



Performance Report

for the year ending
31 December 2023

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, which will take place wholly or principally within New Zealand, including:
 - the organisation and sponsorship of a biennial Arts Awards designed to nurture and give public exposure to local artistic talent.
 - the provision and funding of an annual 'Artist in Residence' programme.
 - 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, Roger Joyce, Jane Penny, Frances Austin and Kerry-Jane 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 biennial Art Awards, registration fees, and other events (see above)
- Event sponsorship (e.g. biennial Art Awards)

MAIN METHODS USED BY THE ENTITY TO RAISE FUNDS:

- Membership subscriptions
- Biennial 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 Awards 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

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:

	2023	2022
Membership - Single	131	122
Membership - Dual	63	62
Membership - Family	5	2
Membership - Life Member	3	4

DONATIONS RECEIVED - SEE NOTE 2

Donations were received from several sources. Members donated when subscriptions were overpaid or they made a donation with their subscription.

ARTIST IN RESIDENCE - SEE NOTE 3

As winner of the 2022 Art Awards, Roger Hayman was offered residency at Pātaka Arts and Museum in January 2023.

DONATIONS MADE - SEE NOTE 4

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 Pātaka 25th Anniversary book. We also donated various prizes to support Pātaka events.

FRIENDS OF PĀATAKA CONTENT MANAGEMENT SYSTEM (CMS) - SEE NOTE 5

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 2023 and have adopted in conjunction a Facebook page and Instagram. Friends have also adopted Xero as their accounting platform.

MUSIC SERIES 2023 - SEE NOTE 6

The Winter Music Concert Series is held July/August of each year. In 2023, the series involved four concerts of one hour duration by local musicians including students. Admission is free for members. Non-members are charged \$5 per concert. Musicians are paid a fee of \$400.

EVENTS AND WORKSHOPS – SEE NOTE 7

In accordance with our objective to stimulate and sustain interest in Pātaka, Friends have organized and supported a number of events including workshops, support of Pātaka's 25th anniversary events, hosting of other friends groups and a history tour.

ART AWARDS - SEE NOTE 8

The Friends of Pātaka Art Awards is now held biennially. There was no Art Awards in 2023.

RELATED PARTY TRANSACTIONS

There are no related party transactions.

VOLUNTEER HOURS

Friends regularly volunteer to support openings and large scale events at Pātaka – for example we hosted Friends of Te Papa and our members to a gallery talk by Te Papa curator Dougal Austin and assisted with refreshments at several large openings. We hosted Mahara Gallery Friends and our members to a talk given by chief curator Ioana Gordon-Smith to support the Naadhobi exhibition. We help conduct the annual National Museums Survey on behalf of Pātaka. This is a week of volunteer hours.

STATEMENT OF RECEIPTS AND PAYMENTS

	Notes	Actual 2023 \$	Actual 2022 \$
OPERATING RECEIPTS			
Donations received	2	305	2,804
Membership subscriptions 2023	1	2,993	2,420
Interest		563	107
Music series door sales	6	776	322
Art Awards registrations, sale of art work and sponsorship	8	-	30,390
Other Income			
Membership in advance 2023	1	2,975	2,408
Events and Workshops – History Tour	7	925	-
Events and Workshops – Tickets for Gala Dinner	7	1,350	-
TOTAL OPERATING RECEIPTS		9,887	38,451
OPERATING PAYMENTS			
Accounting and audit fees		345	287
Administration expenses (includes Charities Commission fee)		822	686
Art awards Payment to Artists for art work sold and prizes	8	-	21,063
Art Awards Promotional expense	8	-	1,237
Artist in Residence	3	1,707	-
Donations made	4	5,624	-
Friends of Pātaka Website	5	953	450
Xero Software	5	356	423
Winter Music Concerts	6	1,794	1,046
Events and Workshops	7	3,210	231
TOTAL OPERATING PAYMENTS		14,811	25,423
OPERATING SURPLUS OR (DEFICIT)		(4,924)	13,028
INCREASE/(DECREASE) IN BANK ACCOUNTS AND CASH		(4,924)	13,028
BANK ACCOUNTS & CASH AT BEGINNING OF FINANCIAL YEAR		31,396	18,368
BANK ACCOUNTS & CASH AT END OF FINANCIAL YEAR		26,472	31,396
Represented by:			
Westpac Artist in Residence		1,054	4,438
Westpac Bonus Saver Account		13,442	3,327
Westpac General Funds		11,976	23,631
TOTAL BANK ACCOUNTS & CASH AT END OF FINANCIAL YEAR		26,472	31,396

STATEMENT OF RESOURCES AND COMMITMENTS

	Actual 2023 \$	Actual 2022 \$
SCHEDULE OF RESOURCES		
Bank accounts and cash (from Statement of Receipts and Payments)	26,472	31,396
Money held on behalf of others		
Memberships paid in advance	2,975	2,408
Money owed to the entity		
There is no money owed to Friends of Pātaka	-	-
SCHEDULE OF COMMITMENTS		
Money payable by the entity		
There is no money owed by Friends of Pātaka	-	-
EQUITY		
Opening balance	31,396	18,368
Current Year earnings	(4,924)	13,028
TOTAL EQUITY	26,472	31,396

Signed on 20 March 2024:

JANE BOLTON, TREASURER

SUE MORTLOCK, CO-PRESIDENT

GILL DODSON, CO-PRESIDENT

Appendix 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 and expensed in the year purchased..

CHANGES IN ACCOUNTING POLICIES

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

GOING CONCERN

The Management Committee maintains the view that the entity has sufficient resources that it will continue to operate as a going concern.

Appendix 2 : Analysis of receipts and payments

		2023	2022
NOTE 1 - SUBSCRIPTIONS	ANALYSIS	\$	\$
Fees, subscriptions and other receipts from members. Invoices were sent in November 2023 to members to renew for their 2024 membership. This has been noted as subscriptions in advance.	Members Subscriptions 2023	2,993	2,420
	Members Subscriptions 2024 in advance	2,975	2,408
	TOTAL	5,968	4,828
NOTE 2 - DONATIONS RECEIVED	ANALYSIS		
Member donations are a member subscription paid twice which we have been asked to retain as a donation or an additional amount paid at the time of renewal.	Member donations	305	75
	Porirua Historical Society	-	2,329
	Roger Hayman	-	400
	TOTAL	305	2,804
NOTE 3 - ARTIST IN RESIDENCE EXPENSES	ANALYSIS		
As winner of the 2022 Art Awards, Roger Hayman was offered residency At Pātaka Arts and Museum in January 2023	Roger Hayman	(1,500)	-
	Promotion expenses	(207)	-
	TOTAL	(1,707)	-
NOTE 4 - DONATIONS MADE	ANALYSIS		
In accordance with our objective to support Pātaka financially a donation was given to support the printing of the 25th anniversary book. Prizes were donated to the Haiku competition category winners and to the artistic category of the Show us Your Harbour Photo competition.	Pātaka 25 Anniversary book	(5,000)	-
	Other donations	(624)	-
	TOTAL	(5,624)	-
NOTE 5 - CONTENT MANAGEMENT SYSTEMS (CMS)	ANALYSIS		
Friends have continued to develop their website and use Xero accounting systems. Higher IT costs in 2023 reflect work to move to the free Google for non profits work space and scoping for an online platform for Arts awards registrations.	Website expenses	(953)	(450)
	Xero (NZ) Ltd	(356)	(423)
	TOTAL	(1,309)	(873)
NOTE 6 - WINTER MUSIC CONCERT SERIES	ANALYSIS		
Four concerts were held in 2023. Musicians were paid a flat rate of \$400 for each concert – an increase from 2022 of \$100 per performance.	Door receipts	776	322
	Performers payments	(1,600)	(1,046)
	TOTAL	(824)	(724)
NOTE 7 - EVENTS AND WORKSHOPS	ANALYSIS		
In accordance with our objective to stimulate and sustain interest in Pātaka Friends have organized and supported a number of events, including workshops, supporting 25 th anniversary events, hosting other friends groups and a history tour	Receipts – Gala and history tour	2,275	-
	Poetry workshops	(535)	-
	History Tour	(370)	-
	Hosting other events	(2,305)	(231)
	TOTAL	(935)	(231)
NOTE 8 - ART AWARDS	ANALYSIS		
The Art Awards are held biennially and were held August to October 2022.	Payments to artists for artwork sold	-	(17,563)
	Prizes	-	(3,500)
	Promotional expense	-	(1,237)
	Registration fees	-	1,730
	Sponsorship	-	3,000
	Sale of artist's art work	-	25,660
	TOTAL	-	8,090