

8 February 2019

Whangaroa Memorial Hall (aka Kaeo Memorial Hall)
melden_stepping_s@xtra.co.nz

Dear Sir / Madam

Reminder Annual Accounts - Whangaroa Memorial Hall (aka Kaeo Memorial Hall)

Thank you for the on-going day to day management of the Whangaroa Memorial Hall (aka Kaeo Memorial Hall) 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

**REPORTING FINANCIAL STATEMENT TO FNDC
WHANGAROA MEMORIAL HALL
STATEMENT OF FINANCIAL PERFORMANCE**



FOR THE YEAR ENDED 31 MARCH

2017

2018

INCOME

Hall Hire		
Rental of Plunket room	\$ 6,215.00	\$ 4,105.00
Bond	\$ 2,600.00	\$ 1,950.00
Grants/Funding	\$ -	\$ 350.00
	\$ -	\$ -
	<u>\$ 8,815.00</u>	<u>\$ 6,405.00</u>

EXPENSES

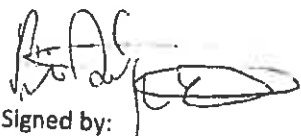
Cleaner/Rubbish	\$ -	\$ 1,140.00
Cleaner Products	\$ 305.66	\$ 248.54
Hall Equipment	\$ 4,681.78	\$ 1,634.84
Repairs & Maintenance	\$ 1,030.00	\$ 1,116.19
Plant/Fixed Assets	\$ -	\$ 3,898.50
Hire Costs	\$ -	\$ -
Insurance	\$ -	\$ -
General Expenses	\$ 35.96	\$ 37.74
Marketing	\$ -	\$ -
Bank Fees	\$ -	\$ -
	\$ -	\$ -
	<u>\$ 6,053.40</u>	<u>\$ 8,075.81</u>

NET SURPLUS (DEFICIT)

	<u>\$ 2,761.60</u>	<u>-\$ 1,670.81</u>
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Signed by:
Treasurer – Carol Mosen



Signed by:
Chairperson – Eljon Fitzgerald

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Kind regards,



Estee Rapatini
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Infrastructure and Asset Management

*11/2 Roy Schahill advised
this should be directed
to Kaeo Hall*

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