



HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Email: ask.us@fndc.govt.nz
Website: www.fndc.govt.nz

Private Bag 752, Memorial Avenue
Kaikohe 0440, New Zealand
Freephone: 0800 920 029
Phone: (09) 401 5200
Fax: (09) 401 2137

Thursday 8 October 2020

Paihia War Memorial Hall
jeanette_galloway@hotmail.com

Dear Sir / Madam

Please note that as per Council's '2015 Halls and Facilities Strategy' there is a requirement that Hall Committee's submit information pertaining to the previous year's hall use being 1 July 2019 to 30 June 2020.

This is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact.

Therefore, can you please complete the information below and return it to me by Friday 1 December 2020. This information will form part of a report that is presented to your local Community Board early 2021.

Can you please ensure you provide a copy of your hall's evacuation plan and a copy of your current BOWF for our records?

Should we not receive any information, we will be noting this as part of the report to the Community Board.

HALL DETAILS			
Name of Hall:	PAIHIA WAR MEMORIAL HALL		
Physical address:	8 WILLIAMS ROAD, PAIHIA. 0200		
Postal address:	13 THE ANCHORAGE, HAWKESBURY. 0204		
Booking Officer (name):	(Booking Officer will be added to our website) CAROL LISHAM		
Booking Officer (contact):	Ph.: 022 3757279	Mobile: →	Email: CAROL.LISHAM@GMAIL.COM
Afterhours contact (name):	JEANETTE GALLOWAY (COMMITTEE CHAIRMAN)		
Emergency Contact (name):	AS ABOVE		
Afterhours (contact):	Ph.: 09 402 5054	Mobile: 0279 428377	Email: ↓
Other:	JEANETTE GALLOWAY@HOTMAIL.COM		

ATTACHMENTS:

- 1) COMM. HALL MEMBER LIST.
- 2) BOOKING REQUEST PROCESS.
- 3) RATES OF HIRE SCHEDULE
- 4) KEY REGISTER.
- 5) HALL LAYOUT DIAGRAM.
- 6) SEATING CHARTS & FIRE LOCATIONS.

- 7) EMERGENCY INSTRUCTIONS. (2)
- 8) PAIHIA WAR HALL FIRE: B.W.O.F.
- 9) INVENTORY SCHEDULES (3)
- 10) OCCUPANCY NUMBERS

HALL COMMITTEE DETAILS

Position	Name	Postal Address	Email address	Phone number
REFER COMM. / REG. MEMBER LIST.				

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?	AS DISCUSSED. NORMALLY TIMES BI-MONTHLY.
How often did the Committee meet in 2019/20?	FOUR TIME J.B.M.

01 JULY - 30 JUNE

HALL INFORMATION 2019/20

	2017/2018	2018/2019	2019/2020
Usage Data			
Number of bookings:	445	384	411
Number of users:	—	—	TOTAL X 28 REGULAR X 4
Type of use (H - USFO)	BRIEFS / YOGA / JAZZ & CONFS.		
Community (regular users):	B.O.S. JAZZ & CONFS. AREA BRIEFS CLUB. LENNEX YOGA. J.S. JEM/ON.		
Casual (one off):	NUMEROUS & VARIOUS.		
Commercial:	N/A.		
Hire rates (per hour)	REFER RATES SCHEDULE.		
Community:	✓	✓	✓
Casual:	✓	✓	✓
Commercial:	✓	✓	✓
Other:	✓	✓	✓
2019/20 Financial Statement	Attached: yes / no		
BWOF #	Yes / No	Expiry Date:	
Insurance - Contents	Yes / No	Value: NO INSURANCE COVER HERE.	

ALREADY BOOKINGS TAKEN: 486

75 x BOOKING CANCELLATION
1/25 x 60
Covid-19

REFER ATTACHED EMAIL FROM BELINDA WARD (11-11-2020)

Improvements completed	'1' IS/WORK' - JHV HALL			
	ROOMS FURNITURE - (COCKDOACHES) \$207			
Maintenance completed	KITCHEN WATER HEATER REPAIRS \$391 ELECTRICAL MAINTENANCE / LIGHTING \$1012-38 B.P.S. - CO. ST. REPAIRS \$545-34 NSDD / EVELD / MEN'S - WATER VALVE \$220-96			
Other:	MONTHLY BOOKKEEPING \$974-25 ANNUAL ACCOUNTS \$910 N.C.S. - CLEANING SUPPLIES \$291-15			
Check list (cross out as provided)	AH / emergency contact details	Copy of BWOFF certificate	Copy of Evacuation Plan	Form fully completed

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	MAIN HALL - CONFERENCE ROOM - REFER ATTACHMENT 9-12-2019 OFFICE -
Kitchen facilities	HOT WATER UON. Electric SUB DISPOSERATOR. MICROWAVE UPRIGHT Electric STOVE KITCHEN CROCKERY & CUTLERY.
Toilets 0 MAIN HALL	REFER ATTACHMENT SCHEDULE.
Disabled access	COUNCIL COMPLIANT
Parking	NIL. (REVENUE'S CORDON USED AS OF HALL)
Furniture available	REFER ATTACHMENT SCHEDULE (24-11-18)
Other facilities / assets available e.g.: stage, lighting, heating	MAIN HALL STAGE 'CONFERENCE ROOM' - HEAT PUMP 'MAIN HALL' 2 x HEAT PUMPS. 'CONFERENCE ROOM' - SINK BENCH UNIT C/W WATER.

Thank you for providing the requested information, please return in the envelope provided or email to districtfacilities@fndc.govt.nz

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

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Ngawaiata Harris', with a stylized flourish at the end.

Ngawaiata Harris
District Facilities

Paihia War Memorial Hall Committee Members

Peter Galloway	Chairman		09 402 5054	027 942 6377
Carol Lipsham	Hall Bookings			022 3757279
Adrienne Barrie				027 7365100
Jan Baker	Maintenance			027 221 1636
Wendy Sharland	Accounts Payable		402 7686	
Carolyn Nicholas	Notice Board		402 8826	021 058 9300
Belinda Ward	Council Liaison	belinda.ward@xtra.co.nz		021 070 0761
Karen White	Accountant	accounts@karenwhite.nz		021 0229 2689

Outgoing Committee Members

Hilary Alexander	Hall Bookings		407 4473	027 281 2347
Bill Godfrey	Maintenance		407 7771	021 250 0057
Rachel van den Bemd	Secretary			027 430 4732
Naomi Waterhouse				020 4086 8380

BOOKING REQUESTS –

Replies to inquiries should include:

Rates & payment procedure. Ongoing regular weekly booking for a period of time can be invoiced. Invoices are sent at month end. Casual one off bookings, ask that payment be paid direct into bank account, to use their name and booking date as reference on deposit, PRIOR to booking date. Note also that we do have a “24hour notice of cancellation without penalty policy”.

FIRE SAFETY.

Advise that when 20 people or more are in the building at any one time a fire safety warden is required to be appointed by them. Fire Safety requirements and instructions are placed on the wall by each exit door.

Calendar

Note Name of person making booking, organisation whom they represent, email/phone contact details, rate to be charged, invoice details, i.e. if casual state “casual” to be paid into a/c. time and which venue, i.e. main hall (red) conference room (blue) and office (green), plus anything else that may be important when following up (either by bookings person or book keeping person.)

NB, when filling in the “Council Community Hall usage ” form, the numbers are for *Individual* person/organisation not numbers of rooms occupied by hirer. i.e. Main hall and one other room was hired but is recorded as one booking.

Key Collection address

Importance of prompt key return so available for next hirer, Key register to Sign, In Summer I check the “Open hours” of Cabbage Tree and advise hirers of these.

Lock up procedure – REQUEST they carefully follow notice placed on wall by door (main hall front door, conference room exit door, the office room, (no vacuum cleaner to be able to clean or sink etc for dishes to be clean etc. just ask to leave in tidy condition and make sure to turn off lights, heating and securely lock doors and windows. Thank them for co-operation so as in a clean and tidy state for next hirer. Office room entry is countdown side of building and two doors have to be used to gain entry.

PURPOSE OF USE ascertain purpose of use if not obvious from enquiry, i.e. they state meeting, or art class, etc. etc. Also number of people they envisage attending as there are maximum numbers applicable for each room, see map. Alcohol, it is the responsibility of the hirer to obtain appropriate licence otherwise no alcohol. Some intended uses are not suitable and do not meet FNDC requirements, when in doubt forward a copy of the email to Peter/Belinda for direction.

Bookings
EMAIL

MEMORIAL HALL 1945 @ EMAIL.COM

Paihia War Memorial Hall

Rates of Hire

	Main Hall	Conference Room	Office
Full Day	\$60	\$40	\$20
½ Day*	\$30	\$20	\$15
Hour	\$15	\$10	\$10

*note ½ day hire am ends at 1pm.

Discounted rates given in response to application:

Youth Group 50% all three rooms

Mums & Bubs 50% use conference room

Application for discounted rate – no decision made

Toastmasters - mostly use conference room, switch to either
main hall or office room depending on anticipated
numbers going to attend when conference room
has booking on their regular day. (meet once per
fortnight)

AA - weekly in conference room

Te Reo - not currently booking hall but anticipated will
again in 2018. Did pay full rate for 5 weeks
this year but asked for consideration for a reduced
rate. Used Conference room.

Long Standing discounted hire rates are given to Bridge Club and BOI Arts and Crafts.

CURRENT RULES – passed by previous Committee

No Freebies

Toilet & Kitchen facilities are with hire of main hall only

24 hour notice of cancellation without penalty

Casual one off bookings to be pre-paid into bank a/c prior to hire

Regular hirers invoiced at month end via email

No sub-letting

10pm curfew

Booking person has no discretionary authority over fees

Paihia War Memorial Hall – Key Register

Locks/Keys changed 8/12/2017



Area 1 – x 5 keys

Key	Date	Name/Organisation	Returned
8A1 - 1	08/12/17	Arts and Crafts	
8A1 - 2	08/12/17	Bridge Club	
8A1 - 3			
8A1 - 4			
8A1 - 5			
8A1 - 6	01/03/18	Bridge Club # 2	

Area 2 – x2 keys

Key	Date	Name/Organisation	Returned
8A2 - 1			
8A2 - 2			

Area 3 – x2 Keys

Key	Date	Name/Organisation	Returned
8A3 - 1			
8A3 - 2			

Master Keys – opens all doors – x4

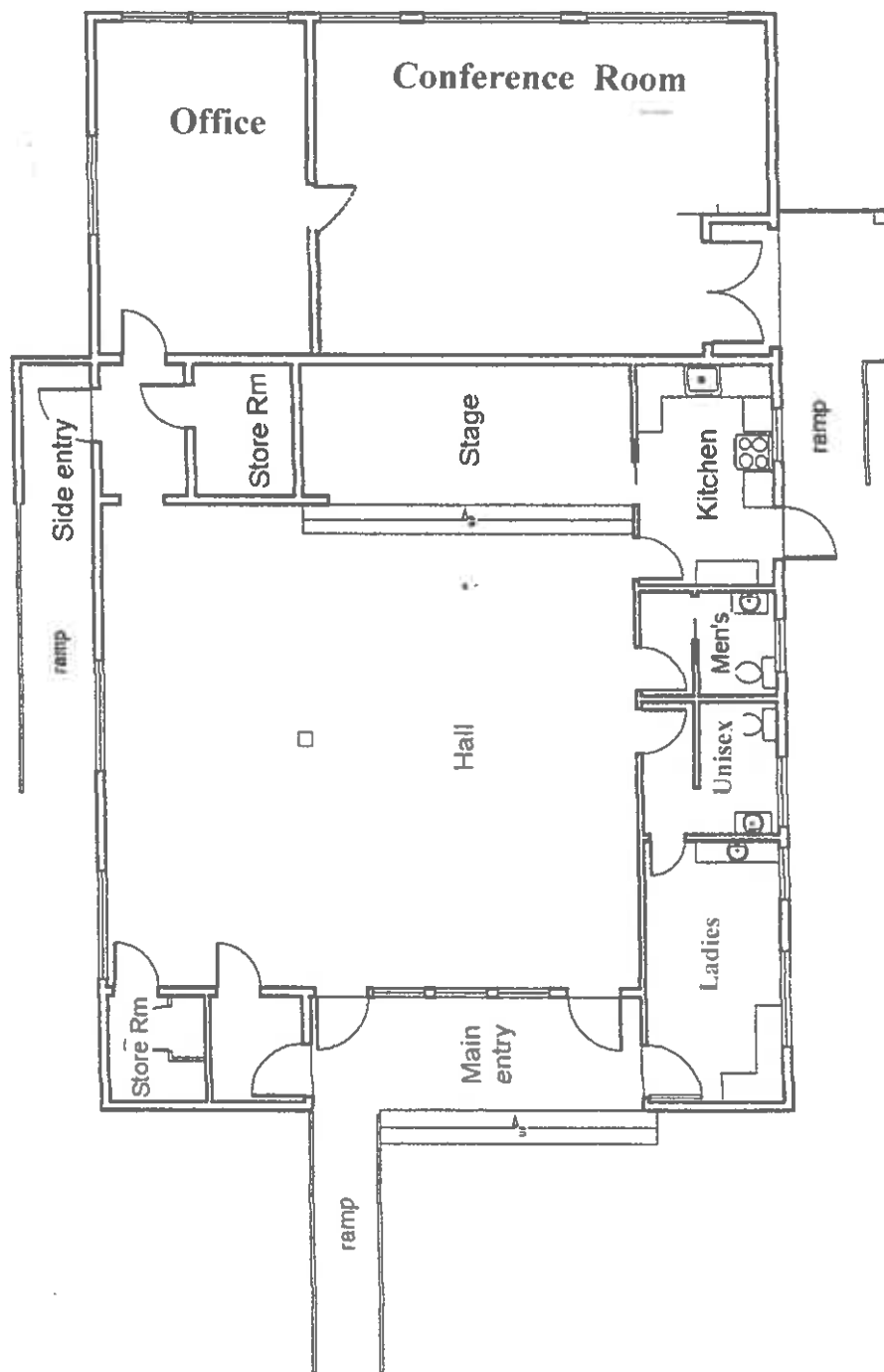
Key	Date	Name/Organisation	Returned
8AMK - 1	Dec '17	Sophie Ngawati - cleaner	
8AMK - 2	Dec '17	Belinda Ward CB-FNDC	
8AMK - 3	Sept '19	Jan Baker	
8AMK - 4	Sept '19	Peter Galloway	

Notice Board

Key	Date	Name/Organisation	Returned
1	Feb '18	Cabbage Tree	
2	Feb '18	Caroyn Nicholas	

Cupboard Keys – Main Hall

Key	Date	Name/Organisation	Returned
1 – cupboard on left – Bridge Club Meter box	July 2018		
2 – cupboard on right – Arts and Crafts	July 2018		



Main Rd.

Floor Plan WAR MEMORIAL HALL PAIHIA

Public Toilets

EMERGENCY INSTRUCTIONS

Discovery of a Fire / Emergency:

- **Remove anyone from Immediate Danger**
- **Call out loudly - Fire ! Fire !**
Evacuate the Building immediately
- **Dial 111**
- **Notify the Fire Service**
- **Provide Clear Details:**
Paihia War Memorial Hall
8 Williams Road
PAIHIA - NORTHLAND
Advise the type of Emergency.
- **Leave immediately by the nearest safe Exit -**
Move Quickly – Do Not Run
- **Assist any person with disabilities to evacuate**
- **Notify Head Warden – details of Emergency**
(On footpath at Front of Building – Williams Road)
- **Report to designated “Assembly Point”**
- Car Park area at rear of Hall
- **Stay at “Assembly Point” until all clear is given**

If you hear the Fire Warning:

- **Follow the instructions of your Head Warden**
- **Leave by the nearest safe EXIT –**
Move Quickly – Do Not Run
- **Assist any person with disabilities to evacuate**
Report to designated “Assembly Point”
- Car Park area at rear of Hall
- **Stay at “Assembly Point” until all clear is give**

Prepared by: ©Frank Burton & Associates Limited

“Risk Reduction Services”

Promoting Life Safety

‘He kuru pounamu te ora’

Whangarei Ph / Fax: 09 438 0088 Mobile: 027 246 0284
Auckland Ph: 09 266 0219 Fax: 09 266 0210

EMERGENCY INSTRUCTIONS

Discovery of a Fire / Emergency:

- Remove anyone from Immediate Danger
- Call Out loudly – Fire ! Fire !
Evacuate the Building immediately
- **Dial 111**
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- Provide Clear Details:
Paihia War Memorial Hall
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PAIHIA - NORTHLAND
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“Risk Reduction Services”

Promoting Life Safety

‘He kuru pounamu te ora’

Whangarei Ph / Fax 09 435 0085 Mobile 027 246 0284

Northland Est. 2004 Ltd 09 435 0085

FIRE ACTION

IF YOU DISCOVER A FIRE

TELEPHONE THE FIRE SERVICE IMMEDIATELY

FROM A SAFE PHONE:

MOBILE PHONE MAYBE
UTILISED

DIAL 111

WHEN WARNED OF A FIRE IN THIS BUILDING

LEAVE THE BUILDING IMMEDIATELY:

Adjacent Front Exit Door

YOUR ALTERNATIVE EXIT IS AT:

Main Hall Side Exit Door

ASSEMBLE AT:

“ASSEMBLY POINT”

Car Park area at rear of Hall.

**STAY AT THE ASSEMBLY POINT
UNTIL THE ALL CLEAR IS GIVEN**

WALK - DO NOT RUN

From: Belinda Ward

Sent: Wednesday, 11 November 2020 4:42 PM

To: jeanette galloway

Subject: re Paihia War Memorial Hall

Hi Peter, further to our conversation I have checked the following as requested for the Paihia War Memorial Hall:

1. The emergency evacuation plan is detailed in a folder which is located on the wall inside the main entrance of the hall.

All information is up to date & the high viz vest is in the wall display rack with the folder.

All emergency exits are clearly marked with appropriate signage.

2..The Building Warrant of Fitness is the responsibility of the FNDC as the owner of the building & a copy should be supplied by them to be displayed in the community facility.

With thanks, regards Belinda Ward

BOI-W CB Paihia Subdivision member

PAIHIA WAR MEMORIAL HALL

Inventory of kitchenette crockery & cutlery etc as at 1 June 2018

Conference Room

1 x Electric Jug 1.7litre

3 Utility knives,

1 x Cake slice

1x Can/bottle opener

12 x Teaspoons

1 x Tongs

1 x cutlery drawer tray

12 x butter knives

1 x large rectangle china serving plate White

1 x medium rectangle chine serving plate grey/white

1 x small plastic tray (to contain dish liquid,brush etc)

7 x tea towels, 3 x dish cloths

1 x glass water jug

1 x cutting board, plastic

20 x white china coffee mugs

12x drinking glasses

20 side plates white china

Consumables: 1x sunlight dish liquid,1 x ajax spray & wipe, 1 x antibacterial handwash, 1 x dish brush

PAIHIA WAR MEMORIAL HALL

INVENTORY (as at 24th November 2016)

MALE/FEMALE TOILETS

3	Rubbish bins
3	Toilet roll holders
3	Paper towel holders
3	Soap dispensers
3	Toilet brushes
3	Mirrors
1	Couch

MAIN HALL

	Tellus vacuum cleaner
	Aluminium Ladder
	Assorted cleaning equipment
	Spare water urn (for parts)
3	Large Carpets
2	Small carpet mats
1	Double door freestanding cupboard
4	Large folding tables (1 broken)
3	Tables – non folding
1	Small table
2	Heat Pumps
1	Stage carpet
108	Chairs

KITCHEN

1	Small frig
1	Electric stove

1 Microwave

KITCHEN C'tnd

1 Electric Hot Water Urn

3 Hot water kettles

1 Rubbish bin

11 Tea Towels

5 Dish cloths

3 Serving platters

23 Dinner plates

4 Bread plates

24 Saucers

25 Cups (various)

6 Dessert spoons

12 Forks

10 Knives

4 Teaspoons

From: Stephen Baker
Sent: Monday, 9 December 2019 7:48 PM
To: jeanette galloway
Subject: Memorial Hall

Hi Peter

Restriction on Maximum occupancy numbers..

Large and small meeting rooms at rear.....Max 50 people total

Main Hall loose table and chairs.....Max 108 people total

Entire BuildingMax 158 people total

Main Hall 'loose chairs only' . Max 148 people total

Entire Building Max 208 people total

See you Monday

Jan Baker

Annual Report

Paihia War Memorial Hall
For the year ended 30 June 2020

Prepared by Karen White Chartered Accountant Ltd

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3	Compilation Report
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5	Statement of Profit or Loss
7	5 Year Comparative Profit or Loss
9	Balance Sheet
10	Statement of Changes in Equity
11	Depreciation Schedule
13	Notes to the Financial Statements

Compilation Report

Paihia War Memorial Hall For the year ended 30 June 2020

Compilation Report to the Committee Members of Paihia War Memorial Hall.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Paihia War Memorial Hall for the year ended 30 June 2020.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Committee Members are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Paihia War Memorial Hall other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.



Karen White Chartered Accountant Limited

PO Box 251
Paihia, 0247

Dated: 25 August 2020

Approval of Financial Report

Paihia War Memorial Hall For the year ended 30 June 2020

The Committee is pleased to present the approved financial report including the historical financial statements of Paihia War Memorial Hall for year ended 30 June 2020.

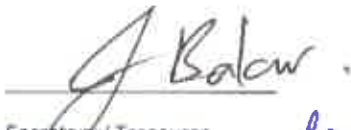
APPROVED

For and on behalf of the Committee.



Chairman

Date 12-11-20



Secretary / Treasurer

Date 16.11.20.

Committee Member / Panel Administrator

Statement of Profit or Loss

Paihia War Memorial Hall

For the year ended 30 June 2020

	NOTES	2020	2019
Trading Income			
Hall Hire		8,938	9,216
Total Trading Income		8,938	9,216
Gross Profit		8,938	9,216
Other Income			
Interest Received		767	989
Total Other Income		767	989
Expenses			
Operating expenses			
Cleaning		2,631	3,474
Electricity & Lighting		640	1,500
Grounds		-	20
Hall Supplies		-	40
Total Operating expenses		3,271	5,034
Repairs and maintenance			
Repairs and Maintenance		2,246	849
Total Repairs and maintenance		2,246	849
Administration			
Accounting fees		910	910
Advertising		-	52
Bank Fees		30	-
Bookkeeping Services		975	-
General Expenses		318	-
Printing & Stationery		129	34
Subscriptions		828	811
Bad debts		-	20
Total Administration		3,190	1,827
Total Expenses		8,707	7,710
Net Cash Surplus (Deficit)		997	2,495
Non cash expenses			
Depreciation		4,786	5,651
Total Non cash expenses		4,786	5,651
Net Operating Surplus (Deficit)		(3,789)	(3,156)

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

	NOTES	2020	2019
Donations			
Donation FNDC		800	-
Total Donations		800	-
Net Surplus (Deficit)		(2,989)	(3,156)

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

5 Year Comparative Profit or Loss

Paihia War Memorial Hall For the year ended 30 June 2020

NOTES	2020	2019	2018	2017	2016
Trading Income					
Hall Hire	8,938	9,216	10,058	10,819	10,819
Total Trading Income	8,938	9,216	10,058	10,819	10,819
Gross Profit	8,938	9,216	10,058	10,819	10,819
Other Income					
Interest Received	767	989	1,007	933	970
Total Other Income	767	989	1,007	933	970
Expenses					
Operating expenses					
Cleaning	2,631	3,474	3,389	2,922	3,865
Electricity & Lighting	640	1,500	1,845	1,709	1,425
Grounds	-	20	351	374	-
Hall Supplies	-	40	352	301	263
Total Operating expenses	3,271	5,034	5,937	5,306	5,553
Repairs and maintenance					
Repairs and Maintenance	2,246	849	2,654	1,948	532
Total Repairs and maintenance	2,246	849	2,654	1,948	532
Administration					
Accounting fees	910	910	450	-	-
Subscriptions	828	811	144	-	-
Bank Fees	30	-	40	-	-
Printing & Stationery	129	34	-	-	-
General Expenses	318	-	-	-	-
Bookkeeping Services	975	-	-	-	-
Advertising	-	52	-	-	-
Bad debts	-	20	-	-	-
Total Administration	3,190	1,827	634	-	-
Occupancy and standing					
Interest Expense	-	-	2	-	-
Total Occupancy and standing	-	-	2	-	-
Total Expenses	8,707	7,710	9,227	7,254	6,085
Net Cash Surplus (Deficit)	997	2,495	1,838	4,498	5,704

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



	NOTES	2020	2019	2018	2017	2016
Non cash expenses						
Depreciation		4,786	5,651	6,563	7,774	8,947
Loss on disposal of fixed assets		-	-	161	-	-
Total Non cash expenses		4,786	5,651	6,724	7,774	8,947
Net Operating Surplus (Deficit)		(3,789)	(3,156)	(4,886)	(3,276)	(3,243)
Donations						
Donation FNDC		800	-	-	-	-
Total Donations		800	-	-	-	-
Net Surplus (Deficit)		(2,989)	(3,156)	(4,886)	(3,276)	(3,243)

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



Balance Sheet

Paihia War Memorial Hall

As at 30 June 2020

	NOTES	30 JUN 2020	30 JUN 2019
Assets			
Current Assets			
Cash and Bank			
Society Cheque		5,017	3,586
Business Saver		321	321
Savings Plus		16,034	15,805
Term Deposit 84		10,000	10,000
Term Deposit 86		6,000	6,000
Term Deposit 87		5,000	5,000
Total Cash and Bank		42,373	40,712
Accounts receivable		40	80
Interest accrual		90	138
Total Current Assets		42,503	40,930
Non-Current Assets			
Property, Plant and Equipment		32,872	37,657
Total Non-Current Assets		32,872	37,657
Total Assets		75,375	78,587
Liabilities			
Current Liabilities			
Accounts payable		-	224
Total Current Liabilities		-	224
Total Liabilities		-	224
Net Assets		75,375	78,363
Equity			
Retained Earnings		75,375	78,363
Total Equity		75,375	78,363

Chairman

Date

12-11-20

Secretary / Treasurer

Date

16-11-20

COMMITTEE MEMBER / BANK ADMINISTRATOR

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Changes in Equity

Paihia War Memorial Hall

For the year ended 30 June 2020

	2020	2019
Equity		
Opening Balance	76,363	81,519
Increases		
Net Surplus (Deficit)	(2,989)	(3,156)
Total Increases	(2,989)	(3,156)
Total Accumulated Funds	75,375	78,363

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Depreciation Schedule

Paihia War Memorial Hall

For the year ended 30 June 2020

NAME	COST	OPENING VALUE	PURCHASES	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Building Improvements								
Glazing	3,771	2,859	*	3.00%	DV	86	997	2,774
Kitchen	14,734	5,972	*	10.00%	DV	597	9,359	5,375
Toilets	40,041	16,651	*	10.00%	DV	1,665	25,055	14,986
Total Building Improvements	58,546	25,483	*			2,348	35,411	23,135
Furniture and Fittings								
2 Easy Chairs in small room	109	56	*	20.00%	DV	11	64	45
6 Trestle Tables	495	90	*	20.00%	DV	18	423	72
Blinds Front and Rear	6,822	2,328	*	20.00%	DV	466	4,959	1,863
Carpet Main Hall	1,490	423	*	20.00%	DV	85	1,152	338
Carpet Office and Stage Mats	2,684	916	*	20.00%	DV	183	1,951	733
Carpets Small Meeting Room	2,345	615	*	20.00%	DV	123	1,853	492
Cinema screen and curtains	422	79	*	20.00%	DV	16	359	63
Concrete and Steel Tubs	373	78	*	20.00%	DV	16	311	62
Concrete Chess Tables/Chairs	1,200	418	*	20.00%	DV	84	866	334
Handrails Inside/Outside	6,566	2,286	*	20.00%	DV	457	4,737	1,829
Kitchen Crockery	485	102	*	20.00%	DV	20	404	81
Kitchen Unit	673	271	*	20.00%	DV	54	456	217
Lighting and Power Points	1,250	427	*	20.00%	DV	85	909	342
Security Screen Door	797	283	*	20.00%	DV	57	571	226
Totara kitchen cabinet and sink bench	808	603	*	20.00%	DV	121	325	483
Total Furniture and Fittings	26,519	8,976	*			1,795	19,338	7,181

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

NAME	COST	OPENING VALUE	PURCHASES	RATE	METHOD	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Plant and Equipment								
Dehumidifier	219	90	-	20.00%	DV	18	147	72
Heat Pump	200	50	-	20.00%	DV	10	160	40
Heat Pumps	5,603	-	-	67.00%	DV	-	5,603	-
Heat Pumps Oct 2014	5,543	1,130	-	20.00%	DV	226	4,639	904
Lighting for Boardroom	1,060	264	-	20.00%	DV	53	849	211
Petition Wall Boardroom	3,392	845	-	20.00%	DV	169	2,716	676
Refrigerator	850	25	-	30.00%	DV	8	832	18
Stove and Microwave	1,198	171	-	20.00%	DV	34	1,061	137
Superhead water Boiler	1,218	624	-	20.00%	DV	125	719	499
Total Plant and Equipment	19,283	3,199	-	-	-	642	16,727	2,556
Total	104,348	37,657	-	-	-	4,786	71,476	32,872

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Notes to the Financial Statements

Paihia War Memorial Hall For the year ended 30 June 2020

1. Reporting Entity

Paihia War Memorial Hall is engaged in providing hireage of the hall to the Paihia Community.

2. Statement of Accounting Policies

Basis of Preparation

These financial statements have been prepared in accordance with the Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by Chartered Accountants Australia and New Zealand.

The financial statements have been prepared for the entities financiers and the Committee Members.

Historical Cost

These financial statements have been prepared on a historical cost basis. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except when otherwise indicated.

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.

Sales of services are recognised in the period by reference to the stage of completion of the transaction at the end of the reporting period.

Interest received is recognised as interest accrues.

Property, Plant and Equipment and Investment Property

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.

An item of property, plant and equipment or investment property is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year the asset is derecognised.

Upon derecognition, the asset revaluation reserve relating to the asset disposed shall be transferred to retained earnings.

Depreciation

Account	Method	Rate
Furniture and Fittings	Diminishing Value (100%)	20%
Building Improvements	Diminishing Value (100%)	3% - 10%
Plant and Equipment	Diminishing Value (100%)	20% - 67%

Goods and Services Tax

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

	2020	2019
3. Equity		
Retained Earnings		
Opening Balance	78,363	81,519
Current Year Earnings	(2,989)	(3,156)
Total Retained Earnings	75,375	78,363
Total Equity	75,375	78,363

4. Property, Plant and Equipment

Plant and Equipment		
Plant and Equipment	19,283	19,283
Less Accumulated Depreciation on Plant and Equipment	(16,727)	(16,084)
Total Plant and Equipment	2,556	3,199
Furniture and Fittings		
Furniture and Fittings	26,519	26,519
Less Accumulated Depreciation on Furniture and Fittings	(19,338)	(17,543)
Total Furniture and Fittings	7,181	8,976
Building Improvements		
Building Improvements	58,546	58,546
Less Accumulated Depreciation on Building Improvements	(35,411)	(33,063)
Total Building Improvements	23,135	25,483
Total Property, Plant and Equipment	32,872	37,657

Budget Forecast

Paihia War Memorial Hall
For the year ended 30 June 2021

Prepared by Karen White Chartered Accountant Ltd

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Compilation Report

Paihia War Memorial Hall For the year ended 30 June 2021

Compilation Report to the Committee Members of Paihia War Memorial Hall.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the budget forecast of Paihia War Memorial Hall for the year ended 30 June 2021.

Responsibilities

The Committee Members are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Paihia War Memorial Hall other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.



Karen White Chartered Accountant Limited

PO Box 251
Paihia, 0247

Dated: 24 August 2020

Approval of Financial Report

Paihia War Memorial Hall For the year ended 30 June 2021


The Committee is pleased to present the approved budget forecast report of Paihia War Memorial Hall for year ended 30 June 2021.

APPROVED

For and on behalf of the Committee.


Chairman

Date 12-11-20


Secretary / Treasurer

Committee Member / Bank Administrator

Date Jf Baker 16.11.20

Budget forecast

Paihia War Memorial Hall For the year ended 30 June 2021

	2021 BUDGET	2020 ACTUAL	2020 BUDGET	2020 BUDGET VARIANCE
Trading Income				
Hall Hire	9,000	8,938	9,236	(299)
Total Trading Income	9,000	8,938	9,236	(299)
Gross Profit	9,000	8,938	9,236	(299)
Other Income				
Interest Received	760	767	989	(222)
Total Other Income	760	767	989	(222)
Expenses				
Operating expenses				
Cleaning	2,700	2,631	3,474	(843)
Electricity & Lighting	1,200	640	1,500	(860)
Hall Supplies	-	-	250	(250)
Total Operating expenses	3,900	3,271	5,224	(1,953)
Repairs and maintenance				
Repairs and Maintenance	1,500	2,246	850	1,396
Total Repairs and maintenance	1,500	2,246	850	1,396
Administration				
Accounting fees	910	910	910	-
Advertising	-	-	50	(50)
Bank Fees	36	30	-	30
Bookkeeping Services	-	975	-	975
General Expenses	300	318	-	318
Printing & Stationery	150	129	35	94
Subscriptions	828	828	828	-
Total Administration	2,224	3,190	1,823	1,367
Total Expenses	7,624	8,707	7,897	810
Net Cash Surplus (Deficit)	2,136	997	2,328	(1,331)
Non cash expenses				
Depreciation	4,069	4,786	4,471	315
Total Non cash expenses	4,069	4,786	4,471	315
Net Operating Surplus (Deficit)	(1,933)	(3,789)	(2,143)	(1,646)
Donations				
Donation FNDC	-	800	-	800
Total Donations	-	800	-	800

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.