2024-2025 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Kohukohu Town Hall		
Physical address:	Beach Road, Kohukohu		
Postal address:	C/- John Wigglesworth, PO Box 7 Kohukohu		
Booking Officer Name	Magdalena		
Booking Officer Contact Info	Ph.:	Mobile: 0273439440	Email: oratiocor@gmail.com
Afterhours Contact Name	[redacted]		
Afterhours Contact Info			
Emergency Contact Name			
Emergency Contact Info			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	[redacted]			
Secretary				
Treasurer				
Committee Member				
Committee Member				
Committee Member				
Committee Member				

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Once a month
How often did the Committee meet in the year?	12
Date of the last AGM?	23/8/25

HALL INFORMATION		
Usage Data		
Number of bookings:	17	
Number of estimated users:	400	
Type of use		
Community (regular users):	School, Karate Group, Linkz, Exercise Group	
Casual (one off):	Council, Music Group, Community Concert, Basketball group	
Commercial:	NA	
Hire rates (per hour)		
Community:	$10 per hour for mainhall - $5 per hour supper room	
Casual:	same	
Commercial:	NA	
Other:	NA	
2024/2025 Financial Statement	Attached: Yes	
Building Warrant of Fitness	Photo attached as display in the hall : No	
Evacuation Plan	Photo attached as display in the hall : Yes	
Insurance - Contents	No	Value:
Improvements completed	8 Community Working Bees – prepare and paint kitchen and supper room walls – siting new water tanks, cleaning, and preparing new chairs and equipment, and small jobs, including mowing, weeding, clearing trees and roots. Re-instated mens toilets and improved electrical fittings. Installed heaters and	
Maintenance completed	cleaning, and preparing new chairs and equipment, and small jobs, including mowing, weeding, clearing trees and roots.	
Other:	Preparation for installing new water tanks to improve community residency.	

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 any additional information to provide about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	Main Hall capacity: 200 Supper Room: 80
Kitchen facilities	Zip Water heater, stove, fridge, urns, crockery, and cutlery, cups, preparation tables, sink and washup facilities.
Toilets	Interior Womens and exterior mens.
Disabled access	Yes to building, but not to toilet.
Parking	Outside on street.
Furniture available	150 chairs and 20 tables.
Other facilities / assets available e.g.: stage, lighting, heating	Heating in supper room. Stage with curtains.

Checklist:

Yes/No	Form fully completed
Yes/No	Photo of BWOF on display
Yes/No	Photo of Evacuation procedure on display
Yes/No	Copy of Audited Financial Accounts if relevant
Yes/No	Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024
Yes/No	Other (funding report, funding requests)
Yes/No	Invite to attend the Community Board meeting

Thank you for your co-operation.

Kohukohu Town Hall – Treasurer's Report for Year Ending 30th June 2025

During the year the committee agreed to start using the Xero Accounting package to manage and prepare our accounts, enable transparency and improve handover to incoming committees.

All Bank transactions from April 2020 onwards have been imported, coded and reconciled in Xero, and monthly reporting is now made at Committee meetings using the Xero reports.

Historically the Town Hall Committee has used a 31st March balance date, however during the year the Committee agreed to change the balance date to 30th June to better align with the AGM date and the recommendation made in the FNDC Hall's Policy.

The Cyclone Gabrielle Appeal Trust Grant of $20,000 was spent in entirety by the extended completion date of 31st March and our report accepted. The funds were used to upgrade the Kitchen and Supper Room providing various equipment including stove, dishwasher, microwave, generator, chairs, tables, heaters, dehumidifier, etc and numerous small items like food service crockery etc. as well as the new 30,000 litre water tank to support resilience for the Hall and the community.

We had amazing support from a wide number of businesses who donated or discounted their products and I would like to thank Masport NZ Ltd, Bunnings Waipapa, Mitre10 Waipapa, Mitre10 Glenfield, Savebarn Whangarei, Farmers Home Albany, and The Toolshed Whangarei.

During the year we applied to Lotteries Community Facilities for operational cost support and received a grant of $9,723 to assist with Power, Cleaning and Xero Accounting fees for a 12 month period. I recommend to the incoming committee that a further application be made for the following year's operational costs and that reporting be completed by the due date.

During the year the committee also agreed to requesting a review of our accounts by an independent advisor Takapuna Tax Services Ltd.

The handouts contain 2 reports – the Balance Sheet as at 30th June 2025 with comparison to 31st March balance dates retrospective to 2021 and the Profit & Loss for the year ending 30th June 2025 and comparison to the previous 4 years.

During the year we had incredible fundraising income from Karen Pinkney's sketches of $3585, koha is still coming in from this effort, $344 from the Winter Market and $123 from the Spring Show. Our Hall hire income has increased markedly to $1445 with greater hall useage and we also sold surplus large tables and equipment bringing in $1300. We continue to be supported by regular koha from various community members as well as physical support at working bees etc. Super grateful.

We have made a number of repairs to the Hall during the year shown in the repairs and maintenance line, This is primarily for electrical, plumbing and paint supporting the Kitchen and Supper Room upgrade and resilience project.

Once again I would like to thank the committee for their trust. It has been a pleasure to work with a cohesive and supportive group.

Angela Lush – Treasurer, Kohukohu Town Hall Committee

Profit and Loss

Kohukohu Town Hall Committee
For the 12 months ended 30 June 2025

	JUL 2024-JUN 2025	JUL 2023-JUN 2024	JUL 2022-JUN 2023	JUL 2021-JUN 2022	JUL 2020-JUN 2021
Trading Income					
Fundraising Events	4,052.20	-	-	-	-
Hall Hire	1,445.00	645.00	300.00	325.00	420.00
Market Sales	-	296.50	-	-	390.00
Total Trading Income	**5,497.20**	**941.50**	**300.00**	**325.00**	**810.00**
Gross Profit	**5,497.20**	**941.50**	**300.00**	**325.00**	**810.00**
Other Income					
Extraordinary Income	1,300.00	-	-	200.00	2,500.00
Interest Income	275.09	8.96	3.36	0.30	-
Koha Received	565.00	547.00	210.00	200.00	130.50
Total Other Income	**2,140.09**	**555.96**	**213.36**	**400.30**	**2,630.50**
Operating Expenses					
Advertising	69.81	245.00	192.86	-	-
Bank Fees	-	50.00	10.00	-	-
General Expenses	100.75	-	-	-	-
Koha Given	-	25.00	-	-	-
Light, Power and Heating	808.29	1,090.35	1,520.60	1,505.39	832.18
Repairs and Maintenance	4,325.51	-	-	-	-
Total Operating Expenses	**5,304.36**	**1,410.35**	**1,723.46**	**1,505.39**	**832.18**
Net Profit	**2,332.93**	**87.11**	**(1,210.10)**	**(780.09)**	**2,608.32**