

8 February 2019

Cherry Park House
committee.cherryparkhouse@gmail.com

Dear Sir / Madam

Reminder Annual Accounts - Cherry Park House

Thank you for the on-going day to day management of the Cherry Park House Hall.

This is a reminder that the Far North District Council requires the following information on an annual basis:

- A copy of the latest AGM Minutes
- A copy of the latest financial statement/audited accounts including income received
- Complete data usage form (attached)
- Committee member details contact names and details, including booking officer
- Any investments/maintenance work made in the Hall or general items that maybe of interest to the local Community Board

Please provide the requested information by **20 February 2019** in the enclosed return envelope.

In future, the timing of this information will be:

- September – Council sends all hall committee a reminder letter requesting an annual report and finances for the previous financial year
- November – reminder letter sent if applicable
- February – Hall information report prepared and presented to the local Community Board

Please contact me on 0800 920 029 or (09) 401 5200 for any further information.

Kind regards,



Estee Rapatini
Facilities Technical Officer
Infrastructure and Asset Management

Enclosed: Hall usage form
Return envelope

Please complete the following questions:

Name of Business / Hall: CHERRY PARK HOUSE

Contact Name: JOHN STOCKLEY

Contact Phone Number: 021 1077471

COUNCIL COMMUNITY HALL USAGE FORM - Number of bookings per month

Year/Month	January	February	March	April	May	June	July	August	September	October	November	December
* 2017	/	/	/	/	/	/	/	/	/	/	/	/
2018	/	/	/	27	40	38	36	44	46	47	49	29

Comments: * Unable to supply details of usage in 2017 as do not have the records from the previous committee

** As above details not available from previous committee

Tela Donnelly

From: Dale Sutherland <dale.sutherland@gmail.com>
Sent: Thursday, 14 February 2019 4:03 p.m.
To: Tela Donnelly
Cc: Cherry Park House
Subject: Cherry Park House reporting requirements
Attachments: CPH 2018 Annual Accounts.pdf; ATT00001.htm; CPH Usage 2018.pdf; ATT00002.htm; CHERRY PARK HOUSE MANAGEMENT AGM Minutes.pdf; ATT00003.htm; Cherry Park House Committee members.pdf; ATT00004.htm

Dear Tela Donnelly

Further to your email to Cherry Park House Management Committee of 8 February 2019, requesting our Annual Return for the period 2017-2018. Please find attached the following:

- A copy of the Annual Accounts for the 2017-2018 year
- A copy of the Minutes of the Cherry Park House AGM Held in July 2018
- A copy of the Usage form for the 2017-2018 year
- A List of current committee members and their contact details

Please note that maintenance over the 2017-2018 period was minimal as a programme of upgrade and maintenance had been completed in the 2016-2017 year.

Would you please confirm by return that you have received this email.

Please let me know if further information is required.

many thanks
Regards,

Dale Sutherland
Secretary/Treasurer
Cherry Park House Management Committee

CHERRY PARK HOUSE MANAGEMENT AGM

1.30PM TUESDAY 10TH JULY 2018

Annual General Meeting
CHERRY PARK HOUSE , 160 LANDING ROAD, KERIKERI

Minutes

1. Welcome

The meeting opened at 1.30pm with Chair Rachel Smith welcoming all attendees

2. Attendees

In attendance were:

Rachel Smith (Chair); Anne Canning; Les Rockel; Jane Conning; Suzanne Marsh; Lois Wilkinson; Coral Moller; Lester Moller; Lyn Alexander; Liz Suggett; Mike Netmann; Jackie Seymour Hall; Rilla Jeffs; Gaye Fletcher; Irene Kilsby; Chris Lencest; Denis Wilford; Julia Rowlands; Dale Sutherland; Nita Neave; Judy Klaus; Pauline Koreman; Ruth Francis; Dean Satchell; Sue McLeod; Jill Forbes; Mary Cambell

3. Apologies

John Stockley; Ann Palmer

4. Minutes of 2017 AGM

The minutes of the 2017 AGM were read and approved

Irene Kilsby/Jane Conning Passed

5. Matters arising from the Minutes

Lois Wilkinson noted that items that were approved for purchase at the 2017 AGM were either purchased, or later deemed not required.

6. Chair's Annual Report

Nita Neave presented the President's Report for 2017. It was moved that the President's Report be accepted.

Nita Neave/Julia Rowlands Passed

7. Declaration of Relationship

Rachel Smith declared that She is the wife of Dean Smith of Acura Accountants Ltd, the Reviewer of the Cherry Park House Financial Financial Statements for the 2017/2018 financial year.

8. Treasurer's Annual Report

Lois Wilkinson presented the Treasurer's Report for 2017. It was moved that the Treasurer's Report be accepted

Lois Wilkinson/Mike Netmann Passed

9. Approve Reviewer for the 2018/2019 financial year.

It was moved that Dean Smith of Acura Accountant Limited be approved as Reviewer of the Financial Statements for the 2018/2019 financial year.

Julia Rowlands/Dale Sutherland Passed

10. Vote to approve the new Constitution July 2018

The new Constitution July 2018 was tabled for discussion. The Croquet Club and Quakers were anxious that the constitution should be altered to reflect use of Cherry Park House by non-arts bodies. The Chair explained that a Memorandum of Understanding will be attached to the Constitution as to the roles and responsibilities between Far North District Council and Cherry Park House Management Committee.

It was moved that the Constitution July 2018 be accepted

Lois Wilkinson/Dean Satchell Passed

11. Vote to approve annual fees/Charges for the use of Cherry Park House.

Lois Wilkinson read out the proposed fees and charges for 2018/2019.

User Group	4 hours	\$10	All Day	\$20
Commercial User	4 hours	\$15	All Day	\$30
Casual User*	4 hours	\$15	All Day	\$30

Key Deposit: \$10 refundable on return of key

* Casual user: group or individual that uses the house less than six times

It was moved that the fees and charges for 2018/2019 be accepted.

Lois Wilkinson/Mike Netmann Passed

12. General Business

12.1 Mike Netmann raised a query regarding invoicing for room bookings. This was referred for discussion at Committee

12.2 A request was made to install a defibrillator in Cherry Park House. This was referred for discussion at Committee

13. Election of new Committee

Nominations received:

John Stockley	Moved by: Dale Sutherland	seconded by: Judy Klaus
Ruth Francis	Moved by: Dale Sutherland	Seconded by: John Stockley
Gaye Fletcher	Moved by: Irene Kilsby	Seconded by: Lois Wilkinson
Julia Rowlands	Moved by: Anne Canning	Seconded by: Mary Mead
Dale Sutherland	Moved by: John Stockley	Seconded by: Judy Klaus

In accordance with the Constitution, five to seven members are required for the Committee. Therefore no vote is required.

14. Close of AGM

The meeting closed at 2.15 with a presentation and thank you to Nita Neave and Lois Wilkinson for their hard work and dedication over the past many years.

**Cherry Park House
Statement of Financial Performance
For the Year ended 31st March 2018**

	2018 \$	2017 \$
REVENUE		
321 Interest Received		
330 Rent		449.81
Total Income	<u>4,510.00</u>	<u>4,015.00</u>
	4,945.09	4,484.81
Less Expenses		
354 Cleaning		
400 Low Value Assets	500.00	200.00
435 Repairs & Maintenance	83.98	
448 Sundry Expenses		1,508.50
451 Telephone	509.20	345.00
471 Shade Cloth		485.00
472 Curtains		6,854.00
473 Microwave		351.85
Total Expenses	<u>1,093.18</u>	<u>9,849.88</u>
TRUSTEES INCOME	<u><u>3,851.91</u></u>	<u><u>(5,484.87)</u></u>

**Cherry Park House
Statement of Financial Position
As at 31st March 2018**

	2018 \$	2017 \$
CURRENT ASSETS		
807 ASB Account 0055333-00		
809 ASB Account 0055333-50	6,352.65	1,777.06
615 ASB Term Deposit 0055333-72		1,157.88
616 ASB Term Deposit 0055333-72	8,939.85	13,505.85
Total Current Assets	<u>5,000.00</u>	<u>-</u>
TOTAL ASSETS	<u>20,292.50</u>	<u>16,440.59</u>
TOTAL LIABILITIES	<u>20,292.50</u>	<u>16,440.59</u>
NET ASSETS	<u><u>20,292.50</u></u>	<u><u>16,440.59</u></u>

Notes to the financial statements

Goods & Services Tax

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST.

Accounting basis

All reports are stated on a cash basis.



ACURA ACCOUNTANTS LTD
PO BOX 324, KERIKERI
0212 804 704
dean@acuraonline.co.nz


8 May 2018

Cherry Park House Administrative Committee
Reviewers Report

To the Members of the administrative committee

I have reviewed the financial reports in accordance with accepted auditing standards and have carried out such procedures as I considered necessary in review of the activities and reporting for the period.

Based on my review of the financial reports, nothing has come to my attention that causes me to believe that the accompanying financial reports are not presented fairly. In all material respects of the results of the activities of the Cherry Park House Administrative Committee for the period ended 31 March 2018.



For Acura Accountants Limited
Dean Smith
PO Box 324
Kerikeri