

Central Hawke's Bay District Council – Report

TO: Council
FROM: Chief Executive
DATE: 17 February 2010
FILE REF: ASS2-900
SUBJECT: **CENTRAL HAWKE'S BAY SETTLERS MUSEUM ANNUAL REPORT
2009**

1.0 SUMMARY

Attached is the Curator's Report for the Central Hawke's Bay Settlers Museum and annual accounts for the year ended 30 June 2009.

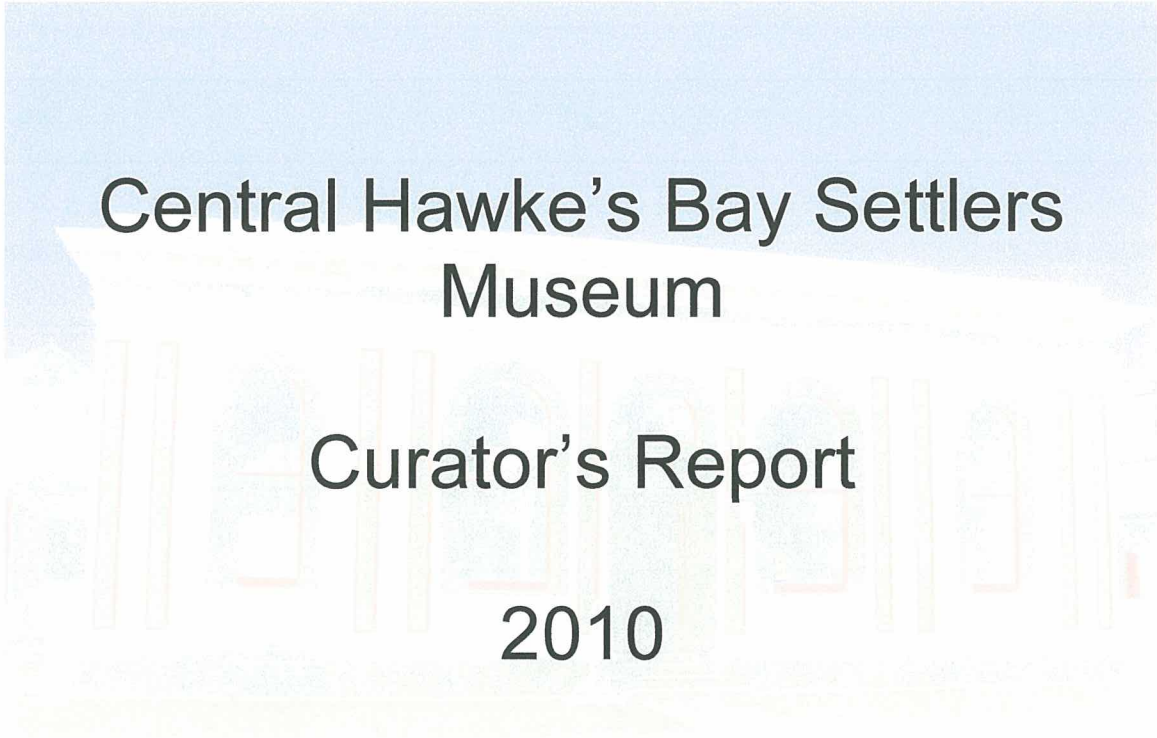
Rosheen Parker, Curator/Manager and Margaret Gray, Chairman will present the report at the meeting on 17 February 2010.

2.0 RECOMMENDATION

THAT

The Central Hawke's Bay Settlers Museum Curator's Report and Annual Accounts for the year ended 30 June 2009 be received.

John Freeman
Chief Executive



Central Hawke's Bay Settlers
Museum

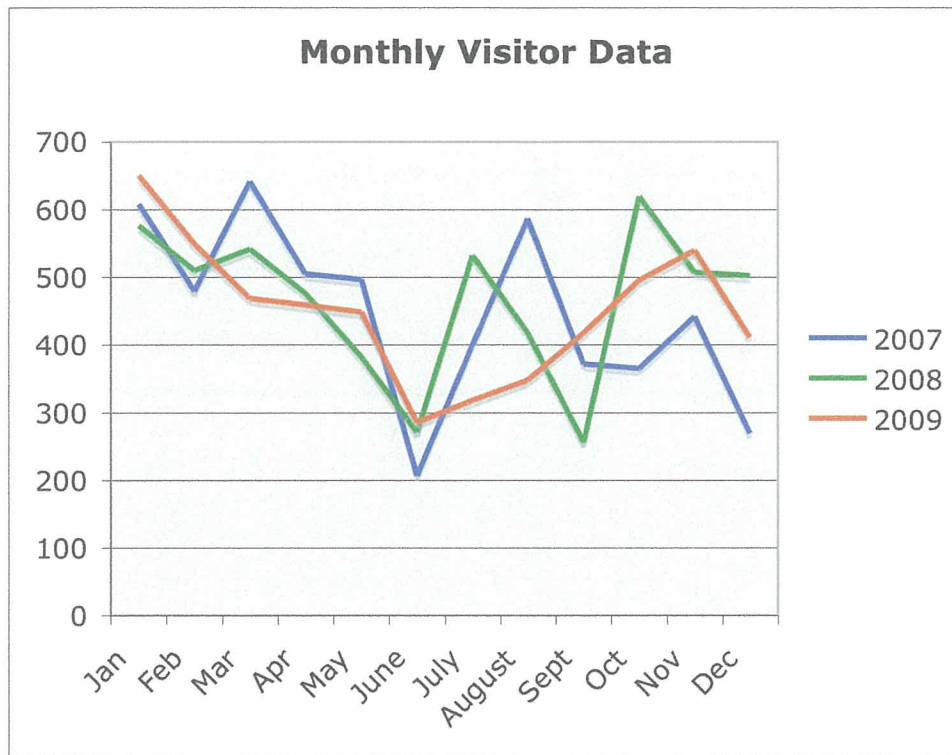
Curator's Report

2010

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Visitor numbers

Visitor numbers were down slightly on 2008, coming in at 5390 [5590 in 2008], but still above 2007. The monthly average is 449.



In comparison with the previous two years, there are less obvious peaks and troughs except for the mid-winter low and the December drop-off when people are busy preparing for Christmas.

I have not included a chart of visitors by origin this year as the statistics remain almost identical to the previous three years with 30% being local, 54% travelling New Zealander's and 16% overseas visitors.

The number of international tourists has risen slightly indicating an improvement in the tourism economy, which will be welcomed by all in the industry.

Weekend visitors account for an overall 29.9% and there was only one day [July 4th] in the depths of winter when there were no visitors.

Staffing / Volunteers

Glen Neale, who had been one of the team since the inception of weekend opening, has moved out of the district. To replace Glen we have recruited Michael Draper who is a relatively new Waipawa resident and an import from the UK.

Our regular volunteers, Alec Bourhill, George Stoddart and Caroline Waite continue to be a valuable asset. I strongly appreciate the time that they give so willingly – volunteers are thin on the ground these days.

It is important to remember that the President and Committee also work in a voluntary capacity and their support is highly valued. Demands on the Committee have been heavy this year with planning for exhibitions and Waipawa 150th celebration events. Bob Stubbs joined the committee at the A G M and Hans Dresel was co-opted later in the year. John Linley, who has also moved out of the area, resigned in December after several years' service.

Fundraising

New Zealand Post funded 100 envelopes under the Community Post scheme. Continued sales of postcards and scanned reproductions. There has also been a continuation of sales of the Sarah Platt prints.

Other ventures to boost our income have included a proportion of the 150th Calendar sales, sponsorship from the commercial participants in the Historic Homes exhibition, supply of images to the RSA for commercial use and catering morning tea for a travel group from Auckland.

The only Grant funding received this year was the Pub Charity grant that covered my registration at and travel to Museums Aotearoa conference in Gisborne.

Events & Developments

Events & Exhibitions

- CHB District Council Expo – the Museum mounted a display at the Expo and received very positive feedback.
- Records & Archives week – this was in May and this year the focus was on personal letters as archives – a small in-house display.
- New Zealand Post Children’s Book Week – in conjunction with the Libraries again – this year the activity was based around Gavin Bishop’s young adult book on life in the 1950’s. The kids thoroughly enjoyed a geography lesson using questions sheets and the old rubber stamp maps.
- CHB College and the Waipawa & Waipawa District High Schools – with the reunion in March we mounted an exhibition of old school photos and memorabilia. This has also proved popular. As a result of the time spent with reunion organisers, a decision was made to send the reunion material and considerable archives to the Museum. It is gratifying to see the Community acknowledging that we are the sensible repository for this information.

- Historic Homes Exhibition – this opened in November and is to run through until the end of this month. It has had a very positive response and will leave the Museum holding a comprehensive written file on the properties.
- We were privileged to work with Wendy Rhodes, editor of New Zealand Memories magazine, on a CHB feature, which ran in the December issue, and there is currently another article in the February issue. Wendy also included the 150th Celebrations information for us free of charge.

Developments

- Cataloguing – some 66 gift deeds have been processed. This shows that the community is still regularly donating items to the Museum.
- Acquisitions – the Museum has purchased a copy of J G Wilson's "History of Hawke's Bay" which is invaluable for research, and a number of local history publications were sourced from the Lion's bookarama. We have also been fortunate in obtaining a microfilm reader free of charge from the Havelock North Library. Thanks to Sue Fargher for passing on the information.
- Database input – the old school registers we hold are becoming very frail and not suitable for handling. It is necessary to get this information digitised before it falls into further disrepair. This is underway with both staff and volunteer input. It is a big task as the registers contain a lot of information. The Takapau school register has been completed – some 1161 entries. The additional benefit of transcribing these records into a database is that they can then be sorted and searched by name or date. With the recent acquisition of the Waipukurau registers – the project will be ongoing for quite some time.

- The installation of the underfloor insulation in March concluded the heating project - at long last.

Conclusion

The incipient Waipawa 150th anniversary has meant the last year has been an extremely busy one with the Museum being involved with many facets of planning. We have also supplied digital images for the calendar and for the Te Aute College mural and assisted with the imaging for the new Heritage Trail brochures.

The rest of 2010 promises to be hectic as well with several exhibitions in planning as well as the historic homes walks, a bus trip and cemetery walks. It is proposed to run workshops in genealogy and oral history as well.

I have had many, many people contact me about the celebrations and family ties to the town and look forward to an active year and mutually beneficial contact with the visitors to the town.

Rosheen Parker
Curator/Manager

Appendix 1**CHB Settlers Museum Table of Expenditure & Income**

	Actuals 2008/09	Provisional 2009/10	Estimated 2010/11
Expenses			
Rates	1924	2012	2065
Electricity	2982	2396	2462
Gas	0	2244	3111
Insurance	2388	1670	1715
Phone	1014	1045	1073
Postage/Stationery & Computer consumables	1357	1400	1437
Advertising	629	500	514
R & M Collection	246	658	675
R & M Building	4796	484	500
Wages	49282	50942	52317
ACC levies	263	266	273
Travel/ conference	222	440	452
Lease	593	0	0
Uniforms	65	65	65
Sundries; Annual return	0	46	46
Alarm monitoring	0	420	430
Professional affiliations	252	252	252
Cleaning materials	256	348	356
Bank fees	15	15	15
	66284	65203	67758
Annual grant received/ anticipated	59000	60828	62471
Difference - shortfall	7284	4375	5287
Income			
Donation box	6042	4705	4831
Membership	895	465	478
General donations	1075	500	513
Fundraising	1130	750	770
Sales - photos & cards	418	1081	500
Interest	216	200	200
	9776	7701	7292

General notes

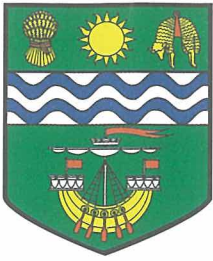
No allowance for extra expenses for the Waipawa 150th celebrations

Would like to be able to purchase the Waipawa commemorative medals at \$220.00

Curator's sick leave allocation is almost out to the maximum accumulation needs to be some contingency for this

Have already had to absorb the 3rd change to the minimum adult wage in two years and the compulsory employer contribution to Kiwisaver scheme

Sales of images in 2009 includes one-off sales to Sawyers Arms & RSA



CENTRAL HAWKE'S BAY DISTRICT COUNCIL

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www.chbdc.govt.nz

10 August 2009

The Committee
CHB Settlers Museum Trust Inc.
High Street
WAIPAWA

Dear Committee

Financial Statements for the Year Ended 30 June 2009

We report on the financial statements of the Trust for the year ended 30 June 2008.

Our work was designed to provide reasonable assurance as to whether the financial statements are free from material misstatement. Consequently, our procedures do not include a thorough evaluation of all accounting controls.

It should also be noted that whilst the bank account has been reconciled and sample payments confirmed to documentation provided, reliance is placed that all monies received have been receipted and banked.

We would like to compliment the Curator, Rosheen Parker for her presentation of the draft set of accounts, and cooperation and assistance.

Yours faithfully,

A handwritten signature in blue ink, which appears to be 'Brian Tremewan', is enclosed within a blue oval. The signature is written in a cursive style.

Brian Tremewan
Accountant

CHB Settlers Museum Trust Inc
Year Ended 30 June 2009

	2005	2006	2007	2008	2009
Income					
CHB District Council Grant	\$ 46,200.00	\$ 46,200.00	\$ 23,100.00	\$ 56,636.00	59000.00
Infinity Foundation Grant	\$ 1,696.00	\$ 1,000.00			8667.00
E & C Community Trust	\$ 2,500.00				
Community Vol Org. Support Grant	-				
Pub Charity Grants	\$ 1,656.00		\$ 4,766.54		
Museum Box Donations	\$ 5,440.30	\$ 5,145.50	\$ 2,980.69	\$ 5,141.40	6041.90
General Donations	\$ 950.26	\$ 576.67	\$ 762.20	\$ 785.00	1075.50
Annual Membership	\$ 460.03	\$ 756.67	\$ 203.33	\$ 877.12	895.58
Life Membership	\$ 1,081.00	\$ 177.78	\$ 88.89		
Interest on Life Membership Funds	\$ 205.27		\$ 126.04	\$ 296.76	210.70
Sundries	\$ 329.43	\$ 478.86	\$ 270.70	\$ 358.56	418.34
Insurance Reimbursement	-				
Interest	\$ 121.42	\$ 125.31	\$ 64.34	\$ 186.57	216.22
Fundraising	\$ 3,591.00	\$ 1,210.09		\$ 1,150.35	1130.23
CHB The Festival				\$ 7,111.11	
Total Income	\$ 64,230.71	\$ 55,670.88	\$ 32,362.73	\$ 72,542.87	77655.47
Expenditure					
Rates	\$ 1,546.83	\$ 1,723.32	\$ 903.51	\$ 2,172.28	1923.29
Electricity	\$ 1,658.33	\$ 1,909.00	\$ 943.28	\$ 1,916.48	2982.26
Insurance	\$ 3,446.41	\$ 1,233.33		\$ 2,217.11	2388.31
Phone	\$ 1,426.12	\$ 1,232.41	\$ 534.93	\$ 736.90	1014.50
Stationery etc.	\$ 959.70	\$ 495.16	\$ 547.83	\$ 930.26	1356.79
Advertising	\$ 5,132.50	\$ 1,113.48	\$ 1,306.34	\$ 1,394.00	629.20
Repairs & Maintenance-Collection	\$ 2,060.42	\$ 2,882.38	\$ 346.42	\$ 444.64	245.49
Repairs & Maintenance-Building			\$ 4,040.10	\$ 1,608.20	4795.39
Wages	\$ 40,607.01	\$ 40,351.12	\$ 20,501.10	\$ 47,152.57	49282.78
ACC Levies	\$ 234.41	\$ 230.36		\$ 243.54	262.81
Travel	\$ 446.00	\$ 271.43	\$ 66.13	\$ 66.13	84.45
Conference Regn/Workshops	\$ 324.44	\$ 277.33		\$ 155.45	
Staff Uniforms	\$ 442.45	\$ 43.56	\$ 186.23	\$ 26.22	64.90
Photocopying	\$ 266.67				
Sundries	\$ 578.83	\$ 105.40	\$ 18.03	\$ 258.75	765.32
Building Expenses	-				
E & C community Trust	-				
Subscriptions	\$ 178.89	\$ 202.77	\$ 217.78	\$ 242.78	251.67
Equipment Lease	\$ 474.56	\$ 771.92	\$ 296.32	\$ 593.20	
Lion Foundation Reimbursement	-				
Petrol Vouchers	-				
Cheque Duty & A/c Fees	\$ 17.50	\$ 37.78	\$ 10.00	\$ 22.50	15.00
CD Player / Camera	\$ 164.75				
New Purchases	\$ 401.43	\$ 133.47		\$ 426.67	
Fundraising Expenses	\$ 722.47	\$ 771.84	\$ 5,507.55	\$ 2,032.66	9927.79
Laser Printing	\$ 158.31				
Petty Cash	\$ 305.72	\$ 193.32			
Life Members subscriptions to TD		\$ 177.78	\$ 88.89		
Total Expenditure	\$ 61,553.75	\$ 54,157.16	\$ 35,514.44	\$ 62,640.34	75989.95
Surplus/(Deficit)	\$ 2,676.96	\$ 1,513.72	\$ (3151.71)	\$ 9,902.53	1665.52

Statement of Financial Position as at 30 June 2009

Equity					
General Funds	\$ 142,889.10	\$ 144,402.82	\$ 141,251.11	\$ 151,153.64	152819.16
Total Equity	\$ 142,889.10	\$ 144,402.82	\$ 141,251.11	\$ 151,153.64	152819.16
Liabilities					
Net of GST received and paid	-				
GST Payable(net of GST received and paid)	\$ 1,303.56	\$ 2,048.90	\$ 676.24	\$ 86.39	4.84
Accounts Payable	\$ 3,240.79	\$ 2,834.17	\$ 2,903.36	\$ 6,455.60	4579.11
Total Equity & Liabilities	\$ 147,433.45	\$ 149,285.89	\$ 144,830.71	\$ 157,695.63	157403.11
Assets					
Bank	\$ 7,419.80	\$ 9,051.22	\$ 3,721.88	\$ 16,290.04	\$ 15,573.49
Life Membership Funds	\$ 3,407.65	\$ 3,819.13	\$ 4,034.06	\$ 4,330.82	\$ 4,754.85
GST Refund Due	-				
New Building	\$ 126,529.55	\$ 126,529.55	\$ 126,529.55	\$ 126,529.55	\$ 126,529.55
Office Equipment	\$ 2,266.67	\$ 2,266.67	\$ 2,266.67	\$ 2,266.67	\$ 2,266.67
Computer Equipment/Software	\$ 3,748.18	\$ 3,748.18	\$ 3,748.18	\$ 3,748.18	\$ 3,748.18
Museum Equipment	\$ 3,213.37	\$ 3,871.14	\$ 4,530.37	\$ 4,530.37	\$ 4,530.37
Prepaid Rates	\$ 827.48				
Prepaid Insurance	-				
Debtors	\$ 20.75				
Total Assets	\$ 147,433.45	\$ 149,285.89	\$ 144,830.71	\$ 157,695.63	\$ 157,403.11

I certify that this statement reflects the financial affairs of the CHB Settlers Museum Trust Inc.
as at 30 June 2009. Other than the capital expenditure incurred in the year ended 30 June 2009
no values of any other assets are included in these statements.

Brian Tremewan
10-Aug-09

BANK RECONCILIATION @ 30 JUNE 2009

Bank Statements @ 1 July 2008	Acct 03 0779 0109797 00		\$ 9,634.44
Receipts TO 30 June 2009		86,413.01	96,047.45
Expenditure TO 30 June 2009			-85,053.07
Balance			10994.38
Add	* Unpresented Cheques	Date	Chq. No.
			\$
	Easy LPG	20/07/09	101515
	M Bennett	20/07/09	101516
	IRD-GST	20/07/09	101519
	IRD-CEC	15/07/09	101518
	IRD-PAYE	20/07/09	101520
	Meridian Energy		DD
	G Neale	20/07/09	101521
	C Pearson	20/07/09	101522
	Petty Cash	15/07/09	101523
	Techfunds	20/07/09	101524
			430.50
			171.60
			1,897.55
			53.84
			1,373.54
			203.53
			217.47
			309.20
			39.38
			122.00
			4,818.61
			4,818.61
Less	Unpresented Deposit	2/07/09	
			-239.50
			239.50
			15573.49
Bank Statement Balance 30 June 2009			15573.49
			0.00

DEPOSIT RECONCILIATION @ 30 June 2009

Life Membership Funds Account	Call Account		
		McKay Mackie	
Opening Balance 1 July 2008			4330.82
New Life Memberships			213.33
Interest Received		210.70	210.70
Transferred to Westpac Bank Account			-
Call Account Balance 30 June 2009			4,754.85