



Performance Report

for the year ending
31 December 2021

ENTITY INFORMATION

LEGAL NAME OF ENTITY: Friends of Pātaka Incorporated
OTHER NAME OF ENTITY: Friends
TYPE OF ENTITY AND LEGAL BASIS (IF ANY): Registered Charity / Incorporated Society
REGISTRATION NUMBER: CC26074

ENTITY'S PURPOSE OR MISSION:

The charitable aims of the society are to:

- stimulate and sustain interest in Pātaka Museum of Arts and Culture ('Pātaka').
- to extend its influence throughout the community, being activities that will take place wholly or principally within New Zealand, including:
 - the organisation and sponsorship of a biennial Arts Award designed to nurture and give public exposure to local artistic talent.
 - the provision and funding of an annual 'Artist in Residence' programme.
 - the holding of an 'Arts Trail', which was held in March 2021 – this was the last time Friends will be involved in this initiative.
 - the staging of a music concert series each winter, to expose local musical talent to a wider audience.
- supporting Pātaka staff by providing logistical support for events such as exhibition openings and concerts and in the purchase of items to enhance the visitor experience.

ENTITY STRUCTURE:

Friends is an Incorporated Society and registered Charitable Trust. Governance is by a Management Committee elected at the Annual General Meeting each year. All are volunteers. **Officers of Friends** comprise: Co- President (2); Secretary; and Treasurer. In addition, the Management Committee comprises not less than four, but not more than ten other members.

Management Committee: Sue Mortlock, Gill Dodson, Liz Rockel, Christine Healy, Robyn Parker, Meryll Evans, Allan Dodson, Tony Cross, Lorna Kanavatoa, Jenny Jakobs, Alicja Gear, Roger Joyce, Jane Penny and Kerry Scott.

MAIN SOURCES OF THE ENTITY'S CASH AND RESOURCES:

The main sources of Friends' funds are derived from:

- Member subscriptions
- Donations
- Grants
- Entry Fees for the Art Awards, registration fees, and other events (see above)
- Event sponsorship, such as for the prizes for the Art Awards)

MAIN METHODS USED BY THE ENTITY TO RAISE FUNDS:

- Membership subscriptions
- Art Awards registration fees, and other events (see above)
- Commission on art sales at Art Awards
- Commissions on post-exhibition art sales
- Member donations
- Sponsorships of Art Award prizes

ENTITY'S RELIANCE ON VOLUNTEERS AND DONATED GOODS OR SERVICES:

Friends relies totally on volunteers for governance and the delivery of Friends' events and activities.

CONTACT DETAILS

Postal Address: PO Box 50058, Porirua 5240
Phone/Fax: See below
Email/Website: patakafriends1@gmail.com/friendsofpataka.org.nz

CONTACTS:

CO-PRESIDENT: SUE MORTLOCK
 Address: 6 John Burke Drive, Aotea, Porirua 5024
 Phone: (04) 2360321 or +64 27 4207 942
 Email: smortlock01.sm@gmail.com

CO-PRESIDENT: GILLIAN DODSON
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SECRETARY: LIZ ROCKEL
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 Phone: (04) 233 0202
 Email: patakafriends@gmail.com

TREASURER: CHRISTINE HEALY
 Address: 78c Main Road Titahi Bay, Porirua 5022
 Phone: (04) 236 8573 or +64 27 647 8919
 Email: patakafriends1@gmail.com

BANKERS: WESTPAC BANK
 Cobham Court
 Porirua 5022

HON. REVIEWER: CROSS FINANCIAL SERVICES LTD
 Unit 1, 20 Parumoana St
 PORIRUA 5022

STATEMENT OF SERVICE PERFORMANCE

DESCRIPTION OF THE ENTITY'S OUTCOMES

Friends exists to stimulate and sustain interest in Pātaka Museum of Arts and Cultures and to extend its influence throughout the community.

DESCRIPTION AND QUANTIFICATION (TO THE EXTENT PRACTICABLE) OF THE ENTITY'S OUTPUTS:

	2021	2020
Membership - Single	117	132
Membership - Dual	62	55
Membership - Family	2	3
Membership - Student	0	1
Membership - Life Member	4	3
Artist in Residence	1	1

ARTIST IN RESIDENCE - SEE NOTE 3

In 2010 after consultation with the Pātaka Director and Education Officer, Friends of Pātaka established an Artist in Residence Fund to bring artists closer to the community. The fund is financed by an annual awards exhibition through registration fees and a percentage of the sale of works. Entries are accepted only from artists living, working, or studying in Porirua.

The artists are now selected biennially and are involved with their work for incoming exhibitions at Pātaka. They are offered sponsorship for accommodation and/or materials and the use of the space and equipment in the education area at Pātaka. In return, they give time for workshops, hands-on involvement with installations, etc, for the local schools and community.

An Artist in Residence sponsorship is offered to the winner of the exhibition Open Award to allow the artist to advance their practice. In 2020 it was offered to Moses Viliamu for residency in January 2021.

MUSIC SERIES 2021 - SEE NOTE 6

The Winter Music Concert Series is held July/August of each year. In 2021, the series involved four concerts of one hour duration by local musicians including students. However, one concert was cancelled because of Covid restrictions. Admission is free for members. Non-members are charged \$5 per concert. Musicians are paid a fee of \$300.

ARTS TRAIL 2021 - SEE NOTE 4

The Arts Trail was initially created when Pātaka exhibitions were temporarily closed. It quickly became a popular event which is now held biennially. Artists register to participate by opening their studio or working from a community hub. In 2021 there were 150 artists in 8 hubs and 13 studios. The event is free to the public and the artists.

GRANTS RECEIVED - SEE NOTE 1

A grant was received from Creative NZ (\$5,510) in 2020 to support and promote the 2021 Arts Trail.

In 2021 a grant (\$5,084.80) was received from Pelorus Fund to further support and promote the Arts Trail.

DONATIONS RECEIVED - SEE NOTE 5

In accordance with our aim to support Pātaka financially when requested, a donation of \$5,000 has been made to support the printing of the Sandy Adsett book. A further donation of \$1,983 was made to buy folding chairs.

RELATED PARTY TRANSACTIONS

There are no related party transactions.

ART AWARDS

The Friends of Pātaka Art Awards is now held biennially. Therefore there was no Art Awards in 2021. It will be next held in 2022.

The Awards represent a major contribution to fostering interest in the arts and culture within Porirua. Artists must live or work in Porirua and they are invited to submit art works for exhibition and sale. There are several awards and these are determined by an invited expert judge and sponsors. There is also a viewer's choice award which is determined by the public casting votes. Friends acknowledged with gratitude the ongoing sponsorship of this event.

VOLUNTEER HOURS

Friends regularly volunteer to support openings and large scale events at Pātaka – for example the Sandy Adsett exhibition, Pātaka Foundation Gala, Colin McCahon talk and the Landing Press book launch.

FRIENDS OF PĀTAKA CONTENT MANAGEMENT SYSTEM (CMS) - SEE NOTE 7

In 2020 Friends developed a website and document storage system facility by engaging volunteer students from the Bachelor of Technology at Whitireia Polytechnic. Friends have continued to develop the CMS in 2021 and have adopted in conjunction a Facebook page and Instagram. Friends have also adopted Xero as their accounting platform.

STATEMENT OF CASH FLOWS

ACCOUNT	2021	2020
OPERATING ACTIVITIES		
Receipts from customers	8,525	16,193
Payments to suppliers and employees	(24,403)	(15,441)
Cash receipts from other operating activities	5,085	5,510
Net Cash Flows from Operating Activities	(10,793)	6,262
INVESTING ACTIVITIES		
Other cash items from investing activities	(25)	25
Net Cash Flows from Investing Activities	(25)	25
FINANCING ACTIVITIES		
Other cash items from financing activities	0	(68)
Net Cash Flows from Financing Activities	0	(68)
	NET CASH FLOWS	6,219
	(10,818)	6,219
CASH AND CASH EQUIVALENTS		
Cash and cash equivalents at beginning of period	29,187	22,968
Net change in cash for period	(10,818)	6,219
CASH AND CASH EQUIVALENTS AT END OF PERIOD	18,369	29,187

Signed: Sue Mortlock and Gill Dodson, Co- Presidents

Signed: Christine Healy, Treasurer

STATEMENT OF RECEIPTS AND PAYMENTS

	Notes	Actual 2021 \$	Actual 2020 \$
OPERATING RECEIPTS			
Donations		75	360
Membership subscriptions 2021	2	5,258	4,877
Interest		11	12
Music series door sales	6	404	670
Art Awards		-	10,274
Other Income			
Membership in advance 2022	2	2,752	25
Grant Income	1	5,085	5,510
TOTAL OPERATING RECEIPTS		13,585	21,728
OPERATING PAYMENTS			
Accounting and audit fees		374	301
Administration expenses		503	494
Art awards Payment to Artists		-	3,951
Art Awards Prizes		-	2,750
Art Awards Promotional expense	3	202	824
Artist in Residence	3	1,500	1,500
Arts Trail administration expenses	4	2,399	-
Arts Trail Printing and Promotion	4	10,035	78
Donations made	5	6,983	3,200
Friends of Pātaka Website	7	760	498
Xero Software	7	316	356
Winter Music Concerts	6	1,177	1,275
Promotion Expenses		155	215
TOTAL OPERATING PAYMENTS		24,404	15,442
OPERATING SURPLUS OR (DEFICIT)		(10,819)	6,286
INCREASE/(DECREASE) IN BANK ACCOUNTS AND CASH		(10,819)	6,286
BANK ACCOUNTS & CASH AT BEGINNING OF FINANCIAL YEAR		29,187	22,901
BANK ACCOUNTS & CASH AT END OF FINANCIAL YEAR		18,368	29,187
Represented by:			
Westpac Artist in Residence		4,398	11,085
Westpac Bonus Saver Account		929	869
Westpac General Funds		13,041	17,233
TOTAL BANK ACCOUNTS & CASH AT END OF FINANCIAL YEAR		18,368	29,187

Note 1: Accounting Policies

BASIS OF PREPARATION

Friends of Pātaka Incorporated ('Friends') is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

GOODS AND SERVICES TAX (GST)

Friends of Pātaka Incorporated ('Friends') is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

INCOME TAX

The entity is wholly exempt from Income Tax having fully complied with all statutory provisions for these exemptions.

BANK ACCOUNTS

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.

APPROVED DONEE ORGANISATION

The entity is an Approved Donee Organisation for the purposes of sections LD 1, DB 41 and DV 12 of the Income Tax Act 2007.

FIXED ASSETS

Banners and corflutes were bought for the 2021 Arts Trail at a cost of \$2,573.

CHANGES IN ACCOUNTING POLICIES

There have been no changes in accounting policies during the financial year (last year – nil).

COVID 19

On 30 January 2020, the spread of novel Corona virus (COVID-19) was declared a public health emergency by the World Health Organisation. From 25 March 2020 to 9 June 2020 NZ moved to a series of Alert Levels with various restrictions at each level. Throughout 2020 and 2021 there have been other changes in the levels in the Wellington area and New Zealand. A Level 4 lockdown occurred on 24 August 2021 and then after 3 weeks the Wellington area went to Level 3 and then two weeks later to Level 2. The Management Committee will continue to monitor the impact of COVID-19 on the entity but at the date of signing this report the Management Committee does not believe that the entity has been or will be adversely financially affected by the pandemic. The Management Committee maintains the view that the entity has sufficient resources that it will continue to operate as a going concern.

Note 2 : Analysis of receipts and payments

	2021	2020
Note 1 - Grants		
Friends received two grants to support the Arts Trail. The first grant from Creative NZ in 2020 and the other grant from Pelorus in 2021.		
Analysis	\$	\$
Creative NZ	-	5,510
Pelorus	5,085	-
Total	5,085	5,510
Note 2 - Subscriptions		
Fees, subscriptions and other receipts from members. This year 2021, invoices were sent in November to members to renew for their 2022 membership. This has been noted as subscriptions in advance.		
Analysis	\$	\$
Members Subscriptions 2021	5,258	4,877
Members Subscriptions 2022 in advance	2,752	25
Total	8,010	4,902
Note 3 - Artist in Residence Expenses		
As winner of the 2020 Art Awards, Viliamu Moses was offered residency at Pātaka Arts and Museum in January 2021.		
Analysis	\$	\$
Moses Viliamu	(1,500)	-
Promotion expenses	(202)	(824)
Rebecca Spinks	-	(1,500)
Total	(1,702)	(2,324)
Note 4 - Arts Trail 2021 Expenses		
The Arts Trail 2021 supported 150 artists in eight hubs and thirteen studios. Promotional material included banners and corflute panels.		
Analysis	\$	\$
Art Trail administration expenses	(2,399)	0
Arts Trail Printing and Promotion	(10,035)	(78)
Total	(12,434)	(78)
Note 5 - Donations Made		
In accordance with our objective to support Pātaka financially a donation was given to support the printing of the Sandy Adsett book. Another donation was given to buy folding chairs for the gallery.		
Analysis	\$	\$
Sandy Adsett book	(5,000)	-
Folding chairs	(1,983)	-
Pātaka foundation	-	(3,000)
Malo Tokelau exhibition	-	(200)
Total	(6,983)	(3,200)
Note 6 - Winter Music Concert Series		
3 concerts were held in 2021. One concert was cancelled because of Covid-19 regulations. Musicians were paid a flat rate of \$300. One group of musicians was also paid GST. Publicity was through posters and pamphlets.		
Analysis	\$	\$
Door receipts	404	670
Performers payments	(1,177)	(1,275)
Total	(773)	(605)
Note 7 - Content management systems (CMS)		
Friends have continued to develop their website and use Xero accounting systems		
Analysis	\$	\$
Website expenses	(799)	(498)
Website credit	39	-
Xero (NZ) Ltd	(316)	(356)
Total	(1,076)	(854)