

Thursday 8 October 2020

Okaihau Hall
linric@farmside.co.nz

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:	Okaihau Community Hall		
Physical address:	Settlers Way, Okaihau		
Postal address:	C/o 3 Waikeri Road, P.O., Okaihau 0475		
Booking Officer (name):	(Booking Officer will be added to our website) Lorna Smith		
Booking Officer (contact):	Ph.: 	Mobile: 0211098459	Email: lorna.smith@gmail.com
Afterhours contact (name):	Linda Max		
Emergency Contact (name):	Karen Campbell		
Afterhours (contact):	Ph: 094018337	Mobile: 	Email: linric@farmside.co.nz
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairman	Robert Newport		newport@ue2015@gmail.com	01-4019066 0274905486
Treasurer	Karen Campbell		rkcampbell@ue2015@gmail.com	014019574 0212967466
Secretary	Lynette Morrison		linette.fairweather@gmail.com	01-4018335

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?	11 times (monthly except Jan)
How often did the Committee meet in 2019/20?	9 times

HALL INFORMATION 2019/20	
Usage Data	
Number of bookings:	103
Number of users:	8
Type of use	
Community (regular users):	5 users - 91 bookings
Casual (one off):	3 users - 4 bookings
Commercial:	0
Hire rates (per hour)	
We don't hire by the hour.	
Community:	
Casual:	
Commercial:	
Other:	
2019/20 Financial Statement	
Attached: yes	(no) Already emailed
BWOF	Yes / No
Expiry Date:	No idea. Held by Council.
Insurance - Contents	Yes / No
Value:	

Improvements completed				
Maintenance completed				
Other:				
Check list (cross out as provided)	AH / emergency contact details ✓	Copy of RWOFF 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	Hall – 250 people Supper Room – 50 people
Kitchen facilities	2 ovens fridge sinks 2 water heaters benches
Toilets	Segregated Men's & Women's toilets. Both with disability toilets although Men's are not practical. Men's bins covered.
Disabled access	Ramp into hall. Disability toilet – women's area ok. " " in Men's not practical.
Parking	Parking – front of the hall or along the street.
Furniture available	2 pianos 13, new style benches Approx 150-160 fabric chairs.
Other facilities / assets available e.g.: stage, lighting, heating	Wall heaters in both the Hall & Supper Room. Separate room – used as a Community Library – open approx 2 days/week.

OKAIHAU COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2020

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Officer's Responsibility for the Financial Statements

The Officers are responsible on behalf of the entity for determining that the framework adopted is acceptable in Okaihau Community Association's circumstances, the preparation of financial statements, and for such internal control as the Officer's determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Officers are responsible on behalf of the entity for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Officer's either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit.

Our Independent audit report was completed on the 03 August 2020 and our qualified opinion is expressed as at that date.



Adele M Maraki
Kaikohe
3 August 2020

OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2020

2019 RECEIPTS- 150 Years	2020
0.00 Nil Receipts	-
PAYMENTS - 150 Years	
150.00 Petrol Vouchers - Auditor	150.00
15.00 Okaihau College Magazine - Time Capsule	-
125.00 5 x USB of Photos	-
0.00 Welcome to Okaihau Sign	2,044.70
0.00 Erection of Sign	490.52
290.00	2,685.22
-290.00 Excess Receipts over Payments	- 2,685.22
17,157.61 Plus Bank Balance at 1 July 2020	15,867.61
1,000.00 less unrepresented cheque presented	-
less withdrawal for Term Deposit	10,000.00
15,867.61 Balance per Bank Statement 30 June 2020	3,182.39



OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2020

2019 INCOME	2020
0.00 150 Years Total Receipts	0.00
90.00 Memorial Board Entries	0.00
3,523.60 Hall Hire	2,108.60
28.00 Subscriptions	24.00
0.00 Interest - 150 Account	100.55
437.66 Interest - Term Investment and 50 Account	366.53
1,000.00 Curtains - Lions Club - Donation	0.00
681.15 Christmas Gala	436.40
100.00 Bond Refund - Unpresented	0.00
50.00 Donation	0.00
<u>5,910.41</u>	<u>3,036.08</u>
EXPENDITURE	
290.00 150 Years Payments	150.00
1,257.55 Depreciation	1,129.51
49.04 Loss on Disposal- Piano1	22.80
86.89 Repairs and Maintenance	37.00
1,000.00 Hall Expenses	900.00
810.17 Power	770.98
382.92 Christmas Gala Expenses	333.24
150.00 Petrol Vouchers	150.00
66.00 Stationery	5.00
20.00 Memorial Board Entries	20.70
5.00 Bank Charge	0.00
100.00 Bond Refund	0.00
<u>4,217.57</u>	<u>3,519.23</u>
<u>1,692.84</u> Excess Income over Expenditure	<u>-483.15</u>



OKAIHAU COMMUNITY ASSOCIATION - Okaihau Tennis Club

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2020

2019	2020
Nil receipts received	
PAYMENTS	
o Tennis Net Repairs	103.50
	<u>103.50</u>
Excess Receipts over Payments	103.50

STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2020

2019	2020
INCOME	
587.57 Interest - Term Investment and 50 Account	444.29
EXPENDITURE	
o.00 Tennis Net Repairs	103.50
<u>587.57</u> EXCESS INCOME OVER EXPENDITURE	<u>340.79</u>

STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE 2020

2019	2020
ACCUMULATED FUNDS	
23,194.47 Balance as at 30 June 2020	23,782.04
587.57 Excess Income over Expenditure	340.79
<u>23,782.04</u>	<u>24,122.83</u>
<i>Represented by</i>	
Current Assets	
620.73 Cash at Bank - ASB - 00 Account	517.23
5,727.08 Cash at Bank - ASB - 50 Account	5,810.18
17,434.23 Investments	17,795.42
<u>23,782.04</u> Net Assets	<u>24,122.83</u>

**Okaihau Community Association
AGM
Held on
Monday 3rd August 2020 7.30pm**

1. Present:

Karen Campbell, Neil MacMillan, Hazel MacMillan, Lindy Mason, Chairman Robert (Blue) Newport, Ann Rolston, Janet Graham, Anna Anderson, Annie Blackmore, Camella Nelson, Eileen Pickery

2. Apologies:

Lorna Smith, Jackie Poole

Hazel / Eileen

3. Minutes:

The minutes of the previous AGM (5/8/2019) were read by Lindy Mason, and accepted as true and correct.

Janet / Ann R

4. Matters Arising from the Minutes:

Supply an invoice to Karen for the spraying of the History Board
Tennis club maintenance – nets replaced and nets posts fixed. More to be done to club-rooms. Janet & Karen to liaise.

Robert (Blue)

Karen C / Janet G

5. Correspondence:

Out: Forms to Adele Maraki regarding the engagement of her services for auditing our accounts – this is a new yearly legal requirement. Completed by Karen & Blue (Robert).

In: Form received from ASB regarding adding an additional “toggle” (for signatory to authorise payments). Agreed Blue will hold one, as the 3rd signatory. To be arranged.

Robert / Karen C

6. Financial Report:

Treasurer Karen Campbell presented the final accounts (see attached) for the year ending 30 June 2020.

This included the accounts for the OCA, the remaining money in the 150th account, plus the Tennis Clubs account.

Karen moved these accounts be accepted.

Karen / Neil All agreed

Eileen queried one figure in the 150th accounts – an unrepresented cheque for \$1000.

Karen didn't have the figure at her fingertips so will report back next month. **Karen C**

7. Matters Arising from the Financial Report:

- Piano 2 will be written off this year. **Karen C**
- It was agreed to give Adele a \$300 petrol voucher again as thanks for auditing our accounts. Again agreement was that this is good value. The turnaround on our accounts is excellent.

As per last year - \$150 of this to come from the 150th account, the remainder from the OCA account. Karen will need to get cash from the account for this.

Robert / Lindy All agreed

The new chairs from the RSA will be added to the books once we receive an invoice.

Neil

8. Chairman's Report:

Robert distributed his report (copy attached), and spoke briefly on the contents.
We have had a strange year so far, due to the COVID-19 lockdown and resulting fallout.
However we have managed to pull together quickly and have coped with the changing requirements for the hall.

The cycleway continues to grow.

The Christmas gala was another big success.

He finished by thanking everyone for their work assisting with various projects and other work throughout the year.

9. Election of Officers

Chairman	Robert Newport	<i>Lindy Mason / Hazel MacMillan</i>
Treasurer	Karen Campbell	<i>Robert Newport / Lindy Mason</i>
Secretary	Lindy Mason	<i>Robert Newport / Neil MacMillan</i>
Vice-Chairman:	Neil MacMillan	<i>Robert Newport / Lindy Mason</i>
Auditor	Adele Maraki	

Cheque signatories: To remain the same as for 2020, namely:

Karen Campbell, Robert Newport, Lindy Mason

(2 people must sign each cheque, 2 people must authorise each online payment).

Robert (Blue) to get a "toggle" so that he can also authorise payments if someone else is away. *All agreed.*

10. General Business:

- Subs are due..... \$2 each.
It was agreed to keep this at the same rate as last year. *Lindy / Janet All agreed*
This is a nominal amount as it is imperative that we have financial members before they can have speaking rights and / or vote. This protects the right of the committee.
- Lindy mentioned that Russell has returned the set of Hall keys (RH door & main kitchen) that he held in the hardware store, as he has sold the building and will no longer be working from there.
Lindy suggested, and asked, Annie Blackmore, if she would be willing to hold the keys for any event where someone needs quick access to the Hall. Annie agreed.
Lindy / Karen C

Meeting closed at 8:03pm, and was immediately followed by the General Meeting.

Signed

Date