

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 Inc.

For the year ended 31 March 2024

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 any modification is undertaken.

PASSWORD : xrb (Note password is case-sensitive)

Raglan Community Arts Council Inc.

Performance Report

For the year ended
31 March 2024

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[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 Inc.

Entity Information

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

For the year ended
31 March 2024

Legal Name of Entity:*	Raglan Community Arts Council Incorporated
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Other Name of Entity (if any):	Raglan Old School Arts Centre
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Type of Entity and Legal Basis (if any):*	Incorporated Society 50084389 Community Arts Council operating under the Arts Council of NZ Act
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Registration Number:	CC24379
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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, Initiating & supporting arts activities & events, Encouraging & promoting resident artists.</p>
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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. It forms subcommittees to manage projects and also has a sponsorship subcommittee.</p>
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Raglan Community Arts Council Inc.

Entity Information

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

For the year ended
31 March 2024

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.

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
Websites:	https://raglanschoolartscentre.co.nz
	https://www.raglanmarket.com/
	https://www.raglanartsweekend.nz/
	https://www.facebook.com/raglanoldschool/
Instagram	https://www.instagram.com/raglanoldschool/

Raglan Community Arts Council Inc.
Statement of Service Performance
"What did we do?", When did we do it?"
For the year ended
31 March 2024

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

6 exhibitions - number of weeks running	16		15
Monthly Movies			
87 movie sessions - people attending	1050		925
Film Festival			
4 Sessions - people attending	Not held in		80
Red Carpet Awards evening - people attending	2023/24		120
Raglan Art to Wear - Biennial event			
Active participants	93		Not held in
Audience	348		2022/23
22 concerts, music or drama events, book launches, and the Raglan Ukulele Festival - people attending	950		1100
Raglan Arts Weekend. - Studios open/Artists participating	42/65		42
Raglan Arts Weekend - Preview exhibition - people attending	1263		1057
Brochures printed	6000		5000
Raglan Creative Market - held monthly, some Markets affected by bad weather and car park rebuild. Stallholder days	400		450
People attending over the year	3,500		4,200
Young Artist workshops			
2 sessions per term - people attending	60		60
Business Incubator - new businesses	2		2

Additional Output Measures:
What's On newsletter published each month with 250 print and 1251 electronic copies.

Additional Information:
Clayshed members' nights and ClayShedPlus sessions are held throughout the year along with other groups such as, Children's After School Music and Movement, Raglan Art Group, Karioi Quilts and Crafts, Book Clubs, Artists Talks and Ragtimers Ukulele Group. The Arts Centre is used by a large number of community groups throughout the year, including Men's Group, Wellness Sessions, Backgammon and Te Reo lessons.

Raglan Community Arts Council Inc.

Statement of Financial Performance

"How was it funded?" and "What did it cost?"

For the year ended

31 March 2024

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Revenue				
Rents received and income from equipment hire		39418		38844
Classes, participation fees, stallholders fees, ticket sales		70542		47276
Subscriptions		5464		6558
Items sold on behalf of Artists		35238		37540
Interest		1660		1228
Sponsorship and advertising		30125		3548
Grants, donations and subsidies		165301		87781
Other revenue		46790		70141
Total Revenue*		394,538	-	292,916
Expenses				
Workshops and Events		117939		63445
Employee and volunteer related costs		103122		109615
Overheads and consumables		44642		32885
Payments to Artists for items sold		34561		37540
Repairs and maintenance		20503		23815
Other expenses		15060		25282
Depreciation expense		5630		4275
Total Expenses*		341,457	-	296,857
Surplus/(Deficit) for the Year*		53,081	-	(3,941)

Raglan Community Arts Council Inc.

Statement of Financial Position

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

As at
31 March 2024

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Assets				
Current Assets				
Bank accounts and cash*		116,301		108,518
GST Accrued		558		-
Accounts receivable		7,950		137
Prepayments & Daily Holdings		381		318
Total Current Assets		125,190	-	108,973
Non-Current Assets				
Property, plant and equipment*		781,568		728,836
Total Non-Current Assets		781,568	-	728,836
Total Assets*		906,758	-	837,809
Liabilities				
Current Liabilities				
Refundable key deposits		-		38
Creditors and accrued expenses*		3827		3,009
GST owing		-		943
Unused donations and grants with conditions*		52898		47,020
Income received in advance		6166		-
Prior Period Adjustment		(155)		(155)
Total Current Liabilities		62,736	-	50,855
Non-Current Liabilities				
Loans*				
Other non-current liabilities		4,587		600
Total Non-Current liabilities		4,587	-	600
Total Liabilities*		67,323	-	51,455
Total Assets less Total Liabilities (Net Assets)*		839,435	-	786,354
Accumulated Funds				
Capital contributed by owners or members*		213,271		213,271
Accumulated surpluses or (deficits)*		626,164		573,083
Reserves*		-		-
Total Accumulated Funds*		839,435	-	786,354

Raglan Community Arts Council Inc.

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended
31 March 2024

	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Cash Flows from Operating Activities*			
Cash was received from:			
Donations, fundraising and other similar receipts*	165,761		96,860
Fees, subscriptions and other receipts from members*	5,464		6,558
Receipts from providing goods or services*	217,878		212,227
Interest, dividends and other investment receipts*	1,660		1,228
Net GST	16,696		(10,291)
Cash was applied to:			
Payments to suppliers and employees*	357,280		303,037
Donations or grants paid*	315		690
Payments to acquire property plant and equipment	58,526		15,272
Net Prepayments and overpayments	(318)		(181)
Net Cash Flows from Operating Activities*	(8,344)	-	(12,236)
Cash flows from Investing and Financing Activities*			
Cash was received from:			
Income in advance, net donations, grants from other years, AR, AP	16,127		9,044
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*			-
Repayments of loans borrowed from other parties*			
Capital repaid to owners or members*			
Net Cash Flows from Investing and Financing Activities*	16,127	-	9,044
Net Increase / (Decrease) in Cash*	7,783	-	(3,192)
Opening Cash*	108,518		111,710
Closing Cash*	116,301	-	108,518
This is represented by:			
Bank Accounts and Cash*	116,301	-	108,518

Raglan Community Arts Council Inc.

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended

31 March 2024

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 Inc.

Notes to the Performance Report

For the year ended
31 March 2024

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year	Last Year
		\$	\$
Rents received and income from equipment hire	Old School	28467	28,196
	St Lazarus Kitchen	9620	9,796
	Movie equipment hire	1331	852
	Total	39,418	38,844
		\$	\$
Classes and course fees, participation fees, ticket sales and entry fees, Market stallholders fees	Classes and course fees	21508	19,361
	Participation fees	9570	836
	Ticket sales and entry fees	27516	13,619
	Market Stallholders fees	11948	13,460
	Total	70,542	47,276
		\$	\$
Fees, subscriptions and other revenue from members	Subscriptions received	5,464	6,558
	Total	5,464	6,558
		\$	\$
Items sold on behalf of customers	RCAC events (These 2 items now amalgamated)	35238	30,433
	Non RCAC events		7,107
	Total	35,238	37,540
		\$	\$
Interest, dividends and other investment revenue	Interest	1659	1,228
	Total	1,659	1,228
		\$	\$
Sponsorship and Advertising		30125	3,548
	Total	30,125	3,548
		\$	\$
Grants, donations and subsidies	See Note 1a	141639	87,781
	Koha and donations received	23662	14,356
	Total	165,301	102,137
		\$	\$
Other revenue	Sundry income	13852	36,435
	Refreshment sales	6041	9,560
	Commission on Artists' sales	7632	8,682
	Handling fee on Agents' sales	830	1,108
	Sales of clay, glazes, firing	18435	
	Total	46,790	55,785

Raglan Community Arts Council Inc.

Notes to the Performance Report

For the year ended
31 March 2024

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

Revenue Item	Analysis	This Year	Last Year
		\$	\$
	Unspent grants forward from last year	47020	37941
	NZ Lottery Grants Board	10846	0
	Creative Communities NZ - Waikato District	19859	2638
	Waikato District Council - Blueprint and Better Off	36906	10515
	Chartwell Charitable Trust	7800	0
	Raglan Town Hall Committee	4779	3867
	COGS	6000	6000
	Trust Waikato - Operating Grant	15000	20000
	Trust Waikato - Lift Grant	0	10000
	Rotary Club of Hamilton	1000	0
	Raglan Lions Club	3000	1000
	Raglan Food Co	0	1000
	WEL Energy Trust	7500	10000
	Ministry of Social Development - Wages subsidy	0	1559
	IRD - Covid Resurgence Grant	0	4870
	The Lion Foundation	14000	15080
	Matariki ki Waikato	0	500
	Raglan Community Board	11827	1500
	Donations from Individuals for Lift Project	0	5031
	Raglan Naturally	2000	0
	Norah Howell Trust	2000	1800
	Thames Coromandel District Council (Cyclone relief)	5000	0
	Te Uku Power Up Community Fund	0	1,500
	Less Unspent grants forward to next year	-52898	-47,020
	Total	141,639	87,781

Raglan Community Arts Council Inc.

Notes to the Performance Report

For the year ended
31 March 2024

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Workshop and events	Workshops and Events	74,169	63,445
	Venue hire	2305	9,650
	Equipment lease and hire	1847	1,228
	Koha	315	-
	Event Contractors	33825	-
	Event Prizes - Film Festival and Art2Wear (biennial)	5478	2,174
	Total		117,939

Expense Item	Analysis	This Year \$	Last Year \$
Employee and volunteer related costs	Wages and salaries	98802	106,615
	Kiwi Saver - employer contribution	2535	2,763
	ACC Premiums	496	-
	Social events, gifts	474	215
	Staff and volunteer training and expenses	815	22
	Total		103,122

Expense Item	Analysis	This Year \$	Last Year \$	
Overheads and consumables	Light, Power and Heating	5211	5,734	
	Rent and rates	3145	2,064	
	Telephone and internet	2514	4,403	
	Printing and stationery	6034	3,429	
	Freight and postage	657	172	
	Bank fees	434	294	
	Charities Services fee, Legal and Licence expenses	1846	803	
	Accounting audit and consulting fees	425	250	
	Subscriptions paid	88	34	
	Insurance	6802	6,086	
	Xero Accounting & Other Cloud Services	1819	1,588	
	Advertising and Marketing	15667	9,277	
	Total		44,642	342,913

Expense Item	Analysis	This Year \$	Last Year \$
Payment to Artists for items sold	Customers reimbursed for items sold RCAC events	34561	30,433
	Customers reimbursed for items sold Non RCAC events (From y/e 31/3/34 - totals combined)		7,107
Total		34,561	37,540

Expense Item	Analysis	This Year \$	Last Year \$
Repairs and maintenance	Equipment Repairs and Maintenance	3243	4,318
	Buildings Repairs and Maintenance	1926	5,424
	Grounds Repairs and Maintenance	673	1,706
	Cleaning Buildings - Labour and Supplies	8959	9,933
	Kitchen expenses	5245	5,033
	Equipment replacements	457	2,434
	Total		20,503

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Refreshment purchases	2860	4,639
	Clay Shed - clay & supplies purchases	11700	-
	General expenses	500	619
	Grants and Scholarships paid	0	690
	Total		15,060

Expense Item	Analysis	This Year \$	Last Year \$
Depreciation expenses	Depreciation expense	5630	4,275
	Total	5,630	4,275

Raglan Community Arts Council Inc.

Notes to the Performance Report

For the year ended
31 March 2024

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Business Performer account	90224	63331
	Business On Call account	25147	24042
	Notice Saver account/Daily holdings	545	20646
	Petty Cash/Cash float	600	600
	Accounts receivable	7950	219
	Total		124,466
Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments		166	286
	Total	166	286
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		-	-
	Total	-	-
Asset Item	Analysis	This Year \$	Last Year \$
Other non-current assets	Building and other fixed assets	781,641	728,836
	Total	781,641	728,836
Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Refundable key deposits	-	38
	Income received in advance	6166	-
	Kitchen Reversion bond	-	-
	Accounts payable	3827	2,909
	GST	(558)	963
	9,435 Total		9,435
Liability Item	Analysis	This Year \$	Last Year \$
Employee costs payable		-	-
	Total	-	-
Liability Item	Analysis	This Year \$	Last Year \$
Unspent donations and grants with conditions		52,898	47,020
	Total	52,898	47,020
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	Clay Shed Asset Replacement Fund	4,587	600
	Total	4,587	600

Raglan Community Arts Council Inc.

Notes to the Performance Report

For the year ended
31 March 2024

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*	693,302	53,497		-	746,799
Motor Vehicles*	-				-
Furniture and fixtures*	1,821	5,030		852	5,999
Kitchen Equipment	2,231		164	565	1,502
Office Equipment	3,373			784	2,589
Arts Equipment	28,109			3,357	24,752
Heritage assets	-				-
Total	728,836	58,527	164	5,558	781,641

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*	692,524	778			693,302
Motor Vehicles*	-				-
Furniture and fixtures*	148	1,958		285	1,821
Kitchen Equipment	2,809			578	2,231
Computers (including software)*	488	3,396		511	3,373
Arts Equipment	21,870	9,766	626	2,901	28,109
Heritage assets	-				-
Total	717,839	15,898	626	4,275	728,836

Significant Donated Assets Recorded - Source and Date of Valuation*	

Significant Donated Assets - Not Recorded*	

Raglan Community Arts Council Inc.

Notes to the Performance Report

For the year ended
31 March 2024

Note 5: Accumulated Funds

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	213,271	573,083	-	786,354
Capital contributed by owners or members*				-
Capital returned to owners or members*				-
Surplus/(Deficit)*		53,081		53,081
Distributions paid to owners or members*		-		-
Transfer to Reserves*				
Transfer from Reserves*				
Closing Balance	213,271	626,164	-	839,435

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	213,271	577,024		790,295
Capital contributed by owners or members*				-
Capital returned to owners or members*				-
Surplus/(Deficit)*		(3,941)		(3,941)
Distributions paid to owners or members*		-		-
Transfer to Reserves*				
Transfer from Reserves*				
Closing Balance	213,271	573,083	-	786,354

Breakdown of Reserves		Actual*	Actual*
Name*	Nature and Purpose*	This Year	Last Year
		\$	\$
	Total	-	-

Raglan Community Arts Council Inc.

Notes to the Performance Report

For the year ended
31 March 2024

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

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