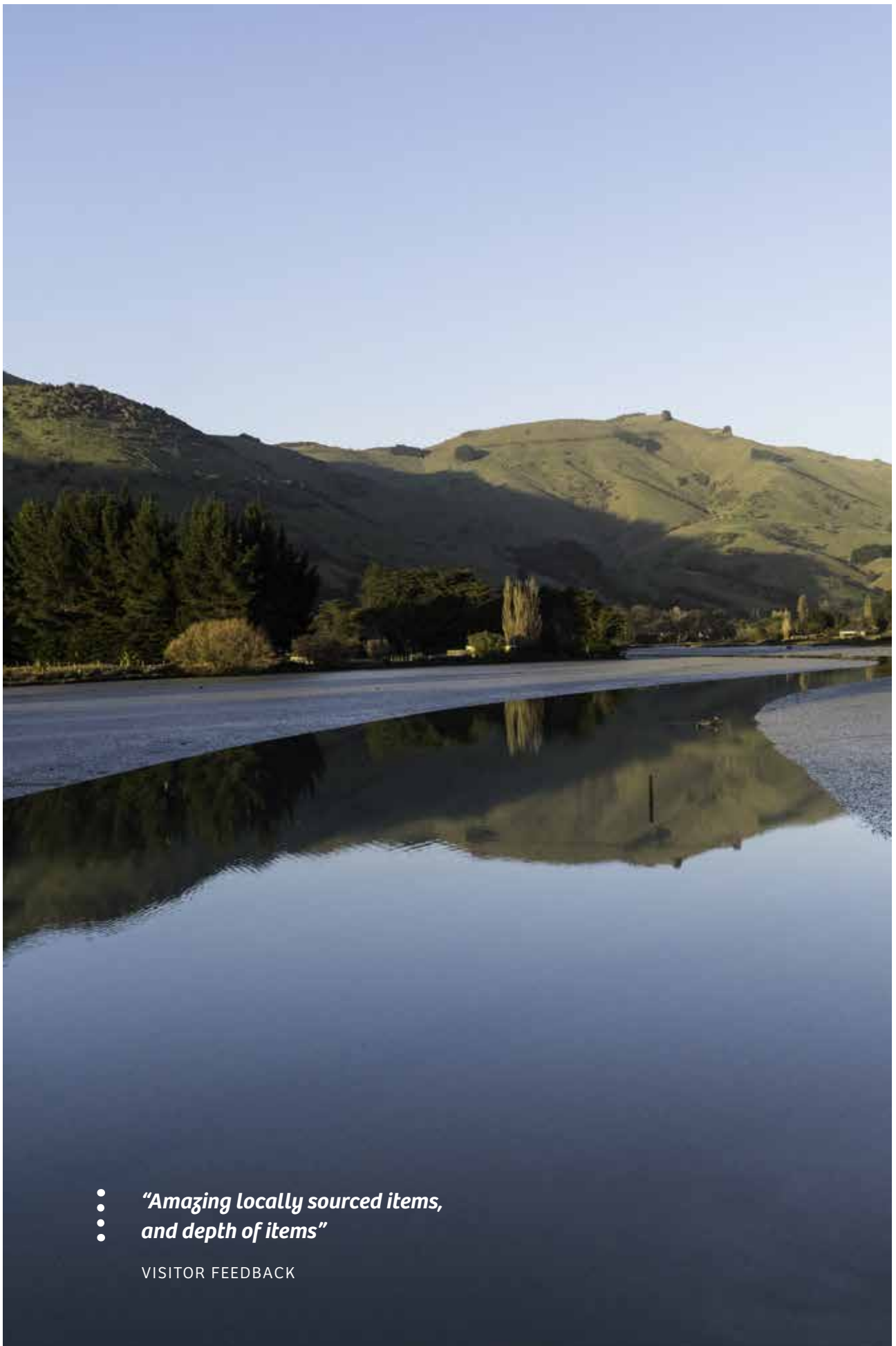


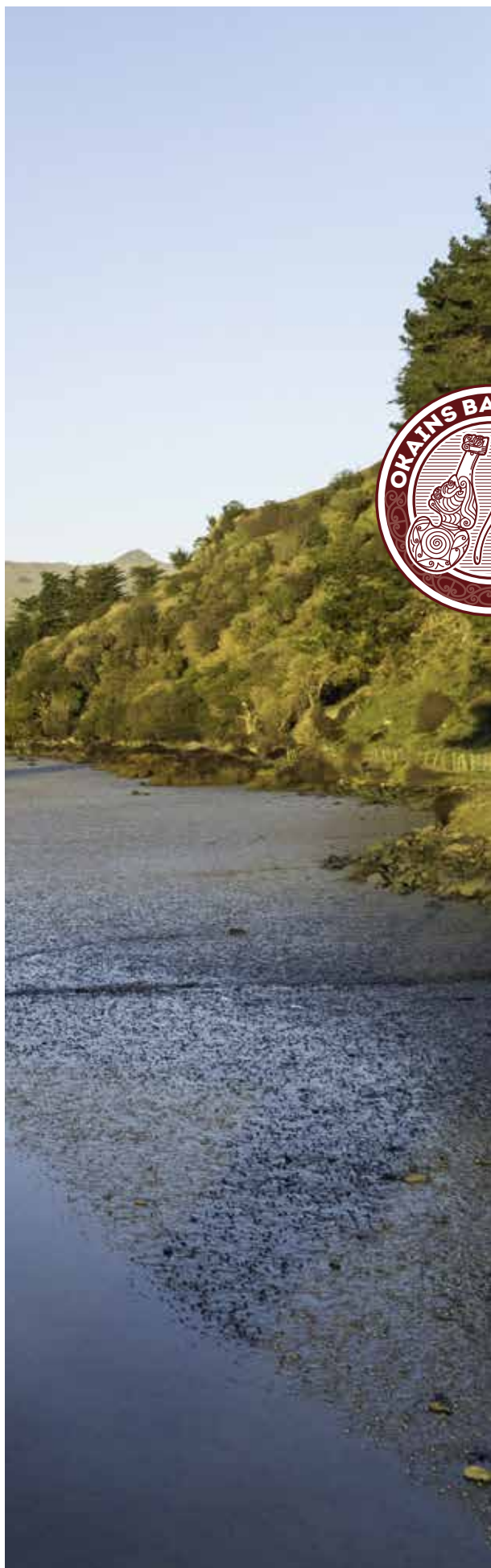
OKAINS BAY MĀORI & COLONIAL MUSEUM TRUST

Annual Report 2021



• *“Amazing locally sourced items,*
• *and depth of items”*

VISITOR FEEDBACK



• *"I liked that there was space*
• *given to the history of and items*
• *used by women"*
•

VISITOR FEEDBACK

ANNUAL REPORT 2021

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• *"The taonga collection is unique*
• *and extensive.Culturally rich with*
• *some beautiful examples"*
•

VISITOR FEEDBACK



**“Reflecting on the significant challenges
of the past year,
I look ahead with optimism”**

OKAINS BAY MĀORI & COLONIAL MUSEUM TRUST CHAIR
Helen Brown



OKAINS BAY MĀORI & COLONIAL MUSEUM TRUST

CHAIR'S REPORT

*Tēnā koutou katoa,
E ngā tāngata whenua, te hau kāinga, ngā pou,
ngā whānau, ngā kaimahi, me ngā kaitūao,
o te whare taonga o Ōkeina, tēnā koutou.
Ahakoa ngā piki me ngā heke o te tau kua
pahure ake nā te mahi tahi kua patua ngā taero
o Tūtekoropaka. E kore e mutu āku mihi ki a
koutou mō te mahi nui kua oti i a tātou, ā, e kore
rawa tēnei puna whakamihi e mimiti noa. Nō
reira koutou, kei te mihi, kei te mihi, kei te mihi.*

*Greetings to you all,
the tāngata whenua, the home people,
stalwarts, family, staff, and volunteers
of the Okains Bay museum community.
Despite the vicissitudes of the past year,
by working together we have overcome
significant obstacles. My thanks to you
for the great work we have completed,
my gratitude is endless. So, thank you,
thank you, thank you.*

The 2020-2021 year brought unprecedented challenges to the Okains Bay Museum and I am incredibly proud of our volunteers, staff, and the wider museum community who have responded with generosity, enthusiasm, and innovation. With the support of funders, colleagues, and friends, the board implemented major structural changes which have set the museum on a new path towards financial sustainability. Our museum 'reset' involved some difficult decision-making, the leveraging of longstanding relationships, and the forging of new ones, plus a huge amount of hard work and goodwill, for which I am extremely grateful.

Covid Impacts

In 2020 the museum was severely impacted by Covid-19. The board's response to the crisis set the foundation for everything that followed in the 2020-2021 year. While we were facing significant

financial challenges prior to the pandemic, the lockdown and consequent negative impacts on visitor numbers placed the museum in an even more precarious financial position. Pre-pandemic, historically 45% of the Museum's visitor numbers, and visitor revenue, came from overseas visitors. The board projected (correctly, as is borne out in the data for the financial year), that for the foreseeable future, that revenue would no longer exist. This 'new normal' forced the board to conclude, regretfully, that the existing opening and operating days and times (open seven days per week from 10am to 4pm), and the staffing model (two full-time residential staff and two part-time), were no longer viable and sustainable in a post Covid-19 world. The board therefore made the financially prudent decision to restructure, mothball the museum and temporarily close to the public over winter.



- ***I am incredibly proud of our volunteers, staff, and the wider***
- ***museum community who have responded with generosity,***
- ***enthusiasm, and innovation***

Winter Closure

During the winter, the board worked with volunteers and colleagues in the wider museum sector to address ongoing matters at the museum including security, grounds maintenance, pest management, and care of the museum's nationally significant collections. Many thanks to former museum custodian, Sharon Henderson who stayed on as a contractor looking after the museum during this time, and to former board member Rata Durham and her husband Peter who maintained the museum grounds during its extended closure.

The board also initiated discussions with Te Papa Tongarewa, the Akaroa Museum, Te Rūnanga o Ngāi Tahu (TRoNT), and the Canterbury Museum

to determine what support and expertise they were able to provide, both during the winter closure, and into the future. This has resulted in key partnership, support, and collegial arrangements with these institutions. We are particularly grateful to Anthony Wright, Director of the Canterbury Museum, for the ongoing support and guidance he and his staff have provided across many areas of the museum's operation.

Midway through our winter closure, museum representatives were very proud to attend the investiture at Tūtehuarewa Marae of longstanding board member Peter Te Rangi Hīroa Ramsden as a Member of the New Zealand Order of Merit for services to conservation. Ngā mihi nui me te aroha nui ki a koe e te Rangatira, Peter.



- ***Our museum collections are of national significance, but they***
- ***are only meaningful, when they are cared for, learned from,***
- ***interpreted, and enjoyed by people!***

Museum Reset

The museum re-opened at Labour Weekend (24-26 October 2020) under a more sustainable model with part-time staffing and reduced opening hours. The regular opening hours during the Summer season were 10am to 4pm for five days per week (Wednesday to Sunday inclusive) through to the end of April. For the Winter season (May to October) the museum will be open at weekends only. Outside of these hours, and throughout the year, the museum may open by appointment for school and community groups. The board projects that this pattern of opening, with distinct Summer and Winter schedules, will be the permanent model in the future. As part of the reset, all staffing was scaled back to part-time positions only. Three new roles for a Business Builder/General Manager, two Visitor Hosts, and a Handyman were advertised in July 2020 and successfully filled.

He aha te mea nui o te ao? He tāngata!

What is the most important thing in the world? It is people! Our museum collections are of national significance, but they are only meaningful, when they are cared for, learned from, interpreted, and enjoyed by people! The museum board is committed to growing our 'museum community' which includes Koukourarata whānau, Okains Bay residents, Okains Bay School, the people of Banks Peninsula, visitors, volunteers, special interest groups, museum colleagues, educators, friends, members of the board and Kāhui Korowai.

Over the past year our volunteer base has expanded to include many new faces who have joined our longstanding volunteers to assist with myriad tasks including working bees, painting, building, cleaning, gardening, collection care, staff training, education programmes, museum events, and the hosting of our highly successful Waitangi Day commemorations. New board appointments in the past year have included Sarah Murray, Nigel Harrison, and Quentin Roake who have each brought much needed skills, and experience to the table. Our thanks to Rata Durham and Nigel Harrison for their contributions to the board during the year, noting their respective resignations in December 2020 and May 2021. Special thanks also to Judy Woodward, our minute-taker.

Our small but dedicated staff hit the ground running when we re-opened to the public in October. Wendy Riley was appointed to the Business Builder/General Manager role and in her first six months, made significant inroads: managing a new team, building a volunteer programme, creating a strong social media profile, building (and rebuilding) relationships, hosting museum events including Waitangi Day, securing funding, and marketing the museum in a professional manner for the first time in its history. We are thrilled that Wendy has chosen to stay on at the museum in a permanent role. Our two new Visitor Host positions were filled by recent history graduates from the University of Canterbury, Joanna Church and Didi South. They have brought a wonderful youthful energy to the museum and their local connections and



- ***The board recognises that building and maintaining strategic***
- ***relationships, is essential to ensuring our survival***

academic interests have been of huge benefit. Our Administrator, Carol Witty Osgood, ensures our staff are paid, our banking is done, and much more besides. She and partner Ciaran also do an incredible job managing the museum back for us, for which they have generously waived their usual service fee. The museum's Handyman, Rick Flatman, who was previously a volunteer at the museum, has undertaken numerous creative projects across the museum site in addition to maintaining the grounds and buildings. He also generously works many additional hours in a voluntary capacity. We are lucky to have him. To all our staff, volunteers, board, Kāhui Korowai, and wider museum community. Thank you for your personal investment and commitment to seeing the museum thrive. Ngā mihi nui ki a koutou katoa.

Throughout the year, the board has maintained our obligations in terms of collection care and curation, through collegial relationships, greater voluntary input, and targeted project funding, rather than dedicated staffing. However, in the 2021-2022 year we will be investigating options to fund a part-time collections expert to join the team and lead this very important area of work. At a governance level we also wish to fill current vacancies in two crucial positions on the board, the Thacker family representative, and the representative from Te Rūnanga o Kōkōrarata. The board is also looking forward to meeting with the Rūnanga soon to discuss more broadly, the relationship between mana whenua and the museum.

Funding

In the 2020-2021 year the museum secured funding from longstanding supporters including Christchurch City Council, Community Organisation Grants Scheme, Lotteries, NSTP, and Rātā Foundation. We also approached several new funders, with success, including Mainland Foundation, Christchurch Earthquake Recovery Trust, Sargood Bequest, Estate of K.A... Boyd Open Charitable Trust, and the Museum Hardship Fund administered by Te Papa Tongarewa for the Ministry for Culture and Heritage. Our thanks also to ASB Bank, the Lions Club of Akaroa, Ngāi Tahu Farming, TRoNT, New World Lincoln, Cassels & Sons Brewing Co, and McGeorge Wine Co. for sponsorship on Waitangi Day. Ngā mihi nui ki a koutou. The museum could not operate without your vital support. Our thanks to Derek Dean for directing us to some of these funders. Special thanks also to Te Papa Tongarewa and particularly the NSTP team who provided guidance and support throughout the museum's reset.

Achievements

The board recognises that building and maintaining strategic relationships, is essential to ensuring our survival. Some examples of successful partnerships over the past year have included partnering with Rekindle (resourceful craft collective) on Waitangi Day to deliver a series of craft workshops; working with TRoNT, Craig Pauling, and Iaeen Cranwell, to deliver waka experiences on the Ōpara river in the



- ***Okains Bay Museum is uniquely placed to***
- ***contribute to local and national conversations***
- ***about our past***

Ngāi Tahu waka Kōtukumairangi; contributing voluntary labour to assist with the upgrade of the TRoNT owned whare waka on the Ngāi Tahu reserve; working with Koukourarata whānau to make Waitangi Day a success; partnering with the Ngāi Tahu Archive to digitise the Clyde McKay photograph collection (see www.kareao.nz); partnering with the Okains Bay School to develop the Junior Visitor Host Programme; working with the Okains Bay Enhancement Society towards the handover of the Okains Bay Store to the local community; and collaborating with the Akaroa Museum to develop a joint brochure, and quiz night fundraiser (upcoming).

As part of the museum reset, full time residential staffing was pared back, freeing up one of the museum houses which has been styled as a 'retro bach', and is now let as holiday accommodation, providing the museum with an innovative revenue stream. Many thanks to all who contributed the hundreds of voluntary hours that were necessary to make this venture possible. Other achievements include the completion of a feasibility study for the redevelopment of the Whare Taonga, and the completion of a conservation report to guide the conservation and restoration of the wharepuni, Whakaata and the pātaka, Mātuku Rangi.

In October, in accordance with the TRoNT Kōiwi Tangata Policy, the museum also handed over kōiwi tangata into the care of Te Rūnanga o Koukourarata.

Looking Ahead

Recent events in New Zealand and around the world have emphasised the significance, indeed the necessity, of preserving our heritage, and learning about our collective histories. With its nationally significant collections, rural character, and intimate setting, the Okains Bay Museum is uniquely placed to contribute to local and national conversations about our past. While we have essentially broken even for the first time in many years, museums do not generally make good business cases, and Okains is no exception. Our benefits are largely intangible and cannot be measured in monetary terms. However, the social, educational, community, and cultural benefits of our 'business', continue to be evident in the fantastic feedback we receive from our visitors. While I have greatly missed the regular input of our wise friends and former board members, Peter Ramsden, Nigel Hampton, and John Stuart, we are steadily growing a new pool of people with an enthusiasm and passion for realising the museum's potential. Reflecting on the significant challenges of the past year, I look ahead with optimism.

Ngā mihi

Helen Brown

CHAIR
OKAINS BAY
MĀORI & COLONIAL
MUSEUM TRUST





Board of Trustees

Resigned:
Rata Durham
Nigel Harrison



Helen Brown

**Chair and Trustee -
Te Rūnanga o Ngāi Tahu
Representative**

Helen Brown (Ngāi Tahu) is Kairangahau Matua Tiaki Taonga (Senior Researcher Archives) at Te Rūnanga o Ngāi Tahu. She is a researcher and

writer with expertise in Māori heritage research, advocacy and management and works with Ngāi Tahu iwi, hapū, whānau and Kaitiaki Papatipu Rūnanga on Māori heritage projects.

Helen has an MA in history and degrees in Museum Studies and English Literature. She has a holiday home at Okains Bay and has been involved with the Museum as a volunteer, Secretary and Board member. In 2015 Te Rūnanga o Ngāi Tahu appointed Helen as their representative on the Board.



Museum Founder

Murray Thacker QSM
1933-2017



Museum Patron

Nigel Hampton QC



Andrew Turner

**Trustee - Christchurch City
Council Representative**

Andrew Turner is the Christchurch City Councillor for the Banks Peninsula Ward, and is also Chair of the council's Communities, Housing and Economic Development Committee.

Andrew is a Trustee of the Rod Donald Banks Peninsula Trust, the Lyttelton Harbour Information Centre, and the Lyttelton Returned Services Association. Prior to his election to local government, Andrew was involved in the development and management of number of Main Street businesses, and was involved in business development in emerging markets internationally. He has an interest in community development, and in this regard has been involved in governance roles with Project Lyttelton and the Lyttelton Time Bank.



Michael Laing

Trustee & Treasurer

Michael Laing Joined the Board in April 2019. Mike studied at Lincoln University in the early nineties and has never left the Canterbury region since. He is currently the Managing Director of Kendons Business Advisors and Chartered Accountants in Christchurch.

Mike has sat on a number of boards both commercial and not for profit in an advisory capacity and currently sits on the Oakland's Primary School Board of Trustees. Raised on a farm near Gore, Mike has a range of sporting interests. These include squash, golf and water skiing with his wife and three teenage daughters.



Sarah Murray

Trustee

Sarah Murray is Head of Collections and Research at Canterbury Museum where she is responsible for the curatorial, inventory and registration teams and the Museum's volunteers. Sarah has been with the Museum since 2007 and has extensive experience in curatorial and collections roles as well as people management.

Sarah has an MA (Dis) and BA (Hons) from Victoria University of Wellington Te Herenga Waka and is the author of several books and journal articles as well as an Adjunct Fellow in History at the University of Canterbury.



Quentin Roake

Trustee & Chair of Kāhui Korowai

Quentin Roake returned to Aotearoa New Zealand in 2004 after fifteen years in the UK., having first worked as an architect, he formed a UK based publishing partnership in 1992.

His subsequent career has been project based. He restored a medieval, Tudor, Elizabethan house in Kent and, sparked by an early visit to Okains Bay Museum, has since been researching, designing and building contemporary Māori and Pasifika waka.

Quentin has a bachelor of Architecture degree from Auckland University and a Masters of Indigenous Studies from the University of Otago.



**“We’re building momentum
for the growth ahead”**

GENERAL MANAGER / BUSINESS BUILDER
Wendy Riley



OKAINS BAY MUSEUM

BUSINESS BUILDER'S REPORT

For the new museum team, the 2020 year began in October with the reopening of the Museum after the longest period of extended closure since it was founded. With the loss of the previous staff and the deep institutional knowledge they held, the new team relied heavily on the support and guidance of long-standing museum volunteers and supporters. For this help, we were and remain, extremely grateful. As exemplified by the museum's founder, the late Murray Thacker QS, the passion and generosity of our volunteers are the backbone of the museum.

During the busiest time of the year, and with the museum's biggest event only months away, the new part-time museum team of Carol Witty Osgood, Rick Flatman, visitor hosts Didi South and Joanna Church, and myself pooled our resources and leaned on 'old hands' to guide us through the summer and 2021 Waitangi Day Commemorations. It was testimony to the huge combined effort of around 150 volunteers and supporters, that the Waitangi Day commemoration event was dubbed by some as one of the most enjoyable they had experienced.

However, the ongoing success and sustainability of the museum doesn't rest on one day alone.

By December, visitor numbers were 32.5% of the amount received pre-Covid-19 but were on par with visitor percentages experienced by other museums such as Canterbury Museum.

Even though entry fees were increased but remain low compared to other attractions, we are impacted by free admission offered to other council-run museums. For this reason, the museum management team is focusing on initiatives to increase awareness and the perceived 'value' of a museum.

In partnership with Akaroa Museum, we produced and distributed a brochure and ran a promotion through Muffin Break at Westfield Riccarton. Advertisements and articles promoting the museum and bach have appeared, and will continue to appear, in popular magazines and local newspapers. And our social media presence is continuing to grow.

Visitors are regularly surveyed and the response is overwhelmingly positive. Visitors tell us that they have a new or deeper understanding of the world around them after their visit, have had an interest aroused, or felt more connected to their heritage, culture or spiritual identity.

While viewing the Taonga Māori collection during a school visit, a student from Linwood College was heard to say:

- ***"wow, this is the best Māori museum,***
- ***this is all about my history,***
- ***I can't believe it"***





- ***“I loved the set up of the cottages, work-shops, etc. The museum collection was amazing and very informative”***
-
-
-

VISITOR FEEDBACK

The team continues to work on developing and carrying out many projects aimed at building community, enhancing the visitor experience, and improving revenue.

Under the leadership of Joanna Church, a grant was requested and received from Sargood Bequest to create a new education programme aligned to the refreshed Aotearoa New Zealand histories curriculum which is will be taught in schools from 2021.

We’ve enjoyed two visits from Okains Bay School to further the Junior Visitor Host programme. We hope this relationship will continue to develop and create a lifelong relationship with the museum and love for our heritage by the ākongā.

In charge of front-of-house, Didi South has improved the quality and display of products available in the shop. After a visit to the museum by set designer and Court Theatre props manager Julian Southgate, this space is under renovation to create a better first impression for visitors and encourage more shop purchases.

Long overdue maintenance and improvements, cleaning and reorganisation have flowed into all areas of the museum as evidenced by the work carried out in the back office, ethnology store and barracks. Of particular note is the commitment and work by Rick Flatman to upgrading the museum grounds and buildings, supported by our regular community of Okains Bay volunteers.

Administrator Carol Witty Osgood’s ability to connect the dots in creative ways, and the entire team’s willingness to lend their hand to anything that needs doing, means that a continual programme of improvements will, in my view, see the museum regain its footing and be recognised as a major and important heritage attraction.

None of this work would have been achievable without a strong and supportive board, and the tireless mahi of board chair, Helen Brown.

Ngā mihi nui

Wendy Riley

GENERAL MANAGER /
BUSINESS BUILDER
OKAINS BAY MUSEUM



• *"To think that Murray Thacker collected
• so many artifacts over the years to give future
• generations an insight into their ancestry
• is absolutely amazing"*

VISITOR FEEDBACK



357

DAYS OPEN TO THE PUBLIC



20.6

AVERAGE NUMBER OF
VISITORS PER DAY



5,841

PAID VISITORS



7,374

TOTAL VISITORS

2019-20





114

DAYS OPEN TO THE PUBLIC



4,068

PAID VISITORS



38.5

AVERAGE NUMBER OF
VISITORS PER DAY



4,390

TOTAL VISITORS



385

PRIMARY & SECONDARY
SCHOOL VISITORS



1800

WAITANGI DAY
PARTICIPANTS

2020-21



Museum Staff



Wendy Riley

General Manager / Business Builder

Wendy joined the Museum team in 2020 after seven years working in arts marketing and communications. Before that she ran her own design business and worked in the print & advertising industries.

She grew up in a small rural town in North Auckland, and spent many happy summers at the family Bach on the Hauraki Gulf, so she feels very much at home here with us at Okains Bay.

Her role is to build relationships with businesses, patrons, sponsors and funders to help grow and secure the Museum's future.



Carol Witty Osgood

Administrator

Based mostly at home in Le Bons Bay, Carol manages the day-to-day accounts and correspondence for the museum.

Carol grew up in Christchurch but has lived in neighbouring Le Bons Bay for the past 15 years.

With her partner Ciarán, she runs a small business managing holiday rental accommodation and is involved in several local trusts.

Carol is passionate about young people and education and enjoys using her organisational skills to facilitate learning experiences for people.



Rick Flatman

Handyman / Caretaker

Rick is well known around the bay and at the museum and is the holder and teller of many stories related to aspects of the collection. His passion is history and boats. His boat building skills were fundamental to the restoration of Kōtukumairangi, the Ngāi Tahu waka built from totara gifted by our museum's founder, Murray Thacker.

As a now-retired master builder, we are very fortunate to have Rick as the museum's resident caretaker, working 20 hours per week but contributing many more hours as a volunteer.

• ***"The whole site was wonderful,
we'd forgotten how extensive it was"***

VISITOR FEEDBACK





Joanna Church

Visitor Host

Joanna grew up on the Peninsula on her family farm in Robinsons Bay. She has a BA in History and Anthropology from UC and has just completed a History Honours degree. She is working on her Masters in 2021.

Her research interests focus on late nineteenth century NZ social history, so the collection items surrounding local settlers are particularly interesting to her.

Joanna wants to pursue a career working with historical artifacts and the past and is very excited to be part of the Okains Bay Museum team.



Didi South

Visitor Host

Didi grew up in rural South Canterbury but now lives in Tai Tapu with her cat Monty Toast-rack.

She has a BA in history and anthropology and is interested in archives, in particular art/architecture history and genealogy.

Didi resigned in July to pursue full time employment but will remain an enthusiastic museum supporter.

"Amazing display of local Maori artifacts & history - the best I have seen in NZ"

VISITOR FEEDBACK



OKAINS BAY MĀORI & COLONIAL MUSEUM TRUST

TREASURER'S REPORT

Revenue

The Trust has various sources of revenue (2021 financial statements)

| Source | 2019 | 2020 | 2021 |
|--------------|----------------|----------------|----------------|
| Donations | 5,255 | 8,843 | 6,891 |
| Grants | 111,800 | 95,021 | 140,403 |
| Gate Sales | 48,205 | 43,318 | 24,460 |
| Shop sales | 11,804 | 7,807 | 2,210 |
| Waitangi Day | 21,660 | 23,642 | 26,473 |
| Rent | 18,491 | 18,764 | 2,425 |
| Other | 16,655 | 18,863 | 13,927 |
| Total | 233,869 | 216,077 | 216,789 |

All Donations and Grants are non-committed funding (i.e. they need to be applied for every year and are not guaranteed) This year these equated to around 65% of income compared to the prior year's 50% of all revenue. This increase has been due to the reduction in other income received due to the Covid lockdown and lack of International Visitors. The Covid Wage Subsidy is also included in Grants so has increased this on top of our regular providers.

The concern with regards to the Covid impact on gate sale income discussed last year has unfortunately turned out to be correct, with a 44% drop (anticipated drop last year was estimated at 45%)

The shop is in the process of being transferred to the Okains Bay Enhancement Society, so this has reduced rental income. The other reason rent income has reduced is that we no longer have full time residential Staff as they only stay overnight when working consecutive days.

Waitangi Day is our community flagship event and continues to be very successful, well supported and helps provide much needed financial support to the Museum. The Board is very thankful and appreciative of the effort made by all the volunteers and supporters that continue to make this event a must on the calendar.



Previously we have highlighted that the operation is losing money year on year, and funding this from cash reserves \$33,069 (2020), \$91,985 (2019), \$187,145 (2018). However, this year with a diligent response to the Covid threat, trialling new opening hours and a new employment structure has seen a net positive cash reserve growth of \$30,000 (2021)

Revenue generation moving forward.

The obvious solution is to obtain more sustainable and reliable funding options.

- Corporate support
- Council Support
- Central government support
- Targeted support for the Taonga Maori Collection
- Grants
- Donations (Give a Little Page, friends of the museum)
- Events (like Waitangi Day, movie night and quiz night).
- More gates sales, tours, cruise ship market.
- Courses.
- Education events
- Rental income from houses, Air BNB.

Our Board alongside our Business Builder Wendy Riley have been working towards increasing and developing relationships in all of these areas and we are seeing some positive results from these endeavours. The Airbnb has real potential to provide a solid revenue stream, particularly over the summer months.

Net Surplus (Deficit)

The museum for the first year in a long time essentially broke even this year with a net deficit of only (\$191) compared to the prior year's deficit (\$109,085).

As stated, this was a combination of good fiscal management by the board during the Covid crisis and excellent support from our longstanding past and new funders and the dedicated work of our new team.

Operating costs saw a reduction of \$101,000 compared to last year the majority of which was from wage reductions and trimming overheads where possible.

Ongoing Covid Restructure

During the year the planned Covid restructuring initiative was enacted, and this coming year the focus will be on consolidating the gains made from this and trialling of some new initiatives such as opening for the weekends only over the winter months.



No Audit this year.

The Board has passed a resolution that no Audit is required in line with Charities Services requirements for entities with costs below \$500,000. This is seen as a cost reducing action, Ashton Wheelan's an independent accounting firm will continue to provide accounting services and prepare the annual accounts.

Statement of Financial Position

At balance date the entity had physical cash reserves of \$74,000, however considering all short-term liabilities this amount reduces to \$57,000.

Summary

The last year has certainly thrown some challenges at the Board, while they were largely negative the board has taken these challenges and largely turned them into positives. It has allowed the organisation that was proving to be unsustainable financially, to instigate some major structural changes to reverse this trend. The Museum is now in a position where it can begin to formulate a financially sustainable model to enable the continuation of the organisation and its rich heritage.

Kind regards

Michael Laing



Can you Help to Support the Museum's Work?

1. Write the quantity in the yellow circles of the items you would like to support.
2. Complete this form and hand in to the museum or scan and email info@okainsbaymuseum.co.nz
3. We will issue you with a receipt for donation tax credits.

Name: _____

Phone: _____

Email: _____

Payment Methods:

- Internet banking payment to **02-0832-0047258-000** (use you name as reference)
- Online through Givealittle: tinyurl.com/OKMuseum
- Eftpos, credit card or cash at the museum



\$24

**1 x DRY
CLEANING
SPONGE.**

Cleans surfaces, such as delicate fabrics, without getting them wet.

**1 SMALL
GARMENT
STORAGE
BOX.**

\$43



**COLLECTION
CARE SAFETY
EQUIPMENT.**



\$65

Allows collection care volunteers to clean items and be protected from dust and mould.

**1 SET OF HAKE
CLEANING
BRUSHES**

\$87



\$179

**PAYS FOR A
VISITOR HOST
FOR A DAY.**

**1 BACKPACK VACUUM
FOR COLLECTION
CLEANING.**

\$459



\$680

**MAINTAINS
THE GROUNDS
FOR A WEEK.**

**OPERATES
THE MUSEUM
FOR A DAY.**

\$1038



Key Funders:

Te Tahua Whakatinana Papakāinga Lottery Community, **Sargood Bequest**, Estate of Kathleen Alice Boyd, **National Services Te Paerangi Museum of New Zealand Te Papa Tongarewa**, Mainland Foundation, **Christchurch Earthquake Recovery Trust**, Rātā Foundation, **Community Organisation Grants Scheme**, Christchurch City Council

Partners:

Canterbury Museum, Te Rūnanga o Ngāi Tahu; **Akaroa Museum**, Te Rūnanga o Koukourarata, **Okains Bay Enhancement Society**, Okains Bay School, **University of Canterbury**

Supporters:

Rata Durham; **Nigel Harrison**; the Governor General, New Zealand Defence Force & New Zealand Police; **Iaeon Cranwell, Craig Pauling & Waka Team**; Karl the Carver; **John Crawley & ASB team**; Cassels Brewing Co, **McGeorge Wines**, Puamiria Parata-Goodall, **Koukourarata whānau**, Ngāi Tahu Farming; **New World Lincoln**; Howard Pettigrew and Printery Volunteers; **Anthony Wright, Sarah Murray, Emily Fryer, Neeha Velagapudi and Canterbury Museum Volunteer Collections Experts**; Lynda Wallace & Dan Smith, Akaroa Museum; **Tanya Markham, Ron Vos & Colonial Oven Volunteers**; Kerry & Mary McCammon, Natural Magic; **Mark Sutton**; Bruce Irvine & Fire & Emergency NZ Support Crew; **Hampton whānau**; Thacker whānau; **Kerry & Judy Thacker & Tea Room Volunteers**; John Whitehead & St John's; **Judy Woodward, Wayne Kay & Gate Duty Volunteers**; Old School Volunteers; **Les Schenkel & Thungpetch Chutrchaiuech**; Gavin Bailey; **Lyndon Fraser, University of Canterbury & Student Volunteers**; Martin Wheeler, Banks Peninsula Honey & Volunteers; **King Arthur III, Queen Lilybeth & Jimney Cricket**; Tony Smith; **John Thomson**; Akaroa Lions Club; **Julie Wylie**; Laura Jones; **Akaroa Mail**; Ian Armstrong & Stationery Engines Team; **Knapp whānau**; Helen Brown & Grant Wylie; **Rick Flatman**; Wendy Riley; **Carol & Ciaran Osgood**; Joanna Church & whānau; **Didi South & whānau**; Carol & Lester Fletcher; **Tirakoiwi Brown & whānau**; Warren Roberts; **Rekindle**; Mandy Perry, Light Site & Christchurch City Choir; **Muffin Break Riccarton**; Dan Pengelly, Julian Southgate & The Court Theatre.

Ehara taku toa i te toa takitahi, engari he toa takitini

*Success is not the work of an individual,
but the work of many*



Annual Performance Report

Okains Bay Maori & Colonial Museum Trust
For the year ended 31 March 2021

Prepared by Ashton Wheelans Limited

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Compilation Report

Okains Bay Maori & Colonial Museum Trust For the year ended 31 March 2021

Compilation Report to the Trustees of Okains Bay Maori & Colonial Museum Trust.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Okains Bay Maori & Colonial Museum Trust for the year ended 31 March 2021.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Trustees are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Okains Bay Maori & Colonial Museum Trust other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.



Ashton Wheelans Limited

Level 2, 83 Victoria Street, Christchurch

Dated: 30 June 2021

Entity Information

Okains Bay Maori & Colonial Museum Trust For the year ended 31 March 2021

Legal Name of Entity

Okains Bay Maori & Colonial Museum Trust

Entity Type and Legal Basis

Charitable Trust & Registered Charity

Registration Number

CC21427

Entity's Purpose or Mission

The objective of the Museum is to maintain and display an extensive collection of taonga Māori and Colonial objects to assist the public in understanding the bi-cultural beginnings of Aotearoa New Zealand.

Entity Structure

The Museum is governed by its Trust Board which meets monthly. The Museum employs four part time staff: a business builder/manager, two visitor hosts, a handyman and a clerical person. Many special projects of the Museum have been carried out with volunteer labour.

Current Trustees:

| | |
|---------------------------|---------------------------|
| Helen Brown (Chairperson) | Michael Laing (Treasurer) |
| Andrew Turner | |
| Quentin Roake | |
| Sarah Murray | |

Non Trustees:

Judy Woodward (Secretary)
Nigel Hampton (Patron)

Main Sources of Entity's Cash and Resources

The Museum has received its income from a mixture of grants, bequests and donations in addition to the entry fees, shop sales and rent.

Main Methods Used by Entity to Raise Funds

Fundraising activities included the seeking of grants, donations and the Waitangi Day commemoration.

Entity's Reliance on Volunteers and Donated Goods or Services

Volunteers contribute to many of the Museums activities such as the care and maintenance of the Museum's collections and buildings, and the organisation and delivery of events, particularly the Waitangi Day commemorations.

Postal Address

PO Box 32, Okains Bay Mail Centre, Banks Peninsula 7583

Physical Address

1146 Okains Bay Road, Okains Bay, Banks Peninsula 7583

Approval of Performance Report

Okains Bay Maori & Colonial Museum Trust For the year ended 31 March 2021

The Trustees are pleased to present the approved performance report including the historical financial statements of Okains Bay Maori & Colonial Museum Trust for year ended 31 March 2021.

APPROVED



Helen Brown
Chairperson

Date ..2 July 2021.....



Michael Laing
Treasurer

Date27/2021.....

Statement of Service Performance

Okains Bay Maori & Colonial Museum Trust

For the year ended 31 March 2021

| | 2021 | 2020 |
|---|--------------|---------------|
| Quantification of the Entity's Outputs | | |
| Visitors | 4,390 | 8,031 |
| Waitangi Day | 1,843 | 3,500 |
| School Visits (Includes adults & children) | 385 | 545 |
| Tour Groups | 100 | 656 |
| Total Quantification of the Entity's Outputs | 6,718 | 12,732 |

Outputs

The Museum was closed during the Covid-19 lockdown and until it opened on Labour Weekend 2020.

During the museum's closure, volunteers worked on collection care and public displays. The museum was able to open, looking the best it has in recent years according to visitor and volunteer feedback.

New part-time positions were created:

- 2 x Visitor Host roles filled by young history and anthropology graduates from Banks Peninsula and Tai Tapu.
- a Business Builder with an extensive background in business development, marketing/comms, most recently, in the community and performing arts sectors.
- Handyman/Caretaker who lives on-site and provides additional voluntary work.
- The museum also has one part-time paid administrator/accounts support person with deep local connections.

Outcomes

- 86% increase in average daily visitor numbers:
- Four community and volunteer focused events (Film Night, Meet the new Team morning Tea, Volunteer Weekend with Quiz Night and Group Hike) were staged as well as Waitangi Day Commemorations.
- Completion with Lotteries funding of the feasibility study for the redevelopment of the Whare Taonga.
- Invigorated Volunteer Programme drawing volunteers from outside the bay and contributing thousands of hours of work on the collections and grounds
- Strengthened relationships with Canterbury Museum and joint marketing initiatives with Akaroa Museum.
- Renovation and conversion of property on the museum grounds into an Airbnb rental.
- Reconnecting with Okains Bay School through Junior Visitor Host development programme.
- Increased market visibility through development of a strong social media profile, articles in Avenues, Akaroa Mail, Stuff, Choice TV Heritage Rescue, city billboards for Waitangi Day Commemorations, etc.

Outputs

Museum visitors were able to access the Museum's collections for five days per week throughout the summer season of the financial year (excluding the lockdown and extended closure period). The interior of the Printery was revamped, while the interpretation and care of the Collections was enhanced by the continued production of new interpretive displays and the on-going Collections maintenance program.

During the 2020-year, 4 community events have been hosted by the Museum in addition to the annual Waitangi Day commemorations.

As in previous years, the on-going maintenance of property and buildings continues to be a significant issue. Despite this, the property maintenance schedule has seen the visual appearance of the Museum grounds steadily improve.

Statement of Financial Performance

Okains Bay Maori & Colonial Museum Trust

For the year ended 31 March 2021

| | NOTES | 2021 | 2020 |
|---|-------|----------------|----------------|
| Revenue | | | |
| Donations & Funding | | | |
| Donations | | 6,891 | 9,500 |
| Grants Received | | 140,403 | 95,022 |
| Total Donations & Funding | | 147,294 | 104,521 |
| Revenue from providing goods or services | | | |
| Waitangi Day | | 26,473 | 23,015 |
| Gates Sales Income | | 24,460 | 43,318 |
| School Groups Income | | 3,492 | 384 |
| Bach accommodation income | | 3,218 | - |
| Postal Services Income | | 2,891 | 3,320 |
| Museum Shop | | 2,210 | 7,807 |
| Renaissance Tours | | 1,059 | 4,431 |
| Music Festival Income | | 823 | 7,294 |
| Cafe Income | | 735 | - |
| Educational Programmes Income | | - | 144 |
| Fuel Sales | | - | 391 |
| Honey Workshop | | - | 1,178 |
| Total Revenue from providing goods or services | | 65,361 | 91,284 |
| Interest, dividends and other investment revenue | | | |
| Interest Received | | 986 | 1,200 |
| Total Interest, dividends and other investment revenue | | 986 | 1,200 |
| Other revenue | | | |
| Rent Received | | 2,425 | 18,117 |
| Sundry Income | | 723 | 308 |
| Total Other revenue | | 3,148 | 18,425 |
| Total Revenue | | 216,789 | 215,430 |
| Expenses | | | |
| Volunteer and employee related costs | | | |
| Custodian Wages | | 14,217 | 39,892 |
| Managers Wages | | 47,313 | 80,704 |
| Maintenance Wage | | 23,797 | 40,618 |
| Clerical Wage | | 6,994 | 9,447 |
| Visitor host wages | | 19,082 | - |
| Total Volunteer and employee related costs | | 111,402 | 170,661 |
| Costs related to providing goods or service | | | |
| Waitangi Day Expenses | | 13,905 | 8,831 |
| Accident Compensation Levy | | 510 | 540 |
| Accountancy Fees | | 3,121 | 3,429 |

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

| | NOTES | 2021 | 2020 |
|--|-------|----------------|------------------|
| Advertising | | 5,061 | 2,266 |
| Audit Fees | | - | 535 |
| Cafe Expenses | | 17 | - |
| Cleaning supplies | | - | 574 |
| Course Costs Expense | | - | 498 |
| Eftpos Expenses | | 1,048 | 856 |
| Event Expenses | | 12 | 329 |
| Front House Expenses | | 5,680 | - |
| Fuel - Cost of Goods Sold | | - | 3,500 |
| General Expenses | | 341 | 4,874 |
| Grounds | | 102 | - |
| Insurance | | 12,331 | 14,888 |
| Light, Power, Heating & water | | 5,400 | 5,324 |
| Music Festival Expense | | - | 5,769 |
| Museum Shop - Cost of Goods Sold | | 1,165 | 3,237 |
| Postal Service Fees (Okains Store) | | 1,929 | 2,967 |
| Postage, Printing & Stationery | | 10 | 204 |
| Rates | | 2,046 | 1,907 |
| Recruitment Costs | | 1,577 | - |
| Repairs & Maintenance | | 6,891 | 17,673 |
| Security Expenses | | 5,241 | 440 |
| Subscription & Licences | | 1,097 | 1,423 |
| Telephone, Tolls & Internet | | 1,529 | 1,193 |
| Tour Group Expenses | | 875 | 350 |
| Volunteer Expenses | | 402 | - |
| Waka restoration | | 1,560 | 1,304 |
| Work in progress incomplete | | - | 31,005 |
| Total Costs related to providing goods or service | | 71,851 | 113,917 |
| Grants and donations made | | | |
| Donations Expense | | 600 | 101 |
| Total Grants and donations made | | 600 | 101 |
| Other expenses | | | |
| Bank Fees & Charges | | 40 | 446 |
| Depreciation | | 33,052 | 39,963 |
| Interest IRD Use of Money | | 2 | 46 |
| IRD - Penalties | | 33 | 29 |
| Total Other expenses | | 33,127 | 40,484 |
| Total Expenses | | 216,980 | 325,163 |
| Surplus/(Deficit) for the Year | | (191) | (109,733) |

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Financial Position

Okains Bay Maori & Colonial Museum Trust

As at 31 March 2021

| | NOTES | 31 MAR 2021 | 31 MAR 2020 |
|---|-------|----------------|----------------|
| Assets | | | |
| Current Assets | | | |
| Bank accounts and cash | | | |
| Bank of New Zealand - Call Account | | 145 | 2,145 |
| Bank of New Zealand - Term Deposits | | 50,508 | 49,536 |
| Bank of New Zealand - Current Account | | 22,738 | 51,294 |
| Petty Cash & Float on Hand | | 600 | 600 |
| Bank of New Zealand - Cheque Account | | 390 | 425 |
| Total Bank accounts and cash | | 74,381 | 104,001 |
| Debtors and prepayments | | 15,602 | 12,784 |
| Inventory | | | |
| Stock on Hand - Museum Shop | | 2,490 | 3,271 |
| Total Inventory | | 2,490 | 3,271 |
| Total Current Assets | | 92,473 | 120,055 |
| Non-Current Assets | | | |
| Property, Plant and Equipment | | 788,642 | 821,694 |
| Total Non-Current Assets | | 788,642 | 821,694 |
| Total Assets | | 881,115 | 941,749 |
| Liabilities | | | |
| Current Liabilities | | | |
| Goods and services tax | | 1,559 | 7,241 |
| Creditors & Accruals | | 3,098 | 4,937 |
| Unused donations and grants with conditions | 10 | 6,650 | 41,910 |
| Employee Entitlements | | 5,745 | 23,406 |
| Other current liabilities | | - | - |
| Total Current Liabilities | | 17,051 | 77,493 |
| Total Liabilities | | 17,051 | 77,493 |
| Total Assets less Total Liabilities (Net Assets) | | 864,064 | 864,256 |
| Accumulated Funds | | | |
| Trust Capital | 5 | 1,091,502 | 1,091,502 |
| Accumulated surpluses or (deficits) | 5 | (227,438) | (227,246) |
| Total Accumulated Funds | | 864,064 | 864,256 |

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Cash Flows

Okains Bay Maori & Colonial Museum Trust

For the year ended 31 March 2021

| | 2021 | 2020 |
|---|-----------------|----------------|
| Cash Flows from Operating Activities | | |
| Donations, fundraising and other similar receipts | 112,034 | 146,401 |
| Receipts from providing goods or services | 65,416 | 91,141 |
| Interest, dividends and other investment receipts | 986 | 1,200 |
| Cash receipts from other operating activities | 3,247 | 21,392 |
| GST | (6,004) | 3,008 |
| Payments to suppliers and employees | (204,698) | (250,769) |
| Donations or grants paid | (600) | (101) |
| Total Cash Flows from Operating Activities | (29,619) | 12,271 |
| Cash Flows from Investing and Financing Activities | | |
| Payments to acquire property, plant and equipment | - | (3,430) |
| Cash Flows from Other Investing and Financing Activities | - | - |
| Total Cash Flows from Investing and Financing Activities | - | (3,430) |
| Net Increase/ (Decrease) in Cash | (29,619) | 8,841 |
| Cash Balances | | |
| Cash and cash equivalents at beginning of period | 104,001 | 95,160 |
| Cash and cash equivalents at end of period | 74,381 | 104,001 |
| Net change in cash for period | (29,619) | 8,841 |

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Accounting Policies

Okains Bay Maori & Colonial Museum Trust

For the year ended 31 March 2021

Basis of Preparation

The entity 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 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)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Okains Bay Maori & Colonial Museum Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Revenue

Grants and donations are recognised as income upon receipt unless a 'use or return' condition exists. A liability for unspent funds is recognised if, and only if, there is a contractual obligation to return funds not spent on the required purpose. A condition over what the funds are to be spent on does alone not give rise to the recognition of a liability.

Stock

Museum and Fuel stock is recognised at the lower of cost and net realisable value.

Heritage Assets

Heritage assets for which current values are not readily obtainable are not recorded in the statement of financial position.

Property, Plant & Equipment

Property, Plant & Equipment are recognised at cost less aggregated depreciation. Depreciation has been calculated using the rates permitted by the Income Tax Act 2007, which reflect the assets useful life. Gains and losses on disposal of fixed assets are taken into account in determining the operating result for the year.

| | |
|----------------------|--|
| Buildings | 3 to 20% Straight Line and Diminishing Value |
| Computer & Equipment | 50% Diminishing Value |
| Furniture & Fittings | 25% Diminishing Value |
| Plant & Equipment | 5 to 60% Straight Line and Diminishing Value |
| Land | 0% |

Changes in Accounting Policies

There have been no significant changes in accounting policies. All other policies have been applied on a consistent basis with those of the previous reporting period.

Notes to the Performance Report

Okains Bay Maori & Colonial Museum Trust

For the year ended 31 March 2021

| | 2021 | 2020 |
|---|----------------|----------------|
| 1. Plant, Property and Equipment | | |
| Buildings | | |
| Buildings | 975,671 | 975,671 |
| Less Accumulated Depreciation on Buildings | (438,733) | (409,594) |
| Total Buildings | 536,938 | 566,076 |
| Land | | |
| Land | 237,000 | 237,000 |
| Total Land | 237,000 | 237,000 |
| Plant & Equipment | | |
| Plant & Equipment | 91,985 | 91,985 |
| Less Accumulated Depreciation on Plant & Equipment | (86,598) | (84,209) |
| Total Plant & Equipment | 5,387 | 7,776 |
| Furniture & Fittings | | |
| Furniture & Fittings | 17,867 | 17,867 |
| Less Accumulated Depreciation on Furniture & Fittings | (8,580) | (7,087) |
| Total Furniture & Fittings | 9,287 | 10,781 |
| Computer Equipment | | |
| Computer Equipment | 450 | 450 |
| Less Accumulated Depreciation on Computer Equipment | (420) | (389) |
| Total Computer Equipment | 30 | 61 |
| Total Plant, Property and Equipment | 788,642 | 821,694 |
| | 2021 | 2020 |

2. Gross Profit - Museum, Fuel Sales & Music Festival

| | | |
|--|----------------|----------------|
| Gross Profit - Museum Sales | | |
| Museum Shop | 2,210 | 7,807 |
| Cost of Goods Sold - Museum Sales | | |
| Opening Stock - Museum Shop | (3,271) | (3,271) |
| Purchases - Museum Shop | (385) | (3,237) |
| Closing Stock - Museum Shop | 2,490 | 3,271 |
| Total Cost of Goods Sold - Museum Sales | (1,165) | (3,237) |
| Total Gross Profit - Museum Sales | 1,045 | 4,569 |
| Gross Profit - Fuel Sales | | |
| Fuel Sales | - | 391 |
| Cost of Goods Sold | | |
| Opening Stock - Fuel | - | (3,500) |
| Total Cost of Goods Sold | - | (3,500) |
| Total Gross Profit - Fuel Sales | - | (3,109) |

| | 2021 | 2020 |
|---|---------------|---------------|
| Gross Profit - Waitangi Day | | |
| Waitangi Day Income | 28,873 | 23,642 |
| Waitangi Day Expenses | (10,915) | (8,831) |
| Total Gross Profit - Waitangi Day | 17,958 | 14,811 |
| Gross Profit - Music Festival | | |
| Music Festival Income | 823 | 7,294 |
| Music Festival Expense | - | (5,769) |
| Total Gross Profit - Music Festival | 823 | 1,525 |
| Total Gross Profit - Museum, Fuel Sales & Music Festival | 19,825 | 17,796 |

3. Related Parties

Trustees undertake their duties on a voluntary basis, an Honorarium is payable to the Secretary for services provided. There are no other related party transactions.

4. Significant Heritage Assets not Recorded

This large collection is comprised of over 3,630 individual taonga Maori, including a number of taonga Maori from Rekohu (the Chatham Islands). The collection's significance benefits from its comprehensive nature and from the overall high quality of the taonga. Some of the items are particularly rare and unique.

| | 2021 | 2020 |
|-------------------------------------|----------------|----------------|
| 5. Accumulated Funds | | |
| Accumulated Funds | | |
| Opening Balance | 864,256 | 973,988 |
| Accumulated surpluses or (deficits) | (191) | (109,733) |
| Total Accumulated Funds | 864,064 | 864,256 |
| Total Accumulated Funds | 864,064 | 864,256 |

6. Commitments

There are no commitments as at 31 March 2021 (Last Year - \$Nil).

7. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 March 2021 (Last Year - \$Nil).

8. Events After the Balance Date

The museum reopened in October 2020 and hired 4 new part time staff – business builder/manager, 2 visitor hosts, and one handyman. The board has instigated a trial winter season for 2021 where we are only open in the weekend and by appointment for groups, so visitor host hours are reduced over the winter season. There is some holiday pay accrued as well.

(Last year: On 25th of March 2020, New Zealand was placed in a mandatory lock-down requiring the Museum to close its doors. The entity recognises that there will be an impact on its operation and its financial performance for both the lock down and into the future. Visitor numbers are expected to decrease 45%. Since lock down has been lifted the Museum has kept its doors closed and made all staff redundant to ensure financial viability. The museum will re open in summer. Since balance date the employee entitlements balance has been reduced to nil.)

9. Ability to Continue Operating

The Museum is aware of the impact a change in alert levels due to covid will have on the ability to open its doors to the public. The museum has managed this over the summer since re opening and will continue to monitor and apply for wage subsidies as necessary.

| | 2021 | 2020 |
|--|--------------|---------------|
| 10. Unused Grants & Donations | | |
| Lotto Grant | 6,650 | 41,910 |
| Rata Grant | - | - |
| Total Unused Grants & Donations | 6,650 | 41,910 |

11. Capital Work in Progress

The Trust had acquired the materials for a shed to be erected and had recorded these costs on the balance sheet, this has now been recorded as an expense in the profit and loss for the 2020 year.