

# Lopdell House Gallery

## Waitakere City's Regional Art Gallery

Six monthly report to Waitakere City Council  
July 2006 – December 2006

Prepared by Lesley Smith – Gallery Manager  
January 2007

Publications and documents attached: Survey and results; Colin McCahon: The Titirangi Years 1953-59; Portage Ceramic Awards 2006; I AM – Delicia Sampero; Art in the City valuation by Webb Auctioneers and condition reports; LHG advertisement in The Greenwood Guide; Lopdell House Gallery Exhibition Policy, 20th Anniversary images.

### Introduction

This report outlines Lopdell House Gallery's performance for the six month period of July to December 2006, against the objectives specified in the annual performance agreement with Waitakere City Council.

### Annual performance target

- 1.1 An arts programme that reflects the excellence of contemporary art in NZ
- 6 main exhibitions (A)
  - 6 smaller exhibitions (B)
  - total attendance 40,000

### Outcome for six month period July – December 2006

#### 7 July – 20 August 2006

*Winter / Over* – group exhibition (A)  
*The Odyssey of Captain Cook* – Marian Maguire  
*Savage / Comfort* – Tabatha Forbes  
*From the Body of a Whale* – Phillipa Durkin  
*Rabbitmen* – John Roy  
*Lacunae* – Linley Huggins & Helen Thatcher (B)

#### 25 August – 8 October 2006

*Colin McCahon: The Titirangi Years – 1953-59* (A)

#### 14 September - 15 October 2006

*2006 Secondary Schools Art Awards* (B)

#### 13 October – 3 December 2006

*Portage Ceramic Awards* – group exhibition (A)

#### 27 October – 3 December 2006

*Origins of New Zealand* – John McNicholas (B)

#### 8 December 2006 – 11 February 2007

*There to Here – London to Waitakere* – Ted Scott (A)  
*Manukau Panoramas* – Carey Staunton (B)  
*I AM* – Delicia Sampero (A)  
*Trash to Fashion\** (B)

5 main exhibitions, 5 smaller exhibitions

Total attendance from 1 July - 31 December 2006 = 16,186  
Numbers for the same period last year – 14,513.

Latest survey and results attached.

- 
- 1.2 Profile city artists of national significance.  
Profile 2 city artists and 6 regional/national artists  
Gallery talks/artist talks, 12 per year.  
Artists talk with every exhibition.
- 5 city artists profiled:  
Tabatha Forbes, John McNicholas, Ted Scott, Carey Staunton, Delicia Sampero  
6 regional/national artists profiled:  
Colin McCahon, Marian Maguire, Phillipa Durkin, John Roy, Linley Huggins, Helen Thatcher,  
An additional 51 city and regional/national artists exhibited work in the Portage Ceramic Awards and 10 students exhibited their work in the Secondary School Art Awards.  
Each exhibition opening was followed by an artists talk with an average attendance of 26. The Portage Ceramics Awards was the exception with an attendance of 60 at the Judges Lunch.
- 
- 1.3 Reflect the bi-cultural commitment of the city.  
Involve Maori artists in at least 2 main exhibitions or arts events.  
Programme workshops or events to reflect the Matariki celebration.
- Maori artists were not represented in this six month period.  
Two workshops programmed see 3.2.
- 
- 1.4 Present an annual arts programme that reflects the cultural diversity of the city.
- Whilst the majority of the artists exhibiting during this period were New Zealanders of European descent, the content of the exhibitions certainly reflected the cultural diversity of the country. In *The Odyssey of Captain Cook*, Marion Maguire brought three cultures – Greek, Maori and English colonisers together in an intriguing series of lithographs. For Delicia Sampero, cultural identity played an important role in her installation of over 40 artists' portraits and their insight into their experience of New Zealand culture.  
*The Odyssey of Captain Cook* – NZ  
*Savage / Comfort* – NZ  
*From the Body of a Whale* – NZ  
*Rabbitmen* – NZ  
*Lacunae* – NZ  
*Colin McCahon – The Titrangi Years – 1953-59* – NZ  
*2006 Secondary Schools Art Awards*  
*Portage Ceramic Awards* – NZ  
*Origins of New Zealand* – NZ  
*There to Here – London to Waitakere* – European  
*Manukau Panoramas* – NZ  
*I AM* – European  
*Trash to Fashion®* – NZ
- 
- 2.1 Encourage cultural tourism through partnerships and joint promotions.  
Increased contact and joint ventures with tourist operators.  
Partnership promotion with CEAC.
- The box office area of the main foyer in Lopdell House is now operating as an information point for visitors. This space is manned by volunteers and houses three brochure stands; general visitor information such as B&Bs in the area, one specifically art events – supplied by Jasons Travel and a third for LHG's own 'inhouse' brochures. Maps with key points of interest in the area are currently being produced by LHG funded by the West Auckland Tourism group.

2.2 Actively promote and market the exhibition and education programme.

All press releases, newsletters and invitations are posted and emailed to a current media database. LHG exhibitions generally receive good editorial cover in the *Herald*, *Metro*, *Art Zone*, *Art NZ* and *Art News*. The Portage Ceramic Awards were featured in the *NZ Listener* and the McCahon exhibition in *Metro*, *Western Leader*, *Tatler*, *Auckland* and the *Herald*. Editorial cover in the *Western Leader* is sporadic, we persevere with their arts reporters but generally have better results with the other regional newspapers.

LHG has a strong presence on the internet with numerous ceramic websites and arts calendar websites. The exhibition programme appears in listings in the *Herald*, *Metro*, *Art Zone*, *Art NZ*, *Art News* and *City Mix*. Paid advertising is placed with *Art News*, *Herald*, *City Mix*, *Western Leader* and more recently with an international guide to New Zealand – *The Greenwood Guide* (see attached) which also has a web presence.

The Education programme is targeted to the schools, specifically the art teachers and coordinators.

All editorial coverage is archived.

2.3 Actively promote WCC's support and contribution.

The WCC logo appears on the home page of LHG's website, the quarterly newsletter, street banner, foyer and street window display cases. The logo also appears on all advertisements and all exhibition opening invitations. WCC's support and contribution is acknowledged at all exhibition openings.

3.1 Create at least one event focused on youth at secondary schools.  
Facilitate an annual exhibition of student art.  
Valuation and condition report of 'Art in the City'.

**14 September – 15 October 2006**

*2006 Secondary Schools Emergent Artist Award*

Soukananah Thongsinh from Kelston Boys High School won this years \$5,000 scholarship award and has enrolled on a course at Elam. Without the support of the Portage Trust, Soukananah would not otherwise have been able follow this career path.

Valuation and condition reports attached.

3.2 Plan an exhibition and public programme to support other cultural events in the city, including Going West, Trash to Fashion and Matariki.

**25 August – 8 October 2006**

*Colin McCahon: The Titirangi Years – 1953-59*

To coincide with the **Going West Books & Writers Festival**, Lopdell House Gallery hosted its most successful exhibition in its twenty-year history. The centrepiece for this exhibition was *The Wake*, McCahon's largest painting, a huge 16-panel work developed from poems by John Caselberg.

**8 December 2006 – 11 February 2007**

*Trash to Fashion®*

For the third year in succession, LHG were delighted to display the finalists from this year's spectacular **Trash to Fashion® Awards**, always a crowd pleaser, we received terrific feedback from this display

During **Matariki** Lopdell House Gallery presented two successful workshop options for School visitors, students created 3D paper wakas and decorated them with Maori symbols and motifs (Years 3-6). In the

second workshop children explored traditional and contemporary cloak designs and created a small cloak using natural materials. (Years 1-6)

3.3 Administer an education programme  
At least 2,500 attending.  
6 Studio Open Days  
Investigate opportunities through LEOTC to fund the McCahon Education Programme.

The education programme is designed to compliment the exhibition programme and give primary students the full art experience covering all four strands of the visual arts curriculum: practical knowledge, developing ideas, communicating ideas and understanding art in context. This six month period has seen a dramatic improvement in LHG's relationship with schools. The current Education Officer has established contacts beyond the city and gallery and workshops visits from schools have increased significantly.

Total education visitor numbers for this period = 1,895.

Children's mask making workshops were held during three Studio Open Days - 12 November, 21 and 22 December.

LEOTC opportunities are currently being investigated.

3.4 Provide an Arts Information Resource

The establishment of a resource centre/library for students and Friends of the Gallery is well underway. Library shelving has been donated following the refurbishment of Henderson Library. An ASB grant has funded the conversion of all current resources to DVD and new publications are being purchased with the gift of \$8,000 from a member of LHS.

A secure, public accessible space has still to be shaped for this facility.

All exhibitions are digitally archived. Three exhibition catalogues were produced in this six month period - copies attached. Funding support came from the Portage Trust, Oedipus Rex Gallery, The National Portrait Gallery and the McCahon House Trust.

A DVD of setting up the McCahon exhibition (A Week in the Life of Lopdell House Gallery) was produced inhouse.

LHG's website is maintained inhouse.

4.1 Act in advisory capacity to Council

LHG has received no requests to date but I am confident the incumbent staff have the expertise.

4.2 Communicate with artists, gallery friends, community groups, City Councillors, art institutions, visitor and professional bodies.

Quarterly newsletter circulation of 4,000.

Ongoing training and support for volunteer gallery assistants.

The Auckland Art Gallery and The Hocken Library were very generous with their time, advice, expertise and with the lending of works from their collections for the McCahon exhibition. LHG staff had a behind the scenes invitation to Auckland Art Gallery and reciprocal docents/volunteer visits.

Current quarterly newsletter circulation (posted) is 1,820 and the total print run is 4,000 per quarter.

LHG volunteers visited Matakana Art Gallery, Morris and James Pottery Studio, McCahon House and Manarewa Botanic Gardens and attended artist and curator talks.

5.1 Continue to plan towards the upgrade of the gallery to increase access and extend potential to host touring and other nationally significant exhibitions.

Show an increase membership.

Contribute to the development plan.

Develop and maintain the retail facility.

To date, all gallery windows have now been fitted with a UV filter screen and a camera security system is installed. Smoke detectors on the ground floor have been upgraded. Dehumidifiers are installed and a new reception desk is in place. The gallery underwent a rigorous inspection by Auckland Art Gallery before they would lend their McCahon works. Permission was granted with the assurance of a 24 hour security guard and the internal doors had to be kept shut to maintain humidity levels.

Friends of Lopdell House Gallery membership stands at 158 including two corporate members – a 55% increase from the same period last year.

The gallery shop reopened in May 2006. From July to December money has been spent on fixtures, fittings and stock, during this six month period the shop has made a profit of \$7,347.

5.2 Continue relationship with McCahon House Trust

Penny Dever, Executive Director of the McCahon House Trust and Cynthia Smith, coordinator of the project operate from one of LHG's offices. Cynthia attends all LHG staff meetings and coordinates with the Education Officer to plan and promote school visits. The three McCahon artist residency exhibitions are now scheduled into the LHG exhibition programme and a debrief will be conducted after each one. A Memorandum of Understanding exists between the two organisations.

5.3 Extend the public/education programme:

4 specific public programmes aimed at the wider public and distinct from the schools programme.

Art on the Beach delivered annually  
Investigate partnerships for growing of Art on the Beach

LHG have developed a Thursday night Late@Lopdell series. Throughout the McCahon exhibition, LHG featured floor talks by guest speakers and a screening of the documentary film *Colin McCahon – I AM*. Kate Wells (LHG curator) and Cynthia Smith (McCahon House coordinator) gave a presentation in the gallery about the McCahon exhibition and the McCahon House project. The average attendance at these events was 36.

On Sunday 12 November LHG celebrated its 20th anniversary and in collaboration with all the tenants of building and the financial support of local businesses and WCC, a full day of celebrations was programmed, including: open gallery and theatre studios; tours of the building, street performers, live music in the street and finishing with drinks on the top floor in the evening. LHG had 600 visitors through the doors this day.

Art on the Beach continues to feature on the LHG events calendar. The West Coast Gallery (Piha) assist the LHG team with judging the Sandcastle competition details will be included in the next report.

5.4 Maintain high standards of curatorial expertise and public programme development.

Maintain a full time curatorial position.

The highest standards of curatorial expertise are maintained. The McCahon exhibition gave the team here an opportunity to learn some valuable tips and tricks when handling treasured works with a professional art handler, Sean Duxfield.

The LHG Exhibition Policy is attached.

6.1 Develop and sustain strong relationships with other local, regional and national art bodies (CNZ) and take

LHG was represented at the Museums Aotearoa Seminar – *Towards Best Practice* and *The National Digital Forum Conference* held at Te Papa

<p>an active role at a national level within Museums Aotearoa. Promote and present ideas at a national/international level through seminars, forums and conferences. Participate in WAN.</p>	<p>and hosted by National Services, both of these events provided great networking opportunities.</p>
<p>7.1 Provide professional advice to Council on arts strategy and implementation.</p>	<p>LHG staff have a good working relationship with CNZ and are able to call upon them for advice with funding applications. The LHG team roster a representative to attend the WAN meetings. LHG has received no requests to date but I am confident the incumbent staff have the expertise.</p>
<p>8.1 Follow sound governance procedures.</p>	<p>In partnership with WCC, LHS has undertaken a governance review, recommendations are being carried out.</p>
<p>8.2 Maximise funding from all sources</p>	<p>Portage Licensing Trust – \$68,243. Creative Communities (August 06) – \$2,000. ASB – \$67,028 Lion Foundation – \$10,000 McCahon House Trust raised \$90,000 on behalf of LHG Oedipus Rex Gallery – \$750 National Portrait Gallery – \$250 Coopers Creek, wine for exhibition openings + cash, value = \$5,000 Wattly Taubmans provide all the gallery's paint needs, value = \$2,000</p> <p style="text-align: right;">Total = \$245,521</p>

**Conclusion**

The gallery has met all of the performance targets for this period with one shortfall – 1.3 – Involve Maori artists in at least 2 main exhibitions or arts events. This will be rectified in the coming six months.

The 20th Anniversary celebrations were a great success on many levels. The day brought new visitors to the house and we can take pleasure in the fact that Lopdell House has reaffirmed its connection with the local community. I'd like to take this opportunity to express a special thanks to Councillor Judy Lawley and Naomi McCleary for the time and effort they put into this event to make it such success.

# **Lopdell House Gallery**

## **Mission Statement**

To develop and foster the practice and appreciation of art in Waitakere City with an emphasis on contemporary New Zealand art in all its creative diversity.

---

## **Exhibition Policy**

Lopdell House Gallery aims to provide an open and welcoming environment for people to discover and enjoy contemporary art in Waitakere City. Through the presentation of a diverse and stimulating range of exhibitions we hope to encourage dialogue, foster creativity and explore new ideas.

We strive to present a balanced and relevant programme of curated exhibitions in a professional and accessible manner that engages the wider community.

## **Exhibition Programme**

**Lopdell House Gallery's exhibition programme aims to:**

- Present contemporary art of the highest standard
- Encompass a wide range of artistic disciplines
- Reflect diversity of cultural perspectives
- Promote enquiry and study
- Encourage new audiences to art
- Display exhibition design innovation & excellence
- Provide a rich ground for our in-house education programme
- Produce supporting publications (whenever financially possible)
- Present twelve exhibitions per annum
- Attract visitors from near and far

**Lopdell House Gallery's exhibition programme seeks to develop a distinctive identity with a strong focus on West Auckland through:**

- Scheduling exhibitions that feature local artists
- Presenting a proportion of exhibitions that relate to our West Auckland location
- Promoting the McCahon House in French Bay
- Profiling the McCahon residency artists
- Maintaining and fostering our relationship with the Portage Trust
- Supporting the annual Going West Literary Festival with book related exhibitions

**Lopdell House Gallery's exhibition programme strives to contribute to the wider community via:**

- Including nationally touring exhibitions
- Initiating touring shows to other public galleries
- Presenting New Zealand's premier annual Portage Ceramic Awards
- Working in partnership with other professional institutions or groups to develop special exhibitions that cross different academic disciplines (e.g. The University of Auckland, Landcare Research, The Department of Conservation)

### **Selection procedure**

The exhibition programme is developed and curated by Lopdell House Gallery's curator, in consultation with management, education and public programmes staff.

Exhibitions are generated either by invitation from LHG, or by formally submitted proposals. Proposals are accepted from individuals, groups or touring exhibition organisers and are assessed by the team on their merits; relevance to our overall exhibition programme; and budgets. Generally, exhibitions are scheduled at least a year in advance.

In the instance of the McCahon residency artists, LHG will provide support and a dedicated venue for three exhibitions per year.

### **Funding and Sponsorship**

The gallery will seek external funding through Creative Communities, charitable funding bodies or through sponsorships as appropriate for specific exhibitions, publications or displays that require more than our standard exhibitions budget.

Draft prepared 6/11/06  
Kate Wells

## Lopdell House Gallery Survey – Adam Portraiture Awards & Clay Bodvín – May/June 2006

1. Today is:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

2. How did you find out about the Gallery?

- Posters
- Newspaper articles/ads
- Magazines
- Word of mouth
- Live locally
- Internet
- Other (please specify)

3. Have you visited Lopdell House Gallery before?

- Yes
- No

4. When do you find visits most convenient?

- Weekdays
- Weekends

5. Where are you from?

- Waitakere City
- Auckland Region
- New Zealand
- Overseas (please specify)

6. Gender and age?

- Female
- Male
- Under 15 years
- 15-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

8. What is your ethnic origin?

- Maori
- New Zealander/European
- Asian
- Pacific Islander
- Other (please specify)

9. What did you like best about the exhibitions?

.....

.....

.....

.....

10. What didn't you like about the exhibitions?

.....

.....

.....

.....

11. How much time did you spend in the exhibitions?

- Less than 30 minutes
- 30 minutes - 1 hour
- Over 1 hour

12. During the last 12 months, how often have you visited the Gallery?

- First time
- 1-2 times
- 3-5 times
- Over 5 times

13. How did you find out about the current exhibitions?

- Newspaper feature/article
- Newspaper advertisement
- Magazines
- Lopdell House Gallery Newsletter
- Lopdell House Posters
- Was recommended to you
- Had no idea what was on
- Other (please specify)

14. Did you visit the gallery today:

- By yourself
- With family/partner/spouse
- With a friend(s)
- With a school group
- As part of an organised tour

15. Would you be interested in coming to artists' talks and public lectures in the Gallery?

- Yes
- No

16. If you answered Yes - which times would suit you best?

- Weekday mornings
- Weekday evenings
- Saturday afternoons
- Sunday afternoons
- Other (please specify)

17. Are you a member of the gallery?

- Yes
- No

If you are interested in supporting Lopdell House Gallery by becoming a Friend of the Gallery, please pick up one of our newsletters at the desk. There you will find a form to fill in and with a small fee you'll receive invitations to openings and talks as well as regular newsletters. With your valued support, we can present a professional programme of exhibitions - free to the public.

We would appreciate any further comments you may have - please feel free to write them on the back of this sheet.

*Thank you for taking the time to fill out this survey.*

Lopdell House Gallery Visitor Survey – Adam Portraiture Awards &  
Aqua Room Series, Clay Bodvin – May/June 2006

The following results were compiled from 92 survey sheets completed during three concurrent exhibitions:

- *Adam Portraiture Awards* – Main Gallery – 40 paintings from the 2006 national awards
- *The Aqua Room Series* – Street Gallery - Clay Bodvin - photomedia

1 Day of visit

• Monday	8	9%
• Tuesday	6	7%
• Wednesday	12	13%
• Thursday	12	13%
• Friday	13	14%
• <b>Saturday</b>	<b>20</b>	<b>22%</b>
• Sunday	19	22%

2 How the visitors found out about the Gallery

• posters	2
• newspaper	12
• magazine	3
• word of mouth	29
• internet	1
• <b>local resident</b>	<b>41</b>
• passing by	6
• always known	7

3 Had the visitor been to Lopdell before?

• <b>yes</b>	<b>74</b>	<b>81%</b>
• no	17	19%

4 When were visits more convenient?

• weekdays	44	43%
• <b>weekends</b>	<b>59</b>	<b>57%</b>

5 Where the visitors came from:

• <b>Waikare City</b>	<b>43</b>	<b>47%</b>
• Auckland Region	36	39%
• New Zealand	7	8%
• UK	3	3%
• Australia	1	1%
• Ireland	1	1%
• Japan	1	1%

6 Gender

• <b>Female</b>	<b>67</b>	<b>74%</b>
• Male	24	26%

7 Age of visitors:

• under 15	6	6%
• 15-24	8	9%
• <b>25-34</b>	<b>18</b>	<b>20%</b>
• <b>35-44</b>	<b>18</b>	<b>20%</b>
• 45-54	17	18%
• 55-64	10	11%
• 65+	15	16%

8 Ethnic origin:

• Maori	7	8%
• <b>NZer/European</b>	<b>71</b>	<b>77%</b>
• Asian	4	4%
• Pacific Islander	4	4%
• American	1	1%
• Mixture	2	2%
• Australian	2	2%
• Italian	1	1%
• Irish	1	1%
• Croatian	1	1%
• Dutch	1	1%

9 What visitors liked best about the exhibitions

• <b>Variety</b>	<b>35</b>
• quality	26
• all	8
• curation / presentation	11
• expressions on portraits	3
• realism & intricate work	2
• amazing!	3
• venue / location	8
• NZ focus	2
• Accessibility	1
• Welcoming & friendly	1
• Clay Bodvin's work	1
• Textures	1
• Genre of portraiture	1

10 What visitors like least about the exhibitions

• <b>question not filled in</b>	<b>35</b>
• crossed out / nothing	27
• more info on artists	2
• small labels	1
• lighting	3
• placement of low work	2
• winners not highlighted	1
• tokenism	1
• no background music	1
• more things in shop	1
• too cold	1
• some work not my taste	1

Lopdell House Gallery Visitor Survey – Adam Portraiture Awards &  
Aqua Room Series, Clay Bodvin – May/June 2006

11 Amount of time spent in the exhibitions

▪ less the 30 mins	41	45%
▪ <b>30mins – 1 hour</b>	<b>42</b>	<b>47%*</b>
▪ over 1 hour	7	8%

12 Number of visits to Lopdell during last 12 months

▪ first time	24	26%
▪ 1-2 times	20	22%
▪ <b>3-5 times</b>	<b>27</b>	<b>29%*</b>
▪ over 5 times	21	23%

13 Visiting alone or with others

▪ alone	33	36%
▪ <b>with family</b>	<b>44</b>	<b>48%</b>
▪ with friends	13	14%
▪ school group	1	1%
▪ organised tour	2	2%

14 How visitors found out about current exhibitions

▪ newspaper article	21
▪ newspaper ad	2
▪ magazines	1
▪ LHG newsletter	9
▪ LHG posters	12
▪ recommended	21
▪ <b>no idea what was on</b>	<b>26</b>
▪ passing by	2
▪ Corbans	1
▪ Internet	2
▪ Titirangi Tatler	2

15 Expressions of interest in attending artists' talks and public lectures in the Gallery

▪ Yes	54	61%
▪ No	34	39%

16 From those who expressed an interest in talks, the following times were preferred:

▪ Weekday mornings	16	21%
▪ <b>Weekday evenings</b>	<b>23</b>	<b>30%</b>
▪ Saturday afternoons	19	24.5%
▪ Sunday afternoons	19	24.5%

17 Was the visitor a member of Lopdell House Society?

▪ yes	6
▪ <b>no</b>	<b>86</b>

Notes:

Once again, there are certain patterns we can see with our visitor range but it's also interesting to note some changes when comparing this survey with the last one carried out over summer.

During the summer holiday period we tend to see more out-of-towners, while our autumn months have attracted a steady Waitakere & Auckland crowd.

Of particular interest is the longer period of time people are spending in the gallery – with 30mins plus being the most common now at 55% (as opposed to 49% previously). Frequency of visits to the gallery appears to be up significantly as well, which is very pleasing to see.

Better media coverage by way of recent NZ Herald articles, has also helped to increase our profile.

The response to a question on artists' talks and public lectures is very positive with 61% of visitors indicating an interest in attending – especially considering a large number of the respondents came from outside the local area. However, the wide range of times preferred hasn't really helped our planning process!

I'm surprised to see that, while there are many regular visitors, few of them are paid up members. Maybe it's time to really work on building the *Friends of the Gallery* numbers up – for revenue as well as the wider circulation of the newsletter and public programme information. And with the high level of interest shown in Gallery talks; this could be an ideal project for a *Friends of the Gallery* group to be involved in actively. This working relationship operates in many other public art galleries around the country and really gets the community more involved – as well as alleviating the ever-stretching workload of a small staff.

Kate Wells 12 July 2006

## Waitakere Pacific Arts and Cultural Trust Update Report April 2007

This report follows on from the Annual Report (2005/2006) and the draft Funding and Service Agreement (2006/2007) provided by the Waitakere Pacific Arts & Cultural Trust (WPACT) to the December meeting of the Arts and Events Special Committee. The committee requested a full report on the activities delivered including budgetary allocations.

With reference to its Annual Report of December 2006 WPACT identified as a key strategic focus the need to develop a *sustainable framework* to enable effective delivery of Pacific arts, culture heritage products and services for (i) Pacific peoples and (ii) for the wider benefit of the city and region.

### Establishment Phase 2006

It is important to note that this key strategic focus remains a **high priority** and as such needs to be considered as a “work in progress”.

The establishment phase has been one of enormous challenges and risks over the last year for WPACT and its key stakeholders. Negotiating new roles, responsibilities and accountability, relationship arrangements (including historic) ownership of intellectual property and assets, and tenure issues have determined where focus and energy have been expended.

Moving from a Council supported - Pacific Islands Advisory Board /Mamas driven organic developmental period (which has characterised The Pacific Arts & Cultural Centre growth over the years), to a new independent governance and management structure has been WPACT's priority throughout 2006 to now.

Throughout these changes the Trust has endeavoured to ensure that business as usual through the current activities of the Mamas continue to be supported and strengthened.

The introduction of new players via the establishment of governance and management systems around the Pacific Arts & Cultural Centre landscape (ie the appointment of a new Director and 2 paid staff) to support current activities on site as well as to develop new activities proved much more problematic than the Trust had anticipated.

It would be fair to say that the Trust had assumed its governance and management role without a clear understanding of the complexities of issues related to the centre's history, relationships and ways of doing things.

The lesson here is that strong relationships and trust are built over time.

2006 was a “teething” year of which highs and lows are a natural part of the growth process. What has emerged from this however is a commitment by the Trustees of WPACT to continue to nurture the growth of the Pacific Arts & Cultural Centre to meet its vision.

### **Summary of operations and activities to date 2006/2007**

(From the last report period December 2006)

#### **✂ Staffing:**

The Trust accepted the resignations of 2 support staff and by mutual agreement terminated the contracted services of the Director in December 2006.

The Trust in the earlier part of 2006 contracted the services of a Financial Systems Planner to establish financial and reporting systems, MYOB. This contractor has been retained by the Trust since December on a two days a week basis to continue with his defined brief and to manage the operational financial matters of the Trust and Centre in the absence of a Director and administrator. Included in his brief is assistance to the Mamas in setting up book keeping systems, putting together an annual budget for income and expenditure for activities. The contractor reports to the Finance subcommittee convened by the Treasurer and monthly financial reports are provided for Trust meetings.

#### **✂ The Mamas**

Since December 2006 The Mamas have provided a Centre caretaker role in ensuring business as usual with programmes and activities and visitors to the site. This is not an unfamiliar role as the Mamas have grown and developed the Centre to its present stage and form. The Mamas are currently the key deliverers of arts & cultural programmes on site.

2007 has seen resurgence of Mamas activities at Corban with a strong regional presence on site and throughout Auckland through this years' AK07 Festival, Auckland City's Pasifika Festival. The regional *Creative Pasifika* programme which links Pasifika arts, culture and heritage activities through a week long programme of events has provided profiling leverage for the Centre as well as the Mamas. The Pacific Arts & Cultural Centre hosted a welcome for visiting Pasifika artists to these Auckland events.

The Mamas activities are tabled at monthly meetings of the Trust. These activities have taken on a new lease of life and momentum through current programmes and the introduction of new ones. There is a notable increase in patronage at the Centre in 2007.

**Existing:**

- Monthly Cultural Market
- Pacifica Arts & Craft Shop (now re-opened)
- Pacifica Experience Education Programme (immersion experience with schools). This programme is now attracting schools from outside of Waitakere and has created a demand to consider contracting assistance in the promoting and sustaining of this unique offering.

**New Programmes**

- Carving - with the renowned artist, sculptor painter - Fatu Feu'u
- Weaving
- Pacific music and dance
- Increase in Pasifika artists utilising the Centres spaces

The Trust is assisting the Mamas to explore options to become a legal entity. Contractual arrangements for services and products between the Trust and the Mamas will give clarity of role and purpose as well as transparency. This may be a phasing in process with ongoing support from the Trust for professional development around capability and capacity building.

It is the intention of the Trust to attract other Pacific Arts groups, organisations and artists to locate within the Centres sphere.

**✕ Governance**

From the outset the role of governance for WPACT has not been smooth sailing. The complexities and interrelationships of stakeholders involved with the Centre has taken some time to work through. While it has been important to progress these relationships with diplomacy and tact it has not been easy course to navigate. Intervention was requested by the Trust through Council for a conflict resolution process to clarify the interests of parties.

This occurred as early as 2006 when the Trust was first formed to clarify the relationship between the Trust and the Pacific Islands Advisory Board and then again in the latter part of 2006 between the Trust and its Director, The Mamas, The Pacific Board and to some degree Council.

The subsequent report from this process informed the governance training workshop undertaken by WPACT in March (last month) and assisted with the design of an organisational structure to best reflect governance and management principles in the context of the Pacific Arts & Cultural Centre.

### ✂ Next steps

It is now 5 months since the Centre has operated without a Director. The Trust is mindful that in order to progress the Centre to a new phase of development and in the light of developments for the Corban Estate Creative Quarter with UNITEC the Business Plan has been reviewed realign manageable timeframes which include priority tasks identified in the recent governance and training workshop.

The Trust at its recent Board meeting April 16 adopted the proposed governance and management structure, the amended Business Plan and priority tasks and resolved to hire a contractor before the end of the month as an interim Manager to progress these tasks.

### ✂ Conclusion

Much has been achieved over the course of 2006 to date.

While this report has raised some very real challenges faced by WPACT in its endeavours to create a sustainable framework for the development of the Pacific Arts & Cultural Centre we have learned much since we embarked on this journey

I would like to thank Waitakere City Council for its "leap of faith" in its support to date of the Waitakere Pacific Arts & Cultural Trust and, its ongoing support for the work of the Mamas.

Furthermore I wish to reassure Council that the guardianship for the development of the Pacific Arts & Cultural Centre is being held by a caring, committed and competent team of Trustees.

We look ahead with enthusiasm.

Peta Si'ulepa  
Chair  
Waitakere Pacific Arts & Cultural Trust

## WPACT Projects Manager

### Projects (adapted from WPACT Business Plan 2006-2008)

#### 1.0 A Home for Pacific Arts and Culture

Key Objectives	Actions	By when	Outcomes
1.1 To build a viable and sustainable centre for Pacific arts and culture	Review the July 2006-June 2008 business plan	May 2007	Refined Business Plan adopted by the Trust, June 2007
	Prepare 2007-08 budget	May 2007	2007-08 Budget adopted by the Trust.
	Develop robust financial and administration systems and processes	May 2007	Appropriate financial systems and monitoring in places. Appropriate administration systems are in place. Clarify ownership of assets at Centre Finalise annual budget (07-08)
	Identify and pursue research opportunities	August	Clearly identified research priorities included in 2007-08 Business Plan (May 2007) and pursued (August and ongoing)
	Report to WCC	April	Prepare and present report to WCC on WPACT Business Plan.
	Develop and present a submission to the Council's Annual Plan	April/ May	Submission presented to the Council
	With key partners, identify space and facility needs to 2015.	May 2007 (to hire contractor) June 2007 (to identify needs)	Initial scoping completed by Trust (April, 2007) Contractor in place Report on needs completed and presented to the Trust. Report submitted for consideration in Corban Estate Creative Quarter planning.
	Develop and implement a sustainable funding plan	July 2007 (develop) August 2007 onwards	Funding Strategy adopted by the Trust (July) A more sustainable and broadened funding base.

	Governance training and development	March 2007	Training sessions set up, held and clear governance systems in place, including clarification and formalisation of key Trust relationships (WCC, PIAB, CEAC)
	Governance structures plan	April 2007	Governance Plan confirmed by Trust (April meeting). (Structure, Tasks, Contracts)
	Contracts with key stakeholders	August 2007	Contracts in place with key stakeholders
	Insurance cover in place	June 2007	Public liability, contents insurance in place.
	Launch 2007 Business Plan	July 2007	Successful launch held.
1.2 To encourage and promote authentic Pacific arts and culture	Support the work of the Arts Group. 'the Mamas'	Ongoing	The Arts Group/ 'The Mamas' are nurtured and supported.
	Expand the traditional and contemporary arts bases at the Centre, including performing arts, drama, music and recordings.	Ongoing	Broadened traditional and contemporary arts base, a wider range of ethnic traditions and arts emerging via the Centre.

## 2.0 Education, telling stories and preserving ways of life

Key Objectives	Actions	By when	Outcomes
2.1 Education and promotion of Pacific Arts, culture and language.	Review and planning for Pacific Living Arts Festival	April 2007	Planning adopted by the Trust, April 2007 Tender issued for Manager of Festival, ■■■ 2007. Manger in place ■■■ 2007.
	Support current special projects (First Nite and Quilting	Ongoing	Current special projects delivered to a high standard.

	Programme)		
	Begin discussions with CEAC on applying for funding for an education position.	August 2007	Productive discussions underway.
	Recruit project leader for Pacifica Experience Education Programme	May 2007	Promotion of PEEP to schools; increased student participation in PEEP; administration of enrolments, collection of funds, payment of Mamas, ensure resources needed by Mamas are in place. (initial 3 month contract, with opportunity to renew).
2.2 Develop and promote a Pacific Cultural Centre of Learning	Review the schools programme and relationship with schools	June 2007	Plan to develop links with schools in place
	Review and develop current provision of art classes and adult education	June 2007	Clear development path for adult education and training.
	Investigate how to support emerging artists and how to develop an incubator role.	June 2007	Presentation to the Trust on this investigation and opportunities pursued.
	Deliver the schools programme; continue to develop relationship with schools	Ongoing from July 2007	Schools/. Children are satisfied with their relationship and experience with the Centre.
	Provide art classes and an adult education programme	July 2007 onwards	Successful art and adult education programmes delivered.
	Build a repository of	June onwards	Publicity of information available (via website and other sites).

	information on Pacific arts and cultures.		
	Provide mentoring and cultural exchanges	Ongoing from August 2007	Mentoring and cultural exchanges documented and benefits captured and reported.

### 3.0 Creating prosperity

Key Objectives	Actions	By when	Outcomes
3.1 Create opportunities for pacific peoples to promote and distribute their arts, crafts and culture.	Development of monthly market	Ongoing from April 2007	Increasing attendance and turnover at markets.
	Develop the Arts Studio into the key public interface for the Centre including a shop and display space.	Ongoing from April 2007	Arts studio programme and marketing in place.
3.2 Economic development opportunities	Develop a Marketing Plan and publicity material.	May (Contractor)	Contractor in place. Marketing Plan developed (by May) and adopted by Trust (May). Publicity and promotions materials developed.
3.3 Attracting people to the pacific Arts and Cultural Centre	Develop a website for the Centre and the Trust	May (Contractor employed) June and ongoing	Contractor in place Website in place and regularly updated. Increasing number of 'hits' to the website.
	Take part in Project twin Streams community contract in partnership with CEAC, especially on	March onwards	Cultural garden planned, opportunities to partner Project Twin Streams with CEAC identified.

	development of a cultural garden.		
--	---	--	--

**WPACT Governance  
Governance Structure Plan  
(Approved April 2007)**

TASK	Who	Funding	Due date
To establish a MOU with the Mama's and other key stakeholders on-site	Peta (Draft) Contracted		26 <sup>th</sup> March 2007 30 <sup>th</sup> April 2007
To complete legal agreements in respect to tenure of land & site with WCC.	TBD		1 May 2007
To develop a Communications Plan of key stakeholders and key theme messages to be conveyed to the wider community	TBD		30 <sup>th</sup> April 2007
To establish policy & procedures Structures to include roles & responsibilities & portfolio development	TBD		1 May 2007
To adopt Trust & organizational structures	WPACT Board meeting		April 2007
To consider a Patron role to recognize past service and skills to the Trust board, the community and Pacific Peoples?	Chairman & WPACT trustees		30 <sup>th</sup> April 2007
To identify how each Ethnic Pasifika culture confronts challenges, how do they do business, what are the protocols for your culture?	Individual Trustees		30 <sup>th</sup> April 2007
Identify the cultural value & ethics that you bring to the table. Write 100 words. What is the Legal interpretation of 'Ethics'	3 trust members completed		26 <sup>th</sup> March 2007

Further development of mainstream processes to run the day to day business of WPACT/WPACC <ul style="list-style-type: none"> <li>• Reporting systems</li> <li>• Filing systems</li> <li>• Financial systems</li> <li>• HR processes</li> </ul>		WPACT (contracted)	May/June 2007
Best Practice around the use of Cultural Intellectual Property for economic gain		WPACT/WCC/PBT WPACT Trust portfolio	TBD TBD

<p>Developing the 'low fruit' opportunities</p> <ul style="list-style-type: none"> <li>Finding markets who want the PI experience</li> </ul> <p>Creating the Pan Pasifika Events management Plan for the WPACC</p>		<p>WPACT (contracted)</p>	<p>TBD</p>
<p>Developing a Pan Pasifika brand for the WPACC</p> <p>Development of a succession plan to include: key individuals, groups and skills to ensure the longevity and ongoing creative vision of the Trust.</p>		<p>WPACT/WCC (contracted)</p> <p>WPACT Trust portfolio</p>	<p>ASAP</p> <p>TBD</p>

**WAITAKERE PACIFIC ARTS AND CULTURAL TRUST  
NOTES TO ACCOMPANY REPORTS FOR WAITAKERE CITY COUNCIL**

- Balance date for the Trust is 30 June of every year.
  
- **Appendix 1**
- This provides a detailed breakdown of Incomes and Expenses for the period from September 2005 to June 2006.
- Total income for that period was \$131,630.57
- Total Expenses for that period was \$66,214.30
- Therefore funds remaining for use by the Trust was \$65,416.27 at the end of this period.
- Please note that this includes both the Trust and the Mamas accounts.
  
- **Appendix 2**
- This spreadsheet also provides a detailed breakdown of Incomes and Expenses for the period from July 2006 to March 2007 being the current year.
- Total income to date is \$145,866.73
- Total expenses to date is \$184,764.62
- This reflects a shortfall being Income less than expenses for the period of \$38,897.89
- The structure however of the accounts set up also took a turn within this period when the Director was appointed and his duties commenced.
- It was decided that the Mamas accounts and monthly transactions will no longer form part of the Trust monthly accounts. This is still the case today.
- Retained earnings in the Balance sheet has not accounted for this changeover and that the originals transactions have not been reversed as a result of this decision by the Director/Trustees
- This issue must be resolved before any final action is taken to adjust the accounts.

- **Appendix 3**

- This spreadsheet summarizes the assets and the liabilities of the Trust to date.
- The month of March is the latest month and the figures in this month represents the figures to date.
- Note that the Mamas bank account balance has had no movement since August 2006 when the decision to disregard Mamas transaction came to realization
- Also note that a new bank account was set up called the Operating Account by the Director as a working account for the Trust to get around the problem of having to wait for the signatories to sign cheques for payments as they arise.
- This particular account also came to a halt after the decision was made by the Trustees to terminate the services of the Director in December 2006
- The Trust Cheque account and Petty cash are the only two active accounts to date
- There have been no movement in the Petty cash account as all payments have been done through the Trust Cheque account.
- The balance of the Bank account at the end of March 2007 was \$13,445.49

- **Bank Balance**

- The Trust currently holds a bank balance of approximately \$10,294.81.
- The bank statement for the month of April will confirm this balance when the statement is received
- This is all the monies that the Trust holds in its bank account
- However, the trust is entitled to another two lot of payments to come from council for the two quarters before the end of this financial year in June 2007.
- This will mean that two lots of \$32,500 exclusive of GST are expected.
- The first lot of \$32,500 was due to be received this month (April 07) and this would mean that available cash would be around \$42,794.81.
- Thus \$42,794.81 is the available cash to sustain the Trust from May 07 to June 2007 until the next funding comes through in July 07
- This balance will have to be used to meet all the ongoing monthly suppliers payments and to fund the immediate plans as approved by the Trustees in their last meeting.

**Profit & Loss Statement**

February 2006 through June 2006

	Sept - Feb 06	March	April	May	June	Total
<b>INCOME</b>						
<b>Trust Income</b>						
Pacific Island Advisory Board	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00
Interest received	\$0.00	\$0.00	\$52.55	\$0.00	\$0.00	\$52.55
Waitakere City Council	\$29,000.00	\$40,250.00	\$0.00	\$0.00	\$40,000.00	\$109,250.00
<b>Total Trust Income</b>	<b>\$31,000.00</b>	<b>\$40,250.00</b>	<b>\$52.55</b>	<b>\$0.00</b>	<b>\$40,000.00</b>	<b>\$111,302.55</b>
<b>Mamas Income</b>						
Catering	\$0.00	\$0.00	\$0.00	\$0.00	\$487.78	\$487.78
Pacific Arrangement	\$0.00	\$0.00	\$0.00	\$877.78	\$0.00	\$877.78
Schools Programme	\$0.00	\$0.00	\$0.00	\$510.00	\$3,099.11	\$3,609.11
Shop Sales	\$320.02	\$11,674.10	\$648.32	\$1,808.23	\$442.68	\$14,893.35
Toddlers Day Out Project	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00	\$450.00
<b>Total Income</b>	<b>\$31,320.02</b>	<b>\$51,924.10</b>	<b>\$700.87</b>	<b>\$3,646.01</b>	<b>\$44,039.57</b>	<b>\$131,630.57</b>
<b>EXPENSES</b>						
<b>Expenditure Trust Account</b>						
Advertising	\$753.31	\$0.00	\$14.13	\$0.00	\$0.00	\$767.44
Bank Fees	\$155.00	\$18.77	\$0.00	\$0.00	\$74.38	\$248.15
Catering	\$2,392.89	\$106.67	\$0.00	\$0.00	\$266.67	\$2,765.63
Computer Costs	\$90.00	\$0.00	\$632.01	\$530.00	\$0.00	\$1,252.01
Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$143.12	\$143.12
Housekeeping (Petty Cash)	\$0.00	\$0.00	\$0.00	\$115.78	\$9.02	\$124.80
Interest	\$18.32	\$0.00	\$81.68	\$0.00	\$0.00	\$100.00
Legal Fees	\$1,247.22	\$0.00	\$0.00	\$0.00	\$0.00	\$1,247.22
Office Amenities	\$44.81	\$220.56	\$28.69	\$0.00	\$37.65	\$332.71
Printing Postage & Stationery	\$2,386.67	\$498.49	\$83.02	\$147.91	\$0.00	\$3,116.09
Promotion and Publicity	\$4,023.02	\$0.00	\$0.00	\$0.00	\$0.00	\$4,023.02
Public Functions	\$1,367.32	\$0.00	\$0.00	\$0.00	\$0.00	\$1,367.32
Repairs & Maintenance	\$318.80	\$260.80	\$32.00	\$0.00	\$0.00	\$611.60
Souvenirs	\$303.96	\$266.67	\$0.00	\$0.00	\$0.00	\$570.63
Subscription - Eftpos	\$0.00	\$68.12	\$66.12	\$0.00	\$0.00	\$134.24
Telephone	\$1,276.20	(\$115.05)	\$141.11	\$139.98	\$0.00	\$1,442.24
Trust Function	\$0.00	\$400.00	\$0.00	\$137.42	\$0.00	\$537.42
Valuation Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$600.00
<b>Total Expenditure Trust Account</b>	<b>\$14,377.52</b>	<b>\$1,723.03</b>	<b>\$1,079.76</b>	<b>\$1,071.09</b>	<b>\$1,130.84</b>	<b>\$18,382.24</b>
<b>Expenditure Mamas</b>						
Artists	\$0.00	\$0.00	\$737.78	\$0.00	\$837.78	\$1,575.56
Koha	\$0.00	\$0.00	\$0.00	\$533.33	\$140.00	\$673.33
Hospitality	\$0.00	\$56.98	\$0.00	\$0.00	\$0.00	\$56.98
Mamas Function	\$0.00	\$393.11	\$0.00	\$0.00	\$0.00	\$393.11
Market Day	\$0.00	\$1,511.11	\$0.00	\$0.00	\$0.00	\$1,511.11
Materials	\$264.46	\$2,878.76	\$53.33	\$36.54	\$151.11	\$3,384.20
Tutors	\$0.00	\$422.22	\$0.00	\$711.11	\$430.00	\$1,563.33
Umu	\$0.00	\$665.33	\$0.00	\$0.00	\$444.44	\$1,109.77
Catering	\$0.00	\$98.55	\$0.00	\$0.00	\$0.00	\$98.55
Subscription - Eftpos	\$0.00	\$0.00	\$0.00	\$66.12	\$0.00	\$66.12
Wages - Core Staff	\$14,590.00	\$7,740.00	\$3,840.00	\$3,990.00	\$6,300.00	\$36,460.00
<b>Total Expenditure Mamas</b>	<b>\$14,854.46</b>	<b>\$13,706.06</b>	<b>\$4,631.11</b>	<b>\$5,337.10</b>	<b>\$8,363.33</b>	<b>\$46,832.06</b>
<b>Total Expenses</b>	<b>\$29,231.98</b>	<b>\$15,429.09</b>	<b>\$5,710.87</b>	<b>\$6,408.19</b>	<b>\$9,434.17</b>	<b>\$66,214.30</b>
<b>Operating Profit</b>	<b>\$2,088.04</b>	<b>\$36,495.01</b>	<b>(\$5,010.00)</b>	<b>(\$2,762.18)</b>	<b>\$34,605.40</b>	<b>\$65,416.27</b>



**Palmdale Pacific Arts & Cultural Trust**  
**Financials**  
**Appendix**

**APPENDIX 2**

**Profit & Loss Statement**

July 2016 through March 2017

	July	August	September	October	November	December	January	February	March	Total
<b>INCOME</b>										
Trust Income										
Auxiliary CNV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	(\$1,500.00)	\$0.00	\$0.00
Hire of Facilities	\$0.00	\$104.98	\$0.00	\$0.00	(\$53.30)	\$0.00	\$0.00	\$0.00	\$0.00	\$51.68
Market	\$0.00	\$0.00	\$0.00	\$196.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196.40
Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
PLAF Office Sale	\$0.00	\$0.00	\$0.00	\$0.00	\$801.10	\$0.00	\$0.00	\$0.00	\$0.00	\$801.10
Project Tom Stream	\$0.00	\$0.00	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,600.00
Start Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$3,710.70	\$0.00	\$0.00	\$0.00	\$0.00	\$3,710.70
Subsidiary Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,071.71	\$0.00	\$0.00	\$0.00	\$4,071.71
Interest received	\$0.00	\$0.00	\$0.00	\$178.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$178.25
Walden City Council	\$444.45	\$0.00	\$3,000.00	\$11,504.44	\$7,000.00	\$75,285.22	\$2.00	\$0.00	\$0.00	\$97,236.11
<b>Total Trust Income</b>	<b>\$444.45</b>	<b>\$104.98</b>	<b>\$3,600.00</b>	<b>\$11,678.69</b>	<b>\$11,546.47</b>	<b>\$81,401.33</b>	<b>\$0.00</b>	<b>(\$1,500.00)</b>	<b>\$0.00</b>	<b>\$148,097.32</b>
<b>Normal Income</b>										
Synopsis Programs	\$2,295.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,295.55
Spdq Sales	\$1,472.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,472.22
Interest received	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Income</b>	<b>\$4,212.20</b>	<b>\$104.98</b>	<b>\$3,600.00</b>	<b>\$11,678.69</b>	<b>\$11,546.47</b>	<b>\$81,401.33</b>	<b>\$0.00</b>	<b>(\$1,500.00)</b>	<b>\$0.00</b>	<b>\$148,097.32</b>
<b>EXPENSES</b>										
<b>Expenditures Trust Account</b>										
Accounting Fees	\$0.00	\$0.00	\$0.00	\$2,720.00	\$0.00	\$1,040.00	\$2,900.00	\$0.00	\$0.00	\$6,660.00
Advertising	\$163.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$163.12
AJOT Festival	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bank Fees	\$74.38	\$17.60	\$0.00	\$81.58	\$79.35	\$4.51	\$0.00	\$0.00	\$0.00	\$276.82
Catering	\$21.24	(\$163.70)	\$345.75	\$98.97	\$95.49	\$95.89	\$0.00	\$0.00	\$0.00	\$303.14
Conferences & Training	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,897.34	\$4,912.34
Computer Costs	\$110.13	\$0.00	\$489.07	\$0.00	\$128.00	\$0.00	\$700.99	\$290.25	\$150.00	\$1,868.44
Contracts - Directors Fees	\$0,308.58	\$4,930.00	\$4,590.32	\$5,635.25	\$4,560.11	\$3,165.67	\$0.00	\$3,914.67	\$0.00	\$27,104.52
Consultation Fees	\$0.00	\$0.00	\$0.00	\$2,833.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,833.28
Gas	\$90.78	\$0.00	\$0.00	\$90.00	\$90.00	\$105.85	\$0.00	\$0.00	\$0.00	\$376.63
Health & Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$471.89	\$0.00	\$2,101.58	\$0.00	\$2,573.47
Housekeeping (Partly Cash)	\$0.00	\$60.04	\$20.00	\$20.71	\$103.11	\$103.07	\$0.00	\$214.71	\$118.54	\$579.13
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Kaha	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mimes lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Market day	\$0.00	\$0.00	\$1,144.68	\$1,405.78	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$3,550.46
Minute Taker - Board meetings	\$0.00	\$0.00	\$0.00	\$193.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$193.35
Office Supplies	\$15.95	\$116.67	\$0.00	\$37.25	\$68.67	\$0.00	\$212.23	\$45.61	\$0.00	\$479.78
Permit	\$0.00	\$0.00	\$0.00	\$0.00	\$185.07	\$0.00	\$0.00	\$0.00	\$0.00	\$185.07
Printing Postage & Stationery	\$48.00	\$0.00	\$32.58	\$0.00	\$142.54	\$148.34	\$0.00	\$0.00	\$0.00	\$431.46
Public Functions	\$0.00	\$1,603.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,603.20
Facilities Arts Group	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00
Pacific Living Arts Fund	\$0,500.00	\$2,458.55	\$0,500.00	\$0,896.87	\$11,316.81	\$19,027.64	\$0.00	\$2,700.00	\$0.00	\$37,319.87
Trip Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$82.22	\$0.00	\$0.00	\$0.00	\$0.00	\$82.22
WCC - Artalece (Vase)	\$0.00	\$2,898.67	\$2,898.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,797.34
Repairs & Maintenance	\$0.00	\$4.44	\$196.57	\$170.00	\$17.78	\$255.42	\$0.00	\$0.00	\$0.00	\$649.81
Resourcen	\$0.00	\$0.00	\$0.00	\$94.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$94.43
Staff Training	\$0.00	\$68.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68.89
Subscriptions - Ebooks	\$0.00	\$98.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$98.12
Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Volunteer Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wages (non staff)	\$2,801.74	\$2,801.87	\$2,481.44	\$2,461.22	\$9,077.24	\$3,607.05	\$1,807.75	\$0.00	\$0.00	\$23,067.45
<b>Total Expenditures Trust Account</b>	<b>\$17,780.96</b>	<b>\$15,488.67</b>	<b>\$17,944.58</b>	<b>\$20,323.90</b>	<b>\$20,829.66</b>	<b>\$34,460.76</b>	<b>\$10,822.79</b>	<b>\$13,688.26</b>	<b>\$11,167.37</b>	<b>\$147,794.33</b>
<b>Expenditure Mansus</b>										
Artistic	\$471.12	\$2,053.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,525.05
hospitality	\$0.00	\$483.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$483.89
Mimes Function	\$623.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$623.25
Materials	\$689.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$689.34
Taxes	\$883.88	\$555.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,439.16
Travel	\$177.76	\$789.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$967.63
Volunteers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Expenditure Mansus</b>	<b>\$3,845.35</b>	<b>\$3,899.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,744.52</b>
<b>Total Expenses</b>	<b>\$20,626.31</b>	<b>\$19,387.84</b>	<b>\$17,944.58</b>	<b>\$20,323.90</b>	<b>\$20,829.66</b>	<b>\$34,460.76</b>	<b>\$10,822.79</b>	<b>\$13,688.26</b>	<b>\$11,167.37</b>	<b>\$155,538.85</b>
<b>Operating Profit</b>	<b>(\$16,414.11)</b>	<b>(\$18,282.86)</b>	<b>(\$13,344.58)</b>	<b>\$13,354.79</b>	<b>(\$17,283.19)</b>	<b>\$46,940.58</b>	<b>(\$10,822.79)</b>	<b>(\$13,265.25)</b>	<b>(\$7,657.81)</b>	<b>(\$38,897.60)</b>

A27

APPENDIX 3

Walkers Pacific Arts & Cultural Trust  
 Cassara Estate  
 Henderson

Balance Sheet (Spreadsheet)

July 2006 through March 2007

	July	August	September	October	November	December	January	February	March
<b>ASSETS</b>									
<b>Current Assets</b>									
Cash On Hand	\$41,220.19	\$18,581.17	\$4,029.09	\$488.79	\$4,557.46	\$57,941.28	\$43,206.16	\$21,705.47	\$13,445.48
Trust Cheque Account	\$5,768.37	\$2,549.51	\$2,549.51	\$2,549.51	\$2,549.51	\$2,549.51	\$2,549.51	\$2,549.51	\$2,549.51
Mannas Account	\$0.00	\$4,495.00	\$1,415.68	\$18,043.55	-\$171.22	-\$502.10	-\$502.10	-\$502.10	-\$502.10
Operating Account	\$155.47	\$176.27	\$70.33	\$107.63	\$17.83	-\$124.77	\$75.23	\$75.23	\$75.23
Payfy Cash	\$47,144.03	\$25,801.95	\$8,064.61	\$22,189.48	\$6,953.58	\$59,863.82	\$45,337.80	\$23,828.11	\$15,568.13
<b>Total Current Assets</b>	\$115,866.06	\$67,586.00	\$28,128.20	\$44,318.36	\$39,612.92	\$138,388.94	\$92,433.35	\$53,868.82	\$37,141.35
<b>Fixed Assets</b>									
<b>Furniture and Fixtures</b>									
Furniture & Fixtures at Cost	\$3,388.37	\$3,388.37	\$3,388.37	\$4,705.23	\$4,705.23	\$4,705.23	\$4,705.23	\$4,705.23	\$4,705.23
Total Furniture and Fixtures	\$3,388.37	\$3,388.37	\$3,388.37	\$4,705.23	\$4,705.23	\$4,705.23	\$4,705.23	\$4,705.23	\$4,705.23
Office Equipment	\$2,157.60	\$2,157.60	\$2,157.60	\$2,157.60	\$2,157.60	\$2,157.60	\$2,157.60	\$2,157.60	\$2,157.60
Office Equip at Cost	\$318.80	\$318.80	\$318.80	\$318.80	\$318.80	\$318.80	\$318.80	\$318.80	\$318.80
<b>Total Fixed Assets</b>	\$5,864.77	\$5,864.77	\$5,864.77	\$7,181.63	\$7,181.63	\$7,181.63	\$7,181.63	\$7,181.63	\$7,181.63
<b>Total Assets</b>	\$121,730.83	\$73,450.77	\$33,992.97	\$51,500.00	\$46,794.55	\$145,570.57	\$99,616.70	\$61,050.45	\$44,322.98
<b>LIABILITIES</b>									
<b>Current Liabilities</b>									
Trade Creditors	\$3,964.20	\$3,608.08	\$360.00	\$290.00	\$1,165.50	\$1,027.50	-\$1,892.37	\$0.00	\$0.00
GST	\$11,553.53	\$11,600.11	\$12,200.11	\$17,425.23	\$16,875.47	\$28,790.64	\$28,790.64	\$28,790.64	\$28,228.08
GST Collected	-\$9,510.42	-\$11,595.61	-\$13,530.29	-\$16,908.86	-\$20,024.62	-\$23,842.03	-\$24,631.39	-\$25,617.43	-\$26,812.09
GST Paid	\$731.43	\$731.43	\$731.43	\$731.43	\$731.43	\$731.43	\$731.43	\$731.43	\$731.43
GST Input Tax Adjustments	-\$2,741.21	-\$2,741.21	-\$2,741.21	-\$2,741.21	\$94.10	\$150.00	\$150.00	-\$1,160.94	-\$1,160.94
GST Payments/Refunds	\$33.33	-\$2,005.28	-\$3,339.96	-\$1,493.41	-\$323.62	\$5,774.14	\$5,040.68	-\$3,146.13	-\$5,003.35
<b>Total GST</b>	\$3,997.53	\$1,602.80	-\$2,989.96	-\$1,203.41	\$841.88	\$6,801.64	\$3,148.31	-\$3,146.13	-\$3,748.30
Total Current Liabilities	\$15,855.03	\$15,867.62	\$16,939.66	\$20,318.24	\$18,942.35	\$32,667.85	\$32,667.85	\$32,667.85	\$32,667.85
Long Term Liabilities	-\$20.32	-\$20.32	-\$20.32	-\$20.32	-\$20.32	-\$20.32	-\$20.32	-\$20.32	-\$20.32
Resident Withholding Tax	-\$20.32	-\$20.32	-\$20.32	-\$20.32	-\$20.32	-\$20.32	-\$20.32	-\$20.32	-\$20.32
Total Long Term Liabilities	-\$40.64	-\$40.64	-\$40.64	-\$40.64	-\$40.64	-\$40.64	-\$40.64	-\$40.64	-\$40.64
<b>Total Liabilities</b>	\$15,814.39	\$15,826.98	\$16,900.02	\$20,277.60	\$18,901.71	\$32,627.21	\$32,627.21	\$32,627.21	\$32,627.21
<b>Net Assets</b>	\$105,916.44	\$57,623.79	\$17,092.95	\$31,222.40	\$27,892.84	\$112,943.32	\$66,989.49	\$28,423.24	\$11,695.00
<b>EQUITY</b>									
Retained Earnings	\$65,416.27	\$65,416.27	\$65,416.27	\$65,416.27	\$65,416.27	\$65,416.27	\$65,416.27	\$65,416.27	\$65,416.27
Current Year Earnings	-\$16,384.88	-\$35,332.03	-\$48,476.61	-\$34,821.43	-\$52,102.62	-\$5,152.04	-\$15,974.83	-\$31,240.08	-\$38,657.86
<b>Total Equity</b>	\$49,031.39	\$30,084.24	\$16,939.66	\$30,594.84	\$13,313.65	\$60,264.23	\$49,441.44	\$34,176.19	\$26,758.41

A28