki and visitors to our region. They will engage with and learn about our treasures and feel proud of our region.

How many residents of South Wairarapa will indirectly benefit from the funding?

All residents plus future generations to come.

Provide a brief summary of any successes/achievements of the organisation

Sustainability underwrites everything Aratoi does. We have recently launched Stage 1 of our solar panel project. This milestone not only marks a significant achievement for Aratoi, but one that all the donors to this project have helped Aratoi attain. This first stage is now complete and operating and covers the installation of 45kWp of solar panel production on the Aratoi/Entice roof. Aratoi is currently securing funding for Stage 2 with the installation of a further 15kWp of panels. When completed, annual electricity savings will rise to over \$20,000 per year.

A third of Aratoi's funding is self-generated and our services has a very high resident and visitor satisfaction rate.

Over the past year, Aratoi included 850+ local artists or artists that whakapapa to the Wairarapa region in its programmes, events and activities; the majority of these from South Wairarapa. Most notably *Kotahitanga – Coming together*, an exhibition to stand together in unity as Wairarapa's artistic community after the impact of Covid-19. With hundreds of items on display, this exhibition was a celebration of both Wairarapa arts and crafts and Aratoi being open again to the public.

Out of close to 30 exhibitions we staged over the past year, a third focused strongly or solely on Taonga Māori and on telling the stories of our local history and heritage.

Our collections are housed in best practice conditions and documented in line with professional museum standards.

Our two iwi and our Māori community are offered opportunities to contribute towards key projects and initiatives led by Aratoi; most recently *Pūkana – Te karu o te ika: Moments in Māori performance*, developed in partnership with iwi and our local Māori community.

Furthermore, Aratoi was recently nominated for the Wairarapa Awards. The Finalists will be revealed later this month.

4. FINANCIALS - BUDGET FOR CURRENT FINANCIAL YEAR (YOU MAY ATTACH SEPARATELY)

PLEASE SEE ATTACHED DETAILED FINANCIAL SUMMARY

GST Registration	
Are you GST Registered	Yes/No GST No: 65-823-403
Bank account details (required for non GST registered applications only)	
Name of bank:	WESTPAC BANKING CORPORATION
Account name:	ARATOI REGIONAL TRUST
Account No:	03-0687-0339253-00

5. Declarations



We agree to comply with requests from an officer or councillor from SWDC for additional information in relation to this application.

Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected and will be held by SWDC for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

Authorisation

- I certify that the information provided in this application form is true and correct to the best of my knowledge.
- I have the authority to make the application on behalf of the organisation.
- I agree that the necessary documentation listed below is attached to this application.
- I confirm that we will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for 7 years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grant Accountability Form.

Signatory One	Signatory Two
Signed: 	Signed: 
Full name: Susanna Shadbolt	Full name: David Moriarty
Designation: Director	Designation: Chair
Date: 14 August 2021	Date: 14 August 2021

Eligibility and Criteria

Applicants should review the eligibility and grant criteria as outlined in the [Grants Policy](#) before making an application.

Please return the completed form by 4.00 pm on 16 August 2021 to:

South Wairarapa District Council

PO Box 6

Martinborough 5741

Or email: grants@swdc.govt.nz

Items required for this application	
• Most recent annual accounts including notes and review/audit report	X
• Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less than 12 months)	<input type="radio"/>
• Application Form is signed	X

Aratoi Financial Summary (year end 20 June)

	Actual 2020/21	Budget 2021/22
	\$	\$
Income		
Subscriptions/Memberships –(not applicable)	-	-
Council Grants (non SWDC)	315,000	335,000
Council Grants SWDC	10,000	25,000
Grants and other funding (various including \$55,000 from Trust House)	192,491	115,000
Self-generated income (commissions, donations, facilities rent etc)	70,066	33,300
Retail activities	186,017	200,000
Corporate sponsorships	22,500	25,000
Building rental grant (MTLT)	324,000	324,000
Total Income	1,120,074	1,057,300
Cost of Sales (retail activities)	116,729	130,000
Net Income	1,003,345	927,300
Costs		
Education Programme	23,103	20,000
Events and Exhibitions	63,546	55,000
Advertising and promotion	14,598	27,500
Collection Expenses	9,959	14,000
Property Expenses (rates, insurances, maintenance, cleaning, depreciation)	90,595	95,436
Rental	324,000	324,000
Employment Expense	280,553	315,200
General Operations (includes electricity, communications, IT etc)	87,146	82,983
Total Operating Costs	893,500	934,119
Accounting result (Note 2)	109,845	(6,819)
Cost of capital additions (Solar panels, lighting improvements, collection management system etc)	109,000	-
Result after capital purchases	845	(6,819)

Notes:

1. 2020/21 figures subject to audit to be completed in November 2021
2. It should be noted that the accounting result for 2020/21 is not a reflection of Aratoi's actual cash movement for the year as grants and donations received for capital purchases are treated as accounting income whereas the corresponding "cost" is recognised as an asset rather than an accounting cost. The bulk of the 2020/21 accounting surplus was generated specifically for the purchase of \$109,000 of fixed assets of which our Solar Project accounted for \$87,000
3. 2020/21 "Grants and other funding" and "Self-generated Income" are greater than normal as they include income generated for one off fixed asset purchases. The 2021/22 budget figures represent a more "normal" pattern of income generation



12 August 2021

The Mayor and Councillors
South Wairarapa District Council
19 Kitchener Street
Martinborough

Kia ora

Support of Aratoi Grant Application

As a key stakeholder and your local iwi, we write in support of Aratoi application for grant funding.

Aratoi, as Wairarapa regional museum and gallery, is the kaitiaki of many Taonga and artworks from the South Wairarapa, provide access to Taonga and is a professional venue to support many artists from there. As such it provides a significant function for the South Wairarapa community.

Preservation and support of our arts and culture is an important community responsibility and deserving of Council support; for these reasons I strongly support Aratoi application and ask that you give it favourable consideration.

Ngā Mihi



Tarawhio Gemmell
General Manager

Ngāti Kahungunu ki Wairarapa
PO Box 132, Masterton
(06) 377-5436

12 Kōkiri Place
Masterton 5810
Ph: 06 370 0600



**The Mayor and Councillors
South Wairarapa District Council
19 Kitchener Street
Martinborough**

August 2021

Tēnā koutou te kaunihera o te tonga o Wairarapa

Support of Aratoi Grant Application

This letter is to support Aratoi, as Wairarapa's regional museum and gallery, is the kaitiaki of many Taonga and artworks from the South Wairarapa, provide access to Taonga and is a professional venue to support many artists from there. As such it provides a significant function for the South Wairarapa community.

As a key stakeholder and one of your local iwi we write in support of Aratoi's application for grant funding. It is hoped that the Council would consider the advantages to working alongside the museum that supports all aspects of toi Māori. Recently, a free community event was held at Aratoi that detailed the significance of Lake Wairarapa & its historic connection to not only the indigenous people but for the future generations through music. This highlighted the South Wairarapa region elegantly.

With the continued assistance of your fund it is hoped that more events that highlight South Wairarapa can be supported.

Ngā mihi nui

Tiraumaera Te Tau
Heamana / Chairperson

The Mayor and Councillors
South Wairarapa District Council
19 Kitchener Street
Martinborough

August 2021

Support of Aratoi Grant Application

As a resident and ratepayer of the South Wairarapa District Council I write in support of Aratoi's application for grant funding.

Aratoi, as Wairarapa's regional museum and gallery, is the guardian of many artworks and Taonga from the South Wairarapa and is a professional venue to support many artists from there. As such it provides a significant function for the South Wairarapa community.

Preservation and support of our arts and culture is an important community responsibility and deserving of Council support; for these reasons I strongly support Aratoi's application and ask that you give it favourable consideration.

Yours sincerely



Name: Mary and Peter Bliggs

Address: 298 Underhill Road, Featherston, 5710

**The Mayor and Councillors
South Wairarapa District Council
19 Kitchener Street
Martinborough**

August 2021

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Preservation and support of our arts and culture is an important community responsibility and deserving of Council support; for these reasons I strongly support Aratoi's application and ask that you give it favourable consideration.

Yours sincerely



Name: Tina Tylee

Address: 87 Martins Rd
Martinborough 5784
New Zealand
Tel: +64 21 829 046

funding for Aratoi.

Arthur Warren <arthurwarren@xtra.co.nz>

Tue 10/08/2021 6:33 PM

To: Susanna Shadbolt <susanna@aratoi.co.nz>

Aratoi is the protector and keeper of many art works of considerable value. It is also responsible for holding a wide variety of exhibitions of an extremely high standard. The fact that the exhibitions at Aratoi are so well attended affirms the world recognised theory that the Arts are a valuable component for the uplifting of community's spirits. It is for these reasons that it is of utmost importance that the three Wairarapa councils make it possible for Aratoi to remain a viable Art Museum by pledging the funds that make this possible. Aratoi is owned by all of the Wairarapa, and therefore it is of equal responsibility for all three councils to provide support. It is not okay for the SWDC to have reduced their funding by 60%. I trust that decision will be reversed.

Kind Regards

Felicity Warren

LMK Art and Design <lmkartanddesign@gmail.com>

Wed 11/08/2021 5:47 PM

Dear Susanna,

It was a great pleasure to be involved as an artist in the Art and Architecture tour held on May 1st this year. I really value the role Aratoi plays in the promotion of the arts and culture in the Wairarapa, and look forward to my continued support of the museum.

Kind regards,

Linda

TEL: (021 140 6056)

Email lmkartanddesign@gmail.com)

WEB PAGE: www.lmkartanddesign.com

INSTAGRAM: @lmkartanddesign

**The Mayor and Councillors
South Wairarapa District Council
19 Kitchener Street
Martinborough**

August 2021

Support of Aratoi Grant Application

As a resident and ratepayer of the South Wairarapa District Council I write in support of Aratoi's application for grant funding.

Aratoi, as Wairarapa's regional museum and gallery, is the guardian of many artworks and Taonga from the South Wairarapa and is a professional venue to support many artists from there. As such it provides a significant function for the South Wairarapa community.

Preservation and support of our arts and culture is an important community responsibility and deserving of Council support; for these reasons I strongly support Aratoi's application and ask that you give it favourable consideration.

Yours sincerely
Linda Kirkland

Name: Linda Kirkland

Address: 1746a State Highway 2, RD1, GREYTOWN.

**The Mayor and Councillors
South Wairarapa District Council
19 Kitchener Street
Martinborough**

13 August 2021

Support of Aratoi Grant Application

As a resident and ratepayer of the South Wairarapa District Council I write in support of Aratoi's application for grant funding.

Aratoi, as Wairarapa's regional museum and gallery, is the guardian of many artworks and Taonga from the South Wairarapa and is a professional venue to support many artists from there. As such it provides a significant function for the South Wairarapa community.

Preservation and support of our arts and culture is an important community responsibility and deserving of Council support; for these reasons I strongly support Aratoi's application and ask that you give it favourable consideration.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paula Jackson', with a long horizontal flourish extending to the right.

Name: Paula Jackson

Address: 150 Hinekura Road, Martinborough, 5784

**The Mayor and Councillors
South Wairarapa District Council
19 Kitchener Street
Martinborough**

August 2021

Support of Aratoi Grant Application

As a resident and ratepayer of the South Wairarapa District Council I write in support of Aratoi's application for grant funding.

Aratoi, as Wairarapa's regional museum and gallery, is the guardian of many artworks and Taonga from the South Wairarapa and is a professional venue to support many artists from there. As such it provides a significant function for the South Wairarapa community.

Preservation and support of our arts and culture is an important community responsibility and deserving of Council support; for these reasons I strongly support Aratoi's application and ask that you give it favourable consideration.

It would be nice to see our nearly 30% rates increase doing some good in the community!

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gina Jones'.

Gina Jones

30 Main St, Greytown

**The Mayor and Councillors
South Wairarapa District Council
19 Kitchener Street
Martinborough**

15 August 2021

Support of Aratoi Grant Application

As a resident and ratepayer of the South Wairarapa District Council I write in support of Aratoi's application for grant funding.

Aratoi, as Wairarapa's regional museum and gallery, is the guardian of many artworks and Taonga from the South Wairarapa and is a professional venue to support many artists from there. As such it provides a significant function for the South Wairarapa community.

Preservation and support of our arts and culture is an important community responsibility and deserving of Council support; for these reasons I strongly support Aratoi's application and ask that you give it favourable consideration.

Yours sincerely
Gay Butler

72 East Street
Greytown 5712

Aratoi Regional Trust

Performance Report
30 June 2020

Aratoi Regional Trust
Performance Report Contents
For the year ended 30 June 2020

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Aratoi Regional Trust

Entity Information

For the year ended 30 June 2020

Legal name of entity

Aratoi Regional Trust

Type of entity and legal basis

A registered Charitable Trust administered by a Board of Trustees established by a Trust Deed on 4 December 1995 and incorporated under the Charitable Trusts Act 1957 on 5 February 1996. The Trust operates the Wairarapa Museum of Art and History in Masterton.

Registered as a Charity (registration number CC11262) under the Charities Act 2005.

Our Vision

Aratoi will be acknowledged for its quality, innovation and performance.

Our Mission Statement

To tell our stories, explore our history, exhibit, celebrate and encourage creativity.

Trustees

Name	Position	How position obtained	Occupation	Term expires
Barbara Roydhouse	Chair	Elected	Retired Teacher	30-Nov-21
Lydia Wevers	Trustee	Elected	Academic	30-Nov-24
Syd Morgan	Trustee	Appointed	Chartered Accountant	30-Nov-24
David Moriarty	Trustee	Elected	Retired Businessman	30-Nov-21
Donna Burkhart	Trustee	Appointed	Retired Nurse	30-Nov-21
Elizabeth Johnston	Trustee	Elected	Senior Solicitor	30-Nov-24

Trustees resigned/appointed during year

Nil

Appointed Iwi Representatives

Huria Robens	Ngati Kahungunu Iwi	Appointed 1-April-18
Carlene Te Tau	Rangitane Iwi	Appointed 08-Mar-19

Main sources of cash & resources

The trust receives cash or resources for operational funding from the three Wairarapa District Councils - Masterton, Carterton and South Wairarapa.

Exhibition, education and additional operational funding is provided by:

- Trust House
- Masterton Trust Lands Trust
- T G MacCarthy Trust
- Friends of Aratoi

Funding for capital expenditure provided by:

- NZ Lotteries Board
- Eastern and Central Community Trust

Main methods used by the entity to raise funds

Targeted grant applications to appropriate funders.

Aratoi Regional Trust Entity Information For the year ended 30 June 2020

The entity's reliance on volunteers and donated goods or services

The Friends of Aratoi is a substantial support organisation to the Aratoi Regional Trust. The Friends committee and its larger network continue to act as advocates for Aratoi, supporting programmes and events. Some members of The Friends are part of the network of daily volunteers at the museum.

Additional information

Independent Auditor	Moore Markhams Wairarapa Audit 40 Perry Street Masterton
Banker	Westpac Banking Corporation 239 Queen Street Masterton
Solicitor	Gawith Burridge 4 Church Street Masterton

Contact information

Physical Address	Corner Bruce and Dixon Streets MASTERTON
Postal Address	PO Box 648 MASTERTON
Email/Website	info@aratoi.co.nz www.aratoi.co.nz
Phone	06 370 0001
Facebook	https://www.facebook.com/aratoi-Museum-of-Art-and-History-117935348220100/
Twitter	@AratoiM

Aratoi Regional Trust

Statement of Service Performance

For the year ended 30 June 2020

Description of the entity's outcomes

STRATEGIC OUTCOME 1

Collect, hold, preserve and exhibit taonga Māori, artworks and heritage objects to the very highest museum standards.

STRATEGIC OUTCOME 2

Increase visitors from the Wairarapa region and elsewhere to Aratoi's exhibitions, events and activities.

STRATEGIC OUTCOME 3

Aratoi will be a hub for art, history and cultural activities within the Wairarapa.

STRATEGIC OUTCOME 4

Aratoi's partners are positive about, and support Aratoi's activities and directions.

STRATEGIC OUTCOME 5

Aratoi is artistically and financially well managed.

Description and quantification of the entity's outputs

	2020	2019
Major exhibitions for year	5	3
Smaller exhibitions for year	22	22
School holiday programmes	2	2


Aratoi Regional Trust
Statement of Financial Performance
For the year ended 30 June 2020

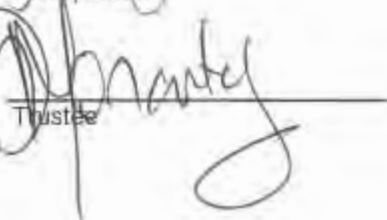
	Note	2020	2019
Revenue			
Donations, fundraising and other similar revenue	1	512,324	504,377
Revenue from providing goods or services	1	459,754	421,028
Interest, dividends and other investment revenue	1	148	313
Other revenue	1	62,235	8,388
Total Revenue		1,034,461	934,106
Expenses			
Expenses related to public fundraising	2	324,000	324,000
Costs related to providing goods or services	2	279,108	267,488
Volunteer and employee related costs	2	335,582	321,882
Other expenses	2	39,496	32,546
Donations Made	2	100,000	-
Total Expenses		1,078,186	945,916
Surplus/(Deficit) for the year		(43,725)	(11,810)

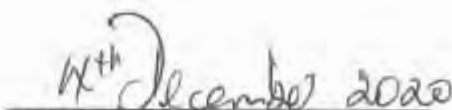
Aratoi Regional Trust
Statement of Financial Position
As at 30 June 2020

	Note	2020	2019
Assets			
Current Assets			
Bank accounts and cash	3	111,663	322,233
Debtors and prepayments	3	8,937	15,807
Inventory	3	13,573	12,252
GST receivable	3	5,345	14,810
Total Current Assets		139,518	365,102
Non-Current Assets			
Property, plant and equipment	5	328,822	275,279
Total Non-Current Assets		328,822	275,279
Total Assets		468,340	640,381
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	27,531	77,274
Employee costs payable	4	53,405	46,050
Unused donations and grants with conditions	4	3,116	89,045
Total Current Liabilities		84,052	212,369
Total Assets less Total Liabilities (Net Assets)		384,288	428,011
Accumulated Funds			
Accumulated surpluses or (deficits)	6	319,982	263,706
Reserves	6	64,306	164,306
Total Accumulated Funds		384,288	428,012

For and on behalf of the trustees;


Chairperson


Trustee


Date authorised for issue

Aratoi Regional Trust
Statement of Cash Flows
For the year ended 30 June 2020

	Note	2020	2019
Cash flows from operating activities			
Cash was received from:			
Donations, fundraising and other similar receipts		436,718	582,386
Fees, subscriptions and other receipts from members		-	-
Receipts from providing goods or services		516,647	517,821
Interest, dividends and other investment receipts		148	313
Net GST		2,399	10,374
Cash was applied to:			
Payments to suppliers and employees		983,777	892,006
Donations or grants paid		-	-
Net cash flows from operating activities		(27,865)	218,888
Cash flows from investing & financing activities			
Cash was received from:			
Receipts from the sale of property, plant and equipment		-	-
Receipts from the sale of investments		-	-
Proceeds from loans borrowed from other parties		-	-
Capital contributed from owners or members		-	-
Cash was applied to:			
Payments to acquire property, plant and equipment		82,709	116,824
Payments to purchase investments		-	-
Repayments of loans borrowed from other parties		-	-
Donation to Aratoi Patrons Trust		100,000	-
Net cash flows from investing & financing activities		(182,709)	(116,824)
Net increase/(decrease) in cash		(210,574)	102,064
Opening bank accounts and cash		322,233	220,170
Closing bank accounts and cash		111,658	322,233
This is represented by:			
Bank accounts & Cash		111,663	322,233

Aratoi Regional Trust

Statement of Accounting Policies

For the year ended 30 June 2020

Basis of preparation

Aratoi Regional Trust has elected to apply PBE SFR-A (NFP) *Public Benefit Entity Simple 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. The figures in the performance report are rounded to the nearest dollar.

GST

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Specific Accounting Policies

Income Tax

Aratoi Regional Trust is a registered charitable entity under the Charities Act 2005, and accordingly is exempt from income tax under sections CW41 and CW42 of the Income Tax Act 2007.

Bank accounts & Cash

Bank accounts & cash in the Statement of Financial Position and the Statement of Cash Flows comprise cash balances and bank balances.

Revenue from sale of goods

Revenue is recorded when the goods are sold. If the purchaser pays before they receive their goods, the trust records a liability. If the purchaser does not pay on receipt of the goods, the trust records a debtor.

Revenue from sale of services

Revenue is recorded based on the stage of completion of the service at balance date. Grants are recorded as revenue as received unless there is an explicit "use or return" condition attaching to the grant, in which case the amounts relating to unspent grants is recognised as a liability and released to income as the grant is spent.

Revenue from interest income

Interest income on cash and cash equivalents and investments is recorded as revenue in the period it is earned.

Inventory

Inventories are consumable items held for sale. They are stated at the lower of cost or net realisable value. Cost is determined on a first in, first out basis. Net realisable value is the estimated selling price in the ordinary course of activities less the estimated costs necessary to make the sale. The write down from cost to net realisable from cost to net realisable value is recorded as an expense in the statement of financial performance.

Fixed Assets

Property, Plant and Equipment

Land and buildings owned by the Masterton Trust Lands Trust are excluded from this Performance Report. The Aratoi Regional Trust's use of the land and buildings as "occupant" is based on the Masterton Trust Lands Trust's capital contribution to the original project and valuation of the property.

Property, plant and equipment are recorded at cost or, in the case of donated assets, current value at the date of receipt, less accumulated depreciation and impairment losses. Cost or current value as the case may be, includes those costs that relate directly to bringing the asset to the location where it will be used and making sure it is in the appropriate condition for its intended use.

Property, plant and equipment acquired with individual values under \$500, unless otherwise stated, are not capitalised, they are recognised as an expense in the statement of financial performance. Gains and losses on disposals (i.e. sold or given away) are determined by comparing the proceeds received with the carrying amounts (i.e. the book value).

Aratoi Regional Trust

Statement of Accounting Policies

For the year ended 30 June 2020

General Collection (Heritage) Assets

The General Collection is a collection of heritage assets which have been acquired over many years by various means including purchase, donation, bequest, and sequestration. This collection, which does not include the Taonga Maori Collection or the Roy Steer Collection, is recorded in a Schedule of Assets at \$170,377 (2019: \$170,377). The basis of recording the general collection is consistent with prior years and consists of a notional cost for assets acquired prior to 2013 plus the actual cost of any assets acquired since that date. The General Collection is not depreciated.

This treatment of the General collection is a departure from the requirements of PBE SFR-A (NFP) which requires that Heritage assets are accounted for in the same manner as other property, plant and equipment (that is, at cost or if donated then at readily obtainable current values), and where current values are not readily available that the item is not recorded in the statement of financial position but is disclosed in the notes to the performance report.

The maximum effect of this departure is an overstatement of the statement of financial position of \$170,377 (that is if the General Collection was not recorded in the statement of financial position).

Depreciation

Depreciation is charged for all property, plant and equipment, except for the General Collection (Heritage) assets. Depreciation is charged to the statement of financial performance on a diminishing value basis.

The diminishing value rates used are:

Office Equipment	15.6 - 50.0%
Exhibition Furniture and Equipment	12.5 - 40.0%
Collection Store - Leasehold Improvements	15.6%

Employment Entitlements

Salary accruals mainly reflect annual leave owing to staff and are recognised in respect of employees' services to balance date and are measured at the amounts expected to be paid when the liabilities are settled.

Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used throughout the period (2019: Nil)

Aratoi Regional Trust
Notes to the Performance Report
For the year ended 30 June 2020

Note 1: Analysis of Revenue		2020	2019
Revenue Item	Analysis		
Donations, fundraising and other similar revenue			
	Little Jewels fundraiser	-	8,600
	"Tui" fundraiser	-	5,000
	Funding for exhibitions	55,000	77,000
	Funding for Education programme	15,441	22,112
	Funding for Capital expenditure	70,121	35,323
	Bequests for Collection acquisitions	-	719
	Friends of Aratoi Operational Funding	10,000	
	Corporate sponsorship	28,000	15,000
	Donations	9,762	16,622
	Building rental grant	324,000	324,000
	Total	512,324	504,377
Receipts from providing goods			
	Local Council funding	335,000	328,000
	Commissions received (see below)	48,669	41,028
	Touring exhibitions	1,000	-
	Events	13,989	4,431
	Commissions Aratoi 50/50 Auction	10,322	-
	School holiday programme	2,790	2,585
	Retail sales & venue hire	47,984	44,984
	Total	459,754	421,028
Interest received		148	313
Other revenue			
	Other revenue	-	189
	Salary & Wages subsidies	62,235	8,200
		62,235	8,388
Total Revenue		1,034,461	934,106
Commissions received			
	Sale of goods on commission	88,418	83,489
	Less payments to suppliers	59,866	55,641
	Retained by Aratoi	28,552	27,848
	Plus Exhibition commissions received	20,117	13,180
	Total Commissions	48,669	41,028

Aratoi Regional Trust
Notes to the Performance Report
For the year ended 30 June 2020

Note 2: Analysis of Expenses

Expense Item	Analysis	2020	2019
Expenses related to public fundraising			
	Building rental	324,000	324,000
		<u>324,000</u>	<u>324,000</u>
Expenses related to providing goods or services			
	Exhibition expenses	84,410	48,310
	Education programme	138	1,988
	Advertising & marketing	31,634	44,083
	Collection expenses	6,004	9,954
	School holiday programme	91	683
	Retail purchases	25,527	25,298
	Administration expenses	77,680	85,331
	Property expenses	53,626	51,841
		<u>279,108</u>	<u>267,488</u>
Volunteer and employee related costs			
	Salary & Wages	294,087	287,758
	Salary & Wages exhibitions	13,704	-
	Salary & Wages educators	15,080	20,125
	Salary & Wages cleaner	5,396	4,836
	Salary & Wages collections	918	5,333
	ACC Levies	1,064	917
	Employee allowances	720	735
	Other staff related costs	4,615	2,178
	Total	<u>335,582</u>	<u>321,882</u>
Other costs			
	Trustee fees	4,200	4,350
	Audit fees	6,131	5,640
	Depreciation	29,165	22,556
		<u>39,496</u>	<u>32,546</u>
Donations made			
	Aratoi Patron's Trust	100,000	-
Total Expenses		<u>1,078,186</u>	<u>945,916</u>

Aratoi Regional Trust
Notes to the Performance Report
For the year ended 30 June 2020

Note 3: Analysis of Assets		2020	2019
Asset Item	Analysis		
Bank accounts and cash			
	Cash on Hand	140	140
	Bank account Cheque	25,981	28,325
	Bank account Savings	81,071	187,155
	Bank account Collections	3,937	3,935
	Bank account Multiload Card	531	2,578
	Bank account Deposit	3	100,100
	Total	111,663	322,233
Debtors and prepayments			
	Accounts receivable	1,108	5,515
	Prepaid expenses	7,829	10,292
	Total	8,937	15,807
Inventory		13,573	12,252
GST Receivable		5,345	14,810
Note 4: Analysis of Liabilities		2020	2019
Liabilities Item	Analysis		
Creditors and accrued expenses			
	Accounts payable	16,931	67,156
	Accrued audit fee	5,800	5,520
	Accrued other expenses	4,800	4,598
	Total	27,531	77,274
Employee costs payable			
	Annual leave accrual	33,717	26,270
	Wages payable - Payroll	12,996	9,729
	PAYE and other taxes owing	6,692	10,051
	Total	53,405	46,050
Unused donations and grants with conditions		3,116	89,045

Aratoi Regional Trust
Notes to the Performance Report
For the year ended 30 June 2020

Note 5: Property Plant & Equipment
This Year

Asset Class	Opening carrying amount	Additions	Sales/ (Disposals)	Current year depreciation	Closing carrying amount
Exhibition furniture & fixtures	69,755	73,090		18,912	123,933
Office equipment	14,592	9,618		6,936	17,274
Leasehold improvements	20,555	-		3,317	17,238
General Collection	170,377	-		-	170,377
Total	275,279	82,708	-	29,165	328,822

Last Year

Asset Class	Opening carrying amount	Additions	Sales/ (Disposals)	Current year depreciation	Closing carrying amount
Exhibition furniture & fixtures	45,735	36,119		12,099	69,755
Office equipment	21,283			6,691	14,592
Leasehold improvements	22,196	2,125		3,766	20,555
General Collection	161,917	8,460	-	-	170,377
Total	251,131	46,704	-	22,556	275,279

Significant donated assets recorded - General Collection (Heritage) Assets

The collection contains a number of donated assets for which values are not readily available. The basis of valuation of the general collection is consistent with prior years and consists of a notional cost for assets acquired prior to 2013 plus the actual cost of any assets acquired since that date.

Note 6: Changes in Accumulated Funds
This Year

Description	Accumulated Surpluses or Deficits	Aratoi Patrons Trust Reserve	Aratoi Artists Auction Reserve	Total
Opening Balance	263,706	100,000		363,706
Surplus/(Deficit)	56,276	(100,000)	-	(43,724)
Reserves	-	-	64,306	64,306
Closing Balance	319,982	-	64,306	384,288

Last Year

Description	Accumulated Surpluses or Deficits	Aratoi Patrons Trust Reserve	Aratoi Artists Auction Reserve	Total
Opening Balance	275,516	100,000	64,306	439,822
Surplus/(Deficit)	(11,810)	-	-	(11,810)
Transfer to Reserves	-	-	-	-
Closing Balance	-	100,000	64,306	428,012

Aratoi Regional Trust
Notes to the Performance Report
For the year ended 30 June 2020

Note 7: Commitments

Commitment	Explanation and Timing	2020	2019
Photocopier Lease			
	The trust entered into a 60 month photocopier lease expiring 23 June 2022. The monthly payment under the lease agreement is \$347.90+gst		
	In the next year	4,175	4,175
	1 to 5 years in the future	4,175	8,350
	Total	8,350	12,525
Commitment to provide loans or grants	Donation to establish the Aratoi Patrons Trust	-	100,000

Note 8: Contingent Liabilities

Nil. (2019: Nil)

Note 9: Related Party transactions

Description of relationship	Description of transaction	2020 Value of Transactions	2019 Value of Transactions
Transactions with trustees	Trustees were paid fees for services rendered	(4,200)	(4,350)
Transactions with funding providers			
Masterton District Council	Operations and exhibition grant	300,000	299,000
Carterton District Council	Operations and exhibition grant	10,000	8,000
South Wairarapa District Council	Operations and exhibition grant	25,000	25,000
Trust House	Exhibition grant	55,000	55,000
Friends of Aratoi	Operations, education, exhibition and capital expenditure grants	10,000	31,044
Masterton Trust Lands Trust	Education grant	6,884	10,000
Trust House	Capital expenditure grant	-	14,252
Masterton Trust Lands Trust	Building rental grant	324,000	324,000
Transactions with other related parties			
Aratoi Patrons Trust	Donation paid	(100,000)	-

The Aratoi Regional Trust has the following related party transactions:

a) In June 1998 the Trust signed a Memorandum of Understanding agreement with Masterton District Council and Masterton Trust Lands Trust. There are certain conditions attached to the agreement for all parties involved in the agreement. The agreement states that Masterton Trust Lands Trust will provide a building for the new Arts and History Centre for an indefinite period, on the understanding that the Masterton District Council pay a major share of the centre's operational costs. Other capital funders include the Masterton Licensing Trust and Tararua Foundation (now Trust House). The Carterton and South Wairarapa District Councils also provide on-going operational funding.

Aratoi Regional Trust

Notes to the Performance Report

For the year ended 30 June 2020

b) Aratoi Regional Trust occupies the building that Masterton Trust Lands Trust owns. During the current financial year, Aratoi Regional Trust received from Masterton Trust Lands Trust a Building Rental Grant of \$324,000 (2019: \$324,000). It is then paid back to Masterton Trust Lands Trust on a monthly basis as Building Rental expense. This is a fixed amount based on the building's market value as set by an independent valuation.

c) Volunteers provide daily front of house/security assistance to staff at the museum. Some of these volunteers are also members of Friends of Aratoi. The Friends provide funds towards the costs of exhibitions and openings throughout the year. During the year \$10,000 of funding was received from the Friends (2019: \$31,044).

d) The Friends of Aratoi, Aratoi Patrons Trust, and Aratoi Regional Trust, although related, do not share governance bodies.

e) In 2018 following a successful Aratoi "Artist Auction", a reserve of \$100,000 was established with the intention these funds be donated to a yet to be established Aratoi Patrons Trust. The Aratoi Patrons Trust was established on 8 March 2019 and the \$100,000 donation was paid to that Trust on 21 November 2019.

Note 10: Events after balance date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report. (2019: Nil)

Note 11: Other disclosures

Goods and services provided to the trust in kind

The trust relies heavily of the generosity of the community both financially and with the amount of donated time from volunteers. Without our volunteers, our services may not be provided. The amount of volunteer time donated to the trust cannot be valued as there are no equivalent paid positions with the organisation.

Note 12: Assets used as security for liabilities

No assets have been used as security for liabilities at reporting date (2019: Nil)

Note 13: COVID-19

On 30 January 2020, the spread of novel Corona virus (Covid-19) was declared a public health emergency by the World Health Organisation. From 25 March 2020, New Zealand was placed into Alert Level 4 lockdown to combat the pandemic, for a minimum period of four weeks. From 28 April 2020 this was reduced to Alert Level 3 with some restrictions relaxed, for a period of two weeks. From 13 May 2020 this was reduced to Alert Level 2, with lockdown restrictions further reduced. From 9 June 2020 this was reduced to Alert Level 1, with domestic lockdown restrictions removed.

The Board will continue to monitor the impact of Covid-19 on the Trust but at the date of signing this report the Board does not believe the entity has been or will be adversely financially affected by the pandemic. The known and expected impacts of the virus on the entity include:

- Reduced opening hours and days of the Museum;
- A reduction in the amounts received from grantors;
- Aratoi Regional Trust applied for and received \$56,148 in wage subsidies for 10 employees as part of the Ministry of Social Developments COVID-19 Wage Subsidy Scheme.

The Board maintain the view that the Trust has sufficient resources that it will continue to operate as a going concern provided operational targets are met.

Independent auditor's report

To the Trustees of Aratoi Regional Trust

Qualified Opinion

We have audited the accompanying performance report of Aratoi Regional Trust on pages 2 to 15, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 30 June 2020, the statement of financial position as at 30 June 2020, and the statement of accounting policies and notes to the performance report.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable
- b) the accompanying performance report presents fairly, in all material respects:
 - the entity information for the year then ended
 - the service performance for the year then ended, and
 - the financial position of Aratoi Regional Trust as at 30 June 2020, and its financial performance, and cash flows for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

Basis for Qualified Opinion

As stated in the notes to the performance report, the trust has not accounted for General Collection (Heritage) assets at either cost or if donated, at a readily obtainable current value, and if a readily obtainable current value is not available, removed the assets from the statement of financial position. A notional cost basis for assets acquired prior to 2013 has been applied. This is a departure from both the PBE SFR-A (NFP) and PBE IPSAS 17. There are no practical audit procedures that we have been able to apply to quantify the effect of this departure.

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the performance report' section of our report.

We are independent of Aratoi Regional 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 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 opinion.

Other than our capacity as auditor we have no relationship with, or interests in, Aratoi Regional Trust.

Trustees' responsibilities for the performance report

The Trustees are responsible for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance
- b) the preparation and fair presentation of the performance report on behalf of Aratoi Regional Trust which comprises:
 - the entity information
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board, and
- c) for such internal control as the Trustees determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Trustees are responsible on behalf of Aratoi Regional Trust's for assessing Aratoi Regional 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 the Trustees either intend to liquidate Aratoi Regional Trust or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the performance report

Our objectives are to obtain reasonable assurance about whether the performance report is 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) and ISAE (NZ) 3000 (Revised) 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 the performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit.

We also:

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

- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Trustees 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.

This report is made solely to the trustees of Aratoi Regional Trust. Our audit has been undertaken so that we might state to the trustees those matters we are required to state to them in an auditors' 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 trustees, for our audit work, for this report, or for the opinions we have formed.

Moore Markhams

Moore Markhams Wellington Audit | Qualified Auditors, Wellington, New Zealand
4 December 2020

**The Mayor and Councillors
South Wairarapa District Council
19 Kitchener Street
Martinborough**

August 2021

Support of Aratoi Grant Application

As a resident and ratepayer of the South Wairarapa District Council I write in support of Aratoi's application for grant funding.

Aratoi, as Wairarapa's regional museum and gallery, is the guardian of many artworks and Taonga from the South Wairarapa and is a professional venue to support many artists from there. As such it provides a significant function for the South Wairarapa community.

Preservation and support of our arts and culture is an important community responsibility and deserving of Council support; for these reasons I strongly support Aratoi's application and ask that you give it favourable consideration.

Yours sincerely



Name: Anne Atkinson

Address:
72D Woodside Rd, Rd1, Greytown



South Wairarapa District Council

Partnership Funding Request Form

(for period 1 July 2021 – 30 June 2023)

Submit to: grants@swdc.govt.nz before 4 pm, 16 August 2021

1. ORGANISATION DETAILS

Name of organisation:	
Physical address:	
Postal address:	
Contact Person:	Phone No (Day):
Email:	Mobile No:

Officers of organisation	
Chair:	Phone No:
Secretary:	Phone No:
Treasurer:	Phone No:

Would you like to speak in support of your application to the Grants Subcommittee on the 16 September 2021 ?	Yes/No
---	--------

When was the organisation formed and what are its aims and objectives?
--

Total number of members in your organisation?	
How many full-time equivalent people work in your organisation?	
How many volunteers work in your organisation?	
Date of last AGM?	

2. FUNDING CRITERIA

Funding Criteria

Council has \$75,000 available for youth focused projects and \$170,000 available for community grants.

Please select the category that is the project's main focus (mark with an X)

Youth Grant	
Community Grant	

Community Grants Funding Category

Grants will be allocated to organisations which contribute to the community in at least one of the following areas. The funding categories are aligned to the five community outcomes, with some categories linking to more than one community outcome (see [Grants Policy](#)).

Please select the category that is the project's main focus (mark with an X)

Arts, museums, heritage and culture (including Māoritanga)	
Environment	
Events	
Sport and Recreation	
Social and Educational Services	
Economic Development	

3. OPERATIONAL FUNDING OVERVIEW

Reason for requesting operational funding agreement

Explain how your organisation contributes to the wellbeing of South Wairarapa community or youth

How many residents of South Wairarapa will benefit from the funding?

How many residents of South Wairarapa will indirectly benefit from the funding?

Provide a brief summary of any successes/achievements of the organisation

4. FINANCIALS - BUDGET FOR CURRENT FINANCIAL YEAR (YOU MAY ATTACH SEPARATELY)

Sources of Revenue/Income	
Subscriptions/Membership fees	\$
Donations	\$
Non-Council Grants (please specify)	\$
Council Grants (non-SWDC)	\$
Total Revenue/Income	\$

Expenditure	
Salaries	\$
Rent	\$
Electricity	\$
Phone	\$
Insurance	\$
Other (Please list)	\$
Total Expenditure	\$
Budget Surplus/Deficit	\$

GST Registration	
Are you GST Registered	Yes/No
Bank account details (required for non GST registered applications only)	
Name of bank:	
Account name:	
Account No:	

5. Declarations

We agree to comply with requests from an officer or councillor from SWDC for additional information in relation to this application.

Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected and will be held by SWDC for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

Authorisation

- I certify that the information provided in this application form is true and correct to the best of my knowledge.
- I have the authority to make the application on behalf of the organisation.
- I agree that the necessary documentation listed below is attached to this application.
- I confirm that we will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for 7 years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grant Accountability Form.

<u>Signatory One</u>	<u>Signatory Two</u>
Signed:	Signed:
Full name:	Full name:
Designation:	Designation:
Date:	Date:

Eligibility and Criteria

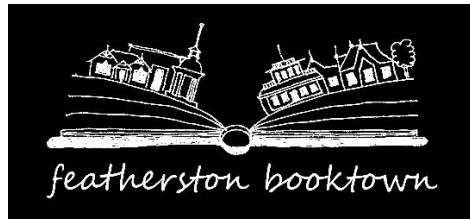
Applicants should review the eligibility and grant criteria as outlined in the [Grants Policy](#) before making an application.

Please return the completed form by 4.00 pm on 16 August 2021 to:

South Wairarapa District Council
PO Box 6
Martinborough 5741
Or email: grants@swdc.govt.nz

Items required for this application	
• Most recent annual accounts including notes and review/audit report	<input type="radio"/>
• Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less than 12 months)	<input type="radio"/>
• Application Form is signed	<input type="radio"/>

Featherston Booktown Trust



Funding Application to the South Wairarapa District Council



August 2021

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Introduction/Executive Summary

He aha te mea nui o te ao... he Tāngata, he Tāngata, he Tāngata

The Featherston Booktown Trust is seeking a multi-year partnership with the South Wairarapa District Council: \$50,000 per annum over three years (for partnership funding and youth projects) towards operational costs of the highly successful annual Featherston Booktown Karukatea Festival – which will enable the Festival to continue to innovate, keep being relevant and delivering public value, grow sustainably and to curate a Festival of Young Readers programme for the young people/rangatahi/tamariki of, primarily, the South Wairarapa district but also the whole Wairarapa region.

From the first Festival in 2015, the Featherston Booktown Karukatea Festival has very quickly become a nationally and internationally recognised significant cultural event, attracting to Featherston/Paetūmōkai and the South Wairarapa thousands of lovers of literature, books and ideas every May – and throughout the year via an ongoing programme of events.

Consequently, Featherston Booktown plays a leading role in making the South Wairarapa the Wellington region's most desirable place to live and work through contributing the following:

- Growing well-being through unifying the Featherston/Paetūmōkai community and wider South Wairarapa community
- Growing well-being through building pride and confidence within the Featherston/Paetūmōkai community
- Growing well-being and prosperity through building brand distinctiveness for Featherston/Paetūmōkai and the South Wairarapa
- Growing well-being and diversity through attracting the creative community to Featherston/Paetūmōkai and the South Wairarapa
- Enriching lives through promoting a love of reading and enabling access to books
- Growing well-being through creating opportunities for the young people/rangatahi/tamariki of the South Wairarapa
- Enabling Featherston/Paetūmōkai and the South Wairarapa to thrive through boosting economic well-being

The Featherston Booktown Trust is proud of what it has achieved since 2015, including:

- Featherston/Paetūmōkai now having seven bookshops
- Featherston/Paetūmōkai being nationally and internationally renowned as Aotearoa New Zealand's innovative and only Booktown
- Featherston/Paetūmōkai becoming a sought-after destination for thousands of lovers of books and literature

- Writers and creative people choosing to make Featherston/Paetūmōkai and the vibrant South Wairarapa their home
- Promoting books and reading to the young people/rangatahi/tamariki and families/whānau of Featherston/Paetūmōkai and the South Wairarapa

We have come a long way in six years and, through the generous support of partners – such as the South Wairarapa District Council, prudent financial management and tireless fund raising, our financial position is solid.

We look forward to a closer on-going partnership with the South Wairarapa District Council so that Featherston Booktown can continue to grow, innovate and play a crucial role in enabling Featherston/Paetūmōkai and the South Wairarapa communities to flourish.

Ngā mihi nui

The Featherston Booktown Trustees

August 2021

When was the organisation formed and what are its aims and objectives?

Formed in May 2015, the Featherston Booktown Trust is a registered charity whose objectives and purposes¹ can be summarised as follows:

- A. To promote literature and literacy through the celebration of books, including through the flagship Featherston Booktown event held each May;
- B. To bring to Featherston local, national and international writers, artisans, collectors, academics and others to celebrate and promote reading, writing and the artefact of the book.
- C. To organise and host -- through lectures, workshops, exhibitions and discussions -- artistic opportunities for writers, artists, artisans, performers and the wider South Wairarapa community;
- D. To provide an enduring cultural benefit to Featherston and the South Wairarapa.

¹ The full objectives and purposes are included in the Appendices.

- E. To encourage the young people of Featherston and the wider community to embrace books and reading by way of participation in regular Featherston Booktown events.

Since our first Featherston Booktown Karukatea Festival in October 2015, we have held six festivals (the 2020 event was cancelled due to the Covid-19 pandemic).

The 2021 Festival featured 99 presenters/writers across 55 events, along with 27 booksellers, attracting 7,000 visitors to Featherston and the South Wairarapa².

According to our strategic plan, updated in 2019, Featherston Booktown aims:

...to be a year-round literature development organisation whose largest individual project is a book festival. With our supporters and partners, we seek to help to grow great communities through inspiring the diverse populations of Featherston/Paetūmōkai, the South Wairarapa and the wider Wairarapa region to read more, write more and engage in dialogue and share ideas.

Through this, the Featherston Booktown Trust seeks to contribute to the social, economic and cultural wellbeing of the Featherston/Paetūmōkai community and the wider population of the South Wairarapa.

The Featherston Booktown Board of Trustees comprises:

Peter Biggs CNZM (Chair), Liz Mellish MNZM (Deputy Chair), Craig Linkhorn (Secretary), Lesley Christian (Treasurer), Noelle McCarthy, Mary McCallum, Cheryl Gallaway, and Dave Adams. The Operations Manager is Mary Biggs.

The Board meets monthly – and has an annual strategic planning day – thereby monitoring progress in delivering the strategic plan within set annual budgets, ensuring accountability towards funders and partners and curating the annual Featherston Booktown Karukatea Festival and the year-round events programme³.

² The 2021 Booktown programme is included in the appendices.

³ An overview of the Featherston Booktown Trustees is included in the appendices

Featherston Booktown's Patron is Joy Cowley ONZ DCNZM and its Founding Kaumātua is Lincoln Gould.

Reasons for requesting operational funding agreement.

Since its inception in 2015, the Featherston Booktown Karukatea Festival has rapidly become a nationally and internationally recognised significant cultural event, attracting thousands of lovers of literature, books and ideas every May – and throughout the year via – an ongoing programme of events.

From the outset, the South Wairarapa District Council has generously supported the Featherston Booktown and is currently one of the organisation's major sponsors, contributing \$15,000 towards the 2021 Karukatea Festival's youth programme.

Featherston Booktown wants to play a leading role in making the South Wairarapa the Wellington Region's most desirable place to live and work – because of a growing economy, its superb lifestyle opportunities, its strong sense of community, its creativity and reputation for hosting innovative events.

In 2015, the Board of Trustees laid out our "impossible dream" for Featherston Booktown to capture what success would look like by 2025 – namely:

The world talking about, and drawn to, Featherston/Paetūmōkai as a place which celebrates the artefact of the book, leading to Featherston/Paetūmōkai being world-famous as a prosperous and innovative destination for lovers of books and literature – which has numerous bookshops, is a haven for writers and has an education centre focused on books.

This goal continues to be a driving motivation for Featherston Booktown and has resulted in our being nationally and internationally recognised and celebrated – and occupying a distinctive and popular position among Aotearoa New Zealand's cultural and literary events.

The Board of Trustees expanded on the original vision in the 2019-2024 strategic plan, outlining Featherston Booktown's ambition to be a year-round literature development organisation whose largest individual project is a book festival.

Featherston Booktown's strategy comprises seven mutually supportive aims:

- Create a more resilient organisation and literature sector in the Wairarapa region – and in the South Wairarapa in particular
- Develop new and diverse audiences for literature in our region
- Create more and better opportunities for young people to enjoy writing and storytelling
- Enable talented Wairarapa-based writers to develop their skills and practice
- Develop Aotearoa New Zealand's only Booktown as a national resource and destination for cultural tourism
- Deliver a successful, diverse and accessible annual Featherston Booktown Karukatea Festival
- Continue to progress the Trust's ambition: *The world talking about and drawn to Featherston/Paetūmōkai as a place which celebrates the artefact of the book.*

Specifically, the Featherston Booktown Trust seeks to be a national and regional resource which:

- Promotes and celebrates the artefact of the book
- Showcases Aotearoa New Zealand writers and their books – and helps them fulfil their potential
- Facilitates access for all New Zealanders to Aotearoa New Zealand writing, books and reading
- Develops new audiences for books and reading
- Creates opportunities for young people to enjoy and learn through writing and story telling
- Develops emerging writers in Aotearoa New Zealand – particularly, the Wairarapa
- Connects Aotearoa New Zealand writers and their work with international audiences

- Builds the capability of potential arts/festival leaders
- Engenders community pride, confidence, distinctiveness and resilience among the residents of Featherston/Paetūmōkai

The Trust has outlined the following priorities which will enable delivery of its ambition:

- Hosting and presenting the annual Featherston Booktown Karukatea Festival
- Organising a “writers in schools” programme leading up to the Festival
- Including a “children/young adults” stream of events (mostly free of charge) in the annual Featherston Booktown Karukatea Festival
- Programming an “emerging writers” stream in the annual Featherston Booktown Karukatea Festival
- Programming a “Wai Writers” stream in the annual Featherston Booktown Karukatea Festival
- Collaborating with partner literary events and festivals (Verb Wellington, Wairarapa Word, Yarns in Barns) to bring prominent writers to the Wairarapa
- Establishing the Featherston Booktown Residency for writers and arts leaders
- Building the commercial/promotional capability of Featherston Booksellers
- Initiating an International “guest writer” programme through which Aotearoa New Zealand writers attend overseas Booktown festivals and international writers attend Featherston Booktown
- Enabling young potential arts/festival leaders to undertake an internship at Featherston Booktown and International Booktowns
- Connecting Featherston/Paetūmōkai and Aotearoa New Zealand with the International Organisation of Booktowns to create opportunities for local and national writers – in particular, having a very close relationship and MOU with Clunes Booktown (Australia) and Wigtown Booktown (Scotland)
- Regular feedback sessions to the Featherston/Paetūmōkai community, involving co-creation of the annual festival programme

- Ensuring that the Featherston Booktown Trust Board of Trustees exercises best practice governance, including the relevant skill-sets which will ensure long-term and sustainable success for Featherston Booktown and allied activities

The Featherston Booktown Trust is requesting an on-going funding platform from the South Wairarapa District Council so that it can progress and deliver on its strategy over the next three years and execute its defined goals.

Currently, the Featherston Booktown Trust sources \$200,000 in funding annually - from a range of patrons, Trusts and Foundations, supporters, donors and sponsors - to curate and deliver the annual Featherston Booktown Karukatea Festival, along with a supporting programme of events throughout the year.

The funding also covers the cost of a full-time Operations Manager and part-time Administration and Events Assistant, along with contract roles leading up to and during the annual Festival. In addition, Featherston Booktown sources “in kind” contributions via sponsorship and calls on an 85 strong volunteer force from within the community.

We want to continue to innovate, remain relevant and connected to our increasingly diverse audiences, intensify our distinctiveness, retain talent and deliver our ambitious strategic intent so that it can be a significant contributor to the social, economic and cultural wellbeing of the Featherston/Paetūmōkai community and to the communities within the South Wairarapa and beyond.

To that end, the Featherston Booktown Trust requires additional secure multi-year funding – and respectfully requests a commitment of ongoing partnership funding from the South Wairarapa District Council, specifically \$20,000 per annum over three years for operational expenses; and \$30,000 per annum over three years for youth-based activities – specifically:

PARTNERSHIP FUNDING: \$20,000 per annum (over three years) towards Featherston Booktown staff costs and running the year round events costs

YOUTH GRANT PROJECT: \$30,000 per annum (over three years) towards the *Festival of Young Readers* programme within the Featherston Booktown

Karukatea Festival, principally enabling Young Readers events to be free-of-charge. (as in previous years).

Explain how your organisation contributes to the wellbeing of the South Wairarapa community or youth.

From its inception, the Featherston Booktown Trust has held unwaveringly to the conviction that Featherston Booktown belongs to the Featherston/Paetūmōkai community – and that the Board of Trustees are the Kaitiaki of this Taonga. The community is involved in co-creating each year's Festival and the Trust places a high priority on reporting back to the community after each annual Festival. In this way, Featherston Booktown plays a key part in unifying the community and giving them a sense of ownership of a nationally acclaimed event.

Featherston Booktown contributes to the wellbeing of Featherston and the wider South Wairarapa community in a number of significant ways:

- **UNITY/BUILDING CONNECTIONS**

By giving the Featherston community a sense of ownership of a nationally acclaimed event, Featherston Booktown plays a key part in unifying that community. Featherston Booktown plays a leading role in building cohesion, connection and collaboration throughout the broader South Wairarapa community, thereby acting as a unifying element in an environment of three towns which are often divided by rivalry and competing issues

- Trustees and volunteers come from across South Wairarapa.
- We celebrate South Wairarapa writers in the annual Festival and ongoing event programme
- We reach out to South Wairarapa schools through our schools' programme,

- We partner with significant South Wairarapa events (e.g., Toast Martinborough, the Wairarapa Garden Show)
- We collaborate with the South Wairarapa bookshops beyond just Featherston
- We hold a diverse range of events throughout the district.

“One of the things that tends to hold the South Wairarapa back is unnecessary rivalry and lack of cooperation between the three major towns – Martinborough, Greytown and Featherston. One of the problems is that we have very few opportunities to work together – for the benefit of the entire South Wairarapa community. Featherston Booktown is a real tonic in that it brings together volunteers, writers and booklovers from across the South Wairarapa and the wider region – and welcomes them with open arms. It’s great that they have people who live outside of Featherston on their Board of Trustees. I live in Martinborough and am an enthusiastic volunteer for Featherston Booktown. When you love books and want to share an enthusiasm for reading, it doesn’t matter where you live.”

Caroline Peren: Volunteer, Featherston Booktown 2019, 2020, 2021,
Martinborough/Wharekaha resident

● **BUILDING PRIDE AND CONFIDENCE WITHIN THE COMMUNITY**

Prior to Featherston Booktown, the Featherston/Paetūmōkai community were defensive and felt unappreciated and misjudged. There was a sense that the town was slipping behind its more successful neighbouring towns and that Featherston/Paetūmōkai was the town that visitors to the South Wairarapa “drove through as quickly as possible” to reach Greytown and/or Martinborough. Given that Featherston is the largest town in the South Wairarapa (2018 census) by population, it was limiting for the South Wairarapa to have a significant part of its wider community fabric negative and disillusioned. Featherston Booktown has given the Featherston/Paetūmōkai community purpose and pride – and a renewed sense of confidence in the town and its future. This is evidenced by the range of community groups who collaborate with and assist Featherston Booktown, the enthusiastic support of numerous volunteers who are residents of Featherston/Paetūmōkai (including new arrivals in the community – becoming a Featherston Booktown volunteer helps transition positively new people to the town) and the diverse range of local people who come together to assist and work with Featherston Booktown.

“What a positive difference volunteering makes! Only knowing two people when I arrived in Featherston at the end of 2018 changed when volunteering at Featherston Booktown. I benefitted greatly serving and connecting with the local community, and made lasting friendships”

Margie Sharpe: Volunteer, Featherston Booktown 2019, 2020, 2021,
Featherston/Paetūmōkai resident.

“Featherston has always had a strong and tight-knit community spirit. Unfortunately, this was overshadowed by an external perception that the town was an uninviting place to live and visit, based on a reputation for crime, drugs, poverty and nothing to attract a visitor or new resident. This wasn’t helped by the neighbouring towns of Greytown and Martinborough forging ahead, leading to the perception that Featherston was falling even further behind. This resulted in frustration in the Featherston community, which had a negative self-image of itself. Featherston Booktown gave the town a distinctive sense of itself and the success of Featherston Booktown has engendered a new-found pride in being from Featherston. Featherston residents now talk positively about being Featherstonians and the community looks forward to the future with confidence.”

Kate Mead: bookseller, owner of Loco Coffee and Books and
Featherston/Paetūmōkai resident.

- **BUILDING BRAND DISTINCTIVENESS FOR FEATHERSTON AND THE SOUTH WAIRARAPA**

Prior to 2015, Featherston/Paetūmōkai had a sub-optimal brand perception – which impacted negatively on the town’s ability to progress and on the wider brand image of the South Wairarapa.

By becoming Aotearoa New Zealand’s only Booktown, Featherston/Paetūmōkai has taken on a unique and renowned brand identity, thereby contributing to making the South Wairarapa the most vibrant part of the Wairarapa – as the Wellington region’s most desirable place to live, work and visit – because of its growing economy, superb lifestyle opportunities, strong sense of community, its creativity and its reputation for hosting innovative events.

Featherston Booktown also profiles Featherston/Paetūmōkai’s and the South Wairarapa’s brand internationally – through its membership of the International Organisation of Booktowns (There are 22 Booktowns throughout the world – including Denmark, Germany, Scotland, Malaysia, and Australia), its strong relationships with Clunes Booktown in Victoria

Australia and Wigtown Booktown in Scotland, and its world-class programming (stories of Featherston Booktown have featured in international media such as *The Times* of London, the *New York Post*, *Sky TV* in Australia. (see media list at the end of this paper)

"We'd been driving through Featherston every weekend for 12 years. We'd been in the audience at Featherston Booktown Festivals and then I joined up as a volunteer at the 2019 Festival. Featherston was the obvious choice when I started to plan to own and run a children's bookshop. Featherston Booktown is building a culture of reading from the ground up. I see it as a centre for excellence – that as booksellers we are selling information and knowledge, not just a pair of shoes or something else that is disposable.

Featherston Booktown is also creating a Destination which is not just for locals – our visitors are coming from outside the region - and they are tourists interested in the written word.

Moving into the Featherston community was the obvious choice for us – there was no other town that we wanted to settle and set up a business in. Featherston Booktown has the community's backing, there are thought provoking events throughout the year, and there is an established support group of booksellers here with a customer base who are interested and passionate about books."

Joanna Ludbrook: Featherston Booktown audience member, volunteer 2019, bookshop owner and now Featherston/Paetūmōkai resident.

As Jennifer Grey of For the Love of Books (one of the seven bookshops now operating in Featherston) says:

"We have a noticeable increase in numbers of people through our doors when Booktown events are on. The increase is significant in the weekend of the Booktown Festival.

The weekend of the Booktown Festival is the best weekend of the year in terms of sales and, more importantly, we have a notable increase in the number of children buying books because of the Featherston Booktown Book Voucher scheme.

There has been a gradual increase in people coming to Featherston. We are now hearing regularly that people have come to Featherston because they know that there are multiple bookshops to visit.

We are also hearing more often that people are enticed to the Wairarapa to attend / participate in the one thing (e.g., Greytown's midwinter Christmas) because they know they can then also do something else (e.g., visit bookshops) and vice versa.

These things are contributing to making Featherston a planned stop and even a destination rather than a place to pass through on the way to somewhere else".

● ATTRACTING THE CREATIVE COMMUNITY

In his landmark book, *The Creative Class*, published in 2002, Professor Richard Florida argued that, in order to thrive, cities, towns and places needed to attract and retain those people working in the creative economy, including the creative industries. A sizeable population of these talented and educated people would drive the four things that are proven to make

places successful: attracting and retaining talent, distinctiveness, connectedness and innovation. Featherston Booktown contributes significantly to attracting and retaining creative talent within Featherston/Paetūmōkai and the South Wairarapa. An increasing number of writers, artists, musicians, broadcasters, media and professional communicators, craftspeople, educators and scientists are choosing to make the South Wairarapa their home. Not simply because of the lifestyle and proximity to Wellington, but also because of the cultural activities and opportunities now available through entities such as Featherston Booktown. Their presence contributes to the vibrancy of the South Wairarapa.

Why did you choose to live in Featherston?

"I had been invited as a guest to Featherston earlier, to read and talk at the Featherston Booktown Festival, and I took a fancy to the town then. I wished to move out of Wellington, which is now becoming a more expensive place for arts people to live. I like the way Featherston is a small village, friendly, and there are lots of books. I am a writer and writers love books. I also like the way the town is linked to Wellington by train. I missed the train sounding its horn when we were in Level 4 Lockdown."

Vivienne Plumb: writer, poet, keeper of diaries, resident of Featherston/Paetūmōkai since the beginning of 2020.

● GROWING WELLBEING THROUGH A LOVE OF READING AND ACCESS TO BOOKS

International research confirms that reading is the most effective poverty buster around and is a powerful contributor to individual, family and community wellbeing.

- The OECD considers reading for pleasure to be the most important indicator of the future success of a child.
- Research indicates that parental involvement in their child's reading and literacy is a more powerful influence on their child's future than other family background variables, such as social class, family size and level of parental education.

This is why Featherston Booktown seeks to build a community, region and a nation of readers, leading to social, cultural and economic wellbeing.

Promoting a love of reading and books among people of all ages is a core driver of Featherston Booktown. This is why we:

- support and promote Featherston/Paetūmōkai's and the South Wairarapa's booksellers
- place a priority on outreach to young people through our schools programme every year
- remain strongly committed to the book voucher scheme (whereby every school child from St Teresa's, Featherston, South Featherston and Kahutara primary schools and the years 9 and 10 of Kuranui college receives three \$5 book vouchers each to be spent at the booksellers in Featherston/Paetūmōkai over the Festival weekend. For some children this is the first time they have received their "own money" to spend on a book of their choice. The book voucher scheme is funded by donations made by the community to the Friends of Featherston Booktown - \$60 per annum per individual, \$100 per annum per family). In 2021 we paid out \$5,215 to booksellers on 1043 redeemed book vouchers (involving 348 children).
- always seek to expand and intensify our reading outreach initiatives to include wider audiences in need of social connection and access to books and writers (e.g., remote rural communities and the elderly).
- ensure a diverse range of writers and presenters in its annual festival and year-round programme – so that reluctant or emerging readers can be inspired by literary role models who connect with them

"But the buzz around town over Booktown Weekend was certainly different from any other weekend. And while sales skyrocketed, the most important thing was the wonderful sense of intelligent discussion about the written word; friends would meet up and discuss what events they'd been to, they could go to multiple events (morning, noon and night) and the vibe was more like one generated by a conference with participants on-site, than a regular meeting where people dissipate back home afterwards. I think this is the beauty of a small town weekend Booktown Festival, rather than a big city Festival. "

Joanna Ludbrook: owner of Chicken and Frog Bookstore and Featherston/Paetūmōkai Resident.

“Featherston Booktown has given Featherston a unique character and an opportunity to regenerate the shops and re-build the town’s confidence and mojo. For too long Featherston/Paetūmōkai has been seen as the Cinderella of the South Wairarapa, but now visitors and locals are talking about and coming to Featherston/Paetūmōkai because they love books and creativity and the warm community they find there. I am very proud to be the Patron of Featherston Booktown and have relished the opportunity to encourage and contribute to the town’s renewal through the love of books, writing and the sharing of ideas.”

Joy Cowley ONZ DCNZM: Patron, Featherston Booktown

- **CREATING OPPORTUNITIES FOR THE YOUNG PEOPLE OF THE SOUTH
WAIRARAPA**

Featherston Booktown is strongly committed to enriching and expanding the lives of young people in the South Wairarapa. It does this via

- **The schools programme.** In 2021 in the week leading up to the Festival, there were five events for schools, starting with Speed Date an Author at the Anzac Hall for 80 intermediate aged children from schools from Carterton South and throughout the South Wairarapa. Donovan Bixley visited 100 children at Kahutara School – students from Pirinoa School joined in this event too. He then visited Featherston School – 100 children from St Teresa’s, South Featherston and Featherston schools took part. Selina Tusitala Marsh visited St Teresa’s School (80 children from Featherston schools participated). At Kuranui College, 300 secondary and intermediate aged children from all Wairarapa schools participated in a Slam Poetry presentation and workshops);
- **The book voucher scheme** - which enables young people to buy their own books (often for the first time);
- **Youth-related programming of events** in the annual festival and year-round programme (e.g., Te Kahu Rolleston did a spoken word workshop; Gavin Bishop, Joy Cowley, Donovan Bixley, Sacha Cotter and Josh Morgan, Kimberly Andrews all read from their work to

capacity audiences. Paula Green and Fifi Colston did workshops for children – both events were fully subscribed);

- **Internship programmes for young people** with Featherston Booktown and intern exchanges with other Booktowns (e.g. Hope Sexton, who was an intern for Featherston Booktown in 2015, went to Clunes Booktown in Victoria the following year in April for the month to help them with their Festival). We hope to start doing these exchanges again soon when the world opens up post Covid);
- **Opportunities for young writers to showcase their work** and be mentored by experienced writers; (<https://times-age.co.nz/young-poets-catch-rhyming-bug/>)
- **Presenting opportunities to learn about book creation ideas** e.g., publishing and zine making in workshops and visiting speakers and artisans. Donovan Bixley's visit to Kahutara and Featherston schools in May this year was very successful, with boys in particular responding to his insights and experience on illustrating and writing books.
- **Creating opportunities for young people to expand their knowledge** and be part of the wider national conversation through the events in the annual Festival programme.

"I've been the Featherston Booktown Intern for the past three years and it has honestly been some of the best years of my college life.

I have learnt so much in what it takes to lead an amazing group of people. I've learnt how to communicate with my community and learnt how to build strong partnerships and friendships with local businesses.

I've put the skills into practice as I am part of my college's prom committee currently in the middle of planning our College ball.

Being part of the Featherston Booktown team has honestly been one of the best decisions I've ever made. I honestly will always be thankful for everything I've learnt and everyone I've met, and I will keep using the skills I have learnt throughout my entire life.

Featherston Booktown is honestly not only an event but also a family full of people who are always open to welcoming new members."

Sarah Hyde: Featherston Booktown youth intern (2018 -2021)

Featherston Booktown is keen to expand its outreach to young people through an annual Young Readers festival as part of the annual Festival programme and putting in place a partnership with Mana whenua for a reading and writers outreach programme in Kura and on Marae.

- **BOOSTING ECONOMIC WELLBEING**

The South Wairarapa is currently thriving and Featherston Booktown is playing a major part in helping to make this happen by means of capitalising on the growing trend for cultural/literary tourism.

In 2015 there was one bookshop in Featherston/Paetūmōkai, and none in Greytown or Martinborough. There are now seven bookshops in Featherston/Paetūmōkai, two in Greytown and one in Martinborough. The annual Featherston Booktown Karukatea Festival now attracts over 7,000 visitors each May for the Festival weekend, boosting business for accommodation providers, hospitality providers and retailers in the South Wairarapa.

“During this year’s Featherston Booktown Festival over the weekend of 7-9 May - our bookshop was busy!

We were aware that many of our customers on Friday had arrived in the South Wairarapa to go to Featherston Booktown events. On Saturday trade was steady – up 11% on an average Saturday (excluding weekends in December and July) and on Sunday we were really busy – up 23% on an average Sunday.

We are experiencing the impact of Featherston Booktown’s events – not just over Festival time, but throughout the year as well. People are coming to the region to not just attend events - they explore what Greytown Village and Martinborough have to offer as well.”

Millie Blackwell: Owner, Mrs Blackwell’s Village Bookshop, Greytown

We asked Nick Rogers, of the White Swan Hotel in Greytown, how the Featherston Booktown Festival weekend compared with weekend trading on either side of the 7-9 May 2021 and his response was:

“We were 19% up on the weekend prior to Featherston Booktown and 13% up on the weekend after the event.”

Nick Rogers: Manager of the White Swan Hotel, Greytown Village.

Here's a snapshot of where ticket purchasers through Eventfinda came from to attend the three Festivals since 2019. (2020 was cancelled due to Covid-19 and we ran the *Words In Winter* events in June, July and November instead). These figures don't include door sales to events – which were significant for every event.

Eventfinda ticket sales	South Wairarapa	Total Wairarapa	Total out of Region
2019 (1420)	30.28%	45.71%	54.29%
2020 (658)	43.77%	61.71 %	38.3%
2021 (2732)	33.02%	41.9 %	58.1%

The all year-round programme also attracts healthy audiences from outside the region and outside the South Wairarapa, thereby opening up business opportunities for local businesses throughout the year. (in 2020, we held nine events throughout the year – working around the Covid-19 lockdowns – close to 1,000 people attended these events – the bulk of these events were full houses).

“Featherston Booktown has certainly helped the Featherston Community. We see more people wanting to be here, to be part of a vibrant, arty, literary community.

Featherston Booktown has helped to put Featherston on the map and we're seeing that it's a place people want to be. Featherston Booktown has events throughout the year, not just at Festival time and this has definitely increased the desirability to live here.

We are seeing a real mix of people wanting to buy, and to live in Featherston – from already retired people to young families and singles. Obviously, the ability to commute easily from Featherston to Wellington is a factor, and people are enjoying living in Featherston and the feeling of being here”.

Erin Nesdale: Property Brokers Real Estate, Featherston/Paetūmōkai

“Featherston Booktown has had a growing positive impact on the Featherston community, and this was really noticeable during the 2021 Festival in May. The timing of the Festival is brilliant. For retailers, May is a quieter time of year and having the Festival then means the “shoulder season” - when sales are slower - is a lot shorter.

I do notice that visitors to C'est Cheese do know that Featherston is a Booktown.

Featherston Booktown is one of the added attractions of living in Featherston, as it adds vitality and vibrancy to the town. We've noticed a change in the demographic make-up to the town since moving here in 2013 – there's a higher level of artistic people currently living in Featherston, reminding me of Ponsonby in the 1970's.

Featherston Booktown gives Featherston a distinctiveness which is different from neighbouring towns of Greytown and Martinborough. Their shops are upmarket, where as our shops appeal to collectors.”

Paul Broughton: owner of C'est Cheese and Featherston/Paetūmōkai resident.

During the annual Featherston Booktown Karukatea Festival, the local small businesses experience a significant increase in trade, due to the high volumes of visitors to the town. This includes local shops, accommodation providers and hospitality businesses. For example, the Royal Hotel reported capacity accommodation and meal bookings (*“if it got any busier, we couldn’t cope!”*) and Featherston shops and businesses experienced stellar trading days with record-breaking sales results (*“it was our best ever trading weekend”* – Paul Broughton, owner, C’est Cheese).

“Hi Booktown Troopers.

Congratulations!

What a tremendous festival - you must be exhausted but exhilarated.

I have never seen so many people in Featherston and (I had to go to Wgtn on the Sunday) we returned at 5pm, traffic was nose-to-tail on the hill – a low tech but robust indicator of big weekend visitation wise for the region.

I thought The Royal Hotel did a fabulous job. Neat to see people slipping out of sessions there and enjoying good hospitality and service.

Thank you for all you’ve done putting the region on the map with this terrific event.”

Barb Hyde: Destination Wairarapa, 12 May 2021

How many residents of South Wairarapa will benefit from the funding?

A significant number and wide variety of residents of the South Wairarapa will benefit from a multi-year funding arrangement between Featherston Booktown and the South Wairarapa District Council - young people, families, individuals, writers – both established and emerging, senior citizens, business owners, mana whenua, rural and town people. Featherston Booktown seeks to connect with all of these diverse audiences – and increase the number of people who benefit from a connection with Featherston Booktown.

In 2021, over 7,000 people attended the Featherston Booktown Karukatea Festival up from 6,000 in 2019. In 2021 we sold over 2,700 tickets on Eventfinda (in addition to \$10,000 in door sales) at the Featherston Booktown Karukatea 2021

Festival (compared with 1,420 tickets sold on Eventfinda and many door sales in 2019). **Our ambition is to grow the visitor attendance to 10,000 by 2025.**

In 2020 our *Words in Winter* programme of events attracted an audience of just under a thousand. **We are focused on increasing our year-round events audience to 3,000 by 2025.**

Currently, the Featherston Booktown schools programme connects writers, writing and books to all primary schools and secondary schools in the Wairarapa – this includes every primary school in the South Wairarapa and Kuranui College. In 2021, over 600 school students attended the Young Readers programme prior to Featherston Booktown weekend. **We want to grow attendance to 2,000 + school students by 2025.**

How many residents of South Wairarapa will indirectly benefit from the funding?

The indirect benefits to the residents of the South Wairarapa, generated by Featherston Booktown include:

- Connecting Featherston and the South Wairarapa to other creative centres in Aotearoa New Zealand and overseas, thereby enabling South Wairarapa residents to experience national and international artists;
- profiling the South Wairarapa and its creative community more widely within Aotearoa New Zealand and overseas; and positioning the South Wairarapa as a creative and innovative region. For example, Featherston Booktown has collaboration agreements with Clunes Booktown in Victoria Australia; The Wheeler Centre for Books, Writing and Ideas in Melbourne Australia; Wigtown Booktown in Scotland; the New Zealand Festival of the Arts in Wellington; Verb Wellington; and the Dunedin Writers Festival. Featherston Booktown is currently seeking to expand its collaboration arrangements with other creative/literary festival entities e.g., Central Hawke's Bay Readers and Writers Festival; the Manawatu Writers Festival and the Kapiti Coast Writers and Readers programme.
- Featherston Booktown, through its collegial links and exchange programmes with Wairarapa Word and Yarns in Barns, creates opportunities for writers and book craft specialists in the South Wairarapa to access a wider regional audience and develop their artistic speciality.
- Through the writers and presenters featured in Featherston Booktown's annual Festival (e.g., Sir Richard Taylor) and all-year programme, Featherston Booktown showcases inspirational role models to the young people of the South Wairarapa often resulting in direct mentoring of the district's youth in the creative industries.

A brief summary of any successes/achievements of the organisation.

Here's a snapshot:

- Featherston/Paetūmōkai now has seven bookshops
- Featherston/Paetūmōkai is nationally and internationally renowned as Aotearoa New Zealand's innovative and only Booktown

- Featherston/Paetūmōkai has become a sought after destination for thousands of lovers of books and literature
- Writers and creative people are choosing to make Featherston/Paetūmōkai and the vibrant South Wairarapa their home
- The uptake for the book voucher scheme is growing year on year. In 2021, 348 children used their book vouchers to purchase a book(s) of their choice over the Featherston Booktown Karukatea 2021 Festival weekend. In 2019, 311 children used their book vouchers.
- Featherston Booktown events benefit Greytown Village and Martinborough as well.

Beyond that, we have made significant steps to increase the wellbeing and education of young people by promoting a reading culture and enabling them to access books, chiefly through the Book voucher scheme, funded by the Friends of Featherston Booktown.

We brought outstanding writers to 600+ Wairarapa wide students in schools during the lead up to the 2021 Karukatea Festival. Writers including Selina Tusitala Marsh (first Pasifika Poet Laureate); Donovan Bixley (award-winning writer and illustrator) who visited two schools and gave two one hour workshops - the pupils of Pirinoa and Kahutara Schools at Kahutara School and at Featherston School where pupils from South Featherston and St Teresa's joined in on his workshop.

We now have a national and international reputation for a renowned festival of books, writing and reading through presenting a high quality programme of innovative events featuring leading national and international writers and presenters. We have achieved this while preserving the "country feel" of the town and the South Wairarapa and extending genuine hospitality to all visitors.

Ultimately, our vision is about boosting the pride, prosperity, confidence and wellbeing of the Featherston/Paetūmōkai and wider South Wairarapa community.

SUPPORTING DOCUMENTS

1. The Featherston Booktown Trust Deed:

<https://www.dropbox.com/s/vvom7w87u5r3apm/Charitable%20Deed%20of%20Trust.pdf?dl=0>

2. Link to the Featherston Booktown Karukatea 2021 Programme:

<https://www.booktown.org.nz/2021-programme-of-events>

3. Overview: Featherston Booktown Board Of Trustees (As at August 2021)

The Featherston Booktown Board of Trustees comprises a mix of skills and experience in governance, books/literature/publishing/bookselling, the community, tangata whenua, finance, legal and marketing/communications.

The Trustees are:

Peter Biggs CNZM: Chair

Featherston/Paetūmōkai resident. Chair Emeritus of ReadNZ Te Pou Muramura (formerly the NZ Book Council). Former Chair of Creative NZ. 25+ years in advertising in Aotearoa New Zealand and Australia. Wide governance experience.

Liz Mellish MNZM: Trustee

Featherston/Paetūmōkai resident. Iwi affiliations: Te Ātiawa, Taranaki, Ngāti Ruanui. Wide governance experience as a Chair and Director on national and regional Boards. Strong community links.

Noelle McCarthy: Trustee

Featherston/Paetūmōkai resident. Journalist and broadcaster. Director of Bird of Paradise Productions, a multi-media production company. In demand as a presenter and facilitator at numerous literature festivals.

Mary McCallum: Trustee

Martinborough/Wharekaka and Wellington/Te Whanganui-a-Tara resident. Publisher. Novelist and poet.

Lesley Christian: Trustee and Treasurer

Featherston/Paetūmōkai resident. Qualified Chartered Accountant.

Craig Linkhorn: Trustee and Secretary

Featherston/Paetūmōkai and Wellington/Te Whanganui-a-Tara resident. Barrister and Solicitor. Director and shareholder of the Māori Law Review.

Cheryl Gallaway: Trustee

Featherston/Paetūmōkai resident. Artist/Typographer/Designer. Strong community links within Featherston/Paetūmōkai.

Dave Adams: Trustee

Featherston/Paetūmōkai resident. Bookseller. IT consultant.

NOTE: The Featherston Board of Trustees is currently exploring the possibility of inviting a South Wairarapa secondary school student to join the Board as a youth/rangatahi representative. A candidate has been identified and has been invited to observe the next Board meeting and AGM on 22 August 2021.

4. Featherston Booktown Karukatea Festival 2021 – Media Coverage:**From our Stakeholders:****DESTINATION WAIRARAPA**

<https://wairarapanz.com/see-and-do/featherston-booktown>

EVENTFINDA

<https://www.eventfinda.co.nz/tour/2021/featherston-booktown-karukatea-2021-festival>

KETE BOOKS (initiative of the Coalition for Books)

<https://www.ketebooks.co.nz/all-events/featherston-booktown-karukatea>

WAIRARAPA TIMES AGE

<https://times-age.co.nz/festival-launch-gets-the-word-out/>

<https://times-age.co.nz/literature-festival-shares-love-of-books/>

<https://times-age.co.nz/booktowns-new-chapter/>

STUFF

<https://www.stuff.co.nz/entertainment/books/124956160/everything-from-cancel-culture-to-short-attention-spans-to-feature-in-unique-book-festival>

WAIRARAPA LIFESTYLE

<https://www.wairarapalifestyle.com/landing-page/poet-laureate-comes-to-featherston>

STUFF

<https://www.stuff.co.nz/travel/destinations/nz/wellington/300275082/world-famous-in-new-zealand-wairarapas-featherston-booktown-festival>

OFF THE TRACKS

<https://offthetracks.co.nz/tag/2021-pop-up-poetry-saturday-may-8/>

FREEDOM SHOP AOTEAROA

<https://freedomshopaotearoa.blogspot.com/>

THE WONDER OF LANGUAGE

<https://wondrouswords.blog/2021/05/05/featherston-booktown/>

AGING WITH ATTITUDE IN THE MARTINBOROUGH STAR

<https://www.martinboroughstar.co.nz/ageing-with-attitude-3/>

BRIDGET WILLIAMS BOOKS

<https://www.bwb.co.nz/events/featherston-booktown-karukatea-festival-2021/>

THE ROYAL HOTEL

<https://www.theroyalhotel.co.nz/whats-on/>

FEATHERSTON GATEWAY BUSINESS GROUP

<https://www.featherston.info/event/366116>

READ NZ

<https://www.read-nz.org/calendar-details/featherston-booktown>

THE NZ SOCIETY OF AUTHORS

<https://authors.org.nz/the-featherston-booktown-karukatea-festival-programme-out/>

THE BOOKISH GUIDE TO NEW ZEALAND

<https://www.bookishguidetonz.com/blog/featherston-booktown-festival-2021>

THE COALITION FOR BOOKS

<https://www.coalitionforbooks.nz/all-news-newsletters/featherston-booktown-programme-announced-lz2rr-p2mdd>

THE FEATHERSTON PHOENIX

https://www.google.com/search?q=featherston+booktown+2021&rlz=1C1GCEA_enNZ884NZ884&ei=VNz4YJLwI5KU4-EP5NC76AY&start=20&sa=N&ved=2ahUKEwiS6ub_1PXxAhUSyigGHWTToDm04ChDw0wN6BAgBEA&biw=2560&bih=1249

RACHEL McALPINE'S BLOG

<https://writeintolife.com/2021/05/06/poet-persona-featherston-book-town/>

INTERNATIONAL INTEREST IN FEATHERSTON BOOKTOWN ABOUT THE DECISION TO NOT RUN A HARRY POTTER QUIZ AT THE KARUKATEA FESTIVAL IN 2021

THE TIMES (LONDON)

<https://www.thetimes.co.uk/article/literary-festivals-harry-potter-quiz-vanishes-in-row-over-jk-rowling-gender-remarks-t5n82dh3h>

THE MIRROR (UK)

<https://www.mirror.co.uk/3am/celebrity-news/harry-potter-event-cancelled-risk-24033879>

THE ADVOCATE (USA)

<https://www.advocate.com/books/2021/5/03/book-festival-cancels-harry-potter-quiz-over-rowling-transphobia>

DAILY MAIL (AUSTRALIA)

<https://www.dailymail.co.uk/news/article-9533875/Childrens-Harry-Potter-book-festival-event-cancelled-JK-Rowling-transphobia-row.html>

THE AUSTRALIAN

<https://www.theaustralian.com.au/world/uk-universities-forced-to-protect-freedom-of-speech/news-story/aa50832ba9d683f7055f5384b240d1fc>

SKYNEWS.COM.AU

<https://www.skynews.com.au/lifestyle/celebrity-life/jk-rowling-mocks-twitter-pipe-bomb-death-threat-over-her-views-on-gender/news-story/c8e444cdff76cf82f44502195823801a>

WEEKLY TIMES (AUSTRALIA)

<https://www.weeklytimesnow.com.au/news/national/jk-rowling-cancelled-again-after-harry-potter-is-removed-from-nz-book-festival/video/127f8ba89a179d5a961d72115d49103a>

THE FREE SPEECH UNION (UK)

<https://freespeechunion.org/weekly-news-round-up-11/>

<https://www.pressreader.com/new-zealand/new-zealand-listener/20210510/283326115227134>

NEW YORK POST (USA)

<https://nypost.com/2021/05/02/harry-potter-themed-even-cancelled-over-j-k-rowlings-transphobic-tweets/>

LGBTQ NATION

<https://www.lgbtqnation.com/2021/05/j-k-rowling-event-gets-cancelled-book-fest-anti-trans-statements/>

STUFF NZ

<https://www.thetimes.co.uk/article/literary-festivals-harry-potter-quiz-vanishes-in-row-over-jk-rowling-gender-remarks-t5n82dh3h>

EMINETRA (NZ)

<https://eminetra.co.nz/harry-potters-book-event-on-jk-rowlings-transgender-perspective/255040/>

MSN NEWS

<https://www.msn.com/en-za/news/other/jk-rowling-gets-cancelled-again-for-her-tweets-on-gender-issues/ar-BB1gl0eQ>

PRESS READER

<https://www.pressreader.com/>

2015 COVERAGE

NZ HERALD

<https://www.nzherald.co.nz/nz/featherston-joins-world-booktowns/P5HQKJWEPSBCJPHWB7OWXBOTI4/>

Featherston Booktown Karukatea Festival 2021 online posts by participants:

BLOGS

- Tara Comics:

<https://taracomics.com/live-drawing/featherston-booktown-2021/>

- Renee:

<https://wednesdaybusk.com/?fbclid=IwAR3SxVS2fneScXwTIW4xogLL1HzRicHhv8L-fGtSBTeSILm4EmXA5HgeCv4>

- Paula Green:

<https://nzpoetryshelf.com/2021/05/11/poetry-shelf-love-letter-to-featherstons-booktown-festival/>

https://nzpoetrybox.wordpress.com/2021/06/25/poetry-box-a-booktown-treat-poetry-from-tamariki-in-featherston/?fbclid=IwAR1ZgMO2GhZwPe7wctpJUpPiTjK7aKePQr37vEo7Xas-61Fjo77Dt3Wo_fa

TWITTER

#featherstonbooktown

Anne Harré@ajrharre

May 8 Excellent event, The Podcast and the Book [#featherstonbooktown](#)

IIML@modernletters

May 8

@JohnJCampbell brandishes A Mistake

[@CarlShuker](#) at the start of Stories for Short Attention Spans (Carl sitting far left out of shot), with patriarchs looking on [#FeatherstonBooktown](#)

@featherstonbooktown

Kimberley Andrews

May 15, 2019

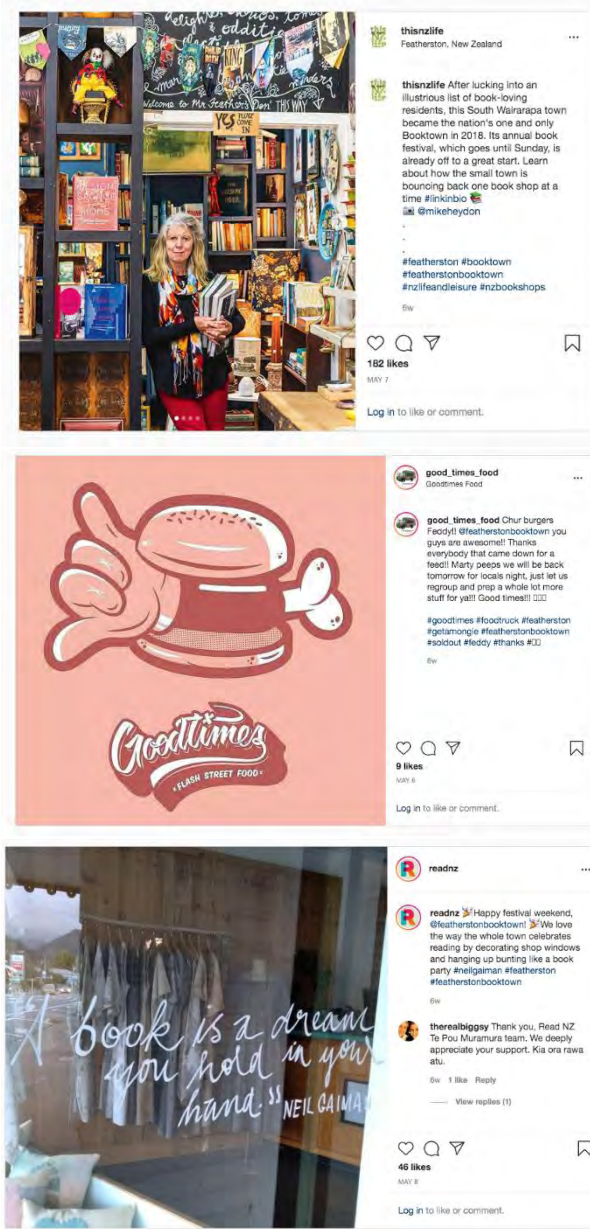
Playing 'find the hidden snail' on each page of Puffin the Architect with a lovely young reader! Photo credit: [@featherstonbooktown](#) [#puffinthearchitect](#) <http://bit.ly/2Q3HfLI>

INSTAGRAM

#featherstonbooktown

https://www.instagram.com/p/COmZInbDNbv/?utm_medium=copy_link
https://www.instagram.com/p/COkftMxMdst/?utm_medium=copy_link
https://www.instagram.com/p/COl3sKPsgSG/?utm_medium=copy_link
https://www.instagram.com/p/COel7jRspMo/?utm_medium=copy_link
https://www.instagram.com/p/COiJwo8sD--/?utm_medium=copy_link
https://www.instagram.com/p/COmNwSCs-M/?utm_medium=copy_link





FACEBOOK

• Ngaio Marsh Awards

1. Lovely pic of 2020 Ngaio finalist Renée at Featherston Booktown over the weekend with her publisher Mary McCallum
2. Three Ngaio honorees onstage at Featherston Booktown over the weekend: past winner & finalist Paul Thomas, and past finalists John Daniell (THE FIXER) and Renee (THE WILD CARD)

• Rachel McAlpine

1. Richard Langston is reading at Poetry at the Fringe today, 4 pm. Excellent! And I'm aiming to join in the open mic starter with a couple of 1977 poems. Remember this book, Stay At

The Dinner Party? Yes, the "strident feminist" one. I'm practising for a session called Hear Me Roar at Featherston Booktown in three weeks.

2. I know what I'm going to read at Featherston Booktown Festival on Saturday—but now, what to wear? I'm in three sessions: Storytelling at St Johns, Hear Me Roar, and Late Nite Lit Collision. All confused about my image. Advice please!

UPDATE. No purple hat: how could I wear it with a headset and VA (voice amplifier)? And I do like a VA where possible. But the red dress is Go. Thanks for all your advice, people, and specially your support.

- **Madeleine Slavick**

1. Yesterday @ Booktown, I had 3 of my photos on this easel - taken in NZ, HK, Germany - to talk about the influence of place as I write with words (poetry) & with light (photography). I like today's place too.
2. Big thx to Chair Steve Laurence, fellow panelists Catherine Cooper and Lilla Csorgo, the 40 or so audience members, the volunteer sound technicians, and everyone at Featherston Booktown and Wairarapa Word for co-presenting the session.

- **Richard Langston**

i read a few poems at Featherston Booktown today. the coolest thing was meeting Renée again and giving her a long hug. i first met her 35 odd years ago when she was a tutor on a summer writing school. she was such a good teacher. 'get on with it' was what she taught me. what a great wahine. i'm so looking forward to reading her book.

- **Donovan Bixley**

Today is 502 years since the death of Leonardo da Vinci... I have these prints from my upcoming biography as a gift for the patron of @featherstonbooktown Joy Cowley, a fellow Leonardo nut, who gave me her translated editions of Leonardo's notebooks for my research. I'll be seeing Joy this week at Featherston Booktown on Friday and Saturday ... looking forward to seeing some of you there too.

@upstart_press

@featherstonbooktown

#featherstonbooktown

#joycowley

#leonardodavinci

#leonardo500

#leonardodavincibook

- **Fifi Colston**

I'm driving off to Featherston Booktown shortly, <https://www.booktown.org.nz/> braving the winds over the Remutaka Hills to do crafts with 20 excited kids! (session all booked out). I'll be sure to have a cheese scone from the amazing <https://cestcheese.co.nz/> in Featherston to fortify me for an afternoon of Marvellous crafts!

#marvellousmarvin #nadielim #crafts #featherstonbooktown

- **Featherston Weekly Market**

1. You'll find Philly CheeseSteaks at the market this weekend. 😊 Goodtimes Food truck are bringing them and MUCH MORE! 🍕
#featherstonbooktown #featherstonweeklymarket #featherston #wairarapa
#farmersmarket #greytown #martinborough #welly
2. COFFEE ☕ will be served (bring your keep cups) along with smoothies, granola bowls and fancy avo on toast! You're in for a happy start to your day with Dope. 🥤 #vegan
#keepcups #featherstonweeklymarket #featherstonbooktown #featherston #wairarapa
#welly #martinborough #greytown
3. Goodtimes Food Truck 😊 is rolling into the market this Saturday - just in time for Featherston Booktown! 🍕 Menu coming soon! 😊 #featherston #featherstonbooktown
#featherstonweeklymarket #wairarapa #welly #martinborough #greytown
#farmersmarket
4. 😊 We've got a whole lot of deliciousness happening this Saturday to celebrate Featherston Booktown! 🍕 We'll tempt you throughout the week with our culinary delights - in the meantime check the event details here: <https://www.booktown.org.nz/>.
#featherstonbooktown #featherston #wairarapa

- **Featherston Community Centre**

Late night Featherston. This year's Booktown Karukatea Festival is going gangbusters! Still going strong tonight and more tomorrow! #featherstonbooktown

- **Mr Feather's Den**

1. I think we need one (or two) of these clubs in Featherston. #booktownnz
#bookshopsofinstagram #featherstonbooktown
2. Good Sunday morning. Lovely day here in Featherston, Wairarapa. Come and wander the town: browse our quirky vintage, antique and retro stores, buy a book or two from one of the SEVEN bookshops, grab a coffee, a Remutaka Pass Creamery cheese toasted sandwich, and some specialty breads from our famous Baker. Have a beer and a snack at Brac & Bow at the Royal. Make a day of it.
#booktownnz

#booksbooksbooks

#featherstonbooktown

#featherston_nz

#cestcheesefeatherston

#Mrfeathersden

#susanjaneryan

- **Te Kahu Rolleston**

Faaar i visited Kuranui college along with some other flash poet people last week and we had a live illustrator capturing the korero in their own magical unique way.

Thank you so much to the awesome artist who came to the schools to draw what was happening. Amazing skills!!!!!! Mauri ora ki te ao

#FeatherstonBooktown

[posted photo of Tara Comics drawing of the event]

- **Goo times Food**

Chur burgers Feddy!! @featherstonbooktown you guys are awesome!! Thanks everybody that came down for a feed!! Marty peeps we will be back tomorrow for locals night, just let us regroup and prep a whole lot more stuff for ya!!! Good times!!! 🍌🍌🍌

#goodtimes #foodtruck #featherston #getamongie #featherstonbooktown #soldout #feddy #thanks #🍌🍌

- **Unity Books**

Who's excited for Featherston Booktown this weekend?! Our wonderful Aotearoa NZ Buyer Marion Castree will be speaking at 'Ockham New Zealand Book Awards 2021 - Our Picks and Previews' at 1.30pm on Sunday. Marion's focus for the panel is the fiction list! See you there xo #featherstonbooktown — view on Instagram <https://instagr.am/p/COeI7jRspMo/>

- **The Dickensian**

The Featherston Booktown Festival is fast approaching and Patsy is busy putting together our Window display for this year's event! Some of you may not be surprised that bunnies will be appearing somewhere, but we are not featuring Watership Down! There are also Toadstools and lots of cups of tea on display, but no Fairies! Curiouser and curiouser? Ah, you'll have to wait and see!

On the book front, we are busy preparing for our stall in the Anzac Hall and selecting a full eclectic range of books to interest you. If you have any particular books you are looking for, please let us know in advance so we can search them out for you!

We look forward to welcoming you all to Featherston this weekend and hope the Booktown Festival is as popular as ever. Kind regards, Dave & Patsy at The Dickensian.

- **Chicken and Frog**

1. Wow! What a weekend we've had at Featherston Booktown Karukatea Festival. Mark the 2nd weekend of May in your diaries for 2022. You just can't miss it. 55 events, over 90 presenters. I was totally star struck when authors I rate so highly came into the shop. Thank you, Selina Tusitala Marsh, Ben Brown, Josh Morgan, Paula Green, Kimberley Andrews, Donovan Bixley, Maria Gill and others, along with crowds of customers, old and new. I appreciate your custom and loved every minute of talking with you. It's been so much fun. And of course, a huge thank you to Mary Biggs and the Booktown Trust team, and all the volunteers who made the weekend happen. It didn't just happen; it positively buzzed!! Special thanks to Joy Cowley for entertaining children at Chicken and Frog on

Sunday afternoon. What a legend and a taonga. And thanks to my crew in the orange aprons; Kathryn, Vicki, Mary, Sandra, Julian and Jeremy. I couldn't have done it without you all. Thank you one and all; See you all again soon.

2. I'm so excited to hear that Ben Brown has been chosen as the inaugural Te Awhi Rito NZ Reading Ambassador. What a great choice. Congratulations. And how lucky for 300 students at Kuranui College tomorrow to be able to workshop with Ben, along with Te Kahu Rolleston, Jordan Hamel, Tarns Hood and Rose Northey as part of the Featherston Booktown Karukatea Festival. What a great line up!
3. The 'teds' are ready for Booktown Weekend. Bring it on!!
4. Roll on Featherston Booktown Karukatea Festival 2021! You have the programme - now it's time to do your homework. Chicken and Frog is proud to stock work by visiting authors - Kimberley Andrews, Gavin Bishop, Paula Green, Donovan Bixley, Josh Morgan, Sacha Cotter, and of course, Selina Tusitala Marsh, and our own Joy Cowley. I'm not expecting a 10 year old to read Claudia Orange's revised Treaty book - but it's here too, as homework is definitely a plus for that one!! Enjoy the anticipation.
5. Congratulations to Mary Biggs and her team for the amazing programme they've put together for Featherston Booktown Karukatea Festival 6 - 9 May. I can't wait! Don't forget to book tickets - even for all the FREE children's events. Go to booktown.nz or better still, become a friend today.

- **For the Love of Books**

1. The Teddy Bears are having a picnic down at For the Love of Books. They're all excited about the Booktown Festival this weekend!
2. Our annual Booktown's Festival is happening next weekend 😊 We hope to see you there!
3. This year's Booktown Festival isn't far away now! Check out the programme and book your tickets to the ticketed events quickly before they're sold out!

- **Messines Bookshop**

1. Great discussion at Featherston Booktown on John Mulgan's 'Man Alone' as edited by Peter Whiteford. Vincent O'Sullivan and Noel Shepherd joined the discussion as chaired by Peter Biggs. Copies of the new book are Newly Arrived Through the Bookshop Door.
2. Great plug for Featherston Booktown this weekend by Joanna Ludbrook, owner of Chicken and Frog Bookshop when she did the Wednesday book review on RNZ's From Nine to Noon programme.
<https://www.rnz.co.nz/national/programmes/ninetoon/audio/2018794212/book-review-the-calling>.

- **Chicken & Frog owner Joanna Ludbrook spoke on RNZ's Nine to Noon programme.**
<https://www.rnz.co.nz/national/programmes/ninetoon/audio/2018794212/book-review-the-calling>.

Featherston Booktown Trust

Entity Information for the Year Ended 30 June 2021

Legal Information

Legal name of entity:	Featherston Booktown Trust
Type of entity:	Charity
Legal basis of entity:	Registered Charity
Charities Registration number:	CC52369

Main sources of the entity's cash and resources

Grants and sponsorships received from national and local government agencies; membership subscriptions and individual donations; ticket sales to events.

Main methods used to raise funds

Applications to government bodies and agencies which support the aims of the Trust, sale of tickets for events

Trustees

P R F Biggs, CNZM
E Mellish, MNZM
L J Christian
C Gallaway
M McCallum
N McCarthy
C Linkhorn
D Adams

Date of Formation

16 May 2015

Bankers

Kiwibank Limited

Statement of Financial Performance

Featherston Booktown Trust

For the year ended 30 June 2021

	2021	2020
Trading Income		
Grants, Donations & Sponsorship		
Lion Foundation - Operations Manager contract, storage container, Oct '20 - May '21	40,000.00	13,000.00
TG Macarthy Trust - staff contract payments	7,000.00	-
Trust House Foundation - assisting with operational costs to stage and promote community literary events 2020	15,000.00	-
Annabel Langbein Event Sponsorship - Property Brokers	1,739.13	350.00
Featherson Own Charitable Trust	1,690.00	-
SWDC Grant -Children's Events in Programme	15,000.00	-
SWDC - Financial Assistance for street flags and pull ups	500.00	-
Creative NZ - Grant	30,000.00	59,490.00
Joy Cowley Workshop 6 March	9,600.00	-
Friends of Featherston Booktown Donations - non-taxable	4,427.50	5,386.98
Donations - Sponsorship - not Friends membership	14,417.76	-
Total Grants, Donations & Sponsorship	139,374.39	78,226.98
Karukatea Event		
Event Ticket Sales	34,608.85	-
Bookseller Table Rental Fees	2,280.00	-
Featherston Book Shops Contribution to FBT	700.00	-
Event Food and Beverage Sales	8,558.29	355.83
Trust House Limited	5,000.00	-
Total Karukatea Event	51,147.14	355.83
Advertising Revenue	1,439.13	600.00
Other Revenue	173.91	248.70
Bookseller Sales Commission	-	89.83
Book Stall - second hand books for sale	43.48	-
Stallholder Fees	373.90	-
Event Ticket Sales (non-Festival)	11,980.79	6,879.11
Total Trading Income	204,532.74	86,400.45
Costs covered by grants		
Cost of Lion Foundation Grant - Container - Run and Promote FBT	7,970.91	-
Container - transferred to Fixed Assets	(4,782.61)	-
Cost of Lion Foundation Grant - Operation Manager contract	20,000.00	-
Cost of TG Macarthy Trust Grant	7,000.00	-
Cost of SWDC Grant	15,104.56	-
Cost of Trust House Grant	15,327.27	-
Cost of Annabel Langbein - Marketing	1,106.62	-
Cost of Featherston Owns Charitable Trust.	1,690.00	-
Cost of Flags - The Sign Factory	520.00	-
Joy Cowley Workshop - Costs of Workshop	3,295.43	-

	2021	2020
Voucher Reimbursement	4,534.79	-
Total Costs covered by grants	71,766.97	-
Gross Profit	132,765.77	86,400.45
Other Income		
In Kind Value (non-cash)	750.00	2,019.55
Total Other Income	750.00	2,019.55
Operating Expenses		
Operational Expenses		
Presenters		
Presenter Appearance Fees	22,948.25	3,076.99
Presenter Accommodation & Meals	4,941.73	871.73
Presenter Travel costs	3,301.96	4,084.42
Total Presenters	31,191.94	8,033.14
Events		
Food & Beverage costs	9,285.92	637.09
Venue Hire	2,500.00	1,184.79
Equipment hire	1,776.95	-
Event supplies, materials and resources	4,585.25	305.00
Licensing Costs	299.41	-
Ticketing Service Fees	2,700.17	402.05
Event marketing & contract marketing labour	4,545.24	2,476.53
Total Events	25,692.94	5,005.46
Total Operational Expenses	56,884.88	13,038.60
Marketing		
Advertising & Promotion	12,388.26	3,610.82
Printing - Brochures, Flyers, Programme	416.00	2,604.00
Design Services - Brochure & Marketing Collateral	375.00	1,887.50
Signage Costs - Design, Materials & Printing	25.30	80.00
Contract for Services - Administration & Programme Management	30,000.00	57,500.00
Contract for Services - Marketing	-	6,643.91
Total Marketing	43,204.56	72,326.23
Administration Overheads		
Printing & Stationery	1,995.68	168.83
Health & Safety	43.30	-
Consulting & Accounting	7,408.03	620.99
Bank Fees	369.45	26.00
Freight & Courier	-	886.00
General Expenses	3,740.13	243.50
Subscriptions	810.84	305.54

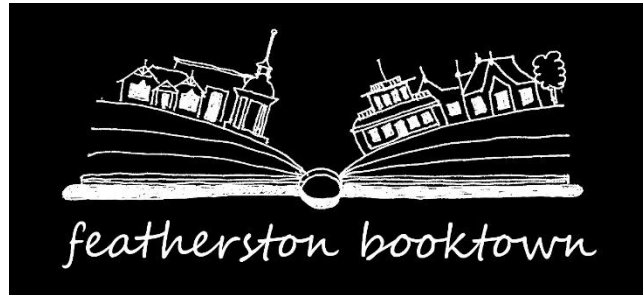
	2021	2020
Telephone, Internet & Web hosting	380.90	205.46
Total Administration Overheads	14,748.33	2,456.32
Total Operating Expenses	114,837.77	87,821.15
Net Profit	18,678.00	598.85

Statement of Financial Postion

Featherston Booktown Trust

As at 30 June 2021

	30 JUN 2021	30 JUN 2020
Assets		
Bank		
Featherston Booktown Trust	15,930.53	33,376.49
Total Bank	15,930.53	33,376.49
Current Assets		
Accounts Receivable	1,000.00	395.00
Total Current Assets	1,000.00	395.00
Fixed Assets		
Computer Equipment	698.72	-
Less Accumulated Depreciation on Library of Books	-	17,333.33
Library of Books	-	(17,333.33)
Container at ANZAC Hall	4,782.61	-
Total Fixed Assets	5,481.33	-
Total Assets	22,411.86	33,771.49
Liabilities		
Current Liabilities		
Accounts Payable	166.00	924.14
GST	(5,619.11)	(6,029.19)
Rounding	(0.06)	0.02
Suspense	-	830.00
Funding Recieved - Grant for ensuring year	1,140.51	-
Total Current Liabilities	(4,312.66)	(4,275.03)
Total Liabilities	(4,312.66)	(4,275.03)
Net Assets	26,724.52	38,046.52
Equity		
Current Year Earnings	18,678.00	598.85
Retained Earnings	8,046.52	37,447.67
Total Equity	26,724.52	38,046.52



FEATHERSTON BOOKTOWN TRUST

PERFORMANCE REPORTS For the Year Ended 30 June 2021

CONTENTS

Entity Information
Statement of Financial Performance
Statement of Financial Position
Notes to the Performance Reports

Featherston Booktown Trust

Notes to the Performance Reports for the Year Ended 30 June 2021

NOTE 1 GENERAL ACCOUNTING POLICIES

Reporting Entity: Featherston Booktown Trust is a registered charity, number CC52369. These are special purpose annual reports as they are prepared for the purpose of reporting to the Trustees and to the Charities Services, Department of Internal Affairs. These reports should not be used for any other purpose.

Basis of Preparation: The Trustees of Featherston Booktown Trust have elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) on the basis that the Trust does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Reports are reported using the accrual basis of accounting. The Performance Reports are prepared under the assumption that the Trust will continue to operate in the foreseeable future.

Measurement Base: The measurement base used in the preparation of these financial statements is historical cost.

Nature of Business: Featherston Booktown Trust seeks to develop new audiences for literature, help writers fulfil their potential, support the literature sector in the Wairarapa and nationally, and create opportunities for the region's diverse community, especially young people, to enjoy and learn through writing, reading and storytelling.

NOTE 2 PARTICULAR ACCOUNTING POLICIES

Accounts Receivable and Accounts Payable: All income and expenditure is recognised when the funds are received or paid, and the financial position is reported on a cash basis.

Inventories: No items of stock are held for sale.

Fixed Assets: Fixed assets are stated at cost as in the opinion of the Trustees it is not appropriate for depreciation to be charged.

Goods & Services Tax: The Trust is registered for GST and the amounts recorded in the Performance Reports are exclusive of GST, with the exception of accounts payable and accounts receivable.

Income Tax: Featherston Booktown Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Investments: Investments are shown at cost.

Featherston Booktown Trust

Notes to the Performance Reports - continued for the Year Ended 30 June 2021

Changes in Accounting Policies: There have been not changes in accounting policies. All policies have been applied on bases consistent with those used in prior years.

Taxation Status: The Trust holds a Certificate of Exemption from interest and dividend resident withholding tax and is not liable for income tax. It is a registered Donee Organisation and able to issue tax deductible donation receipts for gifts of money it receives.

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

NOTE 3 STATEMENT OF MOVEMENTS IN EQUITY

	<u>2021</u>	<u>2020</u>
Retained Earnings Carried Forward	8,046.52	37,447.67
Surplus for the Year	18,678.00	598.85
	<hr/>	<hr/>
		38,046.52
Grant from Creative NZ carried forward to 2021		30,000.00
		<hr/>
TRUSTEES' EQUITY 30 JUNE 2021	\$26,724.52	\$ 8,046.52
	<hr/>	<hr/>

The May 2020 Festival was cancelled due to the Covid19 Pandemic and lockdown restrictions. The Creative NZ Grant was primarily to fund this event, and they agreed to move this funding forward to the current financial year, to be applied against the 2021 Kurakatea Festival.



South Wairarapa District Council

Partnership Funding Request Form

(for period 1 July 2021 – 30 June 2023)

Submit to: grants@swdc.govt.nz before 4 pm, 16 August 2021

1. ORGANISATION DETAILS

Name of organisation: Presbyterian Support Central, Family Works Wairarapa	
Physical address: 1 Prosser Street Elsdon, Porirua 5022	105 Chapel Street Masterton 5810
Postal address: PO Box Thorndon, Wellington 6022	
Contact Person: Elena Rowan	Phone No (Day): 04 439 4900
Email: elena.rowan@psc.org.nz	Mobile No: 027 394 0115

Officers of organisation	
Chair: Peter Sherwin	Phone No: 027 394 0115
Secretary: Vacant	Phone No: Vacant
Treasurer: Steph Drabble	Phone No: 04 439 4900

Would you like to speak in support of your application to the Grants Subcommittee on the 16 September 2021?	Yes/No
---	--------

When was the organisation formed and what are its aims and objectives?
Presbyterian Support Central supports vulnerable people in every stage of life: children, young people, families, and elders. Through our two services, Family Works and Enliven, we support and empower thousands every year. Through Family Works, we strive to ensure all children/tamariki are safe, families and whānau are strong, and communities are connected. Our social workers support the wider whānau using our wrap-around social service model known as Te Ara Whānau. This strengths-based and solutions-focused model engages the whole family and provides a wide range of services and support tailored to individual situations. This wrap-around social service package may include social work, family violence safety programmes, counselling and therapy, mentoring, parenting education, mediation, support groups and resilience-building programmes.

Total number of members in your organisation?	PSC: 160 FW: 1
How many full-time equivalent people work in your organisation?	PSC: 1049 FW: 1
How many volunteers work in your organisation?	PSC: 263, FW: 2
Date of last AGM?	12 October 2020

2. FUNDING CRITERIA

Funding Criteria

Council has \$75,000 available for youth focused projects and \$170,000 available for community grants.

Please select the category that is the project's main focus (mark with an X)

Youth Grant	
Community Grant	X

Community Grants Funding Category

Grants will be allocated to organisations which contribute to the community in at least one of the following areas. The funding categories are aligned to the five community outcomes, with some categories linking to more than one community outcome (see [Grants Policy](#)).

Please select the category that is the project's main focus (mark with an X)

Arts, museums, heritage and culture (including Māoritanga)	
Environment	
Events	
Sport and Recreation	
Social and Educational Services	X
Economic Development	

3. OPERATIONAL FUNDING OVERVIEW

Reason for requesting operational funding agreement

Currently, there are limited options for at-risk tamariki and whānau who need social services in Wairarapa. Family Works Wairarapa is finding that the needs of whānau are complex, and the demand for help is higher than ever before. Too many tamariki and wahine tell us they feel scared, isolated and overwhelmed every day. We need to ensure they feel safe and supported at all times. Issues such as family violence, lack of identity and connection to whānau, poor mental health and bullying are common among the tamariki, wahine and whānau that need our services.

The tamariki and whānau who receive our support are better able to cope with the pressures of their daily life and consistently make better choices for themselves. We support them to steer away from illicit and harmful substances and to manage angry, violent behaviours. We enhance the health of not only the tamariki and whānau directly but also everyone they meet. The interventions, education and support we provide help parents to be more confident and optimistic when raising their tamariki. In turn, these tamariki enjoy a renewed security within the family environment and their community setting.

It is for these reasons that we are requesting \$25,000 towards the cost of one year of rent for our Family Works Wairarapa location.

Explain how your organisation contributes to the wellbeing of South Wairarapa community or youth

Family Works Wairarapa contributes to the wellbeing of the South Wairarapa community through offering counselling and social work services to anyone who needs them in the Wairarapa, no matter their location.

Though we are based in Masterton, we know there is a need for us to continue to provide travelling social help to our rural or isolated whānau. We do not work from desks - we work from the community. Nevertheless, our Chapel street site has easy access to a bus route and free parking for clients who feel safer coming into the office. We aim to enable our social workers to be present where the referrals geographically place them as much as possible. We do not work from one location, but from wherever the community needs us.

Family Works is also committed to working with other agencies throughout our community. We continuously collaborate with service providers including Police, Oranga Tamariki, health care providers, local schools and other local NGO's. We know the increasing violence we see in our community means that all support agencies are working at full capacity, lacking adequate resourcing. Our government contracts do not cover the cost of all our staff, our counselling sessions, our social work services, or referrals from agencies. Still, we continue to be involved as we see the added value it brings our community. Support for Family Works Wairarapa's rent costs will enable us to continue to provide unfunded services desperately needed by our community.

How many residents of South Wairarapa will benefit from the funding?

Last year, Family Works Wairarapa offered social work and counselling services to more than 160 tamariki, rangatahi and whānau. Many of these residents come from South Wairarapa. Though we have not tracked exactly where within Wairarapa the whānau in need come from, our presence in Wairarapa benefits everyone in the region.

Based on the current need, we anticipate more demand for services this year than ever before. Every single resident in South Wairarapa that requires social work or counselling services, but especially tamariki and whānau, can access services at Family Works Wairarapa.

The ramifications of the pandemic on our communities, especially in job losses and housing price increases, has exasperated mental health concerns and pushed many struggling whānau to violence, addiction, and violence. Our social services help the South Wairarapa community overcome these hardships to thrive.

How many residents of South Wairarapa will indirectly benefit from the funding?

We know that for each person we assist, the whole whānau and community benefits. Children who receive social work and counselling services are better students, allowing schools and teachers to focus less on behaviour management and more time helping tamariki learn.

Rangatahi who have the supports they need to avoid violence and harmful substances often take up work or extracurricular activities, which betters the lives of their friends, siblings, whānau and all rangatahi in their community. Rangatahi who choose gangs, drugs and violence often do so because they don't see an alternative. When one rangatahi begins playing sports, making videos or learning a new skill, the rangatahi around them follow.

Law enforcement also benefits from robust social service providers. Local police refer on complex, emergency services to us for follow up. Without social services, police have nowhere to send struggling whānau for desperately needed ongoing support.

Provide a brief summary of any successes/achievements of the organisation

Over the past year, Family Works Wairarapa has helped countless tamariki and rangatahi improve their lives. We have also provided services for victims of family violence, domestic violence and whānau facing other complex circumstances. When tamariki and whānau come to us we try and provide whatever support they need, no matter how big or small. As one of our counsellors explains:

Amy* came to Family Works with her foster mother. She had been sexually abused as a child, which led to several developmental delays. Amy was home schooled by her foster mother, which helped her developmentally, but her foster mother was concerned. Amy increasingly lacked the social skills to enable her to fully participate in life. Amy's foster mother asked Family Works for support to encourage her daughter to help her build self-esteem and engage in social activities with peers her own age.

Family Works connected Amy with activities near her. She was very interested in choir and arts groups, but didn't have the confidence to attend and approach new potential friends. To build her confidence, we worked with Amy, and helped her plan to make a list of one activity she could do each day. By completing the tasks, she felt she was achieving things each day.

Amy is now attending Art Club and Choir, and volunteering at the local Hospice. She has made friends and started doing some arts work. She now has lots to talk about, thanks to her new interests. Amy has made noticeable changes in her life. She has really started to use her creative side and has since made a diary for writing all her daily tasks in. She has decorated it with beautiful butterflies and colourful drawings. According to her foster mother, Amy can now handle difficult situations in a more mature way.

Amy has improved in so many ways, learning new creative, social and relationship skills, which will help her moving forward as an adult to be able to manage stressful conditions. It has also improved her confidence and self-esteem, reassuring her that she has so much to offer the world. Both Amy and her foster mum have expressed they are really happy with the improvement it has made to both their lives.

Thanks to supporters like you, the lives of these tamariki, their whānau, their schools, their teachers, their friends and their community have improved tremendously.

* Not her real name

4. FINANCIALS - BUDGET FOR CURRENT FINANCIAL YEAR (YOU MAY ATTACH SEPARATELY)

Sources of Revenue/Income		Family Works Wairarapa
Subscriptions/Membership fees		\$ 0
Donations		\$ 5,414.52
Non-Council Grants (please specify)		\$ 15,000 - Trust House 3,000 - Wellington Children's Trust 1,000 - Estate of Helen Stuart Royale Charitable Trust 5,000 - Lottery National Community Committee
Council Grants (non-SWDC)		\$ 0
Total Revenue/Income		\$ 29,414.52

Expenditure	
Salaries	\$ 180,000
Rent	\$ 34,809.36
Electricity	\$ Covered as part of a bundle with PSC
Phone	\$ Covered as part of a bundle with PSC
Insurance	\$ Insured with PSC
Other (Please list)	\$
Total Expenditure	\$ 214,809.36
Budget Surplus/Deficit	\$

GST Registration	
Are you GST Registered	<input checked="" type="radio"/> Yes / <input type="radio"/> No
Bank account details (required for non GST registered applications only)	
Name of bank:	Westpac
Account name:	Presbyterian Support Central
Account No:	03-0584-0198216-00

5. Declarations

We agree to comply with requests from an officer or councillor from SWDC for additional information in relation to this application.

Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected and will be held by SWDC for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

Authorisation

- I certify that the information provided in this application form is true and correct to the best of my knowledge.
- I have the authority to make the application on behalf of the organisation.
- I agree that the necessary documentation listed below is attached to this application.
- I confirm that we will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for 7 years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grant Accountability Form.

Signatory One

Signed:



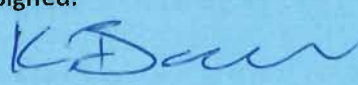
Full name: Elena Rowan

Designation: Trusts and Grants Fundraiser

Date: 16 August 2021

Signatory Two

Signed:



Full name: Kate Barker

Designation: Acting General Manager, External Relations

Date: 16 August 2021

Eligibility and Criteria

Applicants should review the eligibility and grant criteria as outlined in the [Grants Policy](#) before making an application.

Please return the completed form by 4.00 pm on 16 August 2021 to:

South Wairarapa District Council

PO Box 6

Martinborough 5741

Or email: grants@swdc.govt.nz

Items required for this application	
• Most recent annual accounts including notes and review/audit report	✓
• Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less than 12 months)	✓
• Application Form is signed	✓







AGREEMENT TO LEASE

This form is approved by Auckland District Law Society Inc and the Real Estate Institute of New Zealand Inc

GENERAL address of the premises: 105 Chapel Street Masterton

DATE: 23-04-2019

LANDLORD: Wairarapa Master Builders Association

TENANT: Presbyterian Support Central

GUARANTOR:


THE LANDLORD agrees to grant and the Tenant agrees to take a lease of the premises and the carparks (if any) described in the First Schedule together with the right to use the common areas of the property for the term from the commencement date and at the annual rent (subject to review if applicable) as set out in the First Schedule.

THE LANDLORD AND TENANT agree

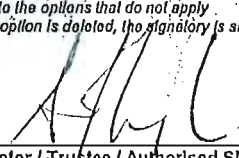
- (1) as set out in the First, Second and Third Schedules
- (2) that the Landlord's fixtures, fittings and chattels contained in the premises are those described in the Fourth Schedule.

THE GUARANTOR (and if more than one jointly and severally), in consideration of the Landlord entering into this Agreement at the Guarantor's request, agrees with the Landlord to guarantee to the Landlord the obligations of the Tenant and to sign the Lease as a guarantor.


SIGNED by the Landlord:


 Director / Trustee / Authorised Signatory / Attorney*
 Delete the options that do not apply
 If no option is deleted, the signatory is signing in their personal capacity

SIGNED by the Tenant:


 Director / Trustee / Authorised Signatory / Attorney*
 Delete the options that do not apply
 If no option is deleted, the signatory is signing in their personal capacity

SIGNED by the Guarantor:


 Director / Trustee / Authorised Signatory / Attorney*
 Delete the options that do not apply
 If no option is deleted, the signatory is signing in their personal capacity

*If this agreement is signed under:

- (i) a Power of Attorney – please attach a Certificate of non-revocation (available from ADLS: 4098WFP or REINZ); or
- (ii) an Enduring Power of Attorney – please attach a Certificate of non-revocation and non-suspension of the enduring power of attorney (available from ADLS: 4997WFP or REINZ).

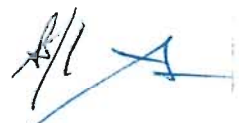
Also insert the following wording for the Attorney's Signature above:

Signed by [full name of the donor] by his or her Attorney [attorney's signature].

WARNINGS (These warnings do not form part of this contract)

1. This contract is binding on all parties upon signing. All parties should seek legal advice before signing.
2. Before signing this contract the Tenant should make sure that the status of the property under the Resource Management Act 1991 is satisfactory for the Tenant's intended use of it.
3. The parties should agree upon and record the Landlord's fixtures, fittings and chattels and their condition in the Fourth Schedule.
4. The parties are advised to insert a clause requiring inclusion of a report of the condition of the premises as at the commencement of the lease.

Release date: 14 November 2017



FIRST SCHEDULE

1. PREMISES: 105 Chapel Street Masterton, being shop 1 of 1/2 share, 1540m2 in lot 1 dp 8804 WN31C/440
2. CAR PARKS: Eight
3. TERM: Six (6) years
4. COMMENCEMENT DATE: 3 February 2020
5. RIGHTS OF RENEWAL: 2 year plus 2 years
6. RENEWAL DATES: 3 February 2026 and 3 February 2028
7. FINAL EXPIRY DATE: 2 February 2030
8. ANNUAL RENT: Premises \$ 25,000 plus GST
 (Subject to review if applicable) Car Parks \$ nil plus GST
 TOTAL \$ 25,000 plus GST
9. DEPOSIT: \$ 2083.33 plus GST
 (advance rent)
10. RENT REVIEW DATES:
 (Specify review type and insert dates for initial term, renewal dates and renewal terms. Unless dates are specified there will be no reviews. Where there is a conflict in dates, the market rent review date will apply.)
 1. Market rent review dates: 3 February 2026
 2. CPI rent review dates:
11. DEFAULT INTEREST RATE: 12% per annum
 (subclause 5.1 of the Lease)
12. BUSINESS USE: Office administration and Counselling services.
 (subclause 16.1 of the Lease)

13. LANDLORD'S INSURANCE:
(subclause 23.1 of the Lease)

(Delete or amend extent of cover as appropriate)

(Delete either (a) or (b): If neither option is deleted, then option (a) applies)

- (1) Cover for the building against damage and destruction by fire, flood, explosion, lightning, storm, earthquake, and volcanic activity; on the following basis:

(a) ~~Full replacement and reinstatement (including loss damage or destruction of windows and other glass).~~ *1/1*

OR

(b) Indemnity to full insurable value (including loss damage or destruction of windows and other glass).

- (2) Cover for the following additional risks:

(a) (i) 12 months

OR

(ii) *1/1* months Indemnity in respect of consequential loss of rent and outgoings.

(b) Loss damage or destruction of any of the Landlord's fixtures fittings and chattels.

(c) Public liability.

(Delete option (i) and complete option (ii) if required. If option (i) is not deleted and option (ii) is completed then option (ii) applies)

14. NO ACCESS PERIOD:
(subclause 27.6 of the Lease)

(Delete option (1) and complete option (2) if required. If option (1) is not deleted and option (2) is completed then option (2) applies)

(1) 9 months

OR

(2)

15. PROPORTION OF OUTGOING:
(subclause 3.1 of the Lease)

66% which at commencement date is estimated to be \$ 6300.00 plus GST per annum

16. LIMITED LIABILITY TRUSTEE:

17. OUTGOINGS:
(clause 3 of the Lease)

- (1) Rates or levies payable to any local or territorial authority.
- (2) Charges for water, gas, electricity, telecommunications and other utilities or services, including line charges.
- (3) Rubbish collection and recycling charges.
- (4) New Zealand Fire Service charges and the maintenance charges in respect of all fire detection and fire fighting equipment.
- (5) Any insurance excess (but not exceeding \$2000) in respect of a claim and insurance premiums and related valuation fees.
- (6) Service contract charges for air conditioning, lifts, other building services and security services.
- (7) Cleaning, maintenance and repair charges including charges for repainting, decorative repairs and the maintenance and repair of building services to the extent that such charges do not comprise part of the cost of a service maintenance contract, but excluding charges for structural repairs to the building (minor repairs to the roof of the building shall not be a structural repair), repairs due to defects in design or construction, inherent defects in the building and renewal or replacement of building services.
- (8) The provisioning of toilets and other shared facilities.
- (9) ~~The cost of maintenance of lawns, gardens and planted areas including plant hire and replacement, and the cost of repair of fences.~~ *1/1*
- (10) Yard and carparking area maintenance and repair charges but excluding charges for repaving or resealing.
- (11) ~~Body Corporate charges for any insurance premiums under any insurance policy effected by the Body Corporate and related valuation fees and reasonable management administration expenses.~~ *1/1*
- (12) ~~Management expenses.~~ *1/1*
- (13) ~~The costs incurred and payable by the Landlord in supplying to the territorial authority a building warrant of fitness and obtaining reports as required by sections 108 and 110 of the Building Act 2004 but excluding the costs of upgrading or other work to make the building comply with the Building Act 2004.~~ *1/1*

SECOND SCHEDULE

DEFINITIONS, NOTICES AND INTERPRETATION

1.1 Definitions

- (1) Unless the context requires a different interpretation, words and phrases not otherwise defined have the same meaning as in section 4 of the Property Law Act 2007 and the Lease.
- (2) "Agreement" means this document including the front page, any further terms and any schedules and attachments.
- (3) "Working day" means any day of the week other than:
 - (a) Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, and Labour Day; and
 - (b) a day in the period commencing on the 24th day of December in any year and ending on the 5th day of January in the following year, both days inclusive; and
 - (c) the day observed as the anniversary of any province in which the premises are situated.
- (4) A Working day shall be deemed to commence at 9.00 am and to terminate at 5.00 pm.
- (5) Any act done pursuant to this agreement by a party after 5.00 pm on a Working day, or on a day which is not a Working day, shall be deemed to have been done at 9.00 am on the next succeeding Working day.
- (6) Where two or more acts (including service of notice) done pursuant to this Agreement are deemed to have been done at the same time, they shall take effect in the order in which they would have taken effect but for subclause 1.1(5).

1.2 Notices

All notices must be in writing and must be served by one of the following means:

- (1) In the case of a notice under sections 245 or 246 of the Property Law Act 2007 in the manner prescribed by section 353 of that Act; and
- (2) In all other cases, unless otherwise required by sections 352 to 361 of the Property Law Act 2007:
 - (a) In the manner authorised by sections 354 to 361 of the Property Law Act 2007, or
 - (b) by personal delivery, or by posting by registered or ordinary mail, or by facsimile, or by email.
- (3) In respect of the means of service, a notice is deemed to have been served:
 - (a) In the case of personal delivery, when received by the addressee.
 - (b) In the case of posting by mail, on the second working day following the date of posting to the addressee's last known address in New Zealand.
 - (c) In the case of facsimile transmission, when sent to the addressee's facsimile number.
 - (d) In the case of email, when acknowledged by the addressee orally or by return email or otherwise in writing except that return emails generated automatically shall not constitute an acknowledgement.
- (4) In the case of a notice to be served on the Tenant, if the Landlord is unaware of the Tenant's last known address in New Zealand or the Tenant's facsimile number, any notice placed conspicuously on any part of the premises shall be deemed to have been served on the Tenant on the day on which it is affixed.
- (5) A notice shall be valid if given by any director, general manager, lawyer or other authorised representative of the party giving the notice.
- (6) Where two or more notices are deemed to have been served at the same time, they shall take effect in the order in which they would have been served but for subclause 1.1(5).
- (7) Any period of notice required to be given under this agreement shall be computed by excluding the date of service.

1.3 Interpretation

- (1) Headings are for information only and do not form part of this Agreement.
- (2) The terms, conditions and covenants contained in this Agreement shall not merge insofar as they either have not been fulfilled at the time of the execution of the Lease or are not reflected in the Lease but shall remain in full force and effect.

1.4 If there is more than one Landlord or Tenant, the liability of the Landlords or the Tenants as the case may be is joint and several.

1.6 Where the Tenant executes this Agreement with provision for a nominee or on behalf of a company to be formed, the Tenant shall remain liable for all the obligations on the part of the Tenant hereunder until such time as the Tenant and the Guarantor have signed the Lease.

1.6 This agreement may be executed in any number of counterparts and all of such counterparts taken together shall be deemed to constitute one and the same instrument. Communication of execution of this agreement may be made by each party transmitting by facsimile or email to the other party or their respective agents a counterpart of this agreement executed by the party sending the facsimile or email.

DEPOSIT

2.1 The Tenant shall pay as a deposit an advance rental payment of the amount specified in the First Schedule. The deposit shall be payable to the Landlord or the Landlord's agent immediately upon execution of this Agreement by all parties and/or at such other time as is specified in this Agreement. The person to whom the deposit is paid shall hold it as a stakeholder until this Agreement is unconditional or is avoided.

2.2 The Landlord shall not be entitled to cancel this Agreement for non-payment of the deposit unless the Landlord has first given to the Tenant three working days' notice in writing of intention to cancel and the Tenant has failed within that time to remedy the default. No notice of cancellation shall be effective if the deposit has been paid before the notice of cancellation is served.

2.3 Without prejudice to any of the Landlord's rights or remedies, including any right to claim for additional expenses and damages, if the deposit or any portion thereof is not paid upon the due date for payment the Tenant shall pay to the

Landlord interest at the default interest rate on the portion of the deposit so unpaid for the period from the due date for payment until payment. Unless a contrary intention appears on the front page or elsewhere in this agreement the default interest rate is equivalent to the interest rate charged by the Inland Revenue Department on unpaid tax under the Tax Administration Act 1994 during the period for which the default interest is payable, plus 5 per cent per annum.

LEASE PAYMENTS

- 3.1 The Tenant shall pay the annual rent by equal monthly payments in advance as from the commencement date specified in the First Schedule.
- 3.2 The Tenant shall pay the Goods and Services Tax payable by the Landlord in respect of the rent and other payments payable by the Tenant pursuant to the Lease.
- 3.3 In addition to the rent the Tenant shall pay the outgoings specified in the First Schedule and where any outgoing is not separately assessed in respect of the premises then the Tenant shall pay such proportion thereof as is specified in the First Schedule or if no proportion is specified then a fair proportion.

LEASE

- 4.1 The Tenant shall enter into a formal lease with the Landlord to be prepared by the Landlord's lawyer using the Auckland District Law Society Deed of Lease form amended in accordance with the provisions of this Agreement ("Lease"). Each party will pay their own costs of the negotiation and preparation of the Lease and any deed recording a rent review or renewal.
- 4.2 Unless otherwise set out in the Third Schedule, it is agreed that the Landlord's fixtures, fittings and chattels contained in the premises as more particularly described in the Fourth Schedule are in a good state of repair.
- 4.3 Notwithstanding that the Lease may not have been executed, the parties shall be bound by the terms, covenants and provisions contained in this Agreement and in the Lease as if the Lease had been duly executed.

DISPUTE RESOLUTION

- 5.1 Unless otherwise provided in this Agreement, if a party considers that there is a dispute in respect of any matters arising out of, or in connection with this Agreement, then that party shall immediately give notice to the other party setting out details of the dispute. The parties will endeavour in good faith to resolve the dispute between themselves within five (5) working days of the receipt of the notice, failing which the parties will endeavour in good faith within a further ten (10) working days to appoint a mediator and resolve the dispute, time being of the essence.
- 5.2 Neither party will commence legal proceedings against the other except for injunctive relief before following the procedure set out in subclause 5.1.

NO ASSIGNMENT

- 6.1 The Tenant shall not assign or agree to assign this Agreement or the Tenant's interest under this Agreement and the Tenant shall not register any caveat against the land in respect of its interest under this Agreement. The Tenant shall not be entitled to exercise the right of assignment contained in the Lease until such time as the Tenant has signed the Lease.

AGENT

- 7.1 If the name of a licensed real estate agent is recorded on this Agreement it is acknowledged that the lease evidenced by this Agreement has been made through that agent whom the Landlord appoints as the Landlord's agent to effect the Lease. The Landlord shall pay the agent's charges including GST for effecting such Lease.

LIMITATION OF LIABILITY

- 8.1 If any person enters into this Agreement as trustee of a trust, then:
 - (1) That person warrants that:
 - (a) that person has power to enter into this Agreement under the terms of the trust; and
 - (b) that person has properly signed this Agreement in accordance with the terms of the trust; and
 - (c) that person has the right to be indemnified from the assets of the trust and that right has not been lost or impaired by any action of that person including entry into this Agreement; and
 - (d) all of the persons who are trustees of the trust have approved entry into this Agreement.
 - (2) If that person has no right to or interest in any assets of the trust except in that person's capacity as a trustee of the trust, that person's liability under this Agreement will not be personal and unlimited but will be limited to the actual amount recoverable from the assets of the trust from time to time ("the limited amount"). If the right of that person to be indemnified from the trust assets has been lost or impaired as a result of gross negligence that person's liability will become personal but limited to the extent of that part of the limited amount which cannot be recovered from any other person.
- 8.2 Notwithstanding subclause 8.1, a party to this Agreement that is named in Item 16 of the First Schedule as a limited liability trustee, that person's liability will not be personal and unlimited but limited in accordance with subclause 8.1(2).

THIRD SCHEDULE

FURTHER TERMS (If any)

19. This agreement is conditional upon the CEO of Presbyterian Services obtaining Board approval within 10 working days of the signing of this agreement.

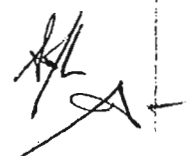
20. Upon this agreement becoming unconditional the Landlord will arrange for the completion of the Scope of works as per the attached letter from Holmes Construction Limited. Works to be completed and Code Compliant prior to the commencement of the lease.

The landlord warrants a maintenance period of 12 months.

The tenant will make a maximum contribution to the works of \$40,000 plus gst, payable by way of progress claims from the builder.

21. The Tenant reserves the right to inspect works as they are being completed and carry out a final inspection prior to taking possession.

22. In the unlikely event of the premise not being completed on time. The Lease will commence on the nearest practical date agreed by both parties.

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a combination of initials and a surname.

FOURTH SCHEDULE

LANDLORD'S FIXTURES, FITTINGS AND CHATTELS (if any)

(Subclause 4.2)

Carpets, light fittings, 2X Alcon units.

[Faint, illegible handwritten text]

[Handwritten signature/initials]

DATED _____

BETWEEN

Landlord Wairarapa Master Builders Association

Ph C/o Andy Holmes 027 444 1168

Fax _____

Email andy@hcgld.co.nz

AND

Tenant Presbyterian Support Central

Ph Anthony Taylor, General Manager, 021 414 197

Fax _____

Email Anthony.Taylor@psc.org.nz

AGREEMENT TO LEASE

© This form is copyright to
Auckland District Law Society Inc

General address of the premises:
105 Chapel Street Masterton

Landlord's lawyer (Indicate individual acting)
Gawith Burridge
Adam Parker
Email: adam@gawith.co.nz
Ph: 08 370 0000

Tenant's lawyer (Indicate individual acting)
Matt Hay Ph: 04 808 3741 or 027 245 1
Deposit paid to McHattie Realty Limited

Amount: \$ 2083.33

Date paid _____

LEASE NEGOTIATED BY:
McHattie Realty Limited

Licensed Real Estate Agent

Office LJ Hooker Masterton

Address 4 Renall Street

MASTERTON 5810

Telephone Ph: 06 378 8666

Manager David McHattie

Salesperson David McHattie (021 447 041)





HOLMES

Construction Group Ltd

150 Main Street

PO Box 12

Greytown

Ph: 06 304 9816

Fax: 06 304 9004

Email: office@hcgld.co.nz

Web: www.holmes-construction.co.nz

01 August 2019

Presbyterian Support
3-5 George Street
Thorndon
WELLINGTON 6011

Anthony.taylor@psc.org.nz

Dear Anthony

We are please to offer our price as per your concept drawings and discussions of:

NETT \$ 81,556.00 GST EXCLUSIVE

(Eighty One Thousand, Five Hundred and Fifty Six Dollars + GST)

SCOPE OF WORK ALLOWED:

Preliminary & General

- Insurance while under construction
- Project Manager
- Internal Scaffold
- Health & Safety requirements
- Rubbish removal
- Final clean

Demolition

- Removal of existing walls
- Removal of existing sink
- Removal of existing door
- Removal of existing flooring for plumber to access

Carpentry

- New 100x50 wall framing
- 10mm gibboard wall linings
- Skirting
- Scotia
- Hang interior doors, fit locks
- Relocate existing sink



Handwritten signature

Electrical

- Any electrical work will be done on a charge up basis as the extent of work is unknown
- Included in price is a provisional sum of \$5,000

Joinery

- 1 x new reception desk complete with 2 x drawers and central shelf, 3 cupboards using white Melteca and formula top
- 1 x glass sliding door above reception to close off reception area
- 5 x interior doors, paint quality Hollow Core
- 1 x cavity slider, paint quality Hollow Core

Plumber

- Supply and installation of a Saniaccess 2 sewer pump, disabled toilet and cistern, wall basin, basin mixer and sink mixer
- Connect sewer pump to the existing sewer
- Hot and cold water connected to existing
- Disconnect existing toilet and basin and sink
- Connect water and waste to new sink in new location
- Tempering valve

Painting

- All interior painting is allowed for which includes:
 - Walls, ceilings, interior doors, skirtings, mouldings etc

Floor Coverings

- Vinyl commercial grade to existing wc, store, rear door entry
- Carpet tiles to all other areas

Hardware

- PC Sum allowed for supply \$ 1,000.00 GST exclusive

Stopping

- All new walls have been allowed for

Privacy film

- We have allowed for privacy film to shop front 1.2 metres high – 16.5m2 total

Design

- We have allowed for design costs ready for building consent



Consent fees

- We have allowed for building consent fees

We thank you for the opportunity to price your project and trust we have met with your requirements.

Yours faithfully

A handwritten signature in black ink, appearing to be "A.W. Holmes", written over a horizontal line.

A.W. Holmes
MANAGING DIRECTOR
HOLMES CONSTRUCTION GROUP

A handwritten signature in black ink, appearing to be "MB", written over a horizontal line. To the right of the signature is a small square logo containing the letters "MB" in a stylized font, with the word "Member" written below it.



COMPOSITE COMPUTER REGISTER
UNDER LAND TRANSFER ACT 1952



R.W. Muir
Registrar-General
of Land

Guaranteed Search Copy issued under Section 172A
of the Land Transfer Act 1952

Identifier **WN31C/440**
Land Registration District **Wellington**
Date Issued **08 October 1987**

Prior References
WN392/88

Estate Fee Simple - 1/2 share
Area 1540 square metres more or less
Legal Description Lot 1 Deposited Plan 8804

Proprietors
Carol Fay Hinton, Geoffrey William Hinton and Bernard Richard Wills

Estate	Leasehold	Instrument	L 880284.2
		Term	999 years commencing on 16.7.1987

Legal Description Shop 2 Deposited Plan 61596

Proprietors
Carol Fay Hinton, Geoffrey William Hinton and Bernard Richard Wills

Interests

880284.1 Lease of Office 1 DP 61596 Term 999 years commencing on 16.7.1987 Composite CT WN31C/439 issued - 8.10.1987 at 2.28 pm (affects fee simple)

880284.2 Lease of Shop 2 DP 61596 Term 999 years commencing on 16.7.1987 Composite CT WN31C/440 issued - 8.10.1987 at 2.28 pm (affects fee simple)

Subject to a right (in gross) to convey electricity over part Lot 1 DP 8804 marked A on DP 437803 in favour of Poverco Limited created by Easement Instrument 10070401.1 - 22.6.2015 at 9:21 am

WN31C/440

Guaranteed Search Copy Dated 5/11/15 4:36 pm, Page 3 of 3
Register Only



Presbyterian Support Central
Annual Report 2019/20



Presbyterian Support Central Sites

KEY

- FAMILY WORKS CENTRE
- ENLIVEN HOME OR VILLAGE

TARANAKI

- Family Works, Waitara
- Chalmers Home, New Plymouth
- Family Works, New Plymouth
- Family Works, Stratford
- Family Works, Hawera

WHANGANUI

- Kowhainui Home & Village, Whanganui
- Abingdon Village, Whanganui
- Family Works, Whanganui

MANAWATU

- Coombrae Home & Village, Feilding
- Brightwater Home & Village, Palmerston North
- Willard Home, Palmerston North

KAPITI & HOROWHENUA

- Levin Home for War Veterans
- Reevedon Home & Village, Levin
- Kapiti Day Programme

WELLINGTON

- Family Works, Porirua
- Longview Home, Tawa
- Huntleigh Home & Apartments, Karori
- Family Works, Wellington
- Cashmere & Cashmere Heights Homes, Johnsonville

WAIRARAPA

- Kandahar Home & Village, Masterton
- Kandahar Court, Masterton
- Family Works, Masterton

HUTT VALLEY

- Family Works, Upper Hutt
- Family Works, Wainuiomata
- Woburn Home & Apartments, Lower Hutt

Chair Report



Presbyterian Support Central has been supporting people and communities for 111 years. Looking back on the past year I am struck by the impact of Covid-19 on the world. 2020 must be one of the most difficult years we have faced. Yet by working together we have taken it in our stride.

For PSC's Board and Senior Leadership Team the past year has been one of solid focus and determination. The primary focus has been working towards growing our services, growing our service offering and solidifying the longevity of PSC. After all it has become increasingly apparent that relying solely on government funding for aged care and social services is insufficient for us to operate effectively, let alone allow for future replacement of our older age care facilities. We recognise that many of our services, in particular our Family Works social services, will always struggle to cover its costs because the contracts only partially contribute to the cost of delivery.

Therefore, the board and senior management have been working not only on ensuring we are operating effectively and efficiently but also looking for business and community engagement opportunities. I am excited at the work being done to build revenue and awareness from new areas.

The Family Works team is striving to enhance their delivery with new relationships that are based on payment for services rather than the model of contribution towards delivery. In the Wairarapa, our Family Works centre has moved from Featherston to Masterton. The move to the main road in Masterton gives us more visibility, a stronger community presence and has enabled us to further build our relationship with local iwi, police and other community partners.

Work has also begun to establish a PSC learning academy. An example of this is Enliven offering training (the Competency Assessment Programme) for international nurses who need to complete training before they can work in New Zealand. This will also be for our own nurses to further their professional development. These achievements and many more have contributed to the excellent headway in returning PSC to a more balanced position. This focus is a work in progress and will subsequently remain a continuing focus for the upcoming year.

For all that has been achieved this year I have many I would like to recognise and thank, too many to mention here.

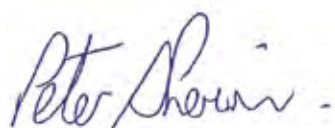
I must however recognise the dedication of our amazing PSC team led by our Chief Executive Pat Waite and the senior leadership team. These capable individuals lead a remarkable team of 1049 employees and more than 250 volunteers working across 22 sites between Taranaki and Wellington.

I must take this opportunity to thank our essential workers, our support staff, our understanding families, our residents, our clients and our community. I have heard numerous stories of personal sacrifice undertaken for the collective good in this past year and for this I thank every one of you for your part in keeping our communities safe.

Thank you to our funders, members and those who so generously support PSC with donations, grants and above all, your prayers for the continuing success of PSC.

We must also welcome our newest Board member Ronald Karaitiana, Ngati Kahungunu ki Wairarapa, who was appointed by Presbyterian Central (Nukuhau Tapu Presbyterian Church of Aotearoa New Zealand). Ronald joined us in May and has already made a valuable contribution to the Governance of PSC.

The Board looks forward to the year ahead – our 112th year with enthusiasm and gratitude at the privilege of serving our community.

A handwritten signature in blue ink that reads "Peter Sherwin".

Peter Sherwin
Chairman

Chief Executive's Report



What a year it has been. When I reflect on the past 12 months, I am proud to say the PSC team has celebrated some important accomplishments. One of the most noteworthy is that Covid-19 hasn't made it into any of our facilities or the homes of our clients and staff.

Our team of more than 1000 has worked very hard to make sure we kept each other safe. I recently watched a documentary on an age care facility that did have a Covid-19 outbreak - resulting in a number of deaths and some very sick residents. My heart goes out to them and everyone effected by this terrible virus.

At PSC the real superheroes of our organisation are our front-line team. Every single day, including throughout this Covid-19 pandemic, these superstars work in our Enliven homes and villages, Family Works centres and communities with enormous courage and commitment. **I applaud our team who live by our purpose, our aronga which says "We make a positive difference in the lives of those we serve. Their future is in our care".**

The hard work of the PSC team has also resulted in a satisfying financial result for the past 12 months. We have reduced our annual deficit significantly, but we also recognise it's not enough and we have plans to do more and do better.

The average occupancy of our Enliven homes and villages has improved – currently averaging 90 per cent, with many homes at 100 per cent.

With the support of our extraordinary External Relations team, Enliven has launched an online shop 'ShopEnliven' offering a range of products targeted towards the ageing community in New Zealand. We have also applied to become a community housing provider so we can offer more social housing, particularly for older people in our communities. We have even been approached by other aged care organisations interested in us providing consultancy or management support.

Excellent progress has been made on Kandahar Village, our 52 villa retirement complex in Masterton, with stage one being completed in late 2020. Plans are also underway to build a similar sized village in Levin next to Levin

Home for War Veterans. The sale of our Central Office building in Wellington will see us moving to new rented premises in the coming year with the funds from the sale contributing to our ongoing enhancements.

Our dedicated Family Works teams have also been exploring new opportunities for growth. The team have been increasing their capacity and opportunities through partnerships with iwi and community partners. The new Whānau Resilience programme in the Wairarapa, where we have partnered with Ngati Kahungunu is a great example of this.

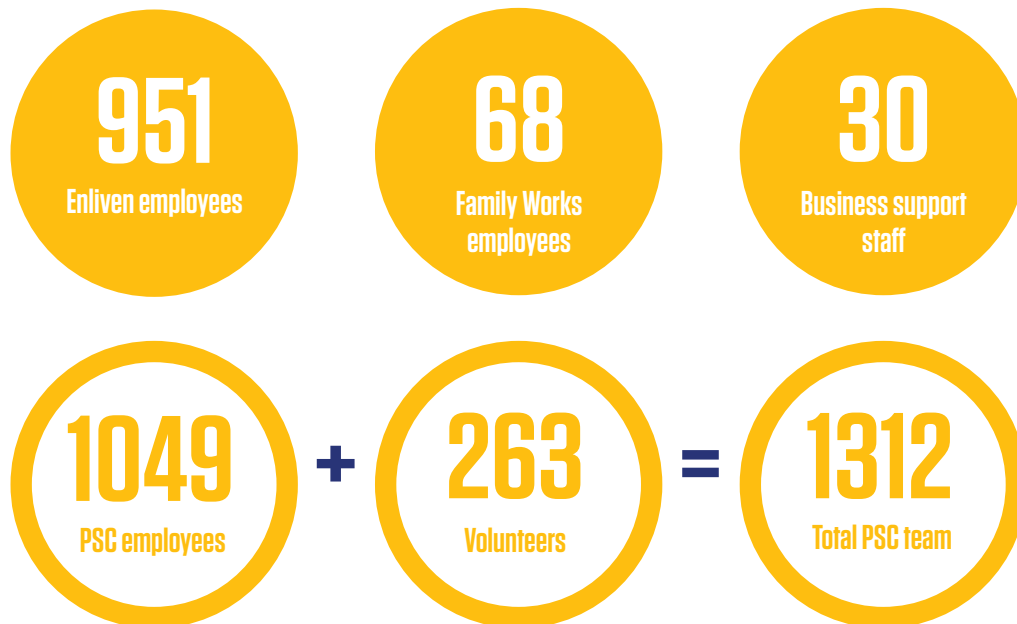
We're also well on our way to becoming a learning organisation. We've recognised the quality of the training we provide to our teams and are working to share this with other organisations.

Our cultural programme, which has been developed within Family Works and PSC, is already being offered to other organisations. Members of our Family Works team are working with two commercial organisations to support their staff to become more culturally aware and engaged with Māori within the workplace.

I could continue further but I hope this gives you a sense that PSC is energized, focused on its core purpose and has a team of people that are amongst the best in the industry.

Pat Waite
Chief Executive

Our People

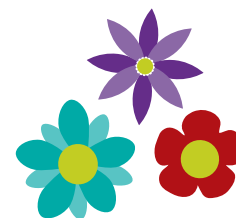


Presbyterian Support Central Board and Senior Leadership Team

Back row from left to right: GM Enliven Nicola Turner, GM Family Works Julia Hennessy, People and Capabilities Director Holly Bodiam, GM Property Anthony Taylor, Deputy Chair Stuart Francis, Board member So'o Leatigaga and CFO Steph Drabble.

Front row from left to right: GM External Relations Alisha Kennedy, Board member Marie Callander, Board Chair Peter Sherwin, Board member Debbie Chin and CEO Pat Waite. **Inset from top:** Board members Nigel Willis and Ronald Karaitiana.

Enliven – a year in review



Giving a daily insulin injection to a cat may be one of the more unusual tasks for an Enliven staff member but is an indication of our ongoing commitment to creating a family-like environment for residents of Enliven's homes and villages

Like any family, there are ups and downs, and despite the impact of Covid-19, the past year has been mainly one of 'ups' for Enliven. During the lockdown period, staff and residents lived and played together in a way we have never seen before. There were many impromptu fun activities and although there was sadness at being unable to have in-person contact with loved ones, residents and staff largely enjoyed the lockdown period. Families were able to keep in touch with their loved ones via video calling and photo messages. A dance challenge between homes saw some entertaining videos uploaded to our new Enliven Facebook page – some of them receiving 1,000s of views, much to the excitement of the residents featured in the videos.

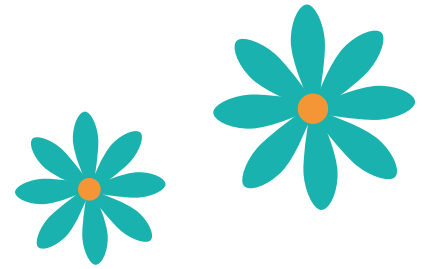
Unfortunately, due to the Covid-19 outbreak, we were not able to undertake our annual Eden Alternative (Eden) visits. The Eden Alternative is an internationally recognised, elder-directed model which is the basis of Enliven Central's philosophy of care. However, our newly certified Eden Trainer, Davina, is now able to run in-house Eden Alternative training. The training offers a different perspective and helps staff to view their work around the needs and wishes of residents rather than a list of tasks. Being able to offer this service in-house means we can train large groups of Enliven staff at a single time, which will also be more effective in embedding the culture change in our homes. It also lets us tailor the training to our specific needs.

Something else we have been tailoring to specific needs is our chairs. It may seem like a little thing but sitting in a chair that is the wrong size for a long period of time can cause pain, discomfort and pressure injuries. After identifying that the large one size fits all lazy-boy type chairs did not in fact 'fit all', our physiotherapist has been working with a manufacturer to develop a smaller chair that better meets the needs of smaller residents. These new chairs are now available to all aged care providers and previously disabled residents are now able to eat unassisted and re-engage in daily life.

A change in the way we offer meals has also been a large success offering more independence and choice to residents. Getting a small helping of vegetables and a large serving of dessert has never been easier thanks to the self-service units in most of our home's dining rooms. Combined with the main meal of the day now being served in the evening, the dining experience continues to become increasingly more enjoyable with residents sitting and chatting long after the meal has finished and staying fuller for longer.

Chalmers Home, Kowhainui Home, Cashmere Home and Cashmere Heights Home and Reevedon Home have been accredited with four years certification. This illustrates the high-quality support provided by the clinical and training teams and the fantastic initiatives being implemented such as the ones mentioned above. The challenge is for the remaining homes to also gain four years as their turn comes around. This coming year we will be focusing on taking our skills into the community to ensure we're supporting more older people than ever before. There are too many ideas and projects to list but Enliven is on a roll. Watch this space.

Nicola Turner
General Manager
Enliven



On any given day approximately



Totaling 264,731 bed days



Family Works – a year in review



Kia Kotahi te waihoe I te waka, kia ū ki te uta.

Ka raka te matau, ka raka te mauī.

Only by rowing the canoe in unison will we reach our goal. Always be in tune and balanced, spiritually, physically, emotionally.

As a values-based organisation this saying really resonates with me. I see and experience it every day in the work we do within our communities. Fundamentally this all comes down to our amazing practitioners and staff within Family Works. We strive to deliver our quality services to the people and communities we serve and none of this would be possible without you.

I see the Family Works' teams dedication and commitment in practice every day, but what I witnessed during the Covid-19 lockdown and in the months that followed has truly been something else. It was exceptional. Each region adapted to ensure that our clients received the services they needed, even though we had to work in new, different and often creative ways. Working together with our communities we were able to offer both therapy and practical support. We were able to get people in dire need phones, food parcels and other essentials. Across the region we partnered with people and organisations, like Rev Les Solomona in Wainuiomata delivering food parcels to people in need (who would not open their doors to anyone else!), or the Upper Hutt manager getting up before dawn to meet staff at Pak'NSave Petone who helped pick and pack food parcels. A real community came together. Thank you all.

One way we ensure that all our clients have a voice and an opportunity to provide comment (complementary or otherwise) is through our feedback forms. Every client is offered the opportunity to complete these, including one made especially for children. This provides our clients with a real opportunity to tell us what our service is like and how we have worked alongside them to meet their needs. This year we had 955 forms returned to us with 90 per cent of our clients telling us they felt better prepared for the future. This reinforces the excellent support and assistance we offer our communities.

A big change for us this year was the move of our Wairarapa centre from Featherston to Masterton. The move had been planned for a while, but we took our time

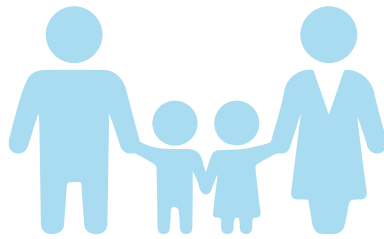
to ensure that the Featherston community were involved in the conversation and would continue to be supported. The relocation has proven a positive step for us. We've increased our profile and community engagement, and the other NGOs in the area have embraced us to join their networks. It's also exiting to note that the team will need to grow to meet the demand for our services. We have also welcomed a new manager Di Te Tau and we are really pleased to have such a dynamic and connected woman leading Family Works in the Wairarapa.

Finally, I want to acknowledge and celebrate our Family Works Resolution Service team who provide Family Dispute Resolution or mediation across the lower North Island and entire South Island. As an NGO we value being able to deliver this service while advocating for the children of the whānau. At Family Works we specialise in incorporating and promoting the voice of the child into the process and strong believe this makes for much improved outcomes for the whole family. It makes such a difference when the children of separating adults have their wishes heard and put forward when decisions are being made.

I am looking forward to the year ahead of us - working with and supporting our communities to making positive lasting change.



Julia Hennessy
General Manager
Family Works



3386

clients received
professional services

8

Family Works centres
between Taranaki and
Wellington

1633

social work and
counselling clients

1182

Family Dispute Resolution
Service clients*

*Family Dispute Resolution Service clients from Taranaki to Southland



955

client surveys
returned

90%

of clients felt better
prepared for
the future

87%

of clients learnt new
skills/strategies

88%

of clients met
their goals

73%

of clients reported
improved
relationships

With thanks

On behalf of all the wonderful elders, incredible families, and beautiful children we work with, we thank our incredible supporters.

The need for our services doesn't decrease and can only be delivered because of the generosity of wonderful people, trusts, and organisations.



Thank you to all the philanthropic trusts, foundations and groups who have supported us this past year. Your generosity helps us ensure positive lasting change in our communities.

Grants

- Central Energy Trust
- Freemasons NZ
- Hutt City Council
- Hutt Mana Charitable Trust
- KSC Charitable Trust Board
- Lottery Community Grants Board – National
- Macaulay Trust
- Margaret Watt Childrens Trust
- MSD Covid-19 Community Awareness and Preparedness Fund
- Pelorus Trust
- St John's in the City Presbyterian Church
- The Tindall Foundation
- Tom & Ann Cunningham Trust

Legacies are an incredible way of helping secure our services for children, families and elders who need us. Thank you to these wonderful people who have left a legacy by choosing to leave a gift in their will.

Legacies

- Estate of Arthur Maurice Christophersen
- Estate of Elwyn Elsa Gamble
- Estate of Heather Jessie Young
- Estate of Mabel Ruthven
- Estate of Robert Joseph Reeves
- Estate of Ruby Amelia Richards

Endowment funds

- Brechin Endowment
- Effie Taylor Endowment
- Frank & May Griffith Endowment
- Honore Endowment
- I & N Davis Charitable Trust
- McFadzean Endowment
- Teaze Endowment
- Winton and Margaret Bear Trust
- Wotherspoon Endowment

Revenue and Expenditure

For year ended 30 June 2020

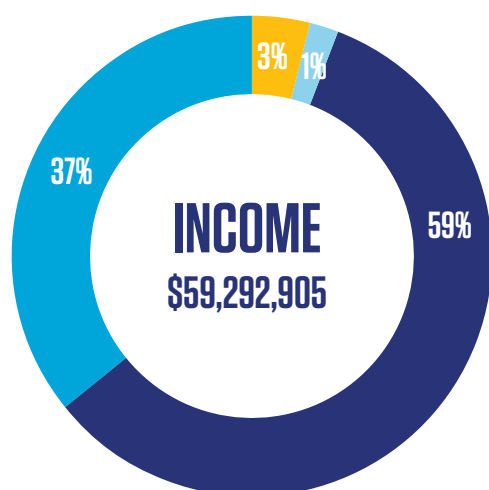
The two major operating segments of Enliven and Family Works continue to be constrained by limited improvements in government funding that do not fully compensate for increased operating costs. The operating results - while still in deficit - are showing improvement on the previous year's deficit, with initiatives in place to continue this trend back to operating surplus. The financial assets of the business increased from \$24.7 million in 2019 to \$28.4 million in 2020 due to the sale of

the George Street Central Office property and partial sale of shares and maturity of fixed interest securities, less the financing of development projects. Net assets are now recorded at \$135 million.

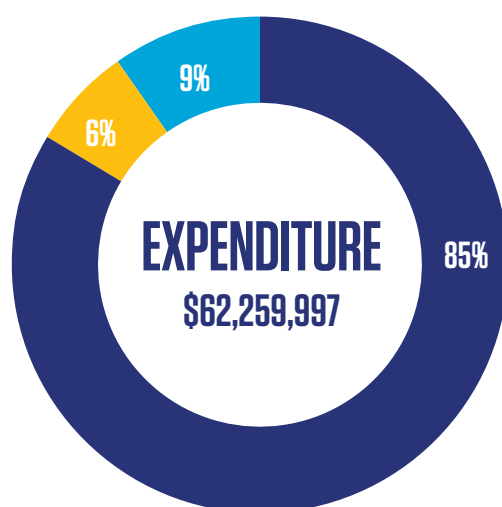
Income: \$59,292,000

Expenditure: \$62,260,000

Deficit: \$2,968,000*



- Government – \$35,416,471
- Fee-For-Service/Private – \$21,909,920
- Fundraising – \$721,891
- Other – \$1,244,623



- ENLIVEN Services for Older People – \$52,171,146
- FAMILY WORKS Services for Children & Families – \$4,076,932
- OTHER – \$6,011,447

*Figures are subject to the final audit sign off. For a full report of our audited accounts please visit our website www.psc.org.nz

Presbyterian Support Central
3-5 George Street. PO Box 12706, Thorndon, Wellington 6144

PSC Phone: 04 439 4900

Enliven Phone: 0508 ENLIVEN

Family Works Phone: 0800 FAMWORKS

Email: info@psc.org.nz

www.psc.org.nz



FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2020

**STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE
FOR THE YEAR ENDED 30 JUNE 2020**

	Note	2020 \$000's	2019 \$000's
Operating Income			
Revenue from Services		53,072	49,232
Village Contributions		1,339	1,313
Recovery of Village Outgoings		875	851
Non-exchange Operating Income	8	749	346
Total Operating Income		56,035	51,742
Operating Expenditure			
Personnel		42,955	41,068
Operating Expenses		11,361	10,370
Property Costs		3,132	3,394
Depreciation and Amortisation of Intangibles	3	2,690	2,553
Total Operating Expenditure		60,138	57,385
Total Operating Surplus / (Deficit)		(4,103)	(5,643)
Other Income and (Expenses)			
Finance Income (Expenses)			
Interest		357	496
Dividends		623	733
Realised Share Gains (losses)		(364)	(351)
Unrealised Share Gains (losses)		629	2,081
Net Change in Fair Value of Investment Properties	2	(408)	1,817
Gain (Loss) on Sale of Fixed Assets		1,809	14
PP & E Development Impairment	3	-	(2,196)
Investment Property Development Impairment	2	-	(11,108)
Grants Distributed from Trusts		(165)	(113)
Legacies		203	929
Total Other Income / (Expenses)		2,684	(7,698)
Net Surplus / (Deficit) for Year		(1,419)	(13,341)
Other Comprehensive Revenue and Expense			
Net Change in Fair Value of Property, Plant & Equipment		6,360	-
Total Other Comprehensive Revenue and Expense		6,360	-
Total Comprehensive Revenue and Expense		4,941	(13,341)

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2020**

	<i>Note</i>	2020 \$000's	2019 \$000's
Equity			
Total Equity	4	129,041	124,100
<i>Represented by :</i>			
Current Assets			
Cash and Cash Equivalents		2,155	2,602
Accounts Receivable		2,059	2,148
Other Receivables		202	270
Asset Held for Sale		375	-
Total Current Assets		4,791	5,020
Non Current Assets			
Investment Properties	2	60,309	54,512
Other Financial Assets	6	28,407	24,661
Property, Plant, Equipment & Intangibles	3	77,770	77,878
Total Non-Current Assets		166,486	157,051
Total Assets		171,277	162,071
Current Liabilities			
Residents' Funds		242	192
Accounts Payable		3,665	1,684
Other Current Liabilities		2,963	2,293
Refundable Occupation Right Agreements		30,887	29,969
Employee Entitlements		4,370	3,735
Total Current Liabilities		42,127	37,873
Non-Current Liabilities			
Employee Entitlements		109	98
Total Non-Current Liabilities		109	98
Total Liabilities		42,236	37,971
Net Assets		129,041	124,100

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2020**

	\$000's						
	Accumulated Funds	PPE Revaluation Reserve	Legacies	Trusts	Capital Replacement Reserve	Funds & Reserves	Total Equity
2019							
Balance 1 July 2018	92,785	27,256	4,458	5,302	6,400	1,240	137,441
Total Comprehensive Income for the period							
Net Surplus for the Year	(13,341)	-	-	-	-	-	(13,341)
Other Comprehensive Income							
Total Comprehensive Income	(13,341)		-	-	-		(13,341)
Distributions	121	-	-	(96)	-	(25)	-
Transfers- Interest	(762)	-	141	407	96	118	-
Transfers- Other Including Expenditure	3,762	-	170	8	(3,938)	(2)	-
Balance 30 June 2019	82,565	27,256	4,769	5,621	2,558	1,331	124,100
2020							
Balance 1 July 2019	82,565	27,256	4,769	5,621	2,558	1,331	124,100
Total Comprehensive Income for the period							
Net Surplus (Deficit) for the Year	(1,419)	-	-	-	-	-	(1,419)
Other Comprehensive Income	-	-	-	-	-	-	-
Revaluation increase PP&E		6,360					
Total Comprehensive Income	(1,419)	6,360	-	-	-	-	4,941
Distributions	189	-	-	(154)	-	(35)	-
Transfers- Interest	(482)	-	145	219	55	63	-
Transfers- Other Including Expenditure	1,125	-	91	23	(1,237)	(2)	-
Balance 30 June 2020	81,978	33,616	5,005	5,709	1,376	1,357	129,041

For and on behalf of the Board:

Peter Sherwin

Board
Member

Aleatya

Board
Member

28/09/20

Date

28/09/20

Date

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2020**

	2020	2019
	\$000's	\$000's
OPERATING ACTIVITIES		
<i>Cash was Provided from :</i>		
Services Provided	54,716	51,091
ORA Receipts From Incoming Residents	4,412	5,860
Goods & Services Tax	304	(60)
Interest	393	557
Dividends	623	733
	60,448	58,181
<i>Cash was applied to :</i>		
Employees	42,056	40,889
Suppliers	12,246	14,649
ORA Payments To Outgoing Residents	2,951	3,992
	57,253	59,530
Net Cash Flows from Operating Activities	3,195	(1,349)
INVESTING ACTIVITIES		
<i>Cash was Provided from :</i>		
Proceeds of Sale of Fixed Assets	6,694	28
Sale of and Maturing Investments	3,130	18,935
	9,824	18,963
<i>Cash was applied to :</i>		
Purchase of Property, Plant & Equipment	1,481	2,877
Purchase of Occupation Right Agreement Properties	5,176	8,913
Purchase of Investments	6,647	6,750
	13,304	18,540
Net Cash flows to Investing Activities	(3,480)	423
FINANCING ACTIVITIES		
<i>Cash was Provided from :</i>		
Proceeds from Drawdown of Finance Lease	50	(43)
	50	(43)
<i>Cash was applied to :</i>		
Decrease/(Increase) in Resident Funds Held in Trust	47	19
Trust Disbursements	165	113
	212	132
Net Cash Flows to Financing Activities	(162)	(175)
NET CASH FLOWS	(447)	(1,101)
Opening Cash & Cash Equivalents	2,602	3,703
Closing Cash & Cash Equivalents	2,155	2,602
Represented by :		
Cash at Bank	2,155	2,602
Total Cash and Cash Equivalents	2,155	2,602
Reconciliation of Surplus with Cash Flows from Operating Activities		
SURPLUS/(LOSS) FOR YEAR	(1,419)	(13,341)
Add Non-Cash Items:		
Depreciation	2,690	2,553
Investment Property Valuation (Gains) Losses	1,051	10,095
PP & E revaluation (Gains) Losses	-	2,196
Sale of Fixed Assets (Gains) losses	(1,809)	(14)
Share (Gains) losses	(265)	(1,730)
Interest Accrued and Dividend Reinvestments	36	61
Add Non Operating Items:		
Grants Distributed from Trusts	165	113
	449	(67)
Changes in Working Capital		
Decrease/(Increase) in Receivables	127	(340)
Increase/(Decrease) in Operating Accounts Payable	2,697	(753)
Increase/(Decrease) in Employee Entitlements	645	178
Increase/(Decrease) in ORA Occupation Advances	(723)	(367)
Net Cash Flow from Operating Activities	3,195	(1,349)

NOTES TO THE FINANCIAL STATEMENTS

STATEMENT OF ACCOUNTING POLICIES

Reporting Entity

Presbyterian Support Central operates and develops rest homes, hospitals, retirement villages and provides community services within New Zealand.

Presbyterian Support Central is an Incorporated Society and was incorporated under the Charitable Trusts Act 1957 and was registered on 21 September 2007 under the Charities Act 2005.

The Financial Statements presented are for the reporting entity Presbyterian Support Central and includes trusts administered by Presbyterian Support Central (Refer note 4 for details).

Presbyterian Support Central is a public benefit entity for the purposes of financial reporting in accordance with the financial Reporting Act (2013).

Statement of Compliance

These Financial Statements have been prepared in accordance with generally accepted accounting practice in New Zealand ("NZ GAAP"). They comply with Public Benefit Entity Accounting Standards ("PBE Standards") as appropriate for Tier 1 not for profit public benefit entities.

The Financial Statements were authorised for issue by the Board on 28 September 2020.

The Financial Statements have been prepared on a historical cost basis, except for land and buildings, investment properties and certain financial assets which have been measured at fair value. The presentation currency used is New Zealand Dollars and all figures have been rounded to whole thousands (\$000's).

The accounting policies set out below have been consistently applied in preparing the Financial Statements for the year ended 30 June 2020 and the comparative information presented for the year ended 30 June 2019.

New Standards Issued but not yet Effective

There are no new, revised or amended standards that have been issued but are not yet effective that would have a significant effect on the financial statements.

PBE FRS 48 – Service Performance Reporting establishes requirements for Tier 1 and Tier 2 public benefit entities to select and present service performance information. This standard is effective for annual periods beginning on or after 1 January 2021. As a Tier 1 not-for-profit entity PSC will be required to present service performance information for the first time in its financial statements for the year ended 30 June 2022.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

1. SIGNIFICANT ACCOUNTING POLICIES

Use of accounting estimates and adjustments

Presbyterian Support Central makes estimates, assumptions and judgements that affect the reported amounts of assets and liabilities at year end. Estimates, assumptions and judgements are based on experience and other factors, including expectations of future events that may have an impact on the entity.

The areas where these significant accounting estimates, assumptions and judgements are applied are:

- Estimation of village unit occupancy periods (refer note 1.1.2);
- Valuation of investment property (refer note 1.1.6);
- Valuation of property, plant and equipment (refer note 1.1.7); and
- Impairment assessments of assets (refer note 1.1.9).

These estimates, assumptions and judgements are discussed further in the significant accounting policies below.

Revenue

1.1.1 Revenue from exchange transactions

Revenue for this category is recognised in the accounting period in which the services are rendered. Revenue includes residential care fees, home support fees and counselling income.

1.1.2 Village Contributions

Village Contributions are the proportion of the occupancy advance (refer note 1.1.5) on the sale of the Occupation Right Agreements (ORA) that is retained by Presbyterian Support Central at the end of the occupancy of the ORA unit.

Village Contributions are recognised on a straight line basis over the expected period of the occupancy. (Estimated at between 5 and 10 years, depending on the age of the village, based on historical evidence).

At balance date the difference between the Village Contribution recognised as revenue and the occupancy advance is held as a current liability – “Refundable Occupation Right Agreements”.

1.1.3 Recovery of Village Outgoings

Village outgoings are recharged to residents to recover operating expenses.

1.1.4 Non-exchange Revenue

Non-exchange revenue are transactions where Presbyterian Support Central receives value from another entity without giving approximately equal value in exchange.

Donations are voluntary transfers of assets that Presbyterian Support Central receives that are free from stipulations. Donations are recorded as Non-exchange Operating Income on a cash or fair value basis as received.

Grants recognition depends on whether the grant comes with any stipulations imposed on the use of the transferred asset.

Stipulations that are “conditions” specifically requiring Presbyterian Support Central to return the inflow of resources received if they are not utilised in the way stipulated, result in the recognition of a liability that is subsequently recognised as Non-exchange Operating Income as and when the conditions are satisfied.

Stipulations that are “restrictions” do not specifically require Presbyterian Support Central to return the inflow of resources received if they are not utilised in the way stipulated, and therefore do not result in the recognition of a non-exchange liability, which results in the immediate recognition of non-exchange revenue.

Legacies are accounted for on a cash or fair value basis as received depending on the nature of the assets received. Unless their terms provide otherwise, legacies are recognised in the Statement of Comprehensive Income in the period they are received. As a matter of Board policy Legacies are reserved for capital expenditure and/ or funding site specific operating deficits and are recognised in the Legacy Reserve (specified legacies).

1.1.5 Refundable Occupation Right Agreements

Occupation Right Agreements confer to residents the right to occupy the retirement village unit for life, or until the resident terminates the agreement.

Amounts payable under Occupation Right Agreements (occupancy advances) are non-interest bearing and are recorded as a liability in the Statement of Financial Position, net of village contributions, as Presbyterian Support Central has a contractual right to set off the village contribution receivable on termination of the agreement.

The resident occupancy advance is initially recognised at fair value and subsequently at amortised cost. As the resident may terminate their occupancy with limited notice and the occupancy advance is not interest bearing, it has demand features and is therefore carried at face value, which is the original occupancy advance received. The occupancy advance is repayable following both termination of the occupation agreement and settlement of a new occupancy advance for the same retirement village unit.

Occupation Right Agreements are classified as current liabilities as there is no unconditional right to defer settlement for at least 12 months after the reporting date, however, based on historical average occupancy periods of 5 years, the expected settlement is more than 12 months in the majority of cases.

1.1.6 Investment Properties

Investment properties include land and buildings, equipment and furnishings relating to retirement village units and common facilities.

Investment properties are initially measured at cost, including transaction costs. Subsequent to initial recognition, investment properties are stated at cost and revalued on an annual basis. Valuations are carried out by an independent valuer. Gains or losses arising from changes in the fair value of investment properties are recognised in the net surplus in the year in which they arise.

Income from investment properties being village contributions and recovery of village outgoings is accounted for in accordance with accounting policy 1.1.2 and 1.1.3.

1.1.7 Property, Plant and Equipment and Depreciation

On acquisition, all Property, Plant and Equipment is recorded at cost.

Subsequent to initial recognition, land and buildings are measured at fair value, based on regular valuations by external independent valuers, less accumulated depreciation on buildings and any impairment losses recognised after the date of the revaluation.

Any revaluation is recognised in the PPE Revaluation Reserve within Equity. Any accumulated depreciation as at revaluation date is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Subsequent to initial recognition, plant and equipment is stated at historical cost less accumulated depreciation and any accumulated impairment losses.

1.1.8 Depreciation and Amortisation

Depreciation of property, plant and equipment, other than freehold land and capital work in progress (as these cannot be depreciated), is calculated so as to allocate the cost or value of the assets less their residual values over their estimated useful lives on a straight line basis.

Depreciation and amortisation has been applied on the following basis:

Buildings	2.5%
Fixtures, Furniture and Fittings	10% - 25%
Plant and Equipment	10% - 25%
Leased Plant and Equipment	10%
Motor Vehicles	20%
Mobility Vehicles	10%
Computer Software	25%

1.1.9 Impairment of Assets

Presbyterian Support Central reviews the carrying amounts of its assets annually to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where the asset does not generate cash flows that are independent from other assets, Presbyterian Support

Central estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Where an impairment loss subsequently reverses, the carrying amount of the asset (cash-generating unit) is increased to the revised estimate of its recoverable amount, which may not exceed the carrying amount that would have been determined, net of depreciation, if no impairment loss had been recognised.

1.1.10 Financial Instruments

Presbyterian Support Central is a party to financial instruments as part of its normal operations. These financial instruments include bank accounts, fixed interest investments, short term deposits, debtors, creditors and refundable Occupation Right Agreements.

1.1.11 Financial Assets

Financial assets including trade receivables, loans, other receivables, term deposits and fixed interest securities are initially measured at fair value and are subsequently measured at amortised cost.

Term deposits and fixed interest securities are classified as Held to Maturity Investments.

Equity Investments are classified at fair value through net surplus as the equities are managed and performance evaluated by the Board and senior management, on a fair value basis in accordance with Presbyterian Support Central's investment strategy. Fair values are determined using quoted bid prices.

1.1.12 Financial Liabilities

Financial liabilities include accounts payable, refundable Occupation Right Agreements and other current liabilities.

Accounts payable and other current liabilities are initially measured at fair value, net of transaction costs and subsequently measured at amortised cost using the effective interest method.

Refundable Occupation Right Agreements are accounted for in accordance with Note 1.1.5

1.1.13 Employee Entitlements

Wages, salaries, annual leave and sick leave

Liabilities for wages and salaries, annual leave and accumulated sick leave are measured at the amounts expected to be paid when the liabilities are settled. Expenses for non-accumulating sick leave are recognised when the leave is taken and are measured at the rates paid or payable.

Long service leave

The liability for long service leave is recognised and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given to expected future

wages and salary levels, experience of employee departures and periods of service.

1.1.14 Taxation

Presbyterian Support Central is a charitable organisation and is exempt from income tax and fringe benefit tax.

The Financial Statements are prepared on a GST exclusive basis, with the exception of accounts receivable and accounts payable.

1.1.15 Foreign Currencies

Presbyterian Support Central has investments in Australia.

Income from these investments is translated into New Zealand dollars at the exchange rate ruling at the date of the transaction.

At balance date these investments are translated at the rate ruling at balance date. Exchange gains or losses are included in the net surplus as part of the gain or loss on investments.

2.

INVESTMENT PROPERTIES

	2020	2019
	\$000	\$000
Opening Balance as at 1 July	54,512	53,879
Additions at Cost	6,205	9,924
Fair Value Movement		
Realised	643	803
Unrealised	(1,051)	1,014
Development Impairment	0	(11,108)
Closing Balance as at 30 June	60,309	54,512

All investment properties are independent living units occupied under Occupational Right Agreements. Investment properties are carried at fair value, which has been determined based on valuations performed by Colliers International as at 30 June 2020.

The impact of COVID-19 has resulted in the valuations being reported by Colliers International on the basis of some 'material valuation uncertainty'. The uncertainty around COVID-19 is having a direct impact on the retirement village sector, however the full scale of this impact is currently unknown and will largely depend on both the scale and longevity of the pandemic worldwide. The valuer has noted that these factors have been reflected within the valuation.

The inclusion of the 'material uncertainty' declaration does not mean that the valuation cannot be relied upon; rather it has been used to be clear and transparent that there is a higher degree of uncertainty than would otherwise be the case, and a higher degree of caution should be exercised when relying on the valuation performed by Colliers International.

Fair values have been determined by Colliers International using discounted cash flow analysis and current occupancy advances. The major assumptions used in the discounted cash flow analysis are a 6 to 9 year occupancy period, discount rate of

between 13.75% to 16.5%, long term property price growth of between 3.15% and 3.52% and disposal cost allowance of 1.50%. The period of discounted cash flow is effectively equivalent to a 50 year model. Occupancy advances are the values of each unit at valuation date determined by traditional sales approach and valuation methods. The most recent sales in the associated complex and sales of comparable villages are used to assist in analysing the current entry sale price.

The significant unobservable inputs used in the fair value measurement of Presbyterian Support Central's investment properties are the growth in value, normal hold periods, current ingoing prices and the discount rate. A significant decrease (increase) in the discount rate or the normal hold period would result in a significantly higher (lower) fair value measurement. A significant increase (decrease) in the current ingoing prices or growth in value would result in a significantly higher (lower) fair value measurement.

Development Impairment

The 2019 Development Impairment relates to a write down in the carrying values of the Longview and Kilmarnock Heights sites of \$11,108,000. The development at the Kilmarnock Heights site also included a Care facility with costs apportioned between the Village and Care facility. The Care facility developments costs were included in PP & E as WIP and have been written down by \$2,196,000.

Operating Expenses

Direct operating expenses arising from investment properties that generated income from Village Contributions during the period amounted to \$222,000 (2019 \$208,000). There was no investment property that did not generate income from management fees during the period except for investment properties work in progress.

3.

PROPERTY, PLANT, EQUIPMENT AND INTANGIBLES

2020	Land at Fair Value \$000	Buildings at Fair Value \$000	Property under Development at Cost \$000	Plant, Furniture and Vehicles at Cost \$000	Software at Cost \$000	Total \$000
Balance at 1 July 2019	22,928	49,811	1,417	20,088	929	95,173
Additions	-	-	1,514	-	-	1,514
Transfers	-	221	(1,268)	953	61	(32)
Disposals	(2,900)	(1,960)	-	(148)	-	(5,008)
Depreciation on Revaluation	-	(3,649)	-	-	-	(3,649)
Revaluation Gain/(Loss)	4,286	2,074	-	-	-	6,360
Reclassification to Asset held for Sale	-	(402)	-	-	-	(402)
Balance 30 June 2020	24,314	46,095	1,663	20,893	990	93,955
<u>Accumulated Depreciation</u>						
Balance at 1 July 2019	-	2,390	-	14,261	644	17,295
Current Years Depreciation	-	1,286	-	1,330	73	2,690
Depreciation on Disposals	-	(156)	-	(123)	-	(280)
Depreciation on Revaluation	-	(3,493)	-	-	-	(3,493)
Reclassification to Asset held for Sale	-	(27)	-	-	-	(27)
Balance 30 June 2020	0	0	0	15,468	717	16,185
Total Book Value	24,314	46,095	1,663	5,425	273	77,770

2019	Land at Fair Value \$000	Buildings at Fair Value \$000	Property under Development at Cost \$000	Plant, Furniture and Vehicles at Cost \$000	Software at Cost \$000	Total \$000
Balance at 1 July 2018	22,928	47,437	4,664	19,227	648	94,904
Additions	-	93	2,117	383	284	2,877
Transfers	-	2,281	(3,168)	887	-	0
Impairment	-	-	(2,196)	-	-	(2,196)
Disposals	-	-	-	(409)	(3)	(412)
Balance 30 June 2019	22,928	49,811	1,417	20,088	929	95,173
Accumulated Depreciation						
Balance at 1 July 2018	-	1,183	-	13,318	639	15,140
Current Years Depreciation	-	1,207	-	1,338	8	2,553
Depreciation on Disposals	-	-	-	(395)	(3)	(398)
Balance 30 June 2019	0	2,390	0	14,261	644	17,295
Total Book Value	22,928	47,421	1,417	5,827	285	77,878

In accordance with accounting policy 1.1.7 all properties were revalued by Colliers International as at 30 June 2020.

As per note 2, the impact of COVID-19 has resulted in the valuations being reported by Colliers International on the basis of some 'material valuation uncertainty'. The uncertainty around COVID-19 is having a direct impact on the property market, however the full scale of this impact is currently unknown and will largely depend on both the scale and longevity of the pandemic worldwide. The valuer has noted that these factors have been reflected within the valuation.

The inclusion of the 'material uncertainty' declaration does not mean that the valuation cannot be relied upon; rather it has been used to be clear and transparent that there is a higher degree of uncertainty than would otherwise be the case, and a higher degree of caution should be exercised when relying on the valuation performed by Colliers International.

The fair value of land and buildings has been determined using cash flow forecasts from each site assuming normal prudent operation and management. Colliers International have deducted allowances for operating expenditure, entrepreneurship and a return on chattels to derive an estimated market rent for the site which in turn is capitalised at a market derived capitalisation rate to establish the market value of land and buildings.

4. EQUITY

Nature and Purpose

Accumulated Funds

This fund represents the accumulation of net surpluses/deficits to date.

Capital Replacement Reserve

This reserve is appropriated from recognised surpluses for the purpose of providing for future capital development and replacement. This Reserve is based on the component

included in Enliven homes and hospital fees, which replaced former direct government subsidies, together with a proportionate share of investment income.

Revaluation Reserve

The revaluation reserve is used to record increments and decrements in the fair value of land and buildings classified as property, plant, equipment and intangibles from triennial revaluations.

Legacies

Refer accounting policy 1.1.4.

Trusts

Presbyterian Support Central administers several Trusts that were set up for specific purposes. These range from the provision of education grants to the funding of social service activities.

The Trusts are separate legal entities controlled by Presbyterian Support Central but for which Presbyterian Support Central is required to distribute the proceeds of the trusts' investments in accordance with the purpose of the trust and, as such, those funds are restricted.

The amount of restricted funds is represented by the Trusts line shown in the Statement of Changes in Equity. The restricted funds are incorporated primarily within Other Financial Assets.

Funds & Reserves

These Funds and Reserves are funds tied to a specific purpose and are not available for general use.

5. OPERATING LEASES

Operating Leases	2020	2019
Non-Cancellable operating lease rentals are payable as follows:	\$000	\$000
Not later than one year	207	240
Later than one year but not later than two	198	128
Later than two years but not later than three	134	68
Later than three years	128	23
Total	668	459

The type of assets leased are Motor Vehicles, Printers, and Buildings.

6. FINANCIAL INSTRUMENTS

Other Financial Assets

	2020	2019
Measured at Amortised Cost	\$000	\$000
Term Deposits	6,000	-
Fixed Interest Securities	7,784	7,173
	13,784	7,173
Measured at Fair Value through net surplus		
Equities	14,623	17,488
Total Other Financial Assets	28,407	24,661

Included within the balance of other financial assets is \$5.7 million of assets held on behalf of Trusts administered by Presbyterian Support Central and Residents' Funds for which Presbyterian Support Central's use is restricted.

Financial Risk Management

Presbyterian Support Central is risk averse and seeks to minimise its exposure to risks associated with financial assets and liabilities.

Presbyterian Support Central's activities expose it to a variety of financial risks: market risk (including interest rate risk), credit risk and liquidity risk.

6.1.1 Market Risk

The market risk that Presbyterian Support Central is exposed to is interest rate risk and foreign currency risk.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. Presbyterian Support Central has \$7,784,000 of interest bearing assets at 30 June 2020 (2019 \$7,173,000) in the form of short term to medium term cash deposits.

Foreign currency risk is the risk that the eventual New Zealand dollar net cash flows realised on foreign denominated financial instruments will be adversely affected by changes in foreign currency exchange rates. Presbyterian Support Central is exposed to currency risk on its Australian investments of \$4,055,000 at 30 June 2020 (2019 \$5,721,000).

There are no significant concentrations of market risk at 30 June 2020.

Sensitivity Analysis Disclosures

In managing interest rate and foreign currency risks Presbyterian Support Central aims to reduce the impact of short-term fluctuations on its earnings. Over the longer term, however, permanent changes in interest rates and foreign exchange rates will have an impact on surplus.

At 30 June 2020 it is estimated that a general increase/(decrease) of one percentage point in interest rates would increase/(decrease) Presbyterian Support Central's surplus by approximately \$81,002 (2019: \$ 25,979).

It is estimated that a general increase/(decrease) of one percentage point in the value of the NZ dollar against the Australian currency would (decrease)/increase Presbyterian Support Central's surplus by \$42,905 (2019: \$59,214).

It is estimated that a general increase/(decrease) of one percentage point in the stock market price of the equity investments held by Presbyterian Support Central would increase/(decrease) Presbyterian Support Central's surplus by \$146,230 (2019: \$174,880)

6.1.2 Credit Risk

Credit risk refers to the risk that counterparty will default on its contractual obligations resulting in financial loss to Presbyterian Support Central.

Financial instruments which potentially subject Presbyterian Support Central to concentrations of credit risk consist principally of cash, short term deposits, receivables and investments.

Presbyterian Support Central places its cash and short term investments with high credit rated financial institutions. Apart from Government Agencies, there are no major concentrations of credit risk with respect to receivables due to the large customer base. Government funds are paid either fortnightly or monthly in arrears. The maximum amount of credit risk at 30 June 2020 is represented by accounts receivables in the Statement of Financial Position. There are no collateral securities to support financial investments due to the quality of the receivables and investments dealt with.

6.1.3 Liquidity Risk

Liquidity risk is the risk that Presbyterian Support Central will encounter difficulty raising liquid funds to meet commitments as they fall due.

There are on going commitments to pay trade and other payables and to meet staff entitlements.

Liquidity risk is managed by maintaining adequate reserves, banking facilities and borrowing facilities, by continuously monitoring forecast and actual cash flows and matching the maturity profiles of financial assets and liabilities.

Fair Values of Financial Instruments

All financial instruments are recognised in the Statement of Financial Position with gains or losses recognised in the Statement of Comprehensive Revenue and Expense.

Interest Bearing Investments: Fixed Interest Securities

Year of Maturity	Face Value	Fair Value	Face Value	Fair Value
	2020	2020	2019	2019
	\$000	\$000	\$000	\$000
Within 1 year	2,727	2,888	2,415	2,461
Within 2 years	2,852	2,908	2,450	2,559
Within 3 years	677	754	900	953
Within 4 years	280	296	875	944
Within 5 years	597	626	0	0
Greater than 5 years	305	311	462	414
Total	7,439	7,784	7,102	7,331

The fair value of interest bearing investments was determined by CRAIGS Investment Partners as at 30 June 2020. The carrying value of all other financial instruments is the same as their fair values in all material aspects.

PBE IPSAS 30 requires the categorisation of financial instruments based on how the fair value is measured.

The equity investments held by Presbyterian Support Central are all categorised as "Financial assets at fair value through surplus or deficit.", meaning fair value measurements are based on quoted prices (unadjusted) in active markets for identical financial assets. (Level 1 hierarchy)

There have been no movements between categories in the fair value hierarchy during the period.

7. RELATED PARTY DISCLOSURE

Key Management Personnel

	2020	2019
	\$000	\$000
Compensation of Senior Executive Officers		
Employee benefits - short term	1,432	1,335
Employee benefits - long term	7	7

Number of senior executive officers 7 (2019: 7).

Members of the governing body are not remunerated. Number of governing body 6 (2019:6)

Grant Thornton was paid \$5,935 during the year for time spent assisting the interim CEO. P Sherwin, PSC Chair is a partner in Grant Thornton (2019: \$30,072)

8. Non-exchange Revenue

	2020	2019
	(000)	(000)
Donations	193	88
Endowments	139	162
Grants	162	95
Government Grants (wage subsidy received)	254	-
	<u>749</u>	<u>346</u>

9. Auditors remuneration

	2020	2019
<u>Audit & Audit-Related Services:</u>		
Financial Audit Fee	50,500	35,875
Retirement Village Statutory Supervisor Reporting	1,500	1,538
<u>Non-Audit Services:</u>		
GST Taxation compliance advice	8,500	-
	<u>60,500</u>	<u>37,413</u>

10. CAPITAL EXPENDITURE COMMITMENTS

Presbyterian Support Central has \$3,242,000 of capital commitments as at 30 June 2020. These commitments relate to property developments currently in the planning or construction stages. (2019: \$995,000).

11. FAMILY WORKS INCOME AND EXPENDITURE

Presbyterian Support Central seeks funding from Government agencies, philanthropic trusts and members of the public for its Family Works activities. The following provides a breakdown of our Family Works income and expenditure to assist funders and other interested parties in understanding the financial aspects of the Family Works activities. Family Works is not considered to be a reporting segment for the purposes of financial reporting.

	2020	2019
	\$000	\$000
Income		
Operating Income	423	485
Government Funding	2,773	2,388
Total Income	3,196	2,873
Expenditure		
Wages and Salaries	3,326	3,421
Other Expenditure	1,466	1,391
Total Expenses	4,792	4,812
Net Surplus/ (Deficit)	(1,596)	(1,939)
Funding from Investments and Fundraising	398	286
Net Surplus/ (Deficit) after Investments and Fundraising	(1,198)	(1,653)

12. Grant acknowledgements

The following trusts and foundations have supported Presbyterian Support Central in 2019/20. We thank them for their support and generosity

- Freemasons NZ
- Hutt Mana Charitable Trust
- KSC Charitable Trust Board
- Lottery Community Grants Board - National
- Hutt City Council
- Macaulay Trust
- Margaret Watt Childrens Trust
- MSD Covid-19 Community Awareness and Preparedness Fund
- Pelorus Trust
- St John's in the City Presbyterian Church
- The Tindall Foundation
- Tom & Ann Cunningham Trust

13. SUBSEQUENT EVENTS

Nil



Independent Auditor's Report

To the members of Presbyterian Support Central

Report on the audit of the financial statements

Opinion

In our opinion, the accompanying financial statements of Presbyterian Support Central (the 'Incorporated Society') on pages 2 to 18:

- i. present fairly in all material respects the Incorporated Society's financial position as 30 June 2020 and its financial performance and cash flows for the year ended on that date; and
- ii. comply with Public Benefit Entity Standards (Not For Profit).

We have audited the accompanying financial statements which comprise:

- the statement of financial position as at 30 June 2020;
- the statements of comprehensive revenue and expenses, changes in equity and cash flows for the year then ended; and
- notes, including a summary of significant accounting policies and other explanatory information.



Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) ('ISAs (NZ)'). We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

We are independent of the Incorporated Society in accordance with Professional and Ethical Standard 1 International Code of Ethics for Assurance Practitioners (Including International Independence Standards) (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board and the International Ethics Standards Board for Accountants' International Code of Ethics for Professional Accountants (including International Independence Standards) ('IESBA Code'), and we have fulfilled our other ethical responsibilities in accordance with these requirements and the IESBA Code.

Our responsibilities under ISAs (NZ) are further described in the auditor's responsibilities for the audit of the financial statements section of our report.

Our firm has also provided other services to the Incorporated Society in relation to GST tax compliance. Subject to certain restrictions, partners and employees of our firm may also deal with the Incorporated Society on normal terms within the ordinary course of trading activities of the business of the Incorporated Society. These matters have not impaired our independence as auditor of the Incorporated Society. The firm has no other relationship with, or interest in, the Incorporated Society.



Emphasis of matter – Investment Property Valuation

We draw attention to Note 2 to the financial statements which describes that there is significant uncertainty regarding the determination of fair values for investment property due to the impacts of COVID-19. The independent registered valuers have reported a material valuation uncertainty in their valuations and consequently there is less certainty and a higher degree of caution attached to their valuations than would normally be the case. Our opinion is not modified in respect of this matter.



Emphasis of matter – Property, Plant and Equipment Valuation

We draw attention to Note 3 to the financial statements which describes that there is significant uncertainty regarding the determination of fair values for land and buildings due to the impacts of COVID-19. The independent registered valuers have reported a material valuation uncertainty in their valuations and consequently there is less certainty and a higher degree of caution attached to their valuations than would normally be the case. Our opinion is not modified in respect of this matter.



Use of this independent auditor's report

This independent auditor's report is made solely to the members as a body. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in the independent 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 members as a body for our audit work, this independent auditor's report, or any of the opinions we have formed.



Responsibilities of the Board for the financial statements

The Board, on behalf of the Incorporated Society, are responsible for:

- the preparation and fair presentation of the financial statements in accordance with generally accepted accounting practice in New Zealand (being Public Benefit Entity Standards (Not For Profit));
- implementing necessary internal control to enable the preparation of a set of financial statements that is fairly presented and free from material misstatement, whether due to fraud or error; and
- assessing the ability to continue as a going concern. This includes disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless they either intend to liquidate or to cease operations, or have no realistic alternative but to do so.



Auditor's responsibilities for the audit of the financial statements

Our objective is:

- 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 independent 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. They are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



A further description of our responsibilities for the audit of these financial statements is located at the External Reporting Board (XRB) website at:

<http://www.xrb.govt.nz/standards-for-assurance-practitioners/auditors-responsibilities/audit-report-8/>

This description forms part of our independent auditor's report.

A handwritten signature of the KPMG firm, written in black ink. The signature is stylized and appears to be a cursive or semi-cursive version of the letters 'KPMG'.

KPMG
Wellington

28 September 2020

• AUTUMN/WINTER 2021 •

central

Caring | Enabling | Supporting

focus

THE TE ARA WHĀNAU MODEL

FAMILY WORKS' UNIQUE
STYLE OF PRACTICE

SHOPS IN ENLIVEN HOMES
– Enhancing independence

FAMILY DISPUTE RESOLUTION

PROVIDING FOR FAMILY WELLBEING

ENLIVEN RESIDENTS TRAVEL THE WORLD

WITHOUT LEAVING THEIR HOME!

MEET JOE – PSC'S NEW CEO

WE ASK HIM SOME
IMPORTANT QUESTIONS



Presbyterian Support
Central

enliven



Family
Works

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A WORD FROM OUR NEW CHIEF EXECUTIVE



New PSC chief executive Joe Asghar

Kia ora and welcome to the latest edition of Central Focus. I trust you will enjoy the range of articles, and insights from staff and residents that it contains. Now that I have been part of the team here at Presbyterian Support Central (PSC) for a few months, I thought it might be useful to share my initial impressions and observations.

When I first considered applying for the role of CEO I knew little, if anything, about PSC. Like many, I had assumed it was run by the Presbyterian Church, that Enliven homes and Family Works were separate for-profit businesses being run on the same terms as some of the larger known market brands – how wrong I was!

While the organisation looks to make the best return on everything that we do, that return is put back into the business to better the support that we provide for our whānau be they residents, clients or those living in our retirement villages. The organisation is a not-for-profit and indeed a charity. As one of our Board members recently reminded us, we are not for profit but not for loss either! So thank you for all your generous support and continued donations.

Reflecting on this, two words that jumped out at me from PSC's Constitution were vulnerable and needy. These words embody why we do what we do to support and care for those who require our services. This philosophy has been captured in our Aronga (our purpose) – 'We make a positive difference in the lives of those we serve. Their future is in our care.'

The care, support and love the staff show to those who live with us or use our services is being recognised.

In fact, as I have started to make my visits around some of our sites, I have seen both the Family Works and Enliven philosophies actively lived. The way people are greeted, welcomed and served at our premises is a testament to the caring and professional approach by those who work and volunteer for PSC.

At the same time, I've had the privilege to meet some residents that we share our homes with. The life stories, interest, joy and handywork they shared convinced me that I have made the right move to a truly awesome organisation that lives up to its values.

Alongside this is the amazing Senior Leadership Team that I have working with me – their innovation and creativity is a pleasure to see and they bring a breadth of skills to help us sail the ship in the right direction. Of course, this gets delivered through the direction and relationship with our committed and supportive Board under the leadership of our Chair Peter Sherwin – who has most definitely helped me settle into the new seat.

I can't finish without mentioning the word of the decade – 'Covid'. The profound and unintended impact this has had on clients, residents, staff, whānau and us as organisation is too big to describe. Thank you to everyone who has supported our staff through these uncertain times.

Kia kaha

Joe Asghar
Chief Executive

- Turn to page 16 for our Q&A with Joe.

SHOPS IN HOMES

Twice a week in the afternoon, Huntleigh Home residents Diana Felagai and Bronwyn Hayward can be found running the Karori home's shop.

The shop – named The Trading Post – was established in 2015, prior to Diana and Bronwyn moving in, and has become a special place for everyone, Huntleigh Home diversional therapist Annelize Steyn says.

The Trading Post is located in one of the home's lounges and offers ice creams, lollies, chocolate, snacks, and personal hygiene items.

"When we tell everyone that the shop is opening their eyes light up!" Diana says.

"It's really customer-driven," adds Bronwyn. "It becomes a little place of pleasure; I really look forward to it."

When the shop is open, Diana notes down the customers' orders in a book and Bronwyn fills the orders.

Since they started looking after the shop, Bronwyn says they've listened to the residents' requests and included new items such as gluten-free food.

Outside of the shop's opening hours, Diana and Bronwyn are kept busy doing stock takes, ordering more items, setting prices, making sure the books are in order, and making up lolly mixtures.

"We do it for love," Diana says.

She adds the time spent making up the lolly mixtures is all worth it when they see the reaction.

"The residents' faces always light up when they're looking through the mixtures and they find their favourites!"



Huntleigh Home residents Bronwyn Hayward (left) and Diana Felagai look after the home's shop.

> Longview Home recreation officer
Ann Das runs the Pukeko Pot.



Supporting independence

“A resident shop provides independence for those who cannot go out to a supermarket on their own,” says Enliven Business Operations Manager Suzanne Simpson.

“Having a shop in a home provides residents with choice, and therefore independence and control.”

At Longview Home in Tawa, residents and staff have worked together to come up with a name for their shop and what items should be stocked.

The Pukeko Pot opened at the home in late 2020. Longview Home recreation officer Ann Das says residents were asked for name ideas at one of their regular afternoon tea meetings.

“One of our residents suggested it should be named after a bird, as the different wings of our homes are named after native birds.

“Everyone eventually agreed on Pukeko Pot as it had a nice rhyming sound.”

Ann opens the shop each Thursday afternoon. After receiving feedback from the residents, she

started opening the shop at the end of lunchtime so residents can stop there on their way out of the dining room if they need anything.

“More people are coming out and interacting when the shop opens,” says Ann. “It’s similar to what some of them would have had as an old routine – popping out to the shop.”

So far Ann says the most popular items have been Peanut Slabs and ice creams – especially over the summer months.

She says the residents are excellent at providing feedback on how the shop is run and offer helpful ideas on what else to stock the shelves with.

“I’ve had requests for things like greeting cards, so I’ll add to it over time.”

Make sure you check out Enliven’s own online shop! www.ShopEnliven.org.nz



PARENTING FROM PRISON

For almost three years, Family Works staff in Wellington have been taking their Growing Together parenting programme into Rimutaka and Arohata prisons.

Growing together

The Growing Together programme has run for 20 years and has developed over that time to incorporate Māori perspectives and processes.

Family Works staff liaise with staff from the Department of Corrections, who provide possible programme participants for each group. The programme is open to parents who have at least one child younger than 13; an expectant parent; a primary caregiver of children; and Youth Unit prisoners who are not yet parents but wish to be in the future.

Prior to the group work, Family Works staff meet with each potential participant to get to know them, and

learn about their children and whānau. Then individual goals are set with each participant.

Over the years the programmes have been delivered in different units of both the Rimutaka Men's Prison and Arohata Women's Prison. There are a maximum of nine participants in each group, and five two-hour sessions are delivered as part of the programme.

The group sessions are sharing and supportive environments, where topics such as parenting styles, emotional needs of children, discipline vs. punishment and the importance of play are covered.





Learning how to be a parent – in prison

Hone*, an inmate at Rimutaka Prison, had four children younger than 16 and did not know how to parent them.

He had spent so much of his life behind bars that he hadn't had the chance to learn about parenting and child development – let alone get to know each of his kids.

Once Hone started attending a Growing Together parenting programme provided by Family Works staff at the prison, his eyes opened up to the world of child development.

He learned all about children's milestones and how important it is for them to have the basics – such as a home, food, warmth,

security, and routines so they could thrive.

Hone was so enthusiastic about what he'd learned after each group session that he'd call his partner – the mother of his children – and talk to her about what had been discussed, and how each of their children could benefit from this new knowledge.



Opening up

Michael* admitted he didn't know how to communicate with his three children when they came to visit him in prison.

Prison is where Michael felt most comfortable, having become a gang member behind bars and having his 'brothers' watch out for him.

Michael's upbringing was happy – he lived in the countryside

and had supportive parents who provided well for he and his siblings.

It wasn't until Michael moved into the city and began to drink and take illicit drugs that his life started to go off the rails. When he needed more money for drugs, Michael burgled a shop using a firearm and was sentenced to prison.

Michael enjoyed the group sessions that covered communications and started using some of the new techniques he learned when his children came to visit. After that, he found it started to get easier to talk to them and listen to their stories.

Finding the hurt within

For Sandra* the group helped her to get insight into her own behaviour. She had been imprisoned for physically hurting one of her children so badly that he had to be hospitalised.

Sandra attended the group initially to learn how to manage her son's behaviour but was surprised to learn about her own.

Growing up as the eldest child, Sandra's father had made it clear

to her from a young age that he wished she had been a boy and treated her like one. Sandra was the eldest of five girls and they were all harshly treated by their father.

Sandra explained to the group that she did not know any other ways of discipline other than what she had received growing up.

Hearing the different parenting styles was powerful to Sandra as

she could then see how she was parented, how she parents her own children and how she could change her behaviour.

**Names have been changed to protect the identities of the clients.*

Find out more about Family Works' services - call 0800 FAM WORKS or visit www.familyworkscentral.org.nz



Enliven's Reevedon Home was a bequest from Mr and Mrs Elsdon Clark in the 1970s.



Sir Denis Blundell opens Reevedon Home in 1975.
Photo: Horowhenua Historical Society Inc.

A LOOK INTO REEVEDON HOME'S PAST

Enliven's Reevedon Home is a Levin community icon, with connections to another well-known Horowhenua name – the Clarks.

Mr Elsdon Clark donated he and his wife Mrs Alma Clark's home and grounds to then-named Presbyterian Social Services in 1973 following the passing of Mrs Clark.

Clark is a familiar name in Levin, going back to the 1800s when Elsdon's father William Mace Clark bought out the business of Te Aro House, Wellington, which he'd moved to Levin to manage.

The family's legacy lives on through commercial and residential properties still owned by members of the extended family – with some still residing in Levin.

Reevedon's name is actually derived from Mr Clark's Christian name, Elsdon, and Mrs Clark's maiden name Reeve – hence Reevedon.

After the initial donation of land in 1973, further land was also bequeathed in Salisbury Street to make possible the creation of the neighbouring Reevedon Village, also operated by Enliven.

Reevedon Home was officially opened by Governor-General Sir Denis Blundell in October 1975.

Today, residents at Reevedon Home and Retirement Village make the most of its beautiful grounds and central Levin location.

They can also be found socialising together, whether it's playing bowls, bingo or doing some baking.

Reevedon Home provides rest-home level care, as well as respite options and an engaging day programme. The neighbouring retirement village has 29 one- and two-bedroom villas just a few minutes' walk from Levin's main shopping centre.

You can contact Reevedon Home on 06 368 7900.



PROVIDING SUPPORT WHERE THE NEED IS GREATEST

Retiree Murray Eggers believes in the work done by Presbyterian Support Central and wants to help further the work of the not-for-profit. Murray, who lives in Kāpiti, has chosen to leave a bequest to PSC in his Will.

Murray was raised Presbyterian and had a strong connection with the church during his years growing up in Upper Moutere, in Nelson, and then in Wellington.

"I went through bible class and everything," Murray remembers.

"When I got older and moved to Wellington I became an elder at St Ninian's Church in Karori. I also had a lot of involvement with St Andrew's on the Terrace."

When Murray started thinking about his legacy, he decided he wanted to leave a bequest.

As well as being involved with the church, Murray was already a member of PSC and supported the work it was doing.

"I thought of Presbyterian Support immediately," he says when it came to thinking about his Will. "It was a very easy decision to make."

Music and travel

Another important part of Murray's life is classical music. His partner Claude was a cellist for the New Zealand Symphony Orchestra (then called the National Orchestra) in the 1960s.

Following Claude's passing in 1982, Murray has remained a strong supporter of the NZSO and still enjoys attending their performances. He has also decided that half his bequest will go towards the NZSO.

Murray took his first overseas trip to Sydney in 1966, starting a lifelong love of travel. Following that, he and Claude spent a year on an OE in London.

Murray has also spent many holidays in Honolulu, travelled the mainland United States, many European and Eastern European countries, Russia and Morocco.

His love for going abroad was also reflected in his career, as Murray worked initially as a journalist and then became the editor of the marketing division of the then-named Tourism Board.

The Covid-19 pandemic unfortunately means any further overseas travel has been put on hold for Murray.

While at home, he enjoys producing daily records of the weather in Kāpiti and the region, and produces a short column on it for the local newspaper.

He is also an avid writer of letters to the editor – having written about 1,000 over his lifetime.

Making a difference

PSC planned giving advisor Gail Plamus says bequests make a "huge" difference to charities such as PSC.

"They can support families in need to receive counselling services – and there are so many areas that need that."

When someone makes a bequest they are welcome to determine where they want the money to be used, Gail says.

A bequest to PSC could help children and families unable to afford support services, but who do not fit the government funding criteria to access the help that they might need.

It can also cover the 'extras' for residents of Enliven homes to provide things such as specialist dementia care.

Murray says he is happy for his bequest "to go to where the greatest need is".



➤ Murray Eggers has chosen to leave a bequest to PSC in his Will.

HOW DO I MAKE A BEQUEST TO PSC?

You can remember Presbyterian Support Central in your Will in several ways:

- 1. A SPECIFIC GIFT:** You can choose to leave a specific amount of money, real estate, shares or any gift you wish to nominate.
- 2. A PERCENTAGE:** You can leave a nominated percentage or fraction of your total estate.
- 3. A RESIDUAL GIFT:** After providing for your family, you can nominate that you want to leave part, or all of what's left of your estate to PSC.

If you would like to find out more information about leaving a bequest to Presbyterian Support Central, please contact Planned Giving Advisor Gail Plamus on 04 439 4929.

PROVIDING FOR FAMILY *Wellbeing*

When a couple experiencing separation need to go to a dispute resolution service, it is important that the wellbeing of the whole family is accounted for. *Central Focus* speaks with Family Works Resolution Service (FWRS) Manager Rebecca Pohe about how the service lives up to this kaupapa.

Rebecca Pohe joined the FWRS team in October last year. For more than 26 years she has worked with diverse family/whānau and community groups, including 13 years in the UK in child protection.

She says couples going through mediation will likely be experiencing other stresses that might make finding their way to a mutual resolution even harder.

“It’s important for people to be able to function in and out of their lives during mediation. If there is a disconnect, other things tend to slip.”

She says because the dispute resolution service is part of Family Works Central, it means there is easy access to wraparound services that can further support couples or whānau who are vulnerable or need the extra support.

“We want to emphasise making sure people are looked after and respected in that way.

“We’re enabling people to show them what support is out there and, especially for the kids, that the separation goes smoothly.”

Financial pressure

A crucial stress point during a separation can be finances, Rebecca says.

“We get so many clients calling us who are so stressed about the cost of mediation.”

Family Dispute Resolution supports parents or carers to reach decisions around childcare without the need to go to the Family Court.

If mediation goes to the Family Court and a lawyer is required, it could cost up to \$400 an hour in lawyers’ fees.

Rebecca says the dispute resolution service is funded by the Ministry of Justice so families who need help may qualify to have the full cost of mediation covered, and if not, the most they will pay is \$448.50 – a fraction of any lawyer’s fees.

The service provides 12 hours of mediation, including Coaching and Voice of the Child sessions, over a 12-month period.

Rebecca says an assessment session is held prior to mediation to see if mediation is suitable and that there is a way forward for a couple to come to a mutual solution while keeping their children’s best interests in mind.





**“We’re enabling
people to show them
what support is out
there, especially for
the kids.”**

Rebecca Pohe
Family Works Resolution
Service Manager



Voice of the Child

After gaining the contract to provide dispute resolution services in 2014, Family Works quickly realised something very important was missing from the process – the voice of the child.

With funding from the Todd Foundation, Family Works collaborated with mediators, the Ministry of Justice, UNICEF, the Children's Commission and others to come up with a unique solution.

Called 'Voice of the Child', the process gives families a chance for a specially-trained children's voice practitioner to meet with their children in a neutral and safe space. This provides the children an opportunity to share their thoughts and feelings on important topics related to their childcare and what they want out of the new family situation.

The practitioners and the child will agree on what the child wants shared with their parents during the mediation process.

These sessions are offered to any couples who have children over the age of five. Rebecca says the sessions can be extremely valuable for an outcome in mediation, and she would love to see more children take up the opportunity to have their voice heard.

Cultural practices

Another area Rebecca says they are working to strengthen is training staff to work with clients from different cultural backgrounds, and how it aligns with their requirements under the Te Tiriti o Waitangi.

She says that approximately a fifth of clients who come to the service identify as Māori.

"When we have clients come to us for support from diverse backgrounds and beliefs we will always ask at assessment if they have any cultural needs or beliefs that they would like acknowledged through the mediation process. For some people, they would like a karakia or a blessing as part of their mediation process.

"That interaction with our clients at the first phone call is really crucial – especially if one of the parties is reluctant to engage with mediation."

To find out more about Family Dispute Resolution, visit the new website:
www.resolutionsservices.org.nz
or call 0800 737 65 83.



Kandahar Village

BY ENLIVEN

MASTERTON'S NEWEST RETIREMENT VILLAGE



Enquire today!



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Enliven, the trusted name in positive ageing services, is excited to bring to the Wairarapa the very best in modern retirement living. Don't miss the opportunity to retire with ease, comfort, style and community connection at Kandahar Village.

This meticulously designed development offers 52 private villas with Lifemark 4 accessibility features.

The spacious brick and tile villas include open plan kitchen, living, dining, two bedrooms, a large bathroom and an adjoining garage. To top it off the development will boast an impressive village community centre – perfect for performances, social gatherings and recreation activities.

At Kandahar Village you can focus on enjoying your retirement while we take care of the rest. We'll look after the property maintenance and gardening; we even provide meals and housekeeping services.



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Call 06 370 0662 or visit
www.enlivencentral.org.nz/kandahar-village



INTRODUCING JOE

Our new Chief Executive, **Muhammad Naseem (Joe) Asghar**, joined PSC in late January. He spoke with *Central Focus* about his aspirations for the role and PSC as an organisation, and gave some insights into leadership and his hobbies.

Joe hails from Scotland and moved to New Zealand from the UK about 18 years ago with his wife Judith and three children. His mixed heritage comes from a Scottish mum and a Pakistani dad.

Since arriving in Aotearoa, Joe has held roles at the Royal Society of New Zealand, Diabetes NZ, ACC and Physiotherapy NZ.

You initially trained as a pharmacist and have moved into leadership roles from there. Can you tell us a little about your journey?

I started in very clinically based roles and then moved into general management. One of my roles was the Director of Pharmacy for the North of England. I've also been a poisons information pharmacist.

I've been very privileged to work in positions where I've been able to find ways forward for teams and organisations and as a result I've been moved more into leadership roles without actively looking for them.

What kind of leader are you?

I wouldn't describe myself as being hungry for leadership. I consider myself very much a servant leader. You have to help everyone, and be prepared to help, so an organisation can do the job as best it can. That's what great teams do – for the people we care for and provide support – is what's closest to my heart and my reason for joining PSC.

I never want to be afraid to ask questions, or to be asked them, and am comfortable to admit when I don't know something. Working with a good team and seeing them flourish is what brings me joy and satisfaction.

Also, I truly believe that you've got to take people on the journey with you as leader. Your team is always looking to you for leadership, direction and support - and you might never realise when you can inspire others.

What is it that attracts you to working in the not-for-profit sector?

My core driver is helping people and actually doing something that is meaningful for them. I found the times I've worked in government it was far too removed from people.

When I read the constitution for PSC I found that its values are underpinned by caring for those that are vulnerable and in need. That to me said 'this is it'.

One of the reasons I wanted to work here is because of the people we need to help – those in society who may be overlooked or considered as less important.

It's only been a couple of months since you began this role – what are you most looking forward to?

Getting into a good rhythm! I'm very excited about going out and being in the business, meeting the people that do the important

and difficult work and getting an understanding of how I can help them do better with the resources we have.

I feel like I am learning something new every day and building relationships – I look forward to that happening long-term.

Leadership can be a challenging role. What do you do in your downtime to look after yourself?

Judith and I try to spend our spare time together. We enjoy playing pool and try to get to one of the poolrooms in Wellington for a couple of games every so often.

We also both volunteer with Drug-ARM – the Christian-based drug awareness and relief movement. We support people in Wellington who are homeless or perhaps a bit intoxicated on Courtenay Place; we provide hot drinks and food to these people on a Friday or Saturday night until about 2am. That's us just doing our bit for the community and looking after those who need some TLC.

For exercise we like to go cycling together. I do enjoy fishing but that is normally something Judith leaves me to do by myself - although she seems to enjoy eating what I catch!

We hear you are also a fan of movies – what genres do you enjoy?

We love watching action and adventure films, anything funny, and science fiction. Nothing scary or with a sad ending!

And finally.....

**what advice would you give
to your 15-year-old self?**

To be more confident in
your own abilities. Always
care for the people who
are around you, listen
carefully to their advice
and be interested in what's
happening in their world.





➤ Longview Home resident Jacquie Brooky celebrates Diwali.





Cashmere Heights Home resident Lyndon Underhill tries surfing during a virtual trip to Hawaii.

Longview Home Health Care Assistant Pene performs a traditional Fijian dance.

ENLIVEN RESIDENTS TRAVEL *the World*

Residents at some of Enliven's Wellington homes have been busy travelling the world while remaining in the comfort of their home.

There is a rich diversity of cultures of both staff and residents at Enliven homes, and Longview Home in Tawa celebrates that.

During 2020 celebrations included Diwali – the Indian festival of light – Fijian Independence Day, Tuvalu Language Week and National Tulip Day – celebrating Dutch heritage.

All the events were a great occasion for music, dance, delicious food and laughter, says Longview Home recreation officer Ann Das.

“On Fijian Independence Day one of the Health Care Assistants, Pene, performed vakamololo – the traditional sitting dance in Fiji – and entertained all of us.”

For Diwali, the kitchen made three different Indian sweets for a special afternoon tea. Ann says some residents and staff also had Mehendi – traditional temporary henna tattoos – done.

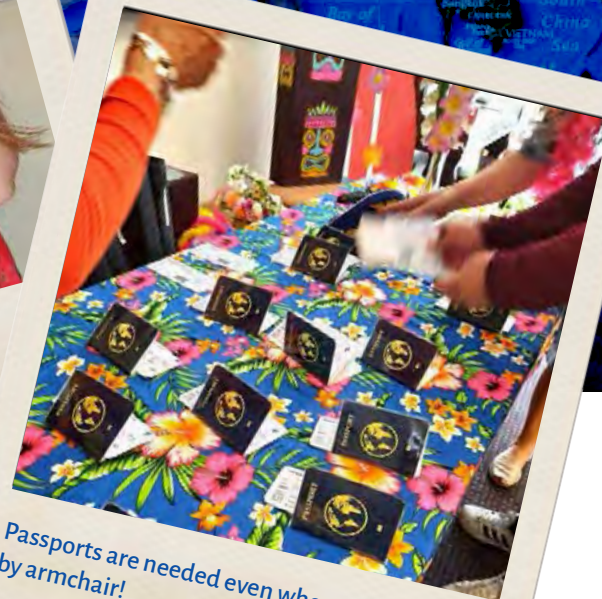
“We also had a lot of fun and laughter playing Diwali Bingo and seeing the amazing dance performances put on by the staff.”

Celebrations for National Tulip Day helped spark memories for one resident, Johanna, who is originally from Amsterdam.

“Johanna was in tears of joy during the celebration. She said she'd stopped thinking in Dutch these days, but the celebration brought a lot of lovely memories back and touched her heart.”



Cashmere Home and Cashmere Heights Home staff get into theme for their virtual trip to China.



Passports are needed even when travelling by armchair!

Virtual holidays

At Cashmere Home and Cashmere Heights Home in Johnsonville, residents and staff have been experiencing different cultures by virtually travelling the world.

Called Armchair Travelling, the day-long events see residents board a flight with their passports, make it through immigration, learn interesting trivia about the country they're in, eat delicious food, and participate in fun activities.

So far residents have taken trips to Mexico, Hawaii, Ireland and China, which were enjoyed by everyone, says Cashmere Home and Cashmere Heights Home recreation team leader Linda Lankshear.

"The residents thoroughly enjoyed the days. They helped make the bright decorations on the walls, and there were smiles on all their faces and lots of laughter."

On their trip to Hawaii, once through immigration, residents were handed home-made leis and the women each received a flower to put in their hair.

At lunch time, the menu consisted of Kalua pulled pork and coleslaw in buns, and banana splits for afternoon tea. Happy hour at the end of the day included tropical fruit punch.

Linda says the passports will be used for each armchair travel day organised over the next year or so, and at the end their passports will be filled with stamps and boarding passes.

"This will help our residents keep up with all the countries they have visited, without leaving the comfort of home!"

Quilt exhibition a success



Family Works Wairarapa held its second fundraising quilt exhibition and sale in October and November, collecting more than \$5,000 to support its family violence and safety programmes.

^ Family Works Wairarapa Group Facilitator Pauline Cave with former PSC Chief Executive Pat Waite.

The event was largely organised by Family Works Wairarapa Group Facilitator Pauline Cave, who is an avid quilter.

The exhibition was held in Featherston and was a real community event, Pauline says.

“We had The South Wairarapa Inner Wheel group come along to sit and knit in the hall for one afternoon.

“These wonderful ladies donate their knitted clothing and blankets to Family Works Wairarapa throughout the year for our families in need.”

Many of the quilts for sale were made by local quilters, and a portion of the sale from a selection of them went towards the fundraising efforts.

“Staff from our Family Works office all took a turn on duty during the nine-day event, along with other friends and members of our local quilting group,” Pauline says.

“I also had a wonderful band of volunteers to help hang the exhibition, which took about six hours, and get the venue all set up. Another super bunch of volunteers helped to bring everything down after it finished.”



^ The event was popular with the community and visitors to Featherston.

TE ARA WHĀNAU PROVIDES FOR EVERYONE

For the past three years, Family Works social workers and counsellors have worked with clients under a special model of practice called Te Ara Whānau.



Family Works General Manager, Julia Hennessy

The model was gifted to Family Works Central from Essex County Council in the United Kingdom, where the model is called Family Solutions.

“It’s won awards for its outcomes for children and families in the UK and it is now predominantly the one model of practice in England,” explains Family Works General Manager Julia Hennessy.

“To make it fit within a New Zealand context, we went through our Māori caucus, led by our Cultural Director Jim Berry, and renamed it Te Ara Whānau.”

How does it work?

This model of practice aligns with providing support for families and whānau facing significant and complex challenges, such as family violence, poverty, neglect, trauma, criminal offending and substance abuse.

Julia says if a whānau is referred to Family Works, there will be discussions about what is important to them.

“As we work with them, we can score these values against the values of Te Ara Whānau so we can track the progress,” says Julia.

“Support is usually intensive at first, and then reduces over time to match the needs of the whānau.”

The services are flexible and tailored to the needs of the individuals and whānau unit, so a family has access to whatever services are right for them.

“We need to consider the whānau as a whole and make sure there is a common purpose that everyone is clear on.”

This may include family violence safety programmes, social work, advocacy, counselling, mediation, mentoring, parenting support and education or a range of other services.

Family Works staff who deliver Te Ara Whānau are required to successfully complete the Family Works Cultural Competency programme, which was launched at Rātana Pā in 2017.

Julia says for the model to be successful, Family Works staff need to be dedicated and committed to each whānau they are working with, and ready to provide practical, hands-on support.



The 4 values of Te Ara Whānau include:

1. **MANA** – retaining the mana (respect and dignity) of all involved
2. **WHAKAPAPA** – drawing energy from whānau, tupuna (ancestors) and others
3. **AROHA** – comes from a place of caring, compassion and love
4. **MANAAKITANGA** – support that encompasses hospitality, respect, generosity and care for tamariki, families and whānau.

NEW OFFICES AND NEW WAYS OF WORKING FOR PSC STAFF

For PSC's support staff, 2020 ended with a move into new premises and embracing a new way of working.

Following the sale of PSC's George Street building in Thorndon in late 2019, the search for a new office space was underway in early 2020. Then lockdown put a pause on things and led to a different approach.

"The workplace has changed dramatically during the last decade, particularly during 2020," says outgoing Chief Executive Pat Waite.

"The way we kept things running during Covid-19 lockdowns proved that anything was possible."

To that end, a smaller and more fit for purpose office space was sought, 20 kilometres north from Wellington on Prosser Street in Porirua.

The 'Central Hub' is now host to PSC's Finance, Property, Human Resources, External Relations, Administration and Enliven support teams.

The space has since been blessed by Ngāti Toa kaumātua Taku Parai with support from Ngāti Toa kuia.

Everyone officially moved in at the end of November and since then they have adapted to using shared spaces, with many teams dividing their work weeks between the office and working from home.

The big move

Prior to moving out, staff tackled the large job of clearing out the George Street office.

After being based in the building for more than 13 years, it was not a small job – and there were plenty of items to get rid of.

Pat used his Rotary Club connections to ensure all the excess stationery that was no longer needed was packed up and sent to schools in Fiji and Timor-Leste.

Many smaller pieces of furniture, such as excess chairs, were donated to the Red Cross and Women's Refuge.

▼ PSC's new Central Hub office space is blessed by Ngāti Toa kaumātua Taku Parai.





^ Family Works finds new home in Wellington

In October the George Street-based Family Works team moved into premises of their own, in Anvil House on Wakefield Street in Wellington.

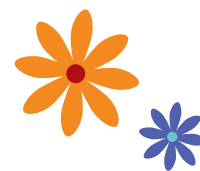
The space was blessed shortly after by Te Atiawa kaumātua Peter Jackson as part of a small ceremony.

It was important for Family Works to maintain a presence in the capital and continue to provide support to the community there, explains Family Works General Manager Julia Hennessy.

She says their new location in the CBD allows Family Works to be closer to other non-government organisations and build relationships with them.

The Family Works Resolution Service team is also based in the new office at Anvil House.

^ The new reception at PSC's Central Hub offices in Prosser St, Porirua.



AN ENVIRONMENT WHERE **NURSES** *thrive*

Enliven Clinical Director Joy Tlapi was recognised late last year by the Capital & Coast District Health Board by receiving the Te Hopai award in the Outstanding Contribution to Nursing category at its 2020 Ngā Tohu Angitu/Celebrating our Success Awards. The DHB spoke with Joy and wrote this profile about her role and what she loves about it.

What's the best part of your job?

Being able to make a difference to the lives of residents entrusted to our care. Being able to support staff to realise and grow to their full potential (whatever that may be). I strongly believe that when staff come to work for Enliven it is not just coming to fulfil a role as a nurse or carer. There is a lot of potential for staff to grow within aged care.

What's your role with Enliven?

Making sure that we are meeting the residents' needs and ensuring they lead fulfilling lives. I provide clinical leadership to ensure a resident- and client-focused service, through developing and implementing appropriate standards, monitoring processes, quality systems, clinical training and professional development of staff.

What are the challenges of nursing in the aged residential care setting?

Nursing in aged care is a specialty in its own right that has been evolving over the years due to the increasingly complex nature of residents' needs. It requires a certain skillset of nurses who can work to the full scope of the Enrolled Nurse/Registered Nurse/Nurse Practitioner role and beyond. As a nurse you can be the pre-op, post-op, rehabilitation, palliative, critical care nurse, 'physio', 'GP', counsellor, educator, mentor and leader.

The work is physically demanding but rewarding in the sense of connections and relationships one can build with the staff, residents and their families, and opportunities for growth as a health practitioner.

How did it feel to win the Te Hopai award?

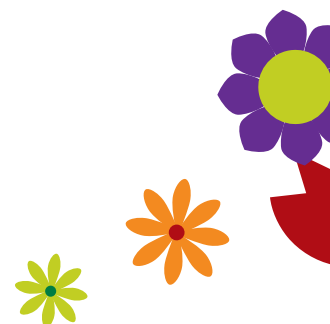
Being nominated for the award came as a surprise and I thought "wow, this is amazing". But then to actually win it was so humbling. It's all credit to Presbyterian Support Central, which has the ethos of "why not" - especially when someone wants to implement something that will make a difference to the lives of the residents or staff. It is great to be recognised as a nurse leader and for the work we are doing within the profession.

What does leadership mean to you?

For me it is about authentic leadership - being true to oneself and knowing that you must become a human being first before becoming a leader, and by so doing are able to connect with the people you lead. I measure the success of true leadership by how well the people who are being led succeed.

Why is it important to grow nurses and advance their roles?

What nursing in aged care was like 15 years ago is different to what it is today and will be in 20 years' time. So the question I always ask myself is "What are we doing to help empower nurses to succeed in this ever-evolving arena of healthcare?". It's about equipping them with the skills and knowledge to excel as health practitioners. As a leader it's about creating an environment where nurses can thrive.





➤ Enliven Clinical Director Joy Tlapi with her Te Hopai award.
Photo: Capital & Coast District Health Board.



Yes! I would like to help.

Your gift will help vulnerable children, whānau/families and older people so they are safe, strong and connected.

☐ \$20 ☐ \$50 ☐ \$100 ☐ Other

I would like my donation to be used (tick one or more):

☐ *To support children and families in need*

☐ *To support elders in your community*

☐ *Wherever the need is greatest*



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Credit card



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For internet banking please reference your name, CF and your donor ID (if you have it).

The account number is 03 0584 0198216 00.

Credit
card number

Name on Card

Expiry date

Signature

For cheques – Post to: Presbyterian Support Central, Freepost 3431, PO Box 12706 Thorndon, Wellington 6144.

All donations over \$5 are tax deductible. NZ Charities Register #11182

Within the next few months, cheques will be phased out and most banks will refuse to accept them. Please note the other two easy ways above you can continue to donate.



VOLUNTEER SPOTLIGHT

INTRODUCING...

Margie Tansley



Enliven volunteer Margie Tansley has created a vibrant mural on the garden shed at Willard Home to brighten up a dull spot in an otherwise lush garden.

Margie says Willard Home's community garden provides a focal point and gets residents reminiscing about the gardens they once had and helps engage them with the possibilities for gardening at the home.

"It's colourful for impact and plants a seed to encourage the residents to spend time with their whānau and friends," she says.

The garden at Willard Home is extensive and has a variety of vegetables, raised flower beds and fruit trees. Margie says what's

special about the garden is that it includes established native trees such as totara and recently planted kowhai trees.

The garden opened in late 2018, after funding from the Lion Foundation and Mainland Foundation made the initial part of the project possible.

The pink and orange floral design on the new mural - which Margie and her cousin Robine Lawrence designed - also acknowledges the location of Willard Home close to the Tararua Range. The flower-

filled gap between the hills signifies the mighty Manawatu Gorge.

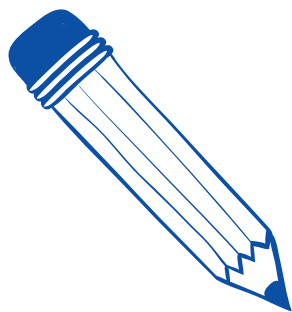
Margie's connection with Willard Home spans more than 14 years. She worked as a health care assistant and then a recreation officer before becoming a volunteer.

Margie's next project at Willard Home will feature sunflowers which will brighten up a wall next to the kitchen. "I like being on the end of a brush," she says.

Interested in volunteering for PSC?

Email: support@psc.org.nz





JUST FOR FUN

Sudoku



9	6		7					
4		5						
				6	2			9
5		4		3	1			7
	8	7	6		5	3	9	
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Solutions

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2	6	3	5	4	9	7	8	1
7	9	8	1	3	2	4	6	5
6	3	5	2	9	4	1	7	8
9	8	7	6	1	3	5	2	4
4	2	1	8	5	7	3	6	9





**SHARE
YOUR RECIPES!**

Got a great recipe?
We'd love to share it with our readers.
Email: support@psc.org.nz



ANZAC BISCUITS

Anzac Day is just around the corner. With the holiday falling on a long weekend again this year, why not spend some time baking? These soft, traditional bikkies are always a favourite with young and old.

INGREDIENTS

- ½ cup standard white flour**
- ½ cup white sugar**
- 2/3 cup finely desiccated coconut**
- ¾ cup rolled oats**
- 50g butter**
- 1 Tbsp golden syrup**
- ½ tsp baking soda**
- 2 Tbsp boiling water**

METHOD

1. Preheat the oven to 180 degrees C. Line a baking tray with baking paper.
2. Mix together flour, sugar, coconut and rolled oats.
3. Melt butter and golden syrup.
4. Dissolve baking soda in the boiling water and add to butter and golden syrup.
5. Stir butter mixture into the dry ingredients.
6. Place level tablespoonfuls of mixture onto cold greased trays and gently flatten with a fork. These biscuits don't spread as they bake so you can place them close together.
7. Bake for about 15 minutes or until golden.
8. Once removed from the oven, leave them on the tray for about five minutes then place on a wire rack to cool.

central *focus*

Presbyterian Support Central
1 Prosser Street. PO Box 12706, Elsdon, Porirua 5022

PSC Phone: 04 439 4900 Enliven Phone: 0508 ENLIVEN Family Works Phone: 0800 FAMWORKS
Email: info@psc.org.nz

www.psc.org.nz



South Wairarapa District Council

16

Community and Youth Grant Application Form

Submit to: grants@swdc.govt.nz before 4 pm, 16 August 2021

1. ORGANISATION DETAILS

Name of organisation:	Sneytown Heritage Trust		
Physical address:	113 Main Street Sneytown 5712		
Postal address:	PO Box 169 Sneytown 5712		
Contact Person:	Frank Minehan	Phone No (Day):	06 304 8151
Email:	frankminehan3@gmail.com	Mobile No:	027 252 1084

Officers of organisation			
Chair:	Millie Blackwell	Phone No:	021 34 9433
Secretary:	Frank Minehan	Phone No:	027 252 1084
Treasurer:	Tracey Donald	Phone No:	027 258 9987

Would you like to speak in support of your application to the Grants Subcommittee on the 16 September 2021?	<input checked="" type="radio"/> Yes <input type="radio"/> No
---	---

When was the organisation formed and what are its aims and objectives?
The Sneytown Heritage Trust was set up on 1 April 1994.

Total number of members in your organisation?	Usually around 30 paid up.
How many full-time equivalent people work in your organisation?	1.5 (Chair and Secretary)
How many volunteers work in your organisation?	at least 8 Trustees
Date of last AGM?	8 April 2021

2. FUNDING CRITERIA

Funding Criteria

Council has \$75,000 available for youth focused projects and \$170,000 available for community grants.

Please select the category that is the project's main focus (mark with an X)

Youth Grant

Community Grant

X

Community Grants Funding Category

Grants will be allocated to organisations which contribute to the community in at least one of the following areas. The funding categories are aligned to the five community outcomes, with some categories linking to more than one community outcome (see Grants Policy).

Please select the category that is the project's main focus (mark with an X)

Arts, museums, heritage and culture (including Māoritanga)

Environment

Events

Sport and Recreation

Social and Educational Services

Economic Development

X

3. PROJECT OVERVIEW

Specific reason for grant application (e.g. upgrade to facilities/purchase of equipment/one-off event):

We wish/need to upgrade/expand/enhance the historic walk component (Smyton Main Street) of our web-site; We wish to re-write/report our popular 'Historic Smyton' leaflet - directly linking (Q code) it to website

Where and when will the activity/event take place or what is the anticipated completion date of the project (please note funds cannot be allocated retrospectively)?

We could complete (report graphic art/ website walk from Anne Taylor) within 2-3 months of a grant of aid. Printing new leaflet would be done locally at Lamb Peter's Print.

Why should South Wairarapa District Council (SWDC) support this project/event?

Please be aware of our popular Snyttam Heritage Bike trail - we want to increase heritage tourism/visitor experience to Snyttam's Main Street - by promoting our Heritage Present - Main Street Heritage Walk - with phone App - QR code - link to our website and hard copy - 'traditional' - plan/leaflet for '1' sites

Who will benefit from these funds and in what way?

The public - visitors heritage lovers and Snyttam retail - 5th Wairarapa at large = tourism - heritage tourism = Community Development - I love Snyttam - Heritage!! More satisfactory visitor experience - QR codes - website linkage - walking = healthy. Makes us proud of our town.

4. FINANCIALS

Funding requirements	
Total cost of project	\$ 2,000
Your organisation's contribution	\$ 9250.00
Other outside funding (please supply brief details)	\$ None - Rotary recently funded us to reprint the Snyttam Heritage Cycle trail pamphlet.
Amount applied for in this application	\$ 1,750
Shortfall (please provide brief details of how will balance be found)	\$ from the Trust's signage (actual physical signs) budget
Project income (if applicable), e.g. generated from sales to public	\$ nil.

Is organisation a registered charity?	Yes/No <i>yes.</i>
Have you applied to SWDC for funding before?	Yes/No <i>yes - last year - 2 very large heritage signs.</i>
If yes, when, for what purpose and how much was granted?	<i>C. 285000 (-Apple sign & Heritage Bula Trail Sign)</i>

GST Registration	
Are you GST Registered	Yes/No <i>no</i>
Bank account details (required for non GST registered applications only)	
Name of bank:	<i>Westpac</i>
Account name:	<i>Smythons Heritage Trust</i>
Account No:	<i>03 0609 0090667 00</i>

5. Declarations

We agree to comply with requests from an officer or councillor from SWDC for additional information in relation to this application.

Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected and will be held by SWDC for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

Authorisation

- I certify that the information provided in this application form is true and correct to the best of my knowledge.
- I have the authority to make the application on behalf of the organisation.
- I agree that the necessary documentation listed below is attached to this application.
- I confirm that we will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for 7 years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grant Accountability Form.

Signatory One	Signatory Two
Signed: <i>Frank Minchin</i>	Signed: <i>Tracey Donald</i>
Full name: <i>Francis (Frank) Minchin</i>	Full name: <i>Tracey Michelle Donald</i>
Designation: <i>Secretary</i>	Designation: <i>Treasurer</i>
Date: <i>15-08-21</i>	Date: <i>15.8.21</i>

Eligibility and Criteria

Applicants should review the eligibility and grant criteria as outlined in the Grants Policy before making an application.

Please return the completed form by 4.00 pm on 16 August 2021 to:

South Wairarapa District Council

PO Box 6

Martinborough 5741

Or email: grants@swdc.govt.nz


Items required for this application	
• Most recent annual accounts including notes and review/audit report	<input checked="" type="checkbox"/>
• Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less than 12 months)	<input type="checkbox"/>
• Application Form is signed	<input type="checkbox"/>

1. NAME

The name of the Board is the **Greytown Heritage Trust**.

2. AIMS

The Board is established to carry out within Greytown and its environs the following aims:

- 
- 2.1 To encourage and facilitate the preservation of Greytown's contextual, cultural and environmental heritage within the 'Town Centre Precinct'.
 - 2.2 To promote awareness of heritage sites and provide education on heritage issues relating to Greytown.
 - 2.3 To support and promote local historic research.
 - 2.4 To encourage and facilitate the preservation of historic and notable trees, in and around Greytown.
 - 2.5 To be instrumental within the Greytown district in advancing any of these aims.

3. POWERS

The Board members will be responsible for the management of all the Trust and will have the following powers when commensurate with its aims as set out in 2.1 to 2.5:

- 3.1 To purchase, lease, hire or otherwise acquire any real or personal property.
- 3.2 To sell, let, mortgage or otherwise dispose of or deal with any of the property of the Board.
- 3.3 To construct, maintain or alter any buildings or property.
- 3.4 To borrow, raise, invest or loan money in any manner and on any terms suitable to the Board, subject to due diligence and normal business practice.
- 3.5 To enter into any arrangement or contract with any individual, government department or corporate body.
- 3.6 To pay all or any of the expenses incurred in establishing and running the Board.
- 3.7 To employ or engage staff, advisers or other people whether or not they are Trustees, and to pay their wages, salaries and/or their expenses on terms suitable to the Board.
- 3.8 To co-opt members or non-members to the Board or to sub-committees of the Board. Co-opted members of the Board shall not be entitled to vote.

GREYTOWN HERITAGE TRUST
Annual Financial Statement
for Year Ended 31/12/2020

	2020	2019
REVENUE		
Membership	1835.50	2165.00
Kouka Cottage Rent	5099.99	11000.00
Kouka Cottage Bond	1350.00	1000.00
Interest received	126.69	959.78
Reimbursement Signage	172.50	4069.00
Kouka Heritage Grant	0.00	
Grants & Sponsorship SW Rotary/ Trust House	2300.00	
Events revenue	2509.25	
Sales- Auction	3070.00	
Annual address GTLTrust Grant	1000.00	197.60
Grant SWDC	5128.50	600.00
Sunday session	0.00	91.00
TOTAL REVENUE	22592.43	20082.38
EXPENDITURE		
Kouka Cottage	235.00	
Ground lease	1912.51	1968.72
R&M power	589.02	14720.46
Property Manager fee	3434.68	0.00
Insurance	0.00	315.83
Kouka Cottage sub total	6171.21	17005.01
Website	237.75	421.80
Signage	11707.46	3337.90
PO Box	195.00	185.00
Annual address	890.67	865.70
Public liability insurance	287.50	250.41
AGM Expenses	0.00	264.94
Sunday session expenses	0.00	167.88
25th Anniv event	2808.80	511.75
Charities services fee	51.11	51.11
Heritage NZ	60.00	60.00
Write off Bad Debt	710.32	0.00
Other expenditure	854.84	0.00
TOTAL EXPENDITURE	23974.66	23121.50
Surplus revenue over expenditure	-1382.23	-3039.12
Current Assets		
Westpac current account	5699.86	14489.91
Westpac TD matures	18257.82	10000.00
Westpac Friends of O'Connors Bush	1912.52	1911.57

Cash	0.00	0.00
Debtors	<u>0.00</u>	<u>500.00</u>
Total Current Assets	25870.20	26901.48
Fixed Assets		
Kouka Cottage - at valuation	51000.00	51000.00
Total Assets	76870.20	77901.48
Current liabilities		
Bond - Te Kouka Cottage	1350.00	1000.00
Creditors	0.00	0.00
Friends of O'Connors Bush	1912.52	1911.57
Provision for bad debts		
Total current liabilities	3262.52	2911.57
Total liabilities	3262.52	2911.57
Net Assets	73607.68	74989.91
Equity		
Current year earnings	-1382.23	-3039.12
Retained earnings	<u>74989.91</u>	<u>78029.03</u>
Total Equity	73607.68	74989.91

Notes

ACCOUNTS

At 5/08/2021

GREYTOWN HERITAGE TRUST

	Current	YTD	Budget Y/E 2021	2020
REVENUE				
Membership	30.00	500.00	2000.00	1835.50
Kouka Cottage Rent	2471.32	10716.64	16000.00	5099.99
Kouka Cottage Bond		0.00		1350.00
Interest received	1.56	3.76	200.00	126.69
Reimbursement Signage		0.00	0.00	172.50
Kouka Heritage Grant		0.00	0.00	0.00
Grants and Sponsorship	90000.00	0.00	0.00	2300.00
Events revenue	87.80		500.00	2509.25
Kouka Cards revenue		210.00		3070.00
Annual address		0.00	1000.00	1000.00
Grant		0.00		5128.50
Sunday session		0.00		0.00
TOTAL REVENUE	91462.69	11430.40	19700.00	22592.43
EXPENDITURE				
Kouka Cottage		0.00	1750	235.00
Ground lease	107.85	754.95	1400.00	1912.51
R&M power		2375.26	2000.00	589.02
Property Manager fee	245.34	981.36	1500.00	3434.68
Insurance		0.00	350.00	0.00
Kouka Cottage sub total	353.19	4111.57	5250.00	6171.21
Website		240.98	500.00	237.75
Signage		369.75	1500.00	11707.46
PO Box		205.00	200.00	195.00
Annual address		0.00	1000.00	890.67
Public liability insurance		0.00	300.00	287.50
AGM Expenses		0.00		0.00
Style Guide	3910.00	6210.00	7400.00	0.00
Kouka Cards Expenses		530.15	0.00	2808.80
Charities services fee		51.11	55.00	51.11
Heritage NZ		0.00	60.00	60.00
Write off Bad Debt		0.00		710.32
Other expenditure	90000.00		200.00	854.84
TOTAL EXPENDITURE	90230.52	11718.56	16465.00	23974.66
Surplus revenue over expenditure	1232.17	-288.16	3235.00	-1382.23
Current Assets				
Westpac current account	5499.32	6196.67		5699.86
Westpac TD matures	18330.65	18257.82		18257.82
Westpac Friends of O'Connors Bush	1913.08	1912.76		1912.52
Cash		0.00		0.00
Debtors		0.00		0.00
Total Current Assets	25743.05	26367.25		25870.20
Fixed Assets				
Kouka Cottage - at valuation		51000.00		51000.00
Total Assets		77367.25		76870.20
Liabilities				
Bond - Te Kouka Cottage		1350.00		1350.00
Creditors				
Friends of O'Connors Bush		1912.76		1912.52
Provision for bad debts				
Total current liabilities		3262.76		3262.52

Debtors	
----------------	--

Performance

Kouka P&L	
Revenue	10716.64
Costs	4111.57
Surplus	6605.07

Signage P&L

Grants C/F	0.00
Grant	0.00
Expenditure	369.75
net revenue	
Creditor	
Surplus	
Approved budget spend	1500.00

Style Guide P & L

Revenue	0.00
Grant	0.00
Total revenue	0.00
Expenditure	6210.00
Surplus	0.00
Approved budget spend	7400.00

Website P & L

Expenditure	57.44
Surplus	
Approved Budget spend	500.00

Heritage Address P & L

Grant GTLT	0.00
Expenses as below	0.00
Surplus	0.00
Speaker/Screen Hire	0
Hire St Andrews	0
Advertising	0
Other	0
Accommodation	0
Koha - Speaker	0
Food costs	0

Kouka Cards P & L

Revenue	\$210.00
Expenditure	-\$530.15
Deficit	-\$320.15

Creditors Paid

Total liabilities		3262.76	3262.52
Net Assets		74104.49	73607.68
Equity			
Current year earnings		288.16	-1382.23
Retained earnings		<u>73607.68</u>	<u>74989.91</u>
Total Equity		73319.52	73607.68

HISTORIC GREYTOWN

New Zealand's First Planned Inland Town
1854



GREYTOWN COMMUNITY HERITAGE TRUST
New Zealand's First Country Town

12 Main Street

The date the house was first built is unknown but thought to be around 1870 or earlier. The house was added to c.1872, and used by the Miss Wyeatts as a finishing school for daughters of local gentry in the 1880s. The heavy wooden fence was a protection against floods from the Waiohine River, which originally flowed a few hundred metres north of the house.

21 Main Street

This building, sometime known as "Turkey Red", is one of Greytown's landmark buildings. It has had a number of owners, and various uses, from a boarding house to restaurant, to its current use as an upmarket B&B known as "Brianwood".

33 Main Street

The Greytown Hotel. Investigation into the history of this building dates it earlier. A very large photograph in the hotel shows it well established in 1871 but it was known to be working in 1863. It is one of the oldest surviving hotel buildings in New Zealand.

53 Main Street

The Forester's Arms was built around 1870 on the site of the British Volunteer Hotel. In 1999 the name was changed to The Green Man. 2010 saw another name change to Turkey Red Greytown Country Hotel.

56 Main Street

The central portion of this house dates from the very early days of Greytown and was built around 1856. It was subsequently added to around 1877.

59 Main Street

This was the site of the first school in the Waikato and was built c.1857. A new school was then built on the corner of Jellicoe and East Streets. The school house was built on the site of the first school in 1875. This became the residence of the school master Thomas Wakelin junior.

Sacred Heart Catholic Church Main Street

Sacred Heart Catholic Church was built c.1880. The addition facing Kuratawhiti Street is the Greytown Court House 1883, which was moved across the road as an addition to the church in 1957.

St. Andrew's Union Church Main Street

Almost diagonally opposite Sacred Heart Church, is St Andrew's Union Church. It is on the site of the original Wesleyan/ Methodist Church now at Cobblestones Museum. St Andrews is therefore the second church on this site and it dates from c.1880. It was seismically strengthened and upgraded in 2009.

67 Main Street

Haigh's Butchers shop built c.1873. It has been a butcher shop ever since with various owners except for a short time when it was closed. It is now called Greytown Butchery.

72 Main Street

This Victorian Shop was built as the Premier Boat Warehouse c.1891 for Mr Loasby, a prominent Greytown figure.

The Lime Trees

Planted alongside the former BNZ building around 1899-1900, they grace the street with their handsome appearance. Behind the lime trees is the

126 Main Street

Beard House possibly built c.1874. The premises have also probably been used continually as a law practice since the 1880s.

Old Masonic Hall

Built as a Masonic Hall on West Street c.1891, it was moved to its current site in 1979. The building housed the Greytown library from 1980 - 2007.

119 Main Street

Built c.1885 it was the residence of Dr William Bey JP, superintendent of Greytown Hospital from 1881-1918, Medical Advisor to the Greytown Borough Council and Medical Officer to the Featherston Military Army Camp, holding the rank of Colonel.

123 Main Street

Richard Wakelin owned the land of this site for four years 1859-1863. Rate demands show that the present house dates from 1880 -1, the house at that time being occupied by Charles and Elizabeth Brunton.

125 Main Street

Jane Wakelin's cottage built in stages and enlarged by the second owner in the 1880s as a workshop and store.

129 Main Street

Bright House. Parts of this building are thought to be the earliest remaining structure in Greytown, dating from c.1861.

St Luke's Gum Tree

This huge Eucalyptus Regnans was reputedly wheeled over the Rimutaka Hill in 1856 by Samuel Oates in a wooden wheelbarrow. The seedling tree was "removed" while Mr Oates was at lunch in the nearby Rising Sun Hotel. With a girth of approximately 13m, a span of 30m and a height of 40m, it is possibly the biggest gum tree in NZ!

163 Main Street

The original Kempton House built by Thomas Kempton c1859. The upper storey was destroyed by fire shortly after it was built.

174 Main Street

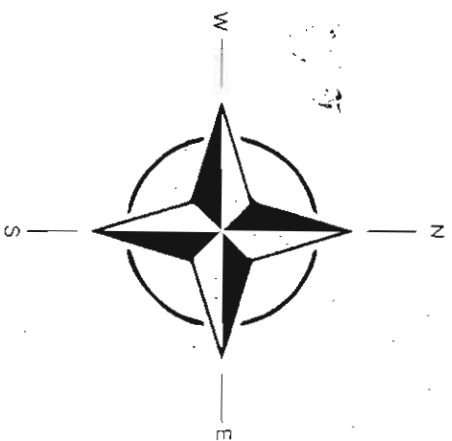
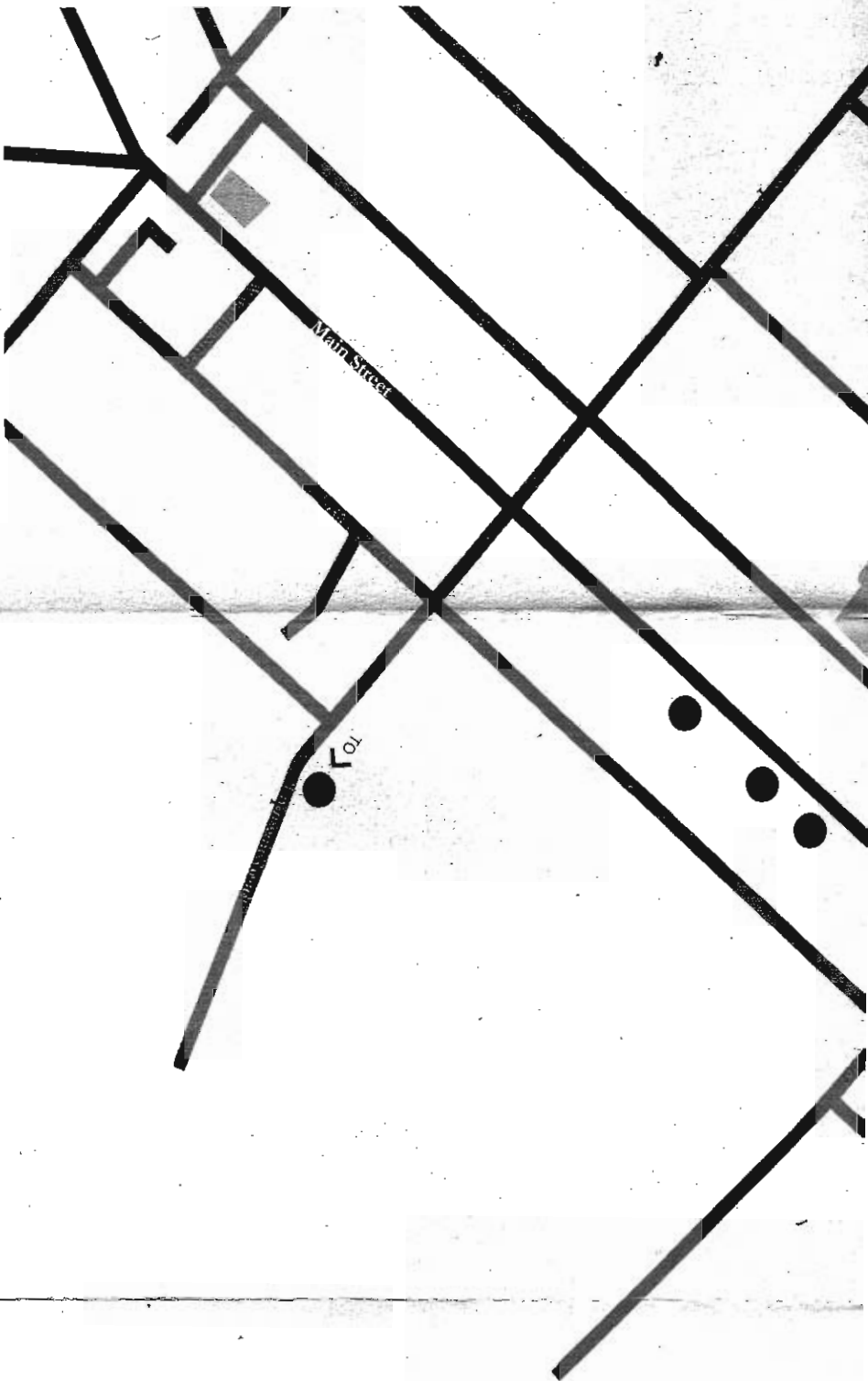
Armstrong Saddlery. The earliest part of this building dates from the 1860s. It was a saddlers workshop and shop for many years and the shop facade still remains.

100 West Street

Old Barber's Shop built by James Judd c.1906 and moved here from the Main Street in 1975.

The Oak Trees

These magnificent English Oaks grow on what was once Ben Stephen's 40 acre section which he ballooned for in 1854. One would like to think that they



Printed with major assistance from
ACCENT ARCHITECTS, Wellington

A
ACCENT
architects



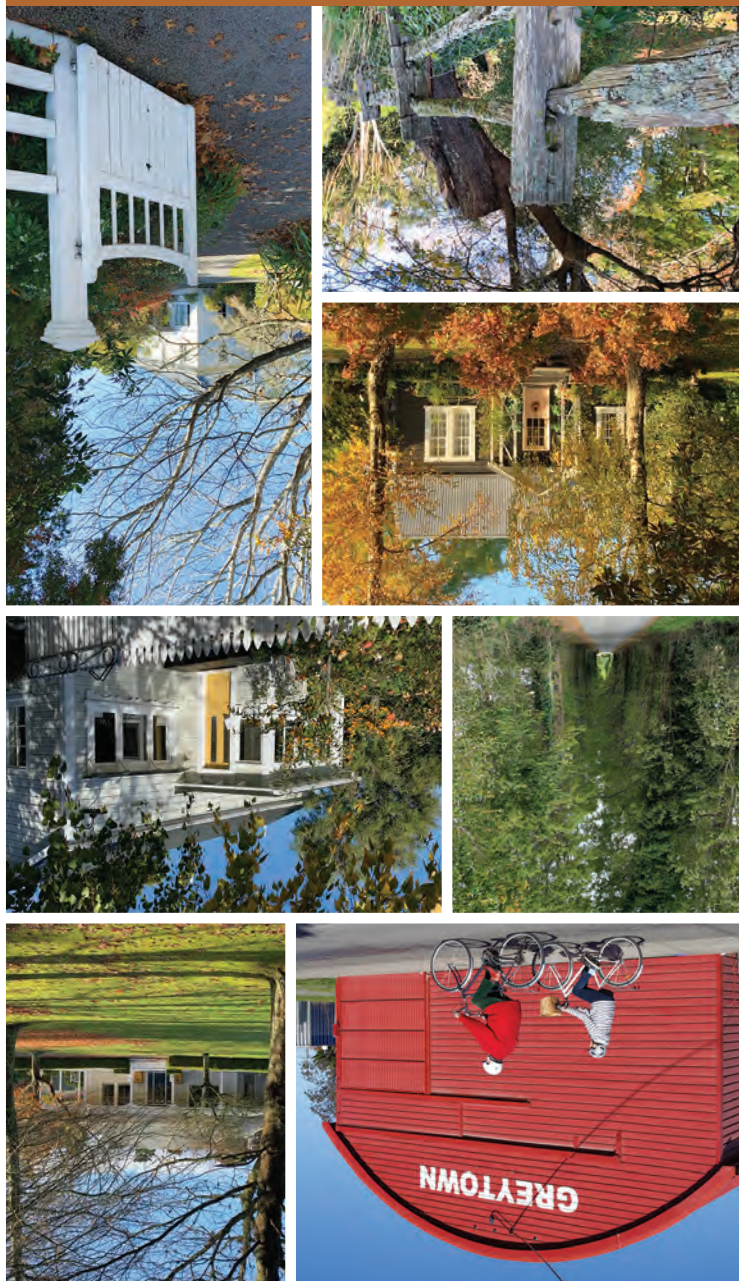


HERITAGE CYCLING ROUTE

respect the past – enrich the future



South Wairarapa
Rotary
SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reurewhi Itiānui
www.greytownheritagetrust.co.nz



HIGHLIGHTS OF ROUTE 1



26 KEMPTON ST
This house was built around 1885. Until the 1930s, it marked the end of Kempton St. There were only two other houses in the street (15 & 24). All those remaining have been constructed since WW2, though a good number are older dwellings that were moved onto the street.



MEMORIAL GATES
The Memorial Gates to the Greytown Soldiers' Memorial Park, Kuratāwhiti Street are inscribed with 66 names. They were unveiled on ANZAC Day in 1923.



15 UDY ST
A Victorian single bay villa of timber construction built circa 1895. It was one of the first houses in Greytown to have electricity.



30 WEST ST
After a fire in 1920 destroyed the Police Station and police constable's residence on Main Street, an office at the Courthouse became the police station. The Public Works Department then bought 30 West Street as the police

residence. The lock-up cells from the Main Street station were also transferred here. As the constable could be away all day, it was his wife's responsibility to keep an eye on the few detainees.

HIGHLIGHTS OF ROUTE 2



121 HUMPHRIES ST
The Wilkie family bought the "Pine Grove" block in the 1860s. The homestead was built for the family and is made of heart totara.



80 WEST ST
"Te Rakaunui" is named after a large blue gum tree, one of several taken from Samuel Oates' wheelbarrow. The tree was felled in 1939.



48 KEMPTONS LINE
"Elm Grove" is a Heritage NZ registered Category 2 homestead built around 1865. This large two-storey Neo-Georgian home is built of heart totara.



GREYTOWN HOSPITAL
An early call for a Greytown Hospital came in 1860 when the local magistrate H. Wardell wrote to the provincial government stressing that the local

hotels were not equipped for use as hospitals. During the 1980s and 1990s government policy led to the gradual diminishing of services available in the town. The Greytown Hospital finally closed in 1998.

ABOUT GREYTOWN HERITAGE TRUST

Greytown Heritage Trust is a group of committed volunteers advocating for and preserving the unique history and heritage features – the buildings, trees and streetscape – of Greytown, New Zealand's first planned inland town.

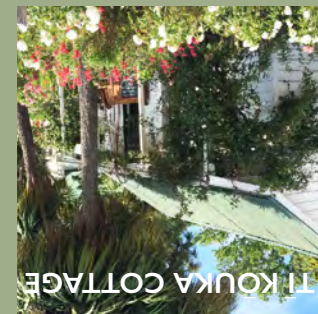
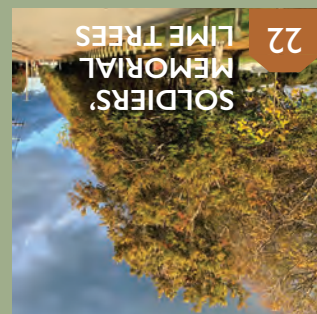
The town's renowned historic buildings and trees are protected by council bylaws and the Trust works to uphold these. The Trust was established in 1993 with five founding members. Today the Trust has eight Trustees and over 100 Members.

THE TRUST'S KEY AIMS ARE:

- To encourage and facilitate the preservation of historic buildings in and around Greytown, particularly those within the 'Main Street Heritage Precinct'
- To promote awareness of historical issues affecting Greytown.
- To support local historical research.

Pursuing these aims, the Trust provides advice and advocacy on planned developments and commercial signage within the historic precinct, initiates the placement of signs at historic buildings, holds regular events and is the proud owner of the beautiful historic cottage, Tī Kōuka, situated on Main Street in Stella Bull Park.

New members always welcome. Visit the website:
WWW.GREYTOWNHERITAGETRUST.CO.NZ

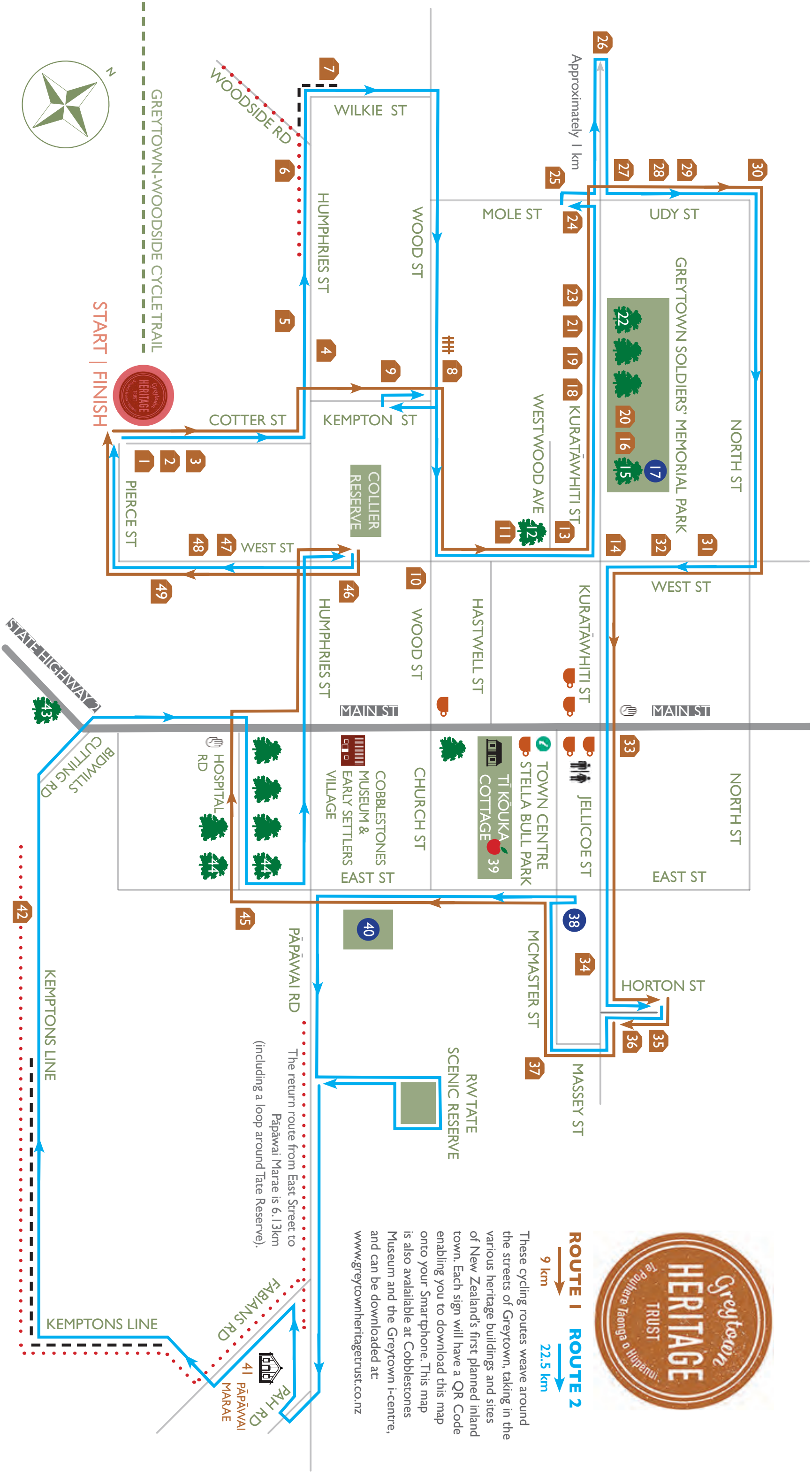




ROUTE 1 **ROUTE 2**

9 km 22.5 km

These cycling routes weave around the streets of Greytown, taking in the various heritage buildings and sites of New Zealand's first planned inland town. Each sign will have a QR Code enabling you to download this map onto your Smartphone. This map is also available at Cobblestones Museum and the Greytown i-centre, and can be downloaded at: www.greytownheritagetrust.co.nz



KEY

- | | | | | |
|-------------------------------------|---|-----------------------------------|--|-------------------------------------|
| 1. 35 Cotter St | 12. Two Farley Oaks | 23. 54 Kuratāwhiti St | 36. 5 Horton St | 48. 220 West St |
| 2. 29 Cotter St | 13. Te Rakauunui, 80 West St | 24. 86 Kuratāwhiti St | 37. 44 McMaster St | 49. Railway Goods Shed, 215 West St |
| 3. Betty Boop Place, 23 Cotter St | 14. Tate House, 5 Kuratāwhiti St | 25. Pwākawaka Gardens, 18 Mole St | 38. Greytown Bowling Club, East St | |
| 4. 23 Humphries St | 15. O'Connor's Bush Walkway | 26. Totarunui, 209 Kuratāwhiti St | 39. Community Orchard, Stella Bull Park East | |
| 5. 32 Humphries St | 16. Memorial Gates to Greytown | 27. 87 Kuratāwhiti St | 40. Greytown Rugby Club, East St | |
| 6. Pine Grove, 121 Humphries St | 17. Greytown Tennis Club | 28. 15 Udy St | 41. Papāwai Marae, Pah Rd | |
| 7. Kahikatea Gardens, 60 Wilkie St | 18. Gardener's Cottage, 34 Kuratāwhiti St | 29. 21 Udy St | 42. Elm Grove, 48 Kemptons Line | |
| 8. Heritage Fence, 35 Wood St | 19. 40 Kuratāwhiti St | 30. Rosewood, 53 Udy St | 43. Maritime Pine (1890 Arbor Day plantings) | |
| 9. 26 Kempton St | 20. Greytown Cricket Pavillion | 31. 30 West St | 44. Pine Oaks and American Red Oaks avenue | |
| 10. Old Dentist Chambers, 6 Wood St | 21. Elmwood, 46 Kuratāwhiti St | 32. 54 West St | 45. Old Greytown Hospital, 193 East St | |
| 11. Old Barbers shop, 100 West St | 22. Greytown Soldiers' Memorial | 33. Old School House, 59 Main St | 46. Drummond Cottage, 157 West St | |
| | | 34. Boys House, 18 Jellicoe St | 47. Barrett's Cottage, 210 West St | |
| | | 35. 3 Horton St | | |
- Route Map | Start & Finish

Heritage site

Café

Heritage tree

Busy road – take care crossing

Community orchard

Single file – 100 km/hr zone

Shingle in places

Sports Club

Heritage Fence

Toilets



We hope you enjoy exploring Greytown's history



Greytown Heritage Walk Maps
are available at the i-SITE & Cobblestones Museum
www.greytownheritagetrust.co.nz