2024-2025 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	RAWENE COMMUNITY HALL		
Physical address:	9 PARNELL ST, RAWENE 0437		
Postal address:	C/O BOX 96, RAWENE 0443		
Booking Officer Name	MICHAEL ALBRECHT		
Booking Officer Contact Info	Ph.:021 137 1097	Mobile:021 137 1097	rawenehall@gmail.com
Afterhours Contact Name	[redacted]		
Afterhours Contact Info			
Emergency Contact Names			
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?	Regular meetings every two months. Special meetings as required.
How often did the Committee meet in the year?	Six times
Date of the last AGM?	Thursday 25th September 2025

HALL INFORMATION		
Usage Data		
Number of bookings:	Community Regular users 344 ; Casual users 12; **Total 356**	
Number of estimated users:	Community Regular users 3076; Casual users 934 **Total 4010**	
Type of use		
Community (regular users):	3076	
Casual (one off):	934	
Commercial:	N/A	
Hire rates (per hour)		
Community:	See attached Hall Hire Information	
Casual:	See attached Hall Hire Information	
Commercial:	N/A	
Other:	See Hall attached Hall Hire Information	
2023/2024 Financial Statement	Attached: Yes	
Building Warrant of Fitness	Photo attached as display in the hall: Yes	
Evacuation Plan	Photo attached as display in the hall: Yes	
Insurance - Contents	No	Value:
Improvements completed	2023 2024 –Upgrade -FNDC. Funded a major reconfiguration and upgrade of the kitchen, toilet block including accessible external entrance ..	
Maintenance completed	2023 2024 – Incorporated in upgrade 2024 2025 – Repair toa leak in the roof above stage.	
Other:	2023 -2024 Upgrade External Stainless steel preparation / clearing facility. 2025- Wi-Fi Connection Installed	

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:

Hall / meeting room details and capacities e.g.: Main Hall – 250 pp	See attached Hall Hire Information. Hall Maximum capacity 168 seated in hall, Hall seats 120 for comfortable dining
Kitchen facilities	2023 - 2024 - Upgrade :Stove - Gas hob - lectric oven Under bench Instant Hot Water and Ambient Filtered Watter Dishwasher - Frig / freezer combo Hot water urn – free standing Microwave
Toilets	2023 - 2024 -Upgrade Fully accessible multiple purpose room includes toilet, shower, powder room and baby changing facilities.
Disabled access	2023 - 2024 - Upgrade The hall has three wheelchair accessible entrances and one fully assessable toilet / shower facility
Parking	Hall has no dedicated parking.
Furniture available	Trestle tables –20 plastic trestle tables comfortably seat 6 -- 8 max Chairs - 158 80 plastic - 78 upholstered Crockery / Cutlery / water glasses for 100 place settings.
Other facilities / assets available e.g.: stage, lighting, heating	Stage maximum occupancy 27 people has fixed spot lighting. Hall has no heating.

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 2024 to 30 June 2025
Yes/~~No~~	Other (funding report, funding requests) Covered in Annual Financial Accounts
~~Yes~~/No	Invite to attend the Community Board meeting

Thank you for your co-operation.

NOTICEBOARD
TO ALL HALL USERS
No pins, nails, tape, staples, blutack are to be used on any surface in the hall.
Please bring your own display boards, we use the string lines along the walls to hang items.

RAWENE COMMINITY HALL MANAGEMENT COMMITTEE
C/- Box 96 Rawene 0443, 9 Parnell St Rawene 0473

HALL HIRE INFORMATION - Updated 25.9.25

Chargeable items:

Hall Hire fee per hour for (Hokianga residents or groups)	$10	All others $15
Maximum Day / Night fee	$150	
Kitchen use flat fee	$40	
Cleaning fee for use of supper room / toilets	$30	
Cleaning fee for hall (when no food /alcohol is present)	$60	
Cleaning fee for hall (when food / alcohol is present)	$120	
Funeral Hire for 1 day -Kitchen / cleaning inclusive	$250	

After submitting the required information, a quote will be prepared.
Once confirmed via email an Invoice will be sent, and payment Direct Credit will be required 4 days before the event.
A Bond of $200 is required by the Hall Committee where a Special Liquor License and/or BYO is selected. Unused Bond refund will be within 14 days.

Information:

Hall Maximum capacity 168 seated in hall, 120 seated for comfortable dining
Wheelchair assessable entrances and fully assessable toilet / shower facility
Access to the hall for setting up prior to the event is to be determined at the Quoting stage.
Unlocking the hall, inspection prior and after the event will be performed by Hall Booking Officer / Caretaker.
Setting up and packing away of tables and chairs is the responsibility of hirer.

Wi Fi Connection:-

Chairs – Tables available for use:- NB Not to be taken outside the hall

Trestle tables – 20 plastic trestle tables comfortably seat 6 -- 8 max
Chairs - 158 80 plastic - 78 upholstered

Kitchen Equipment :-

Stove - Gas hob - Electric oven
Under bench Instant Hot Water and Ambient Filtered Watter
Dishwasher -
Frig / freezer combo
Hot water urns – 2 free standing
Microwave
Crockery / Cutlery / water glasses / bottles for 100 place settings .
Chafer dishes – 4 square 9 litre – plus chafer fuel – on request .
Note :- Table cloths and Tea towels are not provided.

Cleaning: All necessary cleaning equipment is available in the cleaning cupboard
All furniture must be stacked away in its designated places.
Hall to be left in tidy state and all rubbish / decorations to be removed by hirer.

Please NOTE

Hirers are **not permitted to attach,** pin or nail **anything to the walls inside the hall.**

Hall use instructions and **FIRE EVACUATION** plan are posted on the **wall in the dining room.**
Emergency services and contacts are also posted.
Rawene Hall Booking Officer / Caretaker – Michael Albrecht **rawenehall@gmail.com** **021 137 1097**

Performance Report

Rawene Community Hall Management Committee
For the period 1 July 2024 to 30 June 2025

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Approval of Financial Report

Rawene Community Hall Management Committee
For the year ended 30 June 2025

The Committee are pleased to present the approved financial report including the historical financial statements of Rawene Community Hall Management Committee for year ended 30 June 2025.

APPROVED

_____

_____

Date .....

Entity Information

Rawene Community Hall Management Committee
For the year ended 30 June 2025

'Who are we?', 'Why do we exist?'

Legal Name of Entity

Rawene Community Hall Management Committee

Entity Type and Legal Basis

Unincorporated Not for Profit Organisation

Entity's Purpose or Mission

The aims of the Group shall be to: Provide a fit for purpose, affordable community facility, that Members, Community Groups and individuals may use.

Entity Structure

The committee is an elected delegated body on behalf of the Kaikohe Hokianga Community Board. Under the Far North District Councils Community Facilities and Community Halls Policy, it is responsible for: all bookings, fee collections and resolving any operational problems, internal maintenance of building and equipment, replacement of equipment, service & utilities payments, cleaning. The committee is also responsible for producing statistical information in regards to use and numbers of users. Hokianga Masonic Lodge has a 999-year hall agreement with FNDC for the Lodge rooms and the use of the rest of the Hall.
Organisation chart :-
Chairperson – Claire Kaahu White
Treasurer – Mike Albrecht
Secretary – Gwen Freese
KHCB Rep - Jesse Mc Veagh
Community - Paul Hamilton
Community - Tina Quitta
Community - Christine Fath
Masonic Lodge Rep - Karl Freese
Assurance Reviewer – Teresa Lomas

All positions subject to review and election to office at Annual General Meeting.

Main Sources of Entity's Cash and Resources

The entity's activities are funded by income from hall hire, grants from FNDC and philanthropic organisations.

Main Methods Used by Entity to Raise Funds

Revenue from hall hire.

Entity's Reliance on Volunteers and Donated Goods or Services

The entity relies totally on the good will of volunteer time and expertise to complete work in all essential roles such as governance, administration and fundraising.

Additional Information

Rawene Community Hall Management Committee
Physical Address: - 9 Parnell St Rawene 0473

Postal Address: - Box 96, Rawene 0473 rawenehall@gmail .com 0211371097

Statement of Service Performance

Rawene Community Hall Management Committee
For the year ended 30 June 2025
Cash Basis

'What did we do?', 'When did we do it?'

Description of the Entity's Outcomes

The aims of the Group shall be to:
Provide a fit for purpose, affordable community facility, that Members, Community Groups and individuals may use

Description and Quantification of the Entity's Outputs

Please refer to Treasurers end of year financial statement.
RCHMC received COGS Grant $6,000 to fund 2024-2025 year operation cost.

Additional Output Measures

- Installation of additional storage ie - cupboards and containers to improve storage and security for the regular hall hirers equipment.
- Upgrade of security lighting system to improve security.
- To comply with OHS Standards external steps painted with recommended reflector paint.
- Installed full length mirror in toilet block.
- Installation of large hot/cold water sink /bench unit on deck for an extra space to prepare food or cleaning purposes.

Statement of Income and Expenses

Rawene Community Hall Management Committee
For the year ended 30 June 2025

	2025	2024
Income		
Grants	6,000	7,000
Hall Hire	6,650	7,460
Koha	50	-
Total Income	**12,700**	**14,460**
Expenses		
Administration Expenses		
Travel and Accommodation	125	-
Assurance Review Fees	690	660
Booking Administration & Caretaker Fees	3,958	3,446
Consultancy	-	805
Donations	50	-
Freight & Courier	4	230
General Expenses	603	124
Printing & Stationery	6	-
Security	354	-
Rubbish Disposal	117	-
Total Administration Expenses	**5,906**	**5,265**
Occupancy Costs		
Cleaning & Laundry	1,979	1,246
Gas Bottle Costs	125	125
Light Power & Heating	1,472	1,452
Total Occupancy Costs	**3,576**	**2,823**
Repairs and Maintenance		
Minor Assets	1,995	1,239
Repairs & Maintenance - Buildings	3,307	138
Repairs & Maintenance - General	323	-
Repairs & Maintenance - Plant & Equipment	170	59
Total Repairs and Maintenance	**5,795**	**1,436**
Non-cash expenses		
Depreciation	2,585	4,717
Total Non-cash expenses	**2,585**	**4,717**
Total Expenses	**17,862**	**14,242**
Net Increase (Decrease) in Funds for the Year	**(5,162)**	**218**

Movements in Accumulated Funds

Rawene Community Hall Management Committee
For the year ended 30 June 2025

	2025	2024
Accumulated Funds		
Opening Balance	38,957	38,738
Current Year Increase (Decrease) in Funds	(5,162)	218
Total Accumulated Funds	**33,794**	**38,957**

Balance Sheet

Rawene Community Hall Management Committee
As at 30 June 2025

	30 JUN 2025	30 JUN 2024
Assets		
Current Assets		
Cash and Bank	13,118	17,476
Total Current Assets	**13,118**	**17,476**
Non-Current Assets		
Property, Plant and Equipment	20,677	21,481
Total Non-Current Assets	**20,677**	**21,481**
Total Assets	**33,794**	**38,957**
Net Assets	**33,794**	**38,957**
Accumulated Assets		
Retained Earnings	33,794	38,957
Total Accumulated Assets	**33,794**	**38,957**

Schedule of Property, Plant and Equipment

Rawene Community Hall Management Committee
For the year ended 30 June 2025

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Buildings							
Flooring upgrade	7,360	7,360	-	-	-	-	7,360
Total Buildings	**7,360**	**7,360**	**-**	**-**	**-**	**-**	**7,360**
Furniture & Fittings							
Black Duro Chairs x 80	6,592	4,217	-	-	675	3,050	3,542
Blinds x 9	2,605	605	-	-	151	2,151	454
Bolero stacking tables with curved edge x 6	1,724	1,701	-	-	272	295	1,429
Cat walk - Donated	-	-	-	-	-	-	-
Mirrors	494	487	-	-	78	85	409
Notice Board	936	450	-	-	112	599	337
Outdoor Notice Board	945	765	-	-	77	256	689
TV cabinet and kitchen shelves	1,780	-	1,780	-	297	297	1,483
Total Furniture & Fittings	**15,076**	**8,226**	**1,780**	**-**	**1,662**	**6,732**	**8,344**
Plant & Equipment							
Aro 900 Gas Stove - Donated	-	-	-	-	-	-	-
Breville Fry Pan	151	-	-	-	-	151	-
Breville smart Fryer	319	-	-	-	-	319	-
Crockpot	137	-	-	-	-	137	-
Deluxe Juice Dispenser	345	-	-	-	-	345	-
Fridge Freezer 450Lt - Donated	-	-	-	-	-	-	-
Kenwood blender	105	-	-	-	-	105	-
Makita Stick Vacuum	627	-	-	-	-	627	-
Mitsubishi French Door Fridge	3,819	3,717	-	-	595	697	3,123
Olympia Chafer 9lt x4	345	342	-	-	34	37	308
Panasonic Microwave - Donated	-	-	-	-	-	-	-
Panosonic Microwave	604	-	-	-	-	604	-
Roband Pie Warmer	1,317	1,299	-	-	208	225	1,091
Russell Hobbs Slow Cooker	71	-	-	-	-	71	-
Stacking Chair Trolley	234	-	-	-	-	234	-
Stockpots x 3	209	-	-	-	-	209	-
Table Trolley	610	537	-	-	86	159	451
Vax Commercial Vacuum Backpack	450	-	-	-	-	450	-

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Zip Wall Heater - Donated	-	-	-	-	-	-	-
Total Plant & Equipment	**9,343**	**5,895**	**-**	**-**	**923**	**4,370**	**4,973**
Total	**31,779**	**21,481**	**1,780**	**-**	**2,585**	**11,102**	**20,677**

Statement of Accounting Policies

Rawene Community Hall Management Committee
For the year ended 30 June 2025

1. Reporting Entity

Rawene Community Hall Management Committee is an unincorporated entity. This special purpose financial report was authorised by the Management Committee on the date specified on page 3.

2. Basis of Preparation

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis are followed by Rawene Community Hall Management Committee. These financial statements are special purpose financial statements prepared specifically for the members of Rawene Community Hall Management Committee and may not comply with NZ GAAP.

Accounting Policies

The following specific accounting policies have been used in the preparation of the financial statements.

Goods and Services Tax (GST)

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST (if any).

Bank Accounts and Cash

Bank accounts and cash in the Balance Sheet comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Government grants are recognised as revenue on receipt where no performance conditions have been specified on receipt of the grant.

Government grants requiring specified future conditions to be met are recognised as a liability on receipt. The grants are recognised as income over the period that the specified conditions are complete and the associated costs are recognised.

Property, Plant and Equipment

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

3. Review

These financial statements have been subject to assurance review. Please refer to the independent reviewer report.

4. Continent Assets and Liabilities

There were no known contingent assets or liabilities at balance date. (Prior year: Nil)

5. Related parties

Michael Albrect is a committee member. He received payment for building maintenance work completed at normal arms length business terms.

There were no material transactions with related parties during the period.

6. Going Concern

The entity is a going concern and will continue to operate into the foreseeable future.

INDEPENDENT ASSURANCE PRACTITIONERS REVIEW REPORT

To the Members of Rawene Community Hall Management Committee

I have reviewed the accompanying Performance Report of Rawene Community Hall Management Committee, which comprises Entity Information, Statement of Service Performance, the Statement of Financial Performance, Statement of Financial Position as at 30th June 2025, Statement of Accounting Policies and Notes to the Performance Report.

Responsibility for the Financial Statements

The committee are responsible for the preparation and fair presentation of this Performance Report in accordance with Public Benefit Entity Simple Format Reporting- Accrual (Not For Profit), and for such internal control as the committee members determine is necessary to enable the preparation of a Performance Report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioners Responsibility

It is my responsibility to express an independent opinion on the accompanying financial statements and report my opinion to you.

Other than in my capacity as assurance practitioner I have no relationship with, or interests in, Rawene Community Hall Management Committee.

Basis of Opinion

A review of the Performance Report is a limited assurance engagement.

A review includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing:

a) The significant estimates and judgements made by the Committee in the preparation of the Performance report, and
b) Whether the accounting policies are appropriate to the organisation's circumstance, consistently applied and adequately disclosed.

Conclusion

I have obtained all the information and explanations I have required.

In my opinion, based on my review, the attached Performance Report fairly reflects in all material aspects, the financial position of Rawene Community Hall Management Committee as at 30th June 2025, and the results of operations for the year ended 30 June 2025, in accordance with Public Benefit Entity Simple Format Reporting- Cash Basis (Not For Profit).

Teresa Lomas
LCT Consulting & Accounting Ltd
Waimamaku
24 September 2025