

Creative Communities Scheme APPLICATION FORM

Funding for local arts projects Ngā pūtea mō ngā toi te haukāinga

Read the *Creative Communities Scheme Application Guide*

Before you prepare your application you need to read the *Creative Communities Scheme Application Guide*. This guide tells you:

- whether you are able to apply for Creative Communities Scheme funding for your project
- which projects and costs are eligible and ineligible
- what information you will need to include in your application

Complete the *Creative Communities Scheme Application Form*

- Applications can only be submitted using this document (*Creative Communities Scheme*)
- To complete this application form in Microsoft Word (version 2003 or newer) you need to type your answers to each question in the boxes provided.

Example:

- **IMPORTANT – DO NOT edit any text outside of these boxes**
- **If you are unable to type into the boxes provided please print a copy and complete by hand**
- If you need more space, attach information to the back of this application form. Please include the section headings to help assessors.
- We recommend that you keep a copy of your completed application for your own reference.
- Contact the CCS administrator if you need advice on your application (see contact details on the cover page).

APPLICANT DETAILS

Name and contact details

| | | | |
|-------------------------|--|-----------|--|
| Full name of applicant: | <input style="width: 100%;" type="text"/> | | |
| Contact person | <input style="width: 100%;" type="text"/> | | |
| Street address/PO Box: | <input style="width: 100%;" type="text"/> | | |
| Suburb: | <input style="width: 150px;" type="text"/> | Town/City | <input style="width: 150px;" type="text"/> |
| Postcode: | <input style="width: 150px;" type="text"/> | Country: | <input style="width: 150px;" type="text" value="New Zealand"/> |
| Telephone (day): | <input style="width: 100%;" type="text"/> | | |
| Email (must provide) | <input style="width: 100%;" type="text"/> | | |

The Committee advises that you speak in support of your application at the CCS meeting? If you are unable to attend please advise the funding team at funding@waidc.govt.nz

How did you hear about the Creative Communities Scheme? (select *ONE* and mark with an X)

| | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Council website | <input type="checkbox"/> Local paper | <input type="checkbox"/> Social media |
| <input type="checkbox"/> Council mail-out | <input type="checkbox"/> Poster/flyer/brochure | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Council staff member | <input type="checkbox"/> Word of mouth | |
| <input type="checkbox"/> Other (please provide detail) | <input style="width: 500px;" type="text"/> | |

PROJECT DETAILS

Project name:

Brief description of project:

Project location, timing and numbers

Venue and suburb or town:

Start date:

Finish date:

Number of active participants:

Number of viewers/audience members:

Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

Access and participation: *Create opportunities for local communities to engage with, and participate in local arts activities*

Diversity: *Support the diverse artistic cultural traditions of local communities*

Young people: *Enable young people (under 18 years of age) to engage with, and participate in the arts*

Artform or cultural arts practice: (select **ONE** and mark with an X.)

Craft/object art

Dance

Inter-arts

- Literature
- Pacific arts
- Visual arts

- Music
- Multi-artform (including film)

- Ngā toi Māori
- Theatre

Activity best describes your project? (select **ONE** and mark with an X)

- Creation only
- Creation and presentation
- Workshop/wānanga
- Presentation only (performance or concert)
- Presentation only (exhibition)

Cultural tradition of your project (mark with an X, you can select multiple options)

| | | | |
|--|--------------------------|---------|--|
| European: | <input type="checkbox"/> | Detail: | <input style="width: 95%;" type="text"/> |
| Māori: | <input type="checkbox"/> | Detail: | <input style="width: 95%;" type="text"/> |
| Pacific Island: | <input type="checkbox"/> | Detail: | <input style="width: 95%;" type="text"/> |
| Asian: | <input type="checkbox"/> | Detail: | <input style="width: 95%;" type="text"/> |
| Middle Eastern/Latin American/African: | <input type="checkbox"/> | Detail: | <input style="width: 95%;" type="text"/> |
| Other: | <input type="checkbox"/> | Detail: | <input style="width: 95%;" type="text"/> |

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes before you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

1. The idea/Te kaupapa: What do you want to do? **and**
The process/Te whakatutuki how will the project happen?

| | | |
|---|--|---------------------------------|
| Project Income | Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS. | |
| Income <i>eg ticket sales</i> | Detail <i>eg 250 tickets at \$15 per ticket</i> | Amount <i>eg \$3,750</i> |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Income | | \$ |
| Costs less income | This is the maximum amount you can request from CCS | \$ |
| Amount you are requesting from the Creative Communities Scheme | | \$ |

5. Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

| Date applied | Who to | How much | Confirmed/ unconfirmed |
|--------------|--------|----------|---------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

| Date | Project title | Amount received | Project completion report submitted (yes/no) |
|------|---------------|-----------------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.

DECLARATION

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

- I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- complete the project within a year of the funding being approved
- complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- return any unspent funds
- keep receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or project conducted by the local council
- contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- acknowledge CCS funding at event openings, presentations or performances
- use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website:
<http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.
- I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information.
This consent is given in accordance with the Privacy Act 1993

Name

| | | | |
|---------|---|---------|--|
| | (Print name of contact person/applicant) | | (Print name of parent/guardian for applicants under 16 years of age) |
| Signed: | <input type="text"/> | Signed: | <input type="text"/> |
| | (Applicant or arts organisation's contact person) | | (Parent/guardians signature for applicants under 16 years of age) |
| Date: | <input type="text"/> | Date: | <input type="text"/> |

Before submitting your application, complete this checklist: *(mark with an X)*

| | |
|--------------------------|--|
| <input type="checkbox"/> | My project has an arts or creative cultural focus |
| <input type="checkbox"/> | My project takes place in the local authority district that I am applying to |
| <input type="checkbox"/> | I have answered all of the questions in this form |
| <input type="checkbox"/> | I have provided quotes that match the amount being requested and other financial details |
| <input type="checkbox"/> | I have provided other supporting documentation |
| <input type="checkbox"/> | I have read and signed the declaration |
| <input type="checkbox"/> | I have made a copy of this application for my records |
| <input type="checkbox"/> | I have looked at the Creative Waikato ARTillery workshops |

Please send application to: funding@waidc.govt.nz
 Alternatively your application can be delivered to one of our Council offices found here: www.waikatodistrictcouncil.govt.nz or to:
 Lianne van den Bemd, Community Development Advisor, Private Bag 544
 Ngaruawahia 3742.

If you have any further questions please contact funding@waidc.govt.nz

0800 492 452- Lianne van den Bemd or I-Jay Huirama.

1 b) The process/Te whakatutuki:

The event takes place in September. Before daylight savings begins and before school term ends. Friday night will be opening night with a feature film and powhiri by local Kaumatua.

During the week, additional screenings will take place with two feature films and RAFFA nomination screenings. The RAFFA nomination screenings will be entry by koha to ensure that all filmmakers can attend with their whanau and friends. Feature films will have a door sale fee to cover distributor costs. These screenings will take place at the Old School Arts Centre purpose built movie theatre room.

Entries must have an association to Whaingaroa or filming is to have taken place in Whaingaroa.

The awards ceremony evening will take place at the Town Hall on the Saturday evening.

Core project start and finish dates: March to November 2019

Details of how the project will happen:

- March: Volunteer team assembled. Roles and responsibilities assigned. Project plan with timelines developed.
- May- July: RAFFA nomination entries open
- July – September: Promotion and selling of tickets with prepared PR, advertising, radio, social media (FB pages x 2 & instagram), OSAC website and movie web online ticket bookings
- August - September: judging of entries by film panel.
- September: opening of the Film Festival program a NZ/International documentary feature film.
- September: film screenings at the Raglan Old School Art Centre held during the week
- September: Red Carpet Awards Night Saturday evening at the Raglan Town Hall.
- October – November: Accounting reconciliation and reporting.

3. The people/Ngā tāngata

The key people are the entrants who are local filmmakers, production crew, actors and editors who enter from children through to adults.

The core team of volunteers who organise the festival are another important group.

Local businesses sponsor the awards and come along to the Awards night to present the awards.

We invite filmmakers along for Q & A sessions after the screenings of their films.

Members of the local Raglan community attend the screenings as well as visitors from other parts of the Waikato.

District and Raglan Area Schools also participate – both students and teachers submit their nominations entries.

The Raglan Kindergarten provides the catering as a fundraising initiative for the Red Carpet Awards Night.

The opening night of the festival begins with a powhiri by our local Kaumatua, and many of the local Maori elders

The budget EXPENSES

Less GST

| Item | Detail | Amount |
|---|--|-----------------|
| Venue hire Old School | Theatre room 7 day hire @ \$60 per day | \$357 |
| Community hire rate | Kitchen x2 opening night and prep for RAFFA night @ \$60 | \$102 |
| | Hire of projector equipment 7 day hire @ \$25 per day | \$149 |
| Venue hire Town Hall | 2 day hire (set up Fri, event Sat, pack down Sun morn) Main + Supper rooms | \$200 |
| Film license fees | 2 @ gross box office min \$150- average 40% equal to \$220 x 2 | \$440 |
| Courier film fees | Courier films, promotional material and return 2 trips | \$80 |
| Marketing newspaper | Raglan Chronicle local newspaper listings/advert B&W total 4. 1x call for entries, 2x feature film, 1x RAFFA night 15x10cm @ \$76.80 x 4 | \$307 |
| Marketing banner Raglan Signs Co. | Graphic design billboard sign on corflute & banner graphics | \$440 |
| PR Cooper Communications | PR media releases and editorial coverage 6 hours Call for nominees (1), Feature films (1), RAFFA evening (1) | \$480 |
| Websites | OSAC web update online movie bookings system + 2x FB pages, 12 hours @ \$25 | \$300 |
| Printing brochure | Festival brochure 500 colour double sided A4 @ 60c | \$600 |
| Printing posters | A4 posters x4 call for entries (1), feature films (2), RAFFA (1) Print 4 different posters x 80 = 320 @ 60c (zone 1 + 2) | \$192 |
| Co-Ordinator & admin | 125 hours @ \$25 – with assistance from core volunteer team to reduce actual event hours required | \$3,125 |
| Graphic design | Brochure design 80 hours @ community rate/in kind volunteer | \$200 |
| Graphic design | Poster 4 @ \$25 (call for entries 1, film fest main event x1, feature films x2) | \$100 |
| Technical assistance Living Productions | Format/upload 25x entrant films 'you tube' & awards evening | \$550 |
| Equipment Living Productions | Living Productions hire of equipment for Town Hall RAFFA night – sound, lighting, projector, screen | \$2,580 |
| Catering | Raglan Kindergarten Waikato catering 150 @ \$30 | \$3,913 |
| Awards | Chris Meek sculptures for RAFFA night 12 @ \$22 | \$264 |
| MC | Koha payment guest from film industry | \$200 |
| Prize awards sponsors | Prize money for RAFFA night entries (not funded) advertising | \$3,000 |
| TOTAL | | \$17,579 |

The budget INCOME

Less GST

| Item | Detail | Amount |
|-----------------------|--|-----------------|
| Ticket sales | Feature film #1 x 2 screenings with 40 pax (80 x \$15 p.p) | 1,200 |
| | Feature film #2 x 2 screenings with 40 pax (80 x \$15 p.p) | 1,200 |
| Ticket sales | Opening night 50 pax @ \$15 | \$750 |
| Ticket sales | RAFFA awards ceremony 75 adults @ \$35 | \$2,625 |
| | RAFFA awards ceremony 75 child/RAFFA/volunteer @ \$20 | \$1,500 |
| Prize awards sponsors | Prize money for RAFFA night entries (not funded) advertising | \$3,500 |
| Print sponsor 50% | Community sponsor assist with 50 % print costs | \$400 |
| MC sponsor | Community sponsor for MC koha | \$200 |
| Advertise sponsor | Community sponsor contribution for marketing banner costs | \$95 |
| Technical sponsor 50% | Community sponsor formatting RAFFA entries | \$275 |
| RAFFA entries | Registration 25 films @ \$5 per film entry | \$125 |
| TOTAL | | \$11,870 |
| Shortfall | | \$5,709 |



Quote No. **5532**

QUOTE

Customer

Name Raglan Film Festival
 Address _____
 City _____
 Phone _____

Date 15/02/2019

| Qty | Description | Unit Price | TOTAL |
|-----|---|--------------|--------------------|
| 2 | Alto Prosound Powered foldback speakers | \$ 50.00 | \$ 100.00 |
| 2 | JBL Powered Speakers | \$ 60.00 | \$ 120.00 |
| 2 | KV2 Sub | \$ 60.00 | \$ 120.00 |
| 1 | Sound Mixer | \$ 25.00 | \$ 25.00 |
| 1 | Sennheiser Radio Mic Kit | \$ 50.00 | \$ 50.00 |
| 1 | 5000 Lumen Proojector | \$ 400.00 | \$ 400.00 |
| 1 | 180" Rear Projection screen | \$ 100.00 | \$ 100.00 |
| 1 | HDMI Extender | \$ 20.00 | \$ 20.00 |
| 8 | Led Par cans 64 | \$ 40.00 | \$ 320.00 |
| 6 | Led Par cans 56 | \$ 30.00 | \$ 180.00 |
| 8 | LED battery Powered Par cans | \$ 30.00 | \$ 240.00 |
| 1 | Lighting Desk 24 Chan | \$ 30.00 | \$ 30.00 |
| 2 | Laptops | \$ 30.00 | \$ 60.00 |
| 10 | XLR cables | \$ 5.00 | \$ 50.00 |
| 20 | Electrical cables | \$ 5.00 | \$ 100.00 |
| 5 | Blacking Drapes Including Stands | \$ 25.00 | \$ 125.00 |
| 3 | Tech Crew | \$ 180.00 | \$ 540.00 |
| | | SubTotal | \$ 2,580.00 |
| | | | |
| | | | |
| | | TOTAL | \$ 2,580.00 |

Comments _____

We are a registered company but are not registered for GST as yet so there is no GST content in this quote.

Contact Ray at Living Productions on info@livingproductions.co.nz Ph 021 384 729

Thanks for giving us the opportunity to quote on this project.

Date: 12.02.19

Raglan Ink Ltd
P O Box 234
Raglan
PH 07 8257076

Client: Raglan Community Arts Council

We thank you for your enquiry and the opportunity to quote the following.
We trust it meets your requirements.

Quotation for: Advertising in RC - 'Whats on' column

Discription: Whats on block/boxed/bordered ads - promoting: Muisic and Film Festival Music busking eve

Ad Specs

Ad Size: 10x1 (10 cm high x 3.5cm) w 15x1 20x1

Ink mono

File Type PDF file

Quantities

| | | \$ per insert | per insert | per insert |
|--------------------|-----------|---------------|-----------------|------------------|
| Production Cost | \$ | 51.12 | \$ 76.80 | \$ 102.40 |
| GST | | 7.67 | 11.52 | 15.36 |
| Total Price | \$ | 58.79 | \$ 88.32 | \$ 117.76 |

This quote is valid until 12.03.19 and is based of 'print ready' material being supplied by client.

We look forward to working with you and providing you with a quality product.

This quote is submitted in good faith based on information you have supplied to us.

If the job specification changes, we will contact you before exceeding the quoted price.

Kind regards,

Raglan Ink Team

1x listing call for nominations
 2x listing advertise feature films
 1x listing advertise RAFFA night

Total 4x listings @ \$76.80
 Total. = \$307

Jacqueline Anderson

From: Janine Jackson
Sent: Thursday, 14 February 2019 3:06 PM
To: Jacqueline Anderson
Subject: FW: Raglan Film Festival quote

From: Kay Warren <Kay.Warren@waidc.govt.nz>
Sent: Thursday, 14 February 2019 3:05 PM
To: Janine Jackson <janine@raglanartscentre.co.nz>
Subject: RE: Raglan Film Festival quote

Kia ora Janine,

The cost for the Hireage of the Raglan Town Hall will be \$100 per day so a total of \$200.

Thanks for your enquiry.

Kay ☺

Kay Warren

Customer Delivery Officer

Waikato District Council

Te Kaunihera aa Takiwaa o Waikato

■ **Nama waea:** 07 825 8129 ■ **Waea whakaahua:** 07 824 8091 ■ **Waea puukoro:** 0800 492 452 ■ **DDI** ■ **M**
Poutaapeta Mahi: Private Bag 544, Ngaruawahia 3742
Waahi Mahi: 15 Galileo Street, Ngaruawahia



Waikato



DISTRICT COUNCIL
Te Kaunihera aa Takiwaa o Waikato ■ **Paetukutuku (Website):** www.waikatodistrict.govt.nz

■ Like us on Facebook

**OUR COUNCIL OFFICES AND
LIBRARIES ARE NOW CASH FREE**



For more details go to www.waikatodistrict.govt.nz and click 'Pay It'.

From: Janine Jackson [<mailto:janine@raglanartscentre.co.nz>]
Sent: Thursday, 14 February 2019 2:46 p.m.
To: Kay Warren; Jacqueline Anderson
Subject: Raglan Film Festival quote



Agreement for Use:

Old School Arts Centre

HIRE OF THEATRE, GALLERY, ST LAZARUS ART STUDIO, ST LAZARUS KITCHEN, BACK GARDEN, FRONT FOYER

Name of Hirer/Contact: **Raglan Community Arts Council** contact *Nyava Clarkson*

Room(s) Required Please circle:

THEATRE, GALLERY, ST LAZARUS ART STUDIO, ST LAZARUS KITCHEN, BACK GARDEN, FRONT FOYER NB: as the hiree of a room, please note unless you book multiple rooms, your room hire is exclusive only to the room of which you have hired. Other events may also be taking place in other rooms.

OFFICE STAFF: Check calendar for compatibility of event and timing of other events if applicable

Event: **Raglan FILM FESTIVAL** Event Date: **SEPTEMBER 2019**

Times (including set-up & pack-down ensure 30 mins either side): **Full week booking 7 days**

Hire of Theatre room 7 days @ *\$60* *\$420* Hire of projector 7 days @ *\$25* = *\$175*

Hire of Kitchen 2 days @ *\$60* = *\$120*

| |
|--------------------|
| <i>Total</i> |
| <i>\$420</i> |
| <i>\$175</i> |
| <i>\$120</i> |
| <i>\$715</i> |
| <i>Less GST</i> |
| <i>TOTAL \$608</i> |

- half day - Mornings** are considered to be between the hours of 7am – 12pm (5 hrs)
- half day - Afternoons** between the hours of 12pm – 5pm (5 hrs)
- half day - Evenings** between the hours of 5pm – 10.30pm (5.5 hrs)
- part day:** between the hours of 7am – 3pm / 9am – 4pm (7.5 hrs)
- full day:** between the hours of 7am – 5pm (9.5 hrs)

No hire can take place between the hours of 10.30pm -7am unless by prior arrangement and approval by RCAC/Management.

The hire of one room and use of tea/coffee making facilities will be as follows (all prices include GST)

Standard Rate: All Corporate hire, and any function, workshop, class or activity with participant fees of \$61 or more per day / \$31 or more per half day or evening. (eg: Photography classes with participant fee of \$61 or more per day): **\$88 for a half day or evening use / \$175 for a full day / \$140 for part day 8am-3pm**
Includes video projector, screen, blackboard and whiteboard

Arts Workshop Rate: One-off hire for arts, creative or cultural classes and workshops with participant fees of \$31 - \$60 per day / \$16 - \$30 per half day / (e.g. raranga, photography, painting, computer graphics, mosaics, video editing): **\$50 for a half day or evening use / \$90 for a full day / \$70 for part day 8am-3pm**

Reduced Rate: Community hire for hui, planning session, workshop, class meeting or any activity with free entry, entry by koha or participant fees of *\$30 or less per day / \$15 or less per half day or evening:*
\$30 for a half day or evening use / \$60 for a full day / \$50 for part day 8am-3pm *7 days*

Special Members' Group Rate: for Old School Arts Centre member groups. Eg: Book club, Raglan Art Group, Life Drawing, Karioi Quilters, Clay Shed (These are multiple-day hires arranged for the whole year.): **\$20 for a half day or evening use / \$40 for a full day / \$33 for part day 8am-3pm**

Use of **St. Lazarus Kitchen** (non-commercial hire): **\$30 per half day or evening use / \$60 for a full day** *2 days*

Use of **Back Garden** (includes x 8 outdoor tables, x 8 wooden chairs, x 35 green chairs and x 2 patio umbrellas): **\$30 per half day or evening use / \$60 for a full day**

On-site hire of **new Video/Projection Equipment** / off-site hire of **older Video/Projection equipment:** **\$25**

IT Support required for **Video/Projection/Sound Equipment:** **\$100 extra** *7 days*

Cleaning additional must be booked prior with 3 week notice **\$100**

Chris Meek Sculptures

Raglan

14 February 2019

Raglan Old School Arts Centre
Stewart Street, Raglan

QUOTE ONLY
2019 Raglan Film Festival trophies

Description:
10 RAFFA trophies @ \$25 each

| | |
|---------------|-----------------|
| Sub total | \$250.00 |
| Plus GST | \$ 37.50 |
| TOTAL: | \$287.50 |

Cooper Communications Ltd

3 Langley Placet, Raglan, 3225 | Phone: 021-132-9355

TO:

Rodger Gallagher
Raglan Community Arts Council

GST number: 119-276-403
Date of Quote: 1 February 2019
Valid till: 30-May-19

Raglan Film Festival 2019 Quote

| Description | Hours | Unit Price exc GST | Amount |
|----------------------------|-------|-----------------------|-------------------|
| 3 x Media releases | 12 | \$80.00 | \$960.00 |
| total | | | \$960.00 |
| plus GST due | | | \$144.00 |
| total including GST | | | \$1,104.00 |
| balance | | | \$1,104.00 |

Queries

If you have any queries concerning this quote please contact:

Janine Jackson
021-132-9355
janine.margaret.jackson@gmail.com



DESIGN
PRINT
INSTALL
INHOUSE DIGITAL & CUT GRAPHICS

Raglan Sign Company

Estimate

GST number: 94-161-557
4 Helen Place
Raglan, 3225 07 8258609

To Raglan Old School Arts Centre
Raglan,

Estimate Number 00022
Estimate Date 07/02/2019

| Item | Description | Unit Price | Quantity | Subtotal |
|---------------------------|---|------------|----------|-------------------|
| 4 meter PVC Banner | Remove old sign-writing, clean off glue residue. Set up file, supply and apply new computer cut graphics to the Banner | 300.00 | 1 | 300.00 |
| Water Tower Corflute Sign | Supply & Install 1100mm x 500mm x5mm Corflute Addition to billboard sign and remove after event. | 140.00 | 1 | 140.00 |
| Item Total | | | | NZ\$440.00 |
| GST (15%) | | | | NZ\$66.00 |
| Total | | | | NZ\$506.00 |

Thank you for choosing to use Raglan Sign Company.
We appreciate your business.

Estimate is valid for 3 months from Estimate Date: 07/02/2019.

Payment can be made by direct credit to:
03-1563-0057195-000

Please include the invoice number in the reference field.
Thank you.



**Kindergartens
Waikato**
Where children learn

Date: 14 February 2019

Raglan Arts Centre
Raglan Old School, Stewart Street, Raglan

Attention: Rodger Gallagher

Quote ONLY GST Number 69-408-168

Description:

Raglan Kindergarten catering for 2019 Raglan Film Festival Awards Evening

150 @ \$30 = \$3913.04

Plus GST \$ 586.96

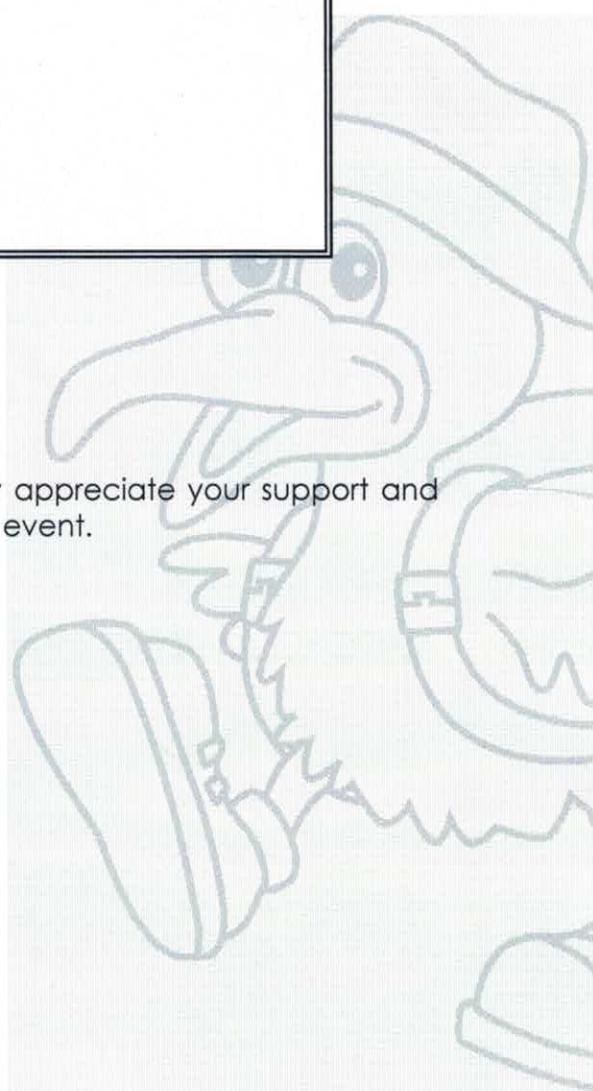
TOTAL \$4500.00

Bank Account Details: 06-0317-0654643-25

The community of the Raglan Kindergarten sincerely appreciate your support and inviting us to fundraise by way of catering at this local event.

Kind regards,

Kaley Manu-Burns
Fundraising Coordinator
Raglan Kindergarten



Reserves Policy:

Most money held is tagged. It is either held for a specific purpose (Creative Communities Scheme, St Lazarus Trust, COGS, Trust Waikato, Lottery Grants Board, Logan Campbell Estate and WEL Energy Trust) or held on an umbrella basis for groups such as Art to Wear, Raglan Arts Weekend, or the Youth Arts Fund. Currently we are holding substantial funds for the building project currently underway to replace the Clay Shed with a larger Creative Space building. The operational funding grant from Trust Waikato will be used in the coming months. Some money is held for operational purposes such as income/expenditure fluctuations and for PAYE/ GST.

PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING – ACCRUAL (NOT-FOR-PROFIT)

STEP ONE - BASIC INFORMATION

Please complete the following information for your entity, this will then flow into the Performance Report.

Full name of organisation

Raglan Community Arts Council

For the year ended

31 March 2018

This workbook contains a number of formulae and other features designed to make it's completion as easy as possible. To avoid inadvertent overwriting of this functionality, the workbooks have been password protected. The password is noted below , so that entities that wish to modify the workbook can do so. However, it is recommended that extreme care be taken if

Raglan Community Arts Council

Performance Report

For the year ended
31 March 2018

Contents

| | Page |
|------------------------------------|------|
| Non-Financial Information: | |
| Entity Information | 1 |
| Statement of Service Performance | 4 |
| Financial Information: | |
| Statement of Financial Performance | 5 |
| Statement of Financial Position | 6 |
| Statement of Cash Flows | 7 |
| Statement of Accounting Policies | 8 |
| Notes to the Performance Report | 9 |

[If the entity has an Independent Auditors Report or Independent Review Report - add this to your contents and attach to the Performance Report]

Raglan Community Arts Council

Entity Information

"Who are we?", "Why do we exist?"

For the year ended
31 March 2018

| | |
|------------------------|-------------------------------|
| Legal Name of Entity:* | Raglan Community Arts Council |
|------------------------|-------------------------------|

| | |
|--------------------------------|-------------------------------|
| Other Name of Entity (if any): | Raglan Old School Arts Centre |
|--------------------------------|-------------------------------|

| | |
|---|---|
| Type of Entity and Legal Basis (if any):* | Community Arts Council operating under the Arts Council of NZ Act |
|---|---|

| | |
|----------------------|---------|
| Registration Number: | CC24379 |
|----------------------|---------|

| | |
|------------------------------|---|
| Entity's Purpose or Mission: | <p>Our aim is to nurture and encourage development of the arts in Whaingaroa. Operating the Raglan Old School Arts Centre, Providing a financial umbrella for arts projects, Fund raising for operations & projects, Supporting & prompting arts activities & events, Encouraging & promoting resident artists.</p> |
|------------------------------|---|

| | |
|---------------------|---|
| Entity Structure: * | <p>RCAC has a management committee with a Chairperson, Deputy Chairperson, Secretary and Treasurer. The committee meets monthly. All payments are approved by two members of the committee who have been authorised by a committee meeting.</p> |
|---------------------|---|

Raglan Community Arts Council

Entity Information

"Who are we?", "Why do we exist?"

For the year ended
31 March 2018

Main Sources of the Entity's Cash and Resources:*

Main funding sources are self funding, grants and donations from community funders, government agencies, individuals and businesses.

Main Methods Used by the Entity to Raise Funds:*

RCAC holds a monthly creative market to raise funds. It also raises funds from facility and equipment hire.

Entity's Reliance on Volunteers and Donated Goods or Services: *

Volunteers run most activities including movie screenings, event coordination and management.

Raglan Community Arts Council

Entity Information

"Who are we?", "Why do we exist?"

For the year ended
31 March 2018

Additional Information:*

Contact details

| | |
|---|---|
| Physical Address: | 5 Stewart St, Raglan 3225 |
| Postal Address: | 5 Stewart St, Raglan 3225 |
| Phone/Fax: | 07 825 0023 |
| Email: | info@raglanartscentre.co.nz |
| Website: | https://raglanschoolartscentre.co.nz |
|  | https://www.facebook.com/raglanoldschoolartscentre/ |
|  | |

Raglan Community Arts Council
Statement of Service Performance
"What did we do?", When did we do it?"
For the year ended
31 March 2018

Description of the Entity's Outcomes*:

RCAC aims to achieve a high level of community involvement and participation in the wider arts and culture at the Old School Arts Centre.

| Description and Quantification (to the extent practicable) of the Entity's Outputs:* | Actual* | Budget | Actual* |
|--|-----------|-----------|-----------|
| | This Year | This Year | Last Year |
| OSCAR Children's School Holiday Sessions - people attending | 60 | | 250 |
| Monthly Movies 121 movie sessions - people attending | 1750 | | 1778 |
| Film Festival 12 sessions - people attending | 200 | | 190 |
| Red Carpet Awards Evening - people attending | 50 | | 50 |
| 20 concerts, music or drama events, book launch - people attending | 544 | | 300 |
| Raglan Arts Weekend - people attending over 3 days in January | 1286 | | 3592 |
| Raglan Arts Weekend - Preview exhibition - 2 weeks prior to Weekend | 1100 | | 2744 |
| Raglan Creative Market - held monthly People attending over the year | 9000 | | 12,000 |
| Kid's After School Clay 2 or 3 per term - people attending | 90 | | 90 |

Additional Output Measures:

What's On newsletter published each month with 200 print and 835 electronic copies.

Additional Information:

Clayshed members' nights and ClayShedPlus sessions held throughout the year along with other groups such as children's ballet, children's drama and Karioi Quilting. Arts Centre used by a large number of community groups throughout the year, including parenting sessions

Raglan Community Arts Council
Statement of Financial Performance
"How was it funded?" and "What did it cost?"
For the year ended
31 March 2018

| | Note | Actual* This Year \$ | Budget This Year \$ | Actual* Last Year \$ |
|--|------|----------------------------|---------------------------|----------------------------|
| Revenue | | | | |
| Rents received and income from equipment hire | | 34539 | | 46,727 |
| Classes, participation fees, stallholders fees, ticket sales | | 47530 | | 72,392 |
| Subscriptions | | 1579 | | 1,170 |
| Items sold on behalf of Artists | | 27035 | | 18,854 |
| Interest | | 2823 | | 262 |
| Sponsorship and advertising | | 5107 | | 5,143 |
| Grants, donations and subsidies | | 46127 | | 58,554 |
| Other revenue | | 78708 | | 39,699 |
| | | | | |
| Total Revenue* | | 243,448 | - | 242,801 |
| Expenses | | | | |
| Workshops and Events | | 27468 | | 47,344 |
| Volunteer and employee related costs* | | 76261 | | 76,833 |
| Overheads and consumables | | 31999 | | 37,515 |
| Payments to Artists for items sold | | 27035 | | 18,854 |
| Repairs and maintenance | | 13830 | | 21,506 |
| Other expenses | | 33875 | | 33,405 |
| Depreciation expense | | 3886 | | 4,442 |
| | | | | |
| Total Expenses* | | 214,354 | - | 239,899 |
| | | | | |
| Surplus/(Deficit) for the Year* | | 29,094 | - | 2,902 |

Raglan Community Arts Council

Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at
31 March 2018

| | Note | Actual* This Year \$ | Budget This Year \$ | Actual* Last Year \$ |
|--|------|----------------------------|---------------------------|----------------------------|
| Assets | | | | |
| Current Assets | | | | |
| Bank accounts and cash* | | 93,095 | | 28,330 |
| GST Accrued | | | | 61 |
| Inventory* | | | | |
| Other current assets | | 149 | | |
| Total Current Assets | | 93,244 | - | 28,391 |
| Non-Current Assets | | | | |
| Property, plant and equipment* | | 230,670 | | 219,828 |
| KiwiBank Notice Saver account | | 151,176 | | |
| KiwiBank Term deposit | | 23,848 | | 12,425 |
| Total Non-Current Assets | | 405,694 | - | 232,253 |
| Total Assets* | | 498,938 | - | 260,644 |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Refundable Clay Shed key deposit | | 740 | | 730 |
| Creditors and accrued expenses* | | | | |
| GST owing | | | | 63 |
| Unused donations and grants with conditions* | | 207,260 | | 6,566 |
| Other current liabilities | | | | |
| Total Current Liabilities | | 208,000 | - | 7,359 |
| Non-Current Liabilities | | | | |
| Loans* | | | | |
| Other non-current liabilities | | - | | 1,441 |
| Total Non-Current liabilities | | - | - | 1,441 |
| Total Liabilities* | | 208,000 | - | 8,800 |
| Total Assets less Total Liabilities (Net Assets)* | | 290,938 | - | 251,844 |
| Accumulated Funds | | | | |
| Capital contributed by owners or members* | | 236,771 | | 226,771 |
| Accumulated surpluses or (deficits)* | | 30,667 | | 11,573 |
| Reserves* | | 23,500 | | 13,500 |
| Total Accumulated Funds* | | 290,938 | - | 251,844 |

Raglan Community Arts Council

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended
31 March 2018

| | Actual* This Year \$ | Budget This Year \$ | Actual* Last Year \$ |
|--|----------------------------|---------------------------|----------------------------|
| Cash Flows from Operating Activities* | | | |
| Cash was received from: | | | |
| Donations, fundraising and other similar receipts* | 296,391 | | 60,908 |
| Fees, subscriptions and other receipts from members* | 1,787 | | 1,310 |
| Receipts from providing goods or services* | 132,135 | | 145,909 |
| Interest, dividends and other investment receipts* | 2,404 | | 281 |
| Net GST | (137) | | 120 |
| Cash was applied to: | | | |
| Payments to suppliers and employees* | 191,584 | | 199,719 |
| Donations or grants paid* | 600 | | 7,525 |
| Payments to acquire property plant and equipment | 14,728 | | 3,691 |
| Net Cash Flows from Operating Activities* | 225,668 | - | (2,407) |
| Cash flows from Investing and Financing Activities* | | | |
| Cash was received from: | | | |
| Receipts from the sale of property, plant and equipment* | | | |
| Receipts from the sale of investments* | | | |
| Proceeds from loans borrowed from other parties* | | | |
| Capital contributed from owners or members* | | | |
| Cash was applied to: | | | |
| Payments to acquire property, plant and equipment* | | | |
| Payments to purchase investments* | - | | 12,425 |
| Repayments of loans borrowed from other parties* | | | |
| Capital repaid to owners or members* | | | |
| Net Cash Flows from Investing and Financing Activities* | - | - | (12,425) |
| Net Increase / (Decrease) in Cash* | 225,668 | - | (14,832) |
| Opening Cash* | 8,297 | | 23,129 |
| Closing Cash* | 233,965 | | 8,297 |
| This is represented by: | | | |
| Bank Accounts and Cash* | 93,095 | - | 28,330 |

Raglan Community Arts Council

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended

31 March 2018

Basis of Preparation*

Raglan Community Arts Council has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)*

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Income Tax

Raglan Community Arts Council is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

[Name of Specific Accounting Policy]*

RCAC Financial Procedures were reviewed on 14th November 2017. Petty Cash amounts were increased.

Changes in Accounting Policies*

There have been no changes in accounting policies during the financial year.

Raglan Community Arts Council
Notes to the Performance Report
For the year ended
31 March 2018

Note 1 : Analysis of Revenue

| Revenue Item | Analysis | This Year | Last Year |
|--|------------------------------|---------------|---------------|
| | | \$ | \$ |
| Rents received and income from equipment hire | Old School | 23247 | 26,692 |
| | St Lazarus Kitchen | 9535 | 16,629 |
| | Movie equipment hire | 1757 | 3,406 |
| | Total | 34,539 | 46,727 |
| | | \$ | \$ |
| Classes and course fees, participation fees, ticket sales and entry fees, Market stallholders fees | Classes and course fees | 10500 | 18,320 |
| | Participation fees | 4260 | 7,720 |
| | Ticket sales and entry fees | 18467 | 32,222 |
| | Market Stallholders fees | 14303 | 14,130 |
| | Total | 47,530 | 72,392 |
| | | \$ | \$ |
| Fees, subscriptions and other revenue from members | Subscriptions received | 1,579 | 1,170 |
| | Total | 1,579 | 1,170 |
| | | \$ | \$ |
| Items sold on behalf of customers | RCAC events | 24673 | 17,013 |
| | Non RCAC events | 2362 | 1,841 |
| | Total | 27,035 | 18,854 |
| | | \$ | \$ |
| Interest, dividends and other investment revenue | Interest | 2823 | 262 |
| | Total | 2,823 | 262 |
| | | \$ | \$ |
| Sponsorship and Advertising | | 5107 | 5,143 |
| | Total | 5,107 | 5,143 |
| | | \$ | \$ |
| Grants, donations and subsidies | | 46127 | 58,554 |
| | Total | 46,127 | 58,554 |
| | | \$ | \$ |
| Other revenue | Sundry income | 31145 | 23,784 |
| | Koha and donations received | 41137 | 10,659 |
| | Refreshment sales | 4958 | 4,804 |
| | Commission on Artists' sales | 1468 | 452 |
| | Total | 78,708 | 39,699 |

Raglan Community Arts Council
Notes to the Performance Report
For the year ended
31 March 2018

Note 1a : Detailed Analysis of Revenue for Grants, Donations and Subsidies

| Revenue Item | Analysis | This Year | Last Year | |
|---|--|------------------|------------------|--|
| | | \$ | \$ | |
| Grants, Donations and Subsidies - Details of Note 1 | Unspent grants forward from last year | 6566 | 14355 | |
| | MSD OSCAR Grants | 365 | 7275 | |
| | Creative Communities NZ - Waikato | 26171 | 13440 | |
| | Waikato District Council | 0 | 2555 | |
| | Raglan Community Board | 5000 | 2500 | |
| | Raglan Town Hall Committee | 2735 | 4495 | |
| | COGS | 9800 | 11000 | |
| | Trust Waikato | 8000 | 8000 | |
| | NZ Lottery Grants Board | 150000 | 0 | |
| | Southern Trust | 9750 | 0 | |
| | Raglan Lions Club | 0 | 1500 | |
| | WEL Energy Trust | 35000 | | |
| | | | | |
| | Less Unspent grants forward to next year | -207260 | -6566 | |
| | | | | |
| Total | | 46,127 | 58,554 | |

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2018

Note 2 : Analysis of Expenses

| Expense Item | Analysis | This Year | Last Year |
|---------------------|----------------------|---------------|---------------|
| Workshop and events | | \$ | \$ |
| | Workshops and Events | 27,468 | 47,344 |
| | Total | 27,468 | 47,344 |

| Expense Item | Analysis | This Year | Last Year |
|--------------------------------------|------------------------------------|---------------|---------------|
| Volunteer and employee related costs | | \$ | \$ |
| | Wages and salaries | 68985 | 72,026 |
| | Kiwi Saver - employer contribution | 1510 | 1,504 |
| | ACC Premiums | 481 | 269 |
| | Social events, gifts | 699 | 1,380 |
| | Staff training and expenses | 4586 | 1,654 |
| | Total | 76,261 | 76,833 |

| Expense Item | Analysis | This Year | Last Year |
|---------------------------|---------------------------------------|---------------|---------------|
| Overheads and consumables | | \$ | \$ |
| | Venue hire | 7605 | 12,620 |
| | Power | 3977 | 4,347 |
| | Rent and rates | 2485 | 1,992 |
| | Telephone and internet | 2491 | 2,914 |
| | Printing and stationery | 7375 | 9,004 |
| | Freight and postage | 878 | 951 |
| | Bank fees | 334 | 371 |
| | Charities Services and Legal expenses | 184 | 44 |
| | Accounting and audit fees | 3045 | 3,045 |
| | Insurance | 3625 | 2,227 |
| | Total | 31,999 | 37,515 |

| Expense Item | Analysis | This Year | Last Year |
|-----------------------------------|---|---------------|---------------|
| Payment to Artists for items sold | | \$ | \$ |
| | Customers reimbursed for items sold RCAC events | 24673 | 17,013 |
| | Customers reimbursed for items sold Non RCAC events | 2362 | 1,841 |
| | Total | 27,035 | 18,854 |

| Expense Item | Analysis | This Year | Last Year |
|-------------------------|--|---------------|---------------|
| Repairs and maintenance | | \$ | \$ |
| | Equipment Repairs and Maintenance | 1351 | 1,077 |
| | Buildings Repairs and Maintenance | 3255 | 10,047 |
| | Grounds Repairs and Maintenance | 166 | 154 |
| | Cleaning Buildings - Labour and Supplies | 5759 | 4,662 |
| | Replacements | 3299 | 5,566 |
| | Total | 13,830 | 21,506 |

| Expense Item | Analysis | This Year | Last Year |
|------------------------------|--|---------------|---------------|
| Other expenses | | \$ | \$ |
| | Advertising and Marketing | 7141 | 7,765 |
| | Refreshment purchases | 4172 | 3,069 |
| | Contractors | 0 | 2,168 |
| | General expenses | 0 | 401 |
| | Koha/Donations paid | 600 | 355 |
| | Subscriptions paid | 25 | 90 |
| | Kitchen expenses | 18887 | 9,550 |
| | Equipment lease and hire | 1600 | 2,975 |
| | Event Prizes - Art2Wear biennial event | 1450 | 6,032 |
| Grants and Scholarships paid | 0 | 1000 | |
| | Total | 33,875 | 33,405 |

| Expense Item | Analysis | This Year | Last Year |
|-----------------------|----------------------|--------------|--------------|
| Depreciation expenses | | \$ | \$ |
| | Depreciation expense | 3886 | 4,442 |
| | Total | 3,886 | 4,442 |

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2018

Note 3 : Analysis of Assets and Liabilities

| Asset Item | Analysis | This Year \$ | Last Year \$ |
|-----------------------------------|----------------------------------|-----------------|-----------------|
| Bank accounts and cash | Cheque account | 10840 | 2,823 |
| | Business On Call Account | 81655 | 25,157 |
| | Petty Cash | 600 | 350 |
| | GST refund due | 0 | 61 |
| | Total | 93,095 | 28,391 |
| | | | |
| Asset Item | Analysis | This Year \$ | Last Year \$ |
| Debtors and prepayments | | - | - |
| | Total | - | - |
| | | | |
| Asset Item | Analysis | This Year \$ | Last Year \$ |
| Inventory | | - | - |
| | Total | - | - |
| | | | |
| Asset Item | Analysis | This Year \$ | Last Year \$ |
| Other current assets | | - | - |
| | Total | - | - |
| | | | |
| Asset Item | Analysis | This Year \$ | Last Year \$ |
| Investments | KiwiBank Term Deposit | 23847 | 0 |
| | KiwiBank Notice Saver account | 151,176 | - |
| | Total | 175,023 | - |
| | | | |
| Asset Item | Analysis | This Year \$ | Last Year \$ |
| Other non-current assets | Term Deposit | - | - |
| | Total | - | - |
| | | | |
| Liability Item | Analysis | This Year \$ | Last Year \$ |
| Creditors and accrued expenses | Refundable Clay Shed key deposit | 740 | 730 |
| | Income received in advance | 0 | - |
| | GST Liability | 0 | 63 |
| | Total | 740 | 793 |
| | | | |
| Liability Item | Analysis | This Year \$ | Last Year \$ |
| Employee costs payable | | - | - |
| | Total | - | - |
| | | | |
| Liability Item | Analysis | This Year \$ | Last Year \$ |
| Unspent donations and grants with | | 207260 | 6,566 |
| | Total | 207,260 | 6,566 |
| | | | |
| Liability Item | Analysis | This Year \$ | Last Year \$ |
| Other current liabilities | | - | - |
| | Total | - | - |
| | | | |
| Liability Item | Analysis | This Year \$ | Last Year \$ |
| Loans | | - | - |
| | Total | - | - |
| | | | |
| Liability Item | Analysis | This Year \$ | Last Year \$ |
| Other non-current liabilities | Kitchen Bench top | - | 1,441 |
| | Total | - | 1,441 |

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2018

Note 4 : Property, Plant and Equipment

| This Year | | | | | |
|---------------------------------|--------------------------|---------------|-----------------|---|--------------------------|
| Asset Class* | Opening Carrying Amount* | Purchases | Sales/Disposals | Current Year Depreciation and Impairment* | Closing Carrying Amount* |
| Land* | - | | | - | - |
| Buildings* | 200,262 | 16,692 | | | 216,954 |
| Motor Vehicles* | - | | | | - |
| Furniture and fixtures* | 9,938 | | 8,387 | 686 | 865 |
| Office equipment* | 10,328 | | 10,328 | | - |
| Computers (including software)* | 51 | 1,665 | | 321 | 1,395 |
| Arts Equipment | - | 14,335 | | 2,879 | 11,456 |
| Heritage assets | - | | | | - |
| Total | 220,579 | 32,692 | 18,715 | 3,886 | 230,670 |

| PPE7 - PPE8 | |
|--------------------|-------------------------------|
| Current Valuation* | Source and Date of Valuation* |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| Last Year | | | | | |
|---------------------------------|--------------------------|--------------|-----------------|---|--------------------------|
| Asset Class* | Opening Carrying Amount* | Purchases | Sales/Disposals | Current Year Depreciation and Impairment* | Closing Carrying Amount* |
| Land* | | | | - | - |
| Buildings* | 200,262 | | | | 200,262 |
| Motor Vehicles* | | | | | - |
| Furniture and fixtures* | 8,047 | 2,987 | | 1,096 | 9,938 |
| Office equipment* | 7,959 | 4,759 | | 2,390 | 10,328 |
| Computers (including software)* | 211 | | | 160 | 51 |
| Machinery* | | | | | - |
| Heritage assets | | | | | - |
| Total | 216,479 | 7,746 | - | 3,646 | 220,579 |

| Significant Donated Assets Recorded - Source and Date of Valuation* | |
|---|--|
| | |
| | |
| | |
| | |

| Significant Donated Assets - Not Recorded* | |
|--|--|
| | |
| | |
| | |
| | |

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2018

Note 5: Accumulated Funds

| This Year | | | | |
|---|---|------------------------------------|---------------|----------------|
| Description* | Capital Contributed by Owners or Members* | Accumulated Surpluses or Deficits* | Reserves* | Total* |
| Opening Balance | 226,771 | 11,573 | 13,500 | 251,844 |
| Capital contributed by owners or members* | 10,000 | | | 10,000 |
| Capital returned to owners or members* | - | | | - |
| Surplus/(Deficit)* | | 29,094 | | 29,094 |
| Distributions paid to owners or members* | | - | | - |
| Transfer to Reserves* | | (10,000) | 10,000 | |
| Transfer from Reserves* | | - | - | |
| Closing Balance | 236,771 | 30,667 | 23,500 | 290,938 |

| Last Year | | | | |
|---|---|------------------------------------|---------------|----------------|
| Description* | Capital Contributed by Owners or Members* | Accumulated Surpluses or Deficits* | Reserves* | Total* |
| Opening Balance | 226,771 | 8,671 | 13,500 | 248,942 |
| Capital contributed by owners or members* | | | | - |
| Capital returned to owners or members* | | | | - |
| Surplus/(Deficit)* | | 2,902 | | 2,902 |
| Distributions paid to owners or members* | | - | | - |
| Transfer to Reserves* | | | | |
| Transfer from Reserves* | | - | - | |
| Closing Balance | 226,771 | 11,573 | 13,500 | 251,844 |

| Breakdown of Reserves | | Actual* | Actual* |
|--------------------------------|---------------------|-----------|-----------|
| Name* | Nature and Purpose* | This Year | Last Year |
| | | \$ | \$ |
| Creative Space/ Clay Shed Plus | New building | 23,500 | 13,500 |
| | | | |
| | | | |
| | | | |
| | | | |
| | Total | 23,500 | 13,500 |

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2018

Note 6 : Commitments and Contingencies

Commitments

There are no commitments as at balance date (Last Year - nil)

Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date (Last Year - nil)

Notes 7-7

INDEPENDENT AUDITOR'S REPORT

To the Trustees of Raglan Community Arts Council

Report on the Financial Statements

I have audited the financial statements of Raglan Community Arts Council on pages 5 to 16, which comprise the balance sheet as at 31 March 2018, the income statement, and statement of changes in equity for the year then ended, and a summary of significant accounting policies and other explanatory information.

Trustees' Responsibility for the Financial Statements

The Trustees are responsible for the preparation of financial statements in accordance with generally accepted accounting practice in New Zealand and that give a true and fair view of the matters to which they relate, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with International Standards on Auditing (New Zealand). Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of financial statements that give a true and fair view of the matters to which they relate in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the presentation of the financial statements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion. Other than in my capacity as auditor I have no relationship with, or interests in, Raglan Community Arts Council.

Opinion

In my opinion, the financial statements on pages 5 to 16 comply with generally accepted accounting practice in New Zealand; give a true and fair view of the financial position of Raglan Community Arts Council as at 31 March 2018 and its financial performance for the year ended on that date.

Richard Thomson
02 July 2018



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Quote No. **5533**

QUOTE

Customer

Name Raglan Film Festival
 Address _____
 City _____
 Phone _____

Date 15/02/2019

| Qty | Description | Unit Price | TOTAL |
|--------------|---|------------|------------------|
| 4 | Format and prepare films for screening | \$ 50.00 | \$ 250.00 |
| 6 | Produce advertising videos and evening record of event for social media | \$ 50.00 | \$ 300.00 |
| SubTotal | | | \$ 550.00 |
| TOTAL | | | \$ 550.00 |

Comments _____

We are a registered company but are not registered for GST as yet so there is no GST content in this quote.

Contact Ray at Living Productions on info@livingproductions.co.nz Ph 021 384 729

Thanks for giving us the opportunity to quote on this project.