

## 2021-22 Hall Information and Statistics

FNDC ADMIN  
17 FEB 2022

HALL DETAILS			
Name of Hall:	Whangaroa Village Hall		
Physical address:	574 Whangaroa Road, Whangaroa		
Postal address:	C/- Sam Murray, PO Box 211, Kaeo, 0448		
Booking Officer (name):	Cecilie Rooke		
Booking Officer (contact):	Ph.: 094050023	Mobile:	Email: ccrooke@slingshot.co.nz
Afterhours contact:	Denis Winters		
Emergency contact	Denis Winters		
Afterhours (contact):	Ph.: 09 4051022	Mobile:	Email: melden.stepping.s@xtra.co.nz
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chair	Denis Winters	Thompsons Access Road, Tauranga Bay, Kaeo 0479	melden.stepping.s@xtra.co.nz	09 4051022
Secretary/ Treasurer	Sam Murray	Box 211, Kaeo 0448	sam.murray@reddfish.co.nz	021 792070
Bookings	Cecilie Rooke	Box 158, Kaeo 0448	ccrooke@slingshot.co.nz	09 4050023

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?	Once
How often did the Committee meet in the year?	Twice this (Covid) year, plus phone meetings with committee to deal with things as they came up.

HALL INFORMATION	
Usage Data	This year affected by Covid
Number of bookings:	41
Number of users:	Not recorded
Type of use	
Community (regular users):	Coastguard (monthly, gratis) Yoga (weekly, \$5 as they also clean hall) Friendship Group (monthly, by donation) Old School Friends (monthly, by donation) Mahjong (weekly until lockdown, in abeyance)
Casual (one off):	First Aid classes; NZ Electoral Commission; AGMs and election for Trustees of local organisations, Whangaroa Village Inc meeting; family celebrations (renunions, birthdays, weddings, post-funeral gatherings), interview venue, environmental hui, meeting venue for the historic St Pauls Cemetery Committee
Commercial:	FNDC meeting
Hire rates (per hour)	
Community:	By donation



<b>Casual:</b>	Guideline: \$20 first hour, \$5 subsequent			
<b>Commercial:</b>	Guideline: \$20 first hour, \$5 subsequent			
<b>Other:</b>				
<b>2020/21 Financial Statement</b>	Attached: <b>YES</b> / no			
<b>BWOF</b>	Attached: yes / NO It's a FNDC hall, you do the BWOFs		Expiry Date:	
<b>Insurance - Contents</b>	Yes / <b>NO</b>		Value:	
<b>Improvements completed</b>				
<b>Maintenance completed</b>				
<b>Other:</b>				
<b>Check list</b> (cross out as provided)	AH / emergency contact details	Copy of BWOF 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:

<b>Hall / meeting room details and capacities e.g.: Main hall – 250 pp</b>	<b>30</b>
<b>Kitchen facilities</b>	Basic - bench and sink, fridge, stove, microwave, electric jugs, zip
<b>Toilets</b>	Public toilets directly across the road
<b>Disabled access</b>	Yes, improved with new ramp
<b>Parking</b>	Public parking on waterfront
<b>Furniture available</b>	Tables, chairs
<b>Other facilities / assets available e.g.: stage, lighting, heating</b>	No

**WHANGAROA HALL COMMITTEE  
BALANCE SHEET  
AS AT 31 MARCH 2021**

<b>Current assets</b>	<b>2020</b>	<b>2021</b>
Cash at bank (current account)	1573.87	1857.45
Cash at bank (savings account)	7901.72	8194.96
Petty cash to hand at 31/3/2020	135.00	85.42
	<b>\$9610.59</b>	<b>\$10,137.83</b>

**1. Whangaroa Hall Committee**

The Whangaroa Hall Committee is a non-profit organisation setup to administer the day-to-day running of the Whangaroa public hall.

**2. Accounting basis**

These financial statements have been prepared on a cash basis.

**3. Explanatory notes on accounts.**

Every month \$20 is transferred from our current account to the savings account (ensuring the higher interest rate).

**4. Signatories**

The ANZ were sent a letter of instruction allowing us to transfer money between accounts with only one authorising signature. All other transactions still require two signatures.

**5. Income for 2020-2021 year**

Hall hire income for 2019-2020 year included location fee for film company (filming "The Sounds"). The 2020-2021 year encompassed Covid-19 restrictions on gatherings, and hall hire income was reduced.

These accounts have been checked against all documents shown to me, and are correct.

Signed\_\_\_\_\_

Date\_\_\_\_\_



**WHANGAROA HALL COMMITTEE  
FINANCIAL STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2021**

<b>INCOME</b>	<b>2020</b>	<b>2021</b>
Hall hire*	2381.80	454.90
Bank interest	97.98	26.71
<b>Total income</b>	<b>2479.78</b>	<b>\$481.61</b>
<b>EXPENSES</b>		
AGM expenses & stamps	28.00	—
Keys cut	6.90	13.80
Rat bait	47.80	47.80
Eco-light bulbs	—	10.98
Slug bait for garden	9.00	9.00
	<b>\$91.70</b>	<b>\$81.58</b>

**Income breakdown**

<b>Date</b>	<b>Hirer &amp; receipt number</b>	
15/07/20	Yoga Group #11541	60.00
07/08/20	Old School Friends #11542	33.60
23/07/20	Eljon Fitzgerald (by bill payment)	30.00
9/09/20	Whangaroa Marina (by bill payment)	25.00
10/09/20	Rebecca Allison #11543	30.00
10/09/20	Mah Jong Brenda #11544	10.00
29/10/20	Eljon Fitzgerald (by bill payment)	20.00
30/10/20	NZ Electoral Commission (by bill payment)	160.00
6/12/20	Old School Friends #11545	54.30
12/02/21	Old School Friends #11546 (retained as petty cash)	32.00
		<b>\$454.90</b>

**Petty cash reconciliation**

01/04/21	Opening Balance	\$135.00
01/05/20	Kaeo Farm & Fuel (rat bait)	-47.80
20/10/20	Bunnings (keys cut)	-13.80
25/11/20	New World (dishwash detergent, carpet cleaner)	-10.98
12/02/21	Old School Friends #11546 (retained as petty cash)	+32.00
29/01/21	The Warehouse (slug-bait)	-9.00
	Cash in hand at 31/03/21	<b>\$85.42</b>