



At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion of the project or if the activity is ongoing, within two months of the funding being spent.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

Please return the completed form to:

Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

or email to: governance@fndc.govt.nz (PDF attachment via email is preferred)

Name of organisation: RUSSELL CENTENNIAL TRUST BD - RUSSELL MUSEUM
Name & location of project: ASSISTANCE W/RUNNING COSTS - RUSSELL MUSEUM
Date of project/activity: 2018-19

Which Community Board did you receive funding from?

- Te Hiku Kaikohe-Hokianga Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 5754

Please give details of how the money was spent:

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.

Supplier/Description	\$amount	Receipt/s attached (please tick)
<u>See attached</u>	\$	
	\$	
	\$	
	\$	
Total:	\$	

Give a brief description of the highlights of your project including numbers participating:

Monies received freed up cash flows for extra museum activities benefiting the community.

Describe the main findings in your evaluation of the project/event; describe how your project/ event benefited the community:

The grant freed up funds to produce two exhibits tied in to Tuia 250 and to share the story of the coming together of the two diverse peoples 250 years ago.

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

not applicable

If you have a Facebook page that we can link to please give details:

Russell Museum

@RussellMuseum

This report was completed by:

Name: CAROLINE PYNE - TRUSTEE

Address: 2 YORK ST RUSSELL

Phone: 09-403-7701

mob:

* Email: admin@russellmuseum.org.nz

Date: 28-8-19

* pwrquilter@gmail.com

Russell Centennial Trust Board - Russell Museum
2019 Project Report

LICENSES AND SUBSCRIPTIONS

Date	Paid To	Inv #	Amt	GST	Total	Total Dept
29/04/2019	BOI Computers May fees		F 15.65		2.35	18.00 ✓
1/05/2019	PKF Poutsma Xero fee		42.00		6.30	48.30 ✓
31/05/2019	PKF Credit note overpymts		-61.52		-9.23	-70.75 ✓
31/05/2019	BOI Computers June Office 365		15.65		2.35	18.00 ✓
31/05/2019	Northland Museum Assn dues 2020		26.09		3.91	30.00 ✓ PD AUG
31/05/2019	CP reimburse Host inv website		D 36.50		5.48	41.98 ✓
1/06/2019	Poutsma Xero		42.00		6.30	48.30 ✓
30/06/2019	Russell Business Assn 2020		B 150.00		22.50	172.50 ✓
30/06/2019	BOI Computers Office 365		15.65		2.35	18.00 ✓ 324.33

COMPUTER EXPENSES

29/04/2019	BOI Computer Ofc 365 Set Up		F 1025.57		153.83	1179.40 ✓
29/04/2019	BOI Computer chg Passwords		F 14.70		2.20	16.90 ✓
29/04/2019	BOI Comp staff support		F 90.43		13.57	104.00 ✓
13/05/2019	BOI Comp Staff support		C 92.96		13.94	106.90 ✓
13/05/2019	BOI Comp adj invoice		C -0.26		-0.04	-0.30 ✓ 1406.90

ELECTRICITY

30/04/2019	Meridian Energy		497.17		74.57	571.74 ✓
31/05/2019	Meridian Energy		457.40		68.61	526.01 ✓
30/06/2019	Meridian Energy		573.40		86.01	659.41 ✓ 1757.16

FREIGHT, POSTAGE

31/05/2019	Pd from petty cash		27.40		0.00	27.40 ✓ 27.40
------------	--------------------	--	-------	--	------	---------------

PROFESSIONAL SERVICES

30/04/2019	Richardson Mgmt Consultants		I 1240.50		186.07	1426.57 ✓ 1426.57
------------	-----------------------------	--	-----------	--	--------	-------------------

RATES

20/05/2019	FNDC rates		950.23		142.54	1092.77 ✓ 1092.77
------------	------------	--	--------	--	--------	-------------------

STATIONERY AND PRINTING

30/04/2019	Office Max		H 49.58		7.44	57.02 ✓
10/05/2019	Northland Bus Systems copy count		E 117.31		17.60	134.91 ✓
31/05/2019	Petty cash reim ck#104406		138.80			138.80 ✓
31/05/2019	Warehouse stationery		J 21.64		3.25	24.89 ✓
31/05/2019	Warehouse stationery		J 43.90		6.59	50.49 ✓
31/05/2019	Office Max overpymt		-106.74		-16.01	-122.75 ✓
10/06/2019	Northland Bus Systems copy color		G 33.79		5.07	38.86 ✓
10/06/2019	northland Bus Systems black		G 24.00		3.60	27.60 ✓
30/06/2019	Russell Bookshop		A 18.43		2.77	21.20 ✓ 371.02

TELEPHONE AND INTERNET

22/04/2019	Spark phones		122.59		18.39	140.98 ✓
22/05/2019	Spark phones		135.55		20.33	155.88 ✓
22/06/2019	Spark phones		122.11		18.32	140.43 ✓ 437.29 ✓

6843.44

