

Monday 30 September 2019

Chairperson  
Okaihau Hall  
Lindy Mason  
linric@farmside.co.nz

Dear Lindy

Please note that as part of the Council's 2015 Halls and Facilities strategy (attached), there is an expectation that the hall committee will submit to Council information pertaining to the previous year's use of the hall, that is for the period 1 July 2018 to 30 June 2019.

This is also an opportunity to ensure Council has the correct contact details of the hall and its committee members.

We would appreciate it if a representative of the committee could complete the below table.

Please provide this information, in full, to Council by Friday 29 November 2019. This will allow staff time to prepare and report your hall information to your local Community Board in early 2020.

HALL DETAILS	
Physical address:	Settlers Way, Okaihau
Postal address:	Clo 8 Waikerikeri Ford Rd, RD1, Okaihau 0475
Phone number:	_____
Email address:	linric@farmside.co.nz
Website:	_____
Other:	_____

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairman	Robert Newport	59 Cook rd, RD1 Okaihau	newportbue2015@gmail.com	09-4019066
Treasurer	Karen Campbell	RD 1 0475 Okaihau	rkcampbell@extra.co.nz	0212967466
Secretary	Lindy Mason	Waikerikeri Ford Rd, RD1	linric@farmside.co.nz	09-4018835
Vice-Chairman	Neil MacMillan	Hareke rd, RD1, Okaihau	nh.macmillan@extra.co.nz	09-4019232

Please feel free to update on the reverse of this or add another piece of paper

**COMMITTEE MEETING DETAILS**

How often does the Committee meet annually?	11 times (monthly except for Jan)
How often did the Committee meet in 2018/19?	11 times

**HALL INFORMATION 2018/19**

**Usage Data**

Number of bookings: 183

Number of users: 11

**Type of use**

Community (regular users): Fitness group, Lions club, Golf group, Church group, Ploceer group  
 Casual (one off): Cycleway mtg, Trust AGM, Funeral, Family reunion, College

Commercial: /

**Hire rates (per hour)**

- we don't hire by the hour.

Community: /

Casual: /

Commercial: /

Other:

See attached sheet.

**2018/19 Financial Statement**

Attached:  yes  no Attachment with this email.

**BWOF**

Yes  No

Expiry Date:

**Insurance - Contents**

Yes  No

Value:

**Improvements completed**

None

**Maintenance completed**

None

**Other:**

/

Council wof

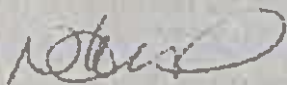
Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

<b>Hall / meeting room details and capacities e.g.: Main hall - 250 pp</b>	Main Hall Supper Room
<b>Kitchen facilities</b>	Fridge, 2 ovens, 2 sinks, hot water boilers (2) Supper Room kitchen - sink, water heater.
<b>Toilets</b>	Mens - urinal, 1 toilets. Womens - 3 toilets (1 = disabled)
<b>Disabled access</b>	Yes - although disabled toilet is in the women's area only. No hoardings. Access ramp into the hall - on days
<b>Parking</b>	Immed. outside hall & on the surrounding streets.
<b>Furniture available</b>	Trestle tables, some single chairs, <del>for</del> bench pews, piano, 3 square tables
<b>Other facilities / assets available e.g.: stage, lighting, heating</b>	wall heaters, curtains, vacuum cleaner, mats

Thank you for providing the requested information, please return in the envelope provided or email to [districtfacilities@fndc.govt.nz](mailto:districtfacilities@fndc.govt.nz)

Should you have any further queries, please contact me P: 0800 920 029.

Yours sincerely



Ngawaiata Harris  
District Facilities Support Staff



**OKAIHAU COMMUNITY HALL  
HALL HIRE CHARGES**

	MAIN HALL	SOCIAL ROOM	WHOLE HALL	KITCHEN
Half Day	S\$15.00 W\$25.00	S\$15.00 W\$25.00	S\$30.00 W\$50.00	S\$20.00 W\$20.00
Whole Day	S\$30.00 W\$50.00	S\$30.00 W\$50.00	S\$60.00 W\$100.00	S\$20.00 W\$20.00
Evening	S\$55.00 W\$70.00	S\$30.00 W\$40.00	S\$110.00 W\$140.00	S\$20.00 W\$20.00

Key: Half Day - 8.00 am to 12 noon or 12 noon to 5.00 pm  
 Whole Day- 8.00 am to 5.00 pm  
 Evening - 5.00 pm to 12 midnight  
 S - summer - 1 October to 30 April  
 W - winter - 1 May to 30 September

**PENALTIES**

1. If any aspect of cleaning is unsatisfactory or breaches the above conditions occur, further use of the hall may be refused.
2. A penal rate of \$20 is incurred if payment is not received when the key is uplifted, unless otherwise agreed.
3. Any new regular user holding a hall key will be charged \$20 per key for access to the Okaihau Community Hall.
4. If a key is lost a replacement fee of \$30.00 per key will be imposed.

**BOND**

A bond of \$100.00 is required for all hire except for long term established bookings. Bond to be paid at the time of key collection.  
 If a liquor licence is required the bond is increased to \$200. The bond is refunded when the caretaker has checked that no breakages or damage has occurred and that cleaning has been done satisfactorily.

**AMENDMENT TO HALL CHARGES**

At the discretion of the caretaker, hirers may be able to come in the night before and set up for functions. This will incur an extra cost of \$15.00 an hour. It may be possible to make arrangements to check the hall with the caretaker before hiring to be sure of the conditions of cleanliness etc.

Amended April 2019

# **OKAIHAU COMMUNITY ASSOCIATION**

## **FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2019**

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**Independent Auditors Report  
To the Officers Okaihau Community Association**

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**Report on the Audit of the Financial Statements**

**Qualified Opinion**

We have audited the financial statements of Okaihau Community Association which comprise the Financial position as at 30 June 2019, and the statements of Receipts and Payments and the Statement of Income and Expenditure for the 30 June 2019 then ended. In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements are prepared, in all material respects, in accordance with Special Purpose Financial Reporting Framework for For-Profit Entities (SPFR for FPEs), issued by Chartered Accountants Australia & New Zealand.

**Basis for Qualified Opinion**

Control over the revenues from Hall hire, subscription, fundraising and donations, prior to be recorded is limited, and there are no practical audit procedures to determine the effect of this limited control.

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are Independent of Okaihau Community Association 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 in our capacity as auditor we have no further relationship with, or interests in, Okaihau Community Association.

**Restriction on Responsibility**

This report is made solely to the Officers, as a body, in accordance with the specific source of audit duty, e.g. constitution of Okaihau Community Association. Our audit work has been undertaken so that we might state to the Officers 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 Officers as a body, for our audit work, for this report, or for the opinions we have formed.

**Officer's Responsibility for the Financial Statements**

The Officers are responsible on behalf of the entity for determining that the framework adopted is acceptable in Okaihau Community Association's circumstances, the preparation of financial statements, and for such internal control as the Officer's determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Officers are responsible on behalf of the entity for assessing the entity'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 Officer's either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

**Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

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

Our independent audit report was completed on the 05 August 2019 and our qualified opinion is expressed as at that date.



Adele M Maraki

Kalkohe

5 August 2019

# OKAIHAU COMMUNITY ASSOCIATION

## Approval of Financial Report

For the Year Ended 30 June 2019

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The Trustees are pleased to present the approved financial report including the historical financial statements of Okaihau Community association for year ended 30 June 2019.

APPROVED



Robert Newport

Chairperson

Date

5/8/19



Karen Campbell

Treasurer

Date

5/8/19



# OKAIHAU COMMUNITY ASSOCIATION

## STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2019

### 2018 RECEIPTS- 150 Years

3,840.00 Production	2019
3,470.00 Dance	0.00
2,250.00 Books	0.00
3,600.00 Donations	0.00
1,500.00 Okaihau War Memorial Committee - Loan	0.00
1,737.00 Okaihau Lions Club - Loan	0.00
2,500.00 FNDC - Mayoral Fund	0.00
7,500.00 FNDC - Community Board	0.00
3,000.00 Four Winds -Grant	0.00
1,938.80 Pub Charity -Grant	0.00
7,500.00 Sale of Calves	0.00
6,428.50 Fundraising	0.00
550.00 Sale of Pens	0.00
<u>45,814.30</u>	<u>0.00</u>

### PAYMENTS - 150 Years

2,334.36 Advertising	0.00
477.25 Pen Costs	0.00
241.50 Licences	0.00
5,291.30 Hire	0.00
5,646.71 Fundraising Costs	0.00
2,275.00 Book Costs	0.00
940.14 Security	0.00
500.00 Insurance	0.00
449.53 Printing, Stationery & Postage	0.00
660.00 Plaque & Tree	0.00
7,603.90 Koha/Donations	0.00
1,500.00 Repay Loan Okaihau War Memorial Committee	0.00
1,737.00 Repay Loan Okaihau Lions Club	0.00
0.00 Petrol Vouchers	150.00
0.00 Okaihau College Magazine - Time Capsule	15.00
0.00 5 x USB of Photos	125.00
<u>29,656.69</u>	<u>290.00</u>
<b>16157.61 Excess Receipts over Payments</b>	<b>-290.00</b>

0.00 Plus Bank Balance at 1 July 2018

17,157.61

1000.00 Plus Unpresented Cheque 156291

0.00

0.00 Less unpresented cheque presented

1,000.00

0.00 Less Receipts not yet deposited

0.00

**17157.61 Balance per Bank Statement 30 June 2019**

**15,867.61**

# OKAIHAU COMMUNITY ASSOCIATION

## STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2019

<b>2018 RECEIPTS</b>	<b>2019</b>
3,548.00 Hall Hire	3,523.60
16.00 Subscriptions	28.00
0.00 Memorial Board Entries	90.00
0.00 Donation	50.00
1,150.00 FNDC - Vetiver Grass	0.00
<b>Christmas Gala</b>	
300.00 Prize Money- Donation	300.00
20.00 Library Books	0.00
30.00 Stalls	60.00
47.50 Cuppa	49.70
0.00 Xmas Tree Competition	271.45
<u>5,111.50</u>	<u>4,372.75</u>
<b>PAYMENTS</b>	
1,100.00 Hall Expenses	1,000.00
1,147.32 Power	810.17
14.89 Repairs and Maintenance	86.89
300.00 Petrol Vouchers	150.00
21.97 Photocopying - Christmas Gala	59.23
0.00 Memorial Board Entries	20.00
329.09 Christmas Gala Expenses	323.69
0.00 Stationery	66.00
1,150.00 FNDC - Vetiver Grass	0.00
0.00 Bond Refunds	200.00
0.00 Bank Charge	5.00
<u>4,063.27</u>	<u>2,720.98</u>
<u>1,048.23</u> Excess Receipts over Payments	<u>1,651.77</u>
4,237.26 Plus Bank Balance at 1 July 2018	5,105.49
0.00 Plus Unpresented Cheque	100.00
180.00 Less Receipts not yet deposited	0.00
0.00 Plus Receipts deposited from previous year	180.00
<u>4,057.26</u>	<u>5,385.49</u>
<u>5,105.49</u> Balance per Bank Statement 30 June 2019	<u>7,037.26</u>

# OKAIHAU COMMUNITY ASSOCIATION

## STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2019

	2018	2019
<b>INCOME</b>		
45,814.30 150 Years Total Receipts		0.00
0.00 Memorial Board Entries		90.00
3,548.00 Hall Hire		3,523.60
16.00 Subscriptions		28.00
439.54 Interest - Term Investment and 50 Account		437.66
1,150.00 FNDC - Vetiver Grass		0.00
0.00 Curtains - Lions Club - Donation		1,000.00
397.50 Christmas Gala		681.15
0.00 Bond Refund - Unpresented		100.00
0.00 Donation		50.00
<u>51,365.34</u>		<u>5,910.41</u>
<b>EXPENDITURE</b>		
29,656.69 150 Years Total Payments		290.00
1,291.66 Depreciation		1,257.55
0.00 Loss on Disposal-Crockery, Piano2, Teapots , Fridge1		49.04
14.89 Repairs and Maintenance		86.89
1,100.00 Hall Expenses		1,000.00
1,147.32 Power		810.17
351.06 Christmas Gala Expenses		382.92
300.00 Petrol Vouchers		150.00
1,150.00 FNDC- Vetiver Grass		0.00
0.00 Stationery		66.00
0.00 Memorial Board Entries		20.00
0.00 Bank Charge		5.00
0.00 Bond Refund		100.00
<u>35,011.62</u>		<u>4,217.57</u>
<u>16,353.72</u> Excess Income over Expenditure		<u>1,692.84</u>

# OKAIHAU COMMUNITY ASSOCIATION

## STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE 2018

2018 ACCUMULATED FUNDS	2019
26,451.17 Balance as at 30 June 2018	42,804.89
16,353.72 Excess Income over Expenditure	<u>1,692.84</u>
<u>42,804.89</u>	<u>44,497.73</u>
<b>Represented by: Current Assets</b>	
5,105.49 Cash at Bank - ASB - 00 Account	\$ 7,037.26
180.00 Cash on Hand	\$ -
13,364.21 Cash at Bank - ASB - 51 Account	\$ 13,656.42
8,372.66 Investments	\$ 8,518.11
16,157.61 150 years - ASB - 01 Account	<u>\$ 15,867.61</u>
<u>43,179.97</u>	<u>\$ 45,079.40</u>

Non Current Assets	Cost	Accum Depn	Net Book Value
108.68 Seats	1,350.00	1,458.68	97.81
159.39 Tables	1,980.00	2,139.39	143.45
2,064.97 Carpet	6,234.00	8,298.97	1,858.48
7.24 Crockery			
278.90 Plant	2,962.81	3,241.71	251.01
275.17 Plant - Zip	1,202.84	1,478.01	247.65
25.35 Piano 1	315.00	340.35	22.82
7.24 Piano 2			
20.93 Refrigerator 1			
329.59 Refrigerator 2	1,700.00	2,029.59	296.63
13.63 Teapots			
32.63 Vacuum Clnr	199.00	231.63	29.37
669.13 Okaihau Sign 2	1,398.98	2,068.11	602.22
215.42 Stove 1	810.00	1,025.42	193.88
577.54 Stove 2	1,400.00	1,977.54	519.79
600.39 Memorial Brd	1,658.75	2,259.14	540.35
356.82 Sound System	1,365.75	1,722.57	321.14
1,086.28 Tunnel Sign	2,170.63	3,256.91	977.65
4,624.29 History Board	6,598.70	2,436.84	4,161.86
58.35 Curtains	1,092.00	139.48	952.51
112.57 Chairs x 17	170.00	282.57	101.31
<u>11,624.51</u>			<u>11,317.93</u>
<b>54,804.48 TOTAL ASSETS</b>			<b>56,397.33</b>
<b>Current Liabilities</b>			
38.80 History Board - Lotteries Fund			38.80
345.60 Two Ponga Park Fund			345.60
300.00 Bond - NZ Dairy - \$100 Taylor-Tuiloma \$100			200.00
2,493.76 Baptist Church Future Community Project			2,493.76
8,821.43 FNDC - Focus Project Fund			<u>8,821.43</u>
<u>11,999.59</u> TOTAL LIABILITIES			<u>11,899.59</u>
<u>42,804.89</u> Net Assets			<u>44,497.74</u>



# OKAIHAU COMMUNITY ASSOCIATION - Okaihau Tennis Club

## STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2019

2018	2019
Nil receipts received	

## STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2019

2018	2019
<b>INCOME</b>	
583.11 Interest - Term Investment and 50 Account	587.57
<b>EXPENDITURE</b>	
0.00 Nil expenditure	0.00
<b>583.11 EXCESS INCOME OVER EXPENDITURE</b>	<b>587.57</b>

## STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE 2019

2018	2019
<b>ACCUMULATED FUNDS</b>	
22,611.36 Balance as at 30 June 2018	23,194.47
583.11 Excess Income over Expenditure	587.57
<b>23,194.47</b>	<b>23,782.04</b>

### *Represented by*

#### **Current Assets**

620.73 Cash at Bank - ASB - 00 Account	620.73
5,604.52 Cash at Bank - ASB - 50 Account	5,727.08
16,969.22 Investments	17,434.23
<b>23,194.47 Net Assets</b>	<b>23,782.04</b>