

STATEMENT OF INTENT 2023–2026

WHIRINAKI WHARE TAONGA



PURPOSE STATEMENT

To build social cohesion and improve citizen wellbeing through engaging, enriching, inspiring and connecting people with arts, culture and events in the Upper Hutt community.



CONTEXT

Whirinaki Whare Taonga is owned by the Upper Hutt City Council. It is leased to, and operated under contract by, a not-for-profit Council Controlled Organisation, the Whirinaki Whare Taonga Trust. The Trust is a Charitable Trust accepted as such by the IRD and is incorporated under Part II of the Charitable Trust Act 1957. The Trust is registered with the Charities Commission.

The Trust was established under a Declaration of Trust dated 18 December 2001 and incorporated on 15 January 2002. The Contract between the Trust and the Council was established on 22 July 2002 by the execution of an Agreement. The current Agreement came into force on 1 July 2021 and is due to expire on 30 June 2024.

The Deed provides for all Trustees to be appointed by the Council. The Trustees elect a Chairperson annually and are responsible for all aspects of the employment of Trust staff. The Trust's offices are located at Whirinaki Whare Taonga, 836 Fergusson Drive, Upper Hutt. The postal address for all communications is PO Box 40 594, Upper Hutt 5014. The Chairperson of the Trust is Terry McCaul and the Director is Leanne Wickham.

This Statement of Intent for the Trust covers the period 1 July 2023 to 30 June 2026 in summary and 1 July 2023 to 30 June 2024 in detail.



2023 STRATEGIC FRAMEWORK

PURPOSE STATEMENT

(this is why we are here)

To build social cohesion and improve citizen wellbeing through engaging, enriching, inspiring and connecting people with art, culture and events in the Upper Hutt community.

OBJECTIVES OF THE TRUST

(this is what we do)

1. To provide arts, cultural and event opportunities, and learning for the people in Upper Hutt and beyond
2. To be an integral part of the Upper Hutt Community, attracting diverse audiences
3. To bring to life art, culture, heritage, and recreation, and promote the utilisation of the Centre
4. To be the welcoming face and point of contact of Upper Hutt
5. To provide stewardship, education, and promotion of the Pumpkin Cottage Collection
6. To celebrate and showcase our local Upper Hutt stories across all cultures

GUIDING PRINCIPLES

(this is what guides what we do and our decisions)

1. Accessible: we will meet the needs of the community by being accessible
2. Quality: everything we do will be of a professional standard
3. Diverse: we will have broad community and cultural appeal with a popular, engaging, and inclusive programme
4. Inspiring: our exhibitions and events will challenge us and our audiences
5. Bicultural: we will embrace the principles of the Treaty of Waitangi
6. Sustainable: we will consider the environment in our operations

OUR VALUES

(this is how we do what we do)

1. Creative: we will be inspiring, passionate, and nurture creativity
2. Welcoming: we will be customer centered within our team and with those we work with
3. Innovative: we will be clever and resourceful, with a can do, positive attitude
4. Responsive: we will work with each other and with the community with openness and flexibility
5. Responsible: we will be stewards of this great asset and run a financially (efficient and effective) organisation
6. Kind: we will look after each other and ensure our people's wellbeing is not harmed

 **Whirinaki Whare Taonga**
ARTS | CULTURE | EVENTS



NATURE AND SCOPE OF ACTIVITIES

The Trust is party to consultation on the development of Council's 2021 – 2031 Long Term Plan document and will continue to ensure the Trust's objectives align with Council's upcoming Long-Term Plan.

The Trust activities are grouped under headings which indicate the major elements of the Trust's operations as outlined in the Trust's Strategic Framework developed in 2022. These are:

- To provide arts, culture and event opportunities and learning for people in Upper Hutt and beyond.
- To be an integral part of the Upper Hutt community, attracting diverse audiences.
- To bring to life art, culture, heritage and recreation and promote the utilisation of the Centre.
- To be the welcoming face and point of contact for Upper Hutt.
- To provide stewardship, education and promotion of the Pumpkin Cottage Collection.
- To celebrate and showcase our local Upper Hutt stories across all cultures.

This Statement of Intent also aligns with the seven goals of draft 2022 Council's Arts, Culture and Heritage Strategy, which are:

- Support arts, culture, and heritage organisations and practitioners.
- Identify, protect, and conserve Upper Hutt's arts, culture, and heritage.
- Grow community participation in and engagement with the arts.
- Grow community understanding of and engagement with Upper Hutt's heritage.
- Showcase Upper Hutt's Māori history and cultural activities.
- Celebrate Upper Hutt's cultural diversity.
- Support destination marketing for the city.

In addition, the Trust will continue the delivery of Visitor Information Services (the i-SITE) for Upper Hutt for the 2023/2024 year. The integration further enables the Centre to meet the needs of the local community, as well as offering a welcome handshake to visitors and promotional opportunities. It also adds commercial diversity, increases the critical mass of Whirinaki Whare Taonga, and helps ensure the long-term positioning of the Centre as a regional and national visitor attraction for the city.



1. TO PROVIDE ARTS, CULTURE AND EVENT OPPORTUNITIES AND LEARNING FOR THE PEOPLE IN UPPER HUTT AND BEYOND

Objective 1.1 Present a dynamic, responsive, balanced, and excellent exhibition programme which showcases a broad range of creative practice.

Measure: Fourteen (14) exhibitions are presented annually

Measure: Present a significant (block buster) exhibition annually.

Measure: At least two (2) of the 14 exhibitions will have an interactive or alternative engagement elements specifically aimed at children and family audiences.

Objective 1.2 Develop touring exhibitions to enhance the artistic reputation of the city.

Measure: One (1) exhibition will tour every two (2) years.

Objective 1.3 Strive to meet the cultural, artistic, and recreational needs of the Upper Hutt community and contribute to their social cohesion and wellbeing.

Measure: 90% of respondents are satisfied or very satisfied with the range and quality of events and exhibitions at Whirinaki Whare Taonga as outlined in the Council's Community Satisfaction Survey.

Measure: Visitors tell us about the positive impact their participation in exhibitions, experiences and programme has had on them.

Objective 1.4 Provide access to programmes which connect people to their culture, and which provide connection for increased wellbeing and social cohesion.

Measure: Five (5) performing arts programmes are presented and work to strengthen the diversity of the theatre. This may include Whirinaki Live! Classical Expressions, King's Birthday Music Festival, Theatre@Whirinaki Whare Taonga Season and a contemporary (non-classical) music programme.

Measure: Develop a number of free and accessible hands-on outreach art activities and cultural events at grass-roots level with the aim of fostering more creative activity and participation in the arts.

Objective 1.5 Develop a plan for Upper Hutt City's public sculptures and artworks that will include the commissioning and creation of new works expressing our unique identity.

Measure: One artwork is installed through the city's public spaces per year.

2. TO BE AN INTEGRAL PART OF THE UPPER HUTT COMMUNITY ATTRACTING DIVERSE AUDIENCES

Objective 2.1 Attract audiences to the Centre from across different demographic groups and cater for a diverse range of interests and expectations.

Measure: A minimum of two (2) exhibitions annually will reflect the diverse and distinctive communities of Upper Hutt.

Objective 2.2 Support arts, culture and heritage organisations and practitioners

Measure: Actively promote, across a range of media and platforms, information about local arts, culture, and heritage activities, in an arts communication strategy. This will include an arts calendar, regular networking events and Quarterly newsletters.

Measure: Develop and maintain an Upper Hutt visual and performing arts directory.

Measure: Develop an Upper Hutt 'open art studios' annual event and/or trail to shine a spotlight on local arts.

Measure: Provide opportunities for local and national artists to sell work with at least four (4) exhibitions having works for sale.

Objective 2.3 Offer an attractive and meaningful exhibition-based public programme that aids interpretation of the exhibition programme and engages and educates the visitor.

Measure: 10 different public programmes are presented.

Measure: A regular gallery programme for preschool children 'Little Whirinaki' is presented.

Objective 2.4 Offer a curriculum-based learning programme throughout the year.

Measure: Education programmes are presented to at least 2000 students each year.

Objective 2.5 Offer an annual arts award in collaboration with the Upper Hutt City Council Young Achievers Awards.

Measure: An annual art award is provided.

Objective 2.6 Operate a Friends of Whirinaki Whare Taonga loyalty programme.

Measure: Four (4) Friends of Whirinaki Whare Taonga events are held annually, and four (4) newsletters presented annually.

*What do we mean by diversity? The Board's strategic intent is to attract a wide range of audiences from across the Upper Hutt community and beyond. We achieve this by ensuring there are activities across a wide range of interests and groups, including but not limited to: age, ethnicity and culture, gender, socioeconomic, physical ability or attributes, cross generational audiences, and with international, national and local focus.

3. TO BRING TO LIFE ART, CULTURE, AND EVENTS, AND PROMOTE THE UTILISATION OF THE CENTRE

Objective 3.1 Maximise overall attendance at the Centre.

Measure: 110,000 visitors to the Centre during 2023-2024 (by Whirinaki Whare Taonga in-house monitoring).

Objective 3.2 Ensure The Professionals Recreation Hall is responsive to the needs of active recreation and sports hirers, working in collaboration with Council's Recreation Services division.

Measure: Monitor hours of active recreation use.

Objective 3.3 Manage the café on-site licence in order to attract Centre usage.

Measure: A café licensee is retained on site.

Objective 3.4 Develop and promote the use of the Centre and its assets as a venue for hire.

Measure: Actively promote the centre to potential hirers, both commercial and community.

Measure: The Whirinaki Whare Taonga website is updated, and usage data and online activity is reported. A new website will be developed in the 2024-2025 year. (Budget reliant)

Objective 3.5 Generate operational revenue from venue hire, venue hire services, café lease, gallery sales commission, in-house events, ticketing services, sponsorship, grants and donations.

Measure: Budget revenues are met as per budget.

Objective 3.6 Maintain governance, administrative, financial, policy, reporting and operational systems to protect the Centre, its assets, its visitors, and its staff.

Measure: Operate the venue consistent with practices in the ETVNZ and National Services Te Paerangi New Zealand Museum Standards.

Measure: The Board receives regular organisational health measures covering financial, HR and operational matters

Measure: The Team actively looks for opportunities to adopt environmental sustainability practices throughout their operations and is reported on in Director's reports.

Measure: The Board regularly undertakes a risk management framework review in the context of the Centre aims and objectives, to protect and enhance the reputation and safety of the Centre. This framework review includes the review of all risks identified on the risk register, reassessment of those risks and mitigations in place to remove or reduce identified risks (as per risk register) across the operations of the Trust.

4. TO BE THE WELCOMING FACE AND POINT OF CONTACT FOR UPPER HUTT

Objective 4.1 Manage the i-SITE facility and maintain all standards set by i-SITE New Zealand to maintain the membership of the recognised i-SITE brand and to be the welcoming handshake to visitors to Upper Hutt.

Measure: Assist and advise 10000 customers a year

Measure: Actively promote the city of Upper Hutt within the Centre and at outreach events in and around the region.

Measure: Retain a Qualmark status.

Measure: Reports are received to the satisfaction of the Council's Director Strategy, Partnerships and Growth.

5. TO PROVIDE STEWARDSHIP, EDUCATION AND PROMOTION OF THE PUMPKIN COTTAGE COLLECTION

Objective 5.1 Build the Pumpkin Cottage Collection and proactively promote access to the Pumpkin Cottage Collection.

Measure: Potential gifts have been assessed.

Measure: One (1) exhibition every two years features work from the Collection.

Measure: A curriculum based Pumpkin Cottage education programme is offered to local schools.

6. TO CELEBRATE AND SHOWCASE OUR LOCAL UPPER HUTT STORIES ACROSS ALL CULTURES

Objective 6.1 Provide a platform to tell and record local historical/cultural stories.

Measure: An exhibition with a local Upper Hutt social/cultural history focus will be presented annually.

Measure: Support and grow local multicultural festivals and/or history/cultural events to be regional drawcards.

Objective 6.2 Toi Maori is reflected within the annual arts and event programme.

Measure: Local iwi and the Orongomai Marae community are involved with curatorial practice and presentation of programmes through consultation and engagement where appropriate, as per the principles of the Treaty of Waitangi.

Measure: Advisory Trustee from Orongomai Marae is appointed to the Board.

Measure: Te Reo is visible across the Centre.

Measure: At least three (3) Te Ao Maori exhibitions are presented throughout the year.

Objective 6.3 Work towards the opportunities of the possible inclusion of heritage buildings into the operations of the Trust

Measure: A feasibility study is completed into conserving and increasing access into the publicly owned heritage properties of Golder Cottage and The Blockhouse.

FINANCIAL DISCLOSURE

3.1 General

The Trust carries out its own financial administration, appoints its own accountant and operates its accounts independently of the Council. The Trust is considered a public entity under the Public Audit Act 2001 and is required to be audited by the Auditor General.

3.2 Statement of Accounting Policies

- a. Reporting Entity. Whirinaki Whare Taonga Trust is a charitable trust set up to administer Whirinaki Whare Taonga under a three-year contract with the Upper Hutt City Council. It trades as Whirinaki Whare Taonga. Funding is received from operating activities, public donations, sponsorship, and grants from the Upper Hutt City Council.
- b. Financial Reports. The Financial Statements are special purpose financial reports.
- c. Measurement Base. The reports have been prepared using a historical cost basis.
- d. Specific Accounting Policies. The following accounting policies, which materially affect the measurement of financial performance and financial position, are applied:

Income Tax. No taxation is provided in these accounts as the Trust is exempt from paying tax and holds an Income Tax Exemption Certificate because of its status as a charitable trust.

Fixed Assets and Depreciation. The entity has three classes of fixed assets, Office Equipment, Plant & Equipment and Permanent Art Collection. All fixed assets are recorded at cost price and depreciated on a straight-line basis using the estimated useful life as set by the Inland Revenue Department. The Permanent Art Collection is recorded at current valuation and is not depreciated. Valuations are updated five yearly.

Financial Instruments. The Trust is party to financial instruments as part of its normal operations. These financial instruments include bank accounts, term deposits, accounts receivable and accounts payable. Revenues and expenses in relation to all financial instruments are recognised in the Statement of Financial Performance.

Statement of Cashflows. Cash represents balances held in bank accounts and fixed term deposits. Operating activities include cash received from all income sources of the Trust and record the cash payments made for goods and services. Investing activities are those activities relating to the acquisition and disposal of non-current assets. Financing activities comprise the change in equity of the Trust.

Goods & Services Taxation (GST). The Trust is registered for GST. All items are recorded in the Financial Statements exclusive of GST, with the exception of receivables and payables, which are stated as GST inclusive.

3.3 Trust Fund Management and Investment

- a. The Trust Deed permits the Trust to sell, buy or lease Fund property, and invest money from the Trust Fund, at its absolute and uncontrolled discretion. However, the Fund must be applied solely towards the promotion of the Trust's objects.
- b. The Trust's policy is that all funds not currently required shall be invested in Term Deposit for an appropriate period.

- c. The Arts Scholarship Fund gifted by the former Community Gallery Committee is held in trust, with \$1000 from the interest earned on the term deposit to be awarded annually as one art award in collaboration with the Upper Hutt City Council Youth Awards. Any remainder of interest is accumulated to the principal.

3.4 Other Relationships

The Trust and the Council are parties to a number of agreements with sponsors and supporters of the Centre. These relationships are listed at Appendix 2.

4. REPORTING POLICIES

- a. The Trust meets at least five times per year with the Director. The Director reports in writing to all meetings on the financial and non-financial performance of the Centre and on future plans.
- b. Meeting Reports comprise a Quarterly Statement of Financial Performance showing the income and expenditure position at the time of the quarter, budgeted income and expenditure and variances, and details of past, current, and planned activities and operations.
- c. Half-Yearly Reports cover Financial and non-Financial Performance, including:
 - d. A statement of financial performance
 - e. All activities undertaken to meet the Objectives laid down by the current Statement of Intent.
 - f. An assessment of the outcome of these activities against the Performance Targets and Measures specified for each.
 - g. A Schedule of Investments recommended for the Trust's consideration
 - h. Annual Reports include audited financial statements in accordance with Section 3 and summarise the performance of the Trust against the Statement of Intent and the Council's overall aims and objectives. Following Trust consideration, Half-Yearly and Annual Reports are passed to the Council for the purposes of monitoring and evaluation. A Draft 3-year Statement of Intent incorporating a draft three-year Budget is submitted to the Council for its approval by 28 February of each year. The Trust complies with the Statement of Intent and related reporting requirements of the Local Government Act 2002 relating to Council Controlled organisations including: The provision of a half yearly report by 28 February each year and the provision of an annual report by 30 September each year: the latter will be made available to the public. The Council may comment on or question any aspect of any report and may request meetings with the Trust or its officers, or copies of the Reports at any time to review reports and progress generally.

5. GOVERNANCE STATEMENTS

5.1 Structure, functions, and obligations of the Trust

- a. Structure. Trustees are appointed by the Council. Their appointment may be cancelled by the Council at any time. There will normally be seven Trustees, and never less than three. The Trustees annually elect a Chairperson and may appoint Advisory Trustees at their discretion. Trustees are not remunerated, but the Deed provides for reimbursement of expenses. Appendix 1 lists current Trustees and Advisory Trustees, and Trust Committees.
- b. Functions. The Trustees as a Board are responsible for furthering the objects of the Trust and for declaring general policy decisions relating to the implementation of the objectives of the Trust. Any

individual conflicts of interest must be disclosed and affected trustees may not take part in deliberations in conflict areas.

- c. Obligations. The Agreement prescribes the Trust's obligations to the Council in its operations. These obligations include the Objectives given in Section 1; Goals and Performance Measures given at Section 2; proper Business Planning; Reporting as given in Section 4; and various administrative requirements, including those related to acting in all respects as a Good Employer to Trust staff.

5.2 Guidance and resources provided to Board by Council

The Agreement provides for the Council to:

- a. Provide the Trust with an operational subsidy to assist the Trust to operate the Centre.
- b. Provide the Trust with all necessary Council documents which may be relevant to the Board's operation.
- c. Be responsible for funding all maintenance and upkeep in respect of the Centre, including fittings and chattels. The Council will develop and implement an Asset Management Plan for the Centre.
- d. Link City promotions to the promotion of the Centre facilities and activities.
- e. Provide administrative services for the Trust as agreed from time to time.
- f. Foster a good working relationship with the Trust through informal and formal communications and advice.
- g. Include the Trust in the Council's LTP and Annual Planning process.

5.3 Accountability Policies

- a. The Trust is accountable to the Council under the Agreement for the proper use of all Council funds and assets to attain agreed goals. The Council is continually informed of Trust activities and plans through the reporting process and may at any time seek further information on trust activities: it holds the ultimate sanction of removal of any or all Trustees if dissatisfied with the Trust Board's results.
- b. The Council also provides a representative to attend all Trust meetings. This representative is given all material provided to Trustees for each meeting.
- c. The Trust appoints a competent Director as CEO who is accountable to the Trust for
 - Imbuing the employees of the Trust with a spirit of service to the community.
 - Promoting efficiency in the Trust.
 - Being a responsible manager.
 - Maintaining appropriate standards of integrity and conduct among the employees of the Trust.
 - Ensuring that the Trust is a good employer.
 - Promoting equal employment opportunities.

Commented [A1]: As above, h and i and j should be a and b and c

Whirinaki Whare Taonga

Statement of Financial Performance Budget

<i>July 2023 through June 2025</i>				
Notes		2022/2023	2023/2024	2024/2025
	Income			
1	Operational Revenues	293,300	\$332,500	310,500
2	Upper Hutt City Council Grant	857,481	883,205	909,701
3	Upper Hutt City Council Community Arts Advisor	80,000	80,000	80,000
4	Upper Hutt City Council Grant - I-Site	122,959	122,959	122,959
5	Maintenance Management Fee	21,500	21,500	21500
6	Permanent Collection Fee	4,500	4,500	4500
7	Donations	75,000	145,000	75,000
8	Interest	2,000	2,000	2000
	Total Income	1,461,740	1,591,664	1,526,160
9	Direct Operational Expenses			
	Total Direct Operational Expenses	260,950	382,850	280,000
	Gross Profit	1,200,790	1,203,814	1,246,160
	Expenses			
10	Governance expenses	2000	2000	2000
11	Office & Administration	69,000	62,000	62,000
12	Professional & Financial	14,500	17,000	19,500
13	Audit	15,000	15,000	15,000
14	Depreciation	15,000	25,000	25,000
15	Insurance	11,500	12,000	15,000
16	Employment Expenses	828,500	829,500	844,500
17	Occupancy Costs	195,500	200,500	210,500
18	Advertising & Promotion	49,500	45,500	49,500
19	Total Expenses	1,200,500	1,208,500	1,243,000
20	Net Surplus / (Deficit)	290	314	3,160

Notes for 2022/2023

The Statement of Financial Performance Budget was prepared using a zero-based budget methodology and using historical cost figures for reference. A CPI adjustment of approximately 3% has been made for forecasting future years, and relevant planning developments have been taken into account.

Specific notes are detailed below.

1. Operational Revenues includes income from hire activities, gallery sales, café lease, I-site and in-house event revenues as well as sponsorship. This line has increased by \$39,000 from the previous year to reflect funds received in advance for support of the major exhibitions of the year. In addition, an amount of \$50,000 has been included in the operational revenues as a one-off financial support from the Trusts reserves to support this exhibition. The Ministry Education LEOTC contract funding line has been removed due to the loss of this funding support. It should be noted that in the current economic climate there is a high degree of uncertainty in the budgeted income revenues.
2. The Upper Hutt City Council operational subsidy is increased for the 2023 – 2024 year. A 3% increase has been applied in line with the Trust's Operational Agreement. The Upper Hutt City Council operational subsidy has been increased by \$25,700.
3. The Maintenance Management Fee is as per the Upper Hutt City Council agreed annual.
4. The Permanent Collection Fee budget is as per the Upper Hutt City Council agreed annual subsidy targeted at collection care and public access.
5. Donations Income is \$70,000 higher than the previous year to reflect funds received in advance for support of the major exhibitions of the year and an anticipated increase in door donations for this exhibition.
6. The Trust allocates \$1,000 in the form of an art award for a visual and performing arts student each year in collaboration with the Upper Hutt City Council Youth Award. The Award is funded by the interest earned on the Arts Award Scholarship fund. The Interest budget includes the \$1,000 Arts Award interest income, and the Award payment is recorded as a \$1,000 expense through the Governance Expenses budget.
7. Direct Operational Expenses includes costs relating to the Centre's gallery and event programme, hire activities, i-SITE operational costs and the permanent collection. This budget has increased by \$122,000 from the previous year, due to associated costs of a major exhibition occurring in the financial year.
8. Office and Administration expenses has been decreased by \$7,000 to reflect efficiencies across the Trust.
9. Projected Audit fees are based on the 2022 schedule supplied by Audit New Zealand. Council does not fund the Trust for Audit fees and as such the Trust is currently reliant on external funding for its annual audit.
10. The Depreciation forecast is based on the current depreciation schedule and includes disposals. Council does not fund the Trust for depreciation and as such the Trust is currently reliant on external funding for asset replacement.
11. The Insurance budget is slightly increased from the previous year to allow for an increase in insurance costs.
12. The Employment Expenses line has been slightly increased due to a projected increase in contract cleaning costs and remuneration increases offset by the decrease in the education position hour.
13. The Occupancy Costs budget is increased by \$5,000 from the previous year to reflect an increase in electricity and gas costs.
14. The net profit forecast for the 2023/2024 year is \$314.

Profit and Loss Budget - Forecast					
Whirinaki Whare Taonga Trust					
	Sep-23	Dec-23	Mar-24	Jun-24	2024 Total
Revenue					
Operational Revenue	61,872	153,372	47,872	74,384	337,500
Council Funding	297,540	271,540	271,540	271,544	1,112,164
Donations	65,000	40,000	10,000	25,000	140,000
Total Revenue	424,412	464,912	329,412	370,928	1,589,664
Direct Operational Expenses	251,325	49,375	37,125	45,025	382,850
Gross Profit	173,087	415,537	292,287	325,903	1,206,814
GP%	41%	89%	89%	88%	76%
OPEX					
Advertising & Promotion	16,500	4,500	17,500	7,000	45,500
Depreciation	6,250	6,250	6,250	6,250	25,000
Employment Expenses	208,500	208,500	205,300	207,200	829,500
Insurance	12,000	-	-	-	12,000
Occupancy Costs	48,300	50,300	48,300	52,600	199,500
Office & Administration	13,910	14,410	13,910	16,770	59,000
Professional & Financial	4,300	4,450	3,700	19,550	32,000
Valuation Fees	1,500	1,500	1,500	1,500	6,000
Total OPEX	311,260	289,910	296,460	310,870	1,208,500
NOPBT	(138,173)	125,627	(4,173)	15,033	(1,686)
Other Revenue					
Interest Received	-	-	-	2,000	2,000
Total Other Revenue	-	-	-	2,000	2,000
Net Profit	(138,173)	125,627	(4,173)	17,033	314

We have compiled this forecast based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.

Balance Sheet Budget - Forecast				
Whirinaki Whare Taonga Trust				
	Sep-23	Dec-23	Mar-24	Jun-24
Accounts Receivable	35,752	36,990	7,678	25,822
Bank	513,634	482,101	465,710	516,785
ANZ Term Deposit - 83 (Art)	37,956	37,956	37,956	37,956
Float	240	240	240	240
Payments in Advance	71,691	71,691	71,691	71,691
Petty Cash (604)	266	266	266	266
Stock on Hand	23,763	23,763	23,763	23,763
UHCC-Oncharged Services	265	265	265	265
Total Current Assets	685,834	655,539	609,836	679,055
Fixed Assets	74,022	67,772	61,522	55,272
Pumpkin Cottage Paintings	58,815	58,815	58,815	58,815
Total Non-Current Assets	132,837	126,587	120,337	114,087
Total Assets	818,671	782,126	730,173	793,142
Accounts Payable	336,857	143,792	96,967	148,611
Accruals	15,563	15,563	15,563	15,563
Advance Acc	107,126	107,126	107,126	107,126
Credit Cards	2,391	2,391	2,391	2,391
GST	(20,978)	9,915	8,960	3,252
Holding Accounts	26,159	26,159	26,159	26,159
Holiday Pay Payable	44,042	44,042	44,042	44,042
Receipts in Advance	46,060	46,060	46,060	46,060
Total Liabilities	557,220	395,048	347,268	393,204
Net Assets	261,451	387,078	382,905	399,938
Arts Scholarship Reserve	39,542	39,542	39,542	39,542
Artwork Revaluation Reserve	30,020	30,020	30,020	30,020
Trust Fund	10	10	10	10
Current Year Earnings	(138,173)	(12,546)	(16,719)	314
Retained Earnings	330,052	330,052	330,052	330,052
Total Capital and Reserves	261,451	387,078	382,905	399,938

We have compiled this forecast based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.

Cash Forecast - Forecast						
Whirinaki Whare Taonga Trust						
	Sep-23	Dec-23	Mar-24	Jun-24	2024 Total	
Operational Revenue	76,987	142,141	82,364	74,897	376,389	
Council Funding	342,170	312,270	312,270	312,275	1,278,985	
Donations	30,500	65,500	12,000	17,500	125,500	
Operating Inflows	449,657	519,911	406,634	404,672	1,780,874	
Direct Operational Expenses	62,397	253,433	82,833	28,033	426,696	
Advertising & Promotion	19,550	5,175	20,125	5,175	50,025	
Employment Expenses	234,487	239,203	239,548	236,788	950,026	
Insurance	13,800	-	-	-	13,800	
Occupancy Costs	56,592	55,545	57,845	55,545	225,527	
Office & Administration	16,983	16,001	16,576	18,151	67,711	
Professional & Financial	4,422	4,876	4,481	4,761	18,540	
Valuation Fees	1,150	1,725	1,725	1,725	6,325	
Total OPEX	346,984	322,525	340,300	322,145	1,331,954	
Operating Outflows	409,381	575,958	423,133	350,178	1,758,650	
Net Operating Flows	40,276	(56,047)	(16,499)	54,494	22,224	
Accounts Receivable					-	
Advanced Acc					-	
Credit Cards					-	
Fixed Assets					-	
GST	8,412	24,506	98	(5,428)	27,588	
Holding Accounts					-	
Interest Received	-	-	-	2,000	2,000	
Payments in Advance					-	
Petty Cash (604)					-	
Receipts in Advance					-	
UHCC-Oncharged Services					-	
Non Operating Flows	8,412	24,506	98	(3,428)	29,588	
Opening Balance	464,938	513,634	482,101	465,710	464,938	
Net Cash Flows	48,696	(31,533)	(16,391)	51,075	51,847	
Closing Balance	513,634	482,101	465,710	516,785	516,785	

We have compiled this forecast based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.

APPENDIX 1

LIST OF TRUSTEES AND TRUST COMMITTEES

TRUSTEES

Terry McCaul (Chairperson)

Zoe Juniper (Deputy Chairperson)

Graeme Talbot

Angela Calkin Goeres

Angele Toomey

Tim Thorpe

Emma Chatterton

ADVISORY TRUSTEES

Hine Poa (Orongomai Marae Representative)

Sian Williamson (Music Advisor)

Nicole Cosgrove (Permanent Collection Advisor)

Suzanne Beere (Permanent Collection Advisor)

TRUST COMMITTEES

The Trust operates an informal subcommittee structure under the headings below. Additional sub-committees with a focus on specific tasks are utilised from time to time, and external advisers may be utilised according to need. All sub-committees include the Director.

Finance, Risk and Audit Sub-committee (Terry McCaul, Zoe Juniper, Angele Toomey)

Permanent Collection Sub-committee (Nicole Cosgrove, Susan Beere, Curator, Director)

Health and Safety Sub-committee Representative (Graeme Talbot)

APPENDIX 2

TRUST RELATIONSHIPS

The Trust's core funder is **Upper Hutt City Council**

1. The Trust is party to naming rights agreements with the following partners:

Mitre 10 MEGA – Upper Hutt

The Professionals Gillies and Mark

Golden Homes

Gillies Group

The Rotary Club of Upper Hutt

Heretaunga Rotary

The Gillies Family

2. The Trust is party to agreements with operational sponsors as follows:

- The Upper Hutt Leader
- Valley Print

3. Café services at the Centre are contracted to an independent provider.

4. The Steinway D Concert Grand Piano and the Kawai RX2 grand piano at Whirinaki Whare Taonga are both owned by the Upper Hutt Concert Grand Piano Trust.