

# Performance Report

Rangiora Promotions Association Incorporated  
For the year ended 31 March 2020

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# Compilation Report

## Rangiora Promotions Association Incorporated For the year ended 31 March 2020

Compilation Report to the Board of Rangiora Promotions Association Incorporated.

### 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 Rangiora Promotions Association Incorporated for the year ended 31 March 2020.

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

### Responsibilities

The Governing Body 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 Rangiora Promotions Association Incorporated 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.

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Raelene Rees Accountants  
Christchurch

Dated: 3 June 2020

# Entity Information

## Rangiora Promotions Association Incorporated For the year ended 31 March 2020

### 'Who are we?', 'Why do we exist?'

Rangiora Promotion Association (RPA), formally 'Our Town Rangiora', was established in 1996 and is a group of business people, focused on promoting and developing Rangiora as an attractive and thriving community, offering a desirable lifestyle for businesses, residents and visitors.

The objective of RPA is to keep Rangiora prosperous, accessible and vibrant with a strong sense of community, while recognising the unique characteristics of our town. Monthly meetings are held to discuss current and new ideas. RPA offers an annual membership for local businesses and non-profit organisations to be a part of the association and to access the promotional benefits for their business / group. RPA also delivers successful community events and networking functions and is committed to actively promoting these, the town of Rangiora generally and to supporting wherever possible the activities and events within it.

By doing all of the above RPA aims to connect our community, maintain momentum and link a wide range of businesses.

### Legal Name of Entity

Rangiora Promotions Association Incorporated

### Entity Type and Legal Basis

Incorporated Society

### Registration Number

816811

### Entity's Purpose or Mission

Rangiora Promotions Association promotes the town of Rangiora and the businesses within it. In support of the community the Association organises several key Rangiora Events throughout the year and also provides Business and Community Group Membership Options to those in and around the Rangiora community. By joining Rangiora Promotions you will not only access fantastic benefits for your business or group, you will also be helping Rangiora to thrive.

### Entity Structure

#### Governed by a Voluntary Management Board

Ross Ditmer - Chairperson - Bayleys Real Estate  
Chris Boivin - Vice Chairperson - Saunders Robinson Brown  
Raelene Rees - Treasurer - Rees Accounting  
Jo Hawley-Smith - Snap Fitness Rangiora  
Bev Wright - Property Brokers  
Tessa Keeling - Quinovic Property Management  
Graeme McCartin - M.S.T Transport  
Karen Dugdale  
Tamara Herd - New Zealand Post  
Katrina Green - Ray White Morris & Co Property Management Ltd  
Margo Hutcheon - Bayleys Real Estate Rangiora  
Jim Gerard - Rangiora Community Board Chairperson  
Joan Ward - Waimakariri District Council Representative

### Main Sources of Entity's Cash and Resources

We received a Capacity Grant from the Waimakariri District Council, apply for funding grants, hold fundraising events and have an income stream from our membership fees.

### **Main Methods Used by Entity to Raise Funds**

Grant applications and income streams within events such as vendor fees.

### **Entity's Reliance on Volunteers and Donated Goods or Services**

We rely on volunteers to govern the Association as well as to support the running of our events.

### **Postal Address**

PO Box 286, Rangiora, New Zealand, 7400

# Approval of Financial Report

## Rangiora Promotions Association Incorporated For the year ended 31 March 2020

The Governing Body are pleased to present the approved financial report including the historical financial statements of Rangiora Promotions Association Incorporated for year ended 31 March 2020.

APPROVED

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Ross Ditmer  
Chairperson

Date .....

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Chris Boivin  
Vice Chairperson

Date .....

# Statement of Service Performance

## Rangiora Promotions Association Incorporated For the year ended 31 March 2020

'What did we do?', 'When did we do it?'

### Description of Entity's Outcomes

The objective of RPA is to keep Rangiora prosperous, accessible and vibrant with a strong sense of community, while recognising the unique characteristics of our town. Monthly meetings are held to discuss current and new ideas. RPA offers an annual membership for local businesses and non-profit organisations to be a part of the association and to access the promotional benefits for their business / group. RPA also delivers successful community events and networking functions and is committed to actively promoting these, the town of Rangiora generally and to supporting wherever possible the activities and events within it.

By doing all of the above RPA aims to connect our community, maintain momentum and link a wide range of businesses.

### Description and Quantification of the Entity's Outputs

To have a successful and continuous calendar of events which support both members of our community as well as local businesses and community groups. To see high attendance at each of these events which are constantly reviewed by the Management Board and where an event isn't successful to replace the event with an option that is better suited to our core objectives. To have a strong membership base made up of both businesses and community groups who support our Association and who we can support via our networking opportunities, promotion and events.

### Additional Output Measures

Continued momentum from our new role, Business Liaison Officer who works directly with local businesses to gain sponsorship and support of our events and projects to work towards sustainability of our Association. Conducted reviews of all events to ensure they achieving the desired outcomes and making improvements where needed to continue supporting our membership base and community.

### Additional Information

Additional sponsorship of our events was gained due to the momentum gained by our Business Liaison Officer which has resulted in a much stronger financial position. After a date change of our annual Eats & Beats, music and food festival to hold the event during a warmer month this resulted in a greater turnout and higher profit margin for our vendors on the night.

# Statement of Financial Performance

## Rangiora Promotions Association Incorporated For the year ended 31 March 2020

	NOTES	2020	2019
<b>Revenue</b>			
Revenue from providing goods or services	1	179,692	157,075
Interest, dividends and other investment revenue	1	231	421
<b>Total Revenue</b>		<b>179,924</b>	<b>157,496</b>
<b>Expenses</b>			
Costs related to providing goods or service	2	174,968	163,124
Grants and donations made	2	211	150
Other expenses	2	140	-
<b>Total Expenses</b>		<b>175,318</b>	<b>163,274</b>
<b>Surplus/(Deficit) for the Year</b>		<b>4,606</b>	<b>(5,778)</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



# Statement of Financial Position

## Rangiora Promotions Association Incorporated As at 31 March 2020

'What the entity owns?' and 'What the entity owes?'

	NOTES	31 MAR 2020	31 MAR 2019
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	3	16,058	13,333
Debtors and prepayments	3	-	140
Goods and services tax		7,555	5,394
<b>Total Current Assets</b>		<b>23,613</b>	<b>18,868</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	4	2,747	2,886
<b>Total Non-Current Assets</b>		<b>2,747</b>	<b>2,886</b>
<b>Total Assets</b>		<b>26,360</b>	<b>21,754</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>26,360</b>	<b>21,754</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	5	26,321	21,715
Reserves	5	39	39
<b>Total Accumulated Funds</b>		<b>26,360</b>	<b>21,754</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Cash Flows

## Rangiora Promotions Association Incorporated For the year ended 31 March 2020

'How the entity has received and used cash'

	2020	2019
<b>Cash Flows from Operating Activities</b>		
Receipts from providing goods or services	196,694	157,075
Interest, dividends and other investment receipts	231	421
Cash receipts from other operating activities	5,066	-
GST	(3,446)	(5,394)
Payments to suppliers and employees	(195,750)	(163,124)
Donations or grants paid	(211)	(150)
<b>Total Cash Flows from Operating Activities</b>	<b>2,585</b>	<b>(11,173)</b>
<b>Cash Flows from Investing and Financing Activities</b>		
Receipts from sale of property, plant and equipment	-	689
Payments to acquire property, plant and equipment	-	(3,575)
Cash Flows from Other Investing and Financing Activities	140	27,392
<b>Total Cash Flows from Investing and Financing Activities</b>	<b>140</b>	<b>24,506</b>
<b>Net Increase/ (Decrease) in Cash</b>	<b>2,725</b>	<b>13,333</b>
<b>Cash Balances</b>		
Cash and cash equivalents at beginning of period	13,333	-
Cash and cash equivalents at end of period	16,058	13,333
Net change in cash for period	2,725	13,333

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Accounting Policies

## Rangiora Promotions Association Incorporated For the year ended 31 March 2020

'How did we do our accounting?'

### 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

Rangiora Promotions Association Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

### Changes in Accounting Policies

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

# Notes to the Performance Report

## Rangiora Promotions Association Incorporated For the year ended 31 March 2020

2020                      2019

### 1. Analysis of Revenue

#### Revenue from providing goods or services

##### Big Splash

###### Income

Big Splash Income	9,848	4,185
Splash Donations	1,105	(194)
<b>Total Income</b>	<b>10,953</b>	<b>3,991</b>

###### Expenses

Big Splash Costs	1,332	450
Subcontractor - Big Splash	8,172	4,704
Big Splash Other Donations	211	150
<b>Total Expenses</b>	<b>9,714</b>	<b>5,304</b>

<b>Total Big Splash</b>	<b>1,238</b>	<b>(1,313)</b>
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##### Business Expo

###### Income

Business Expo	16,667	17,085
Business Expo Exhibitor Fees	8,207	-
Business Expo Raffle	378	-
<b>Total Income</b>	<b>25,252</b>	<b>17,085</b>

###### Expenses

Business Expo Costs	23,805	15,638
Subcontractor - Business Expo	9,186	9,230
<b>Total Expenses</b>	<b>32,991</b>	<b>24,868</b>

<b>Total Business Expo</b>	<b>(7,740)</b>	<b>(7,783)</b>
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##### Celebration Night

###### Income

Rangiora Celebration Night Income	39,675	35,739
Celebration Night Fundraising	1,092	-
<b>Total Income</b>	<b>40,767</b>	<b>35,739</b>

###### Expenses

Celebration Night Production Costs	23,014	26,512
Subcontractor - Celebration Night Coordination	9,729	9,239
<b>Total Expenses</b>	<b>32,742</b>	<b>35,751</b>

<b>Total Celebration Night</b>	<b>8,025</b>	<b>(11)</b>
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##### Eats & Beats

###### Income

Eats & Beats Fundraising	1,907	-
Eats & Beats Grants	2,814	20,176

	2020	2019
Eats & Beats Stall Income	5,136	6,987
Eats and Beats Sponsorship	12,800	-
<b>Total Income</b>	<b>22,657</b>	<b>27,164</b>
<b>Expenses</b>		
Eats and Beats Production Costs	25,117	28,373
Subcontractor - Eats & Beats Coordination	10,236	5,471
<b>Total Expenses</b>	<b>35,354</b>	<b>33,843</b>
<b>Total Eats &amp; Beats</b>	<b>(12,697)</b>	<b>(6,680)</b>
<b>Santa Parade &amp; Party in the Park</b>		
<b>Income</b>		
Waimak Council OTR "Xmas Event Funding"	11,780	11,520
Grants & Sponsorship Santa Parade	14,250	4,000
Rangiora Santa Parade - Float Income	370	400
Rangiora Party in the Park - Stall Income	2,928	2,245
Rangiora Party in the Park Fundraising	272	-
<b>Total Income</b>	<b>29,600</b>	<b>18,165</b>
<b>Expenses</b>		
Santa Parade & Party in the Park Production Costs	14,213	13,244
Subcontractor - Santa Parade	11,500	9,569
<b>Total Expenses</b>	<b>25,713</b>	<b>22,812</b>
<b>Total Santa Parade &amp; Party in the Park</b>	<b>3,886</b>	<b>(4,647)</b>
<b>Muscle Car Madness</b>		
<b>Income</b>		
Muscle Car Madness	-	(399)
<b>Total Income</b>	<b>-</b>	<b>(399)</b>
<b>Expenses</b>		
Subcontractor - Muscle Car Madness	-	368
<b>Total Expenses</b>	<b>-</b>	<b>368</b>
<b>Total Muscle Car Madness</b>	<b>-</b>	<b>(766)</b>
<b>LWC</b>		
<b>Income</b>		
LWC Income	632	570
<b>Total Income</b>	<b>632</b>	<b>570</b>
<b>Expenses</b>		
LWC Expenses	1,189	225
<b>Total Expenses</b>	<b>1,189</b>	<b>225</b>
<b>Total LWC</b>	<b>(558)</b>	<b>345</b>

	2020	2019
<b>Quiz Night</b>		
<b>Income</b>		
Rangiora Promotions Fundraising	1,131	-
<b>Total Income</b>	<b>1,131</b>	<b>-</b>
<b>Total Quiz Night</b>	<b>1,131</b>	<b>-</b>
<b>Memberships</b>		
<b>Income</b>		
Membership (Full)	16,061	11,565
Membership NP (Half)	20	-
<b>Total Income</b>	<b>16,081</b>	<b>11,565</b>
<b>Total Memberships</b>	<b>16,081</b>	<b>11,565</b>
<b>Contractors</b>		
<b>Income</b>		
Business Liaison Role Income	-	11,275
<b>Total Income</b>	<b>-</b>	<b>11,275</b>
<b>Expenses</b>		
Subcontractor - Secretary	16,912	15,221
Subcontractor - Promotions & Membership	9,252	14,067
Subcontractor - Business Liaison	6,443	6,641
<b>Total Expenses</b>	<b>32,607</b>	<b>35,930</b>
<b>Total Contractors</b>	<b>(32,607)</b>	<b>(24,655)</b>
<b>Other Income</b>		
Waimak Council OTR "Capacity Funding Grant"	32,620	31,920
<b>Total Other Income</b>	<b>32,620</b>	<b>31,920</b>
<b>Total Revenue from providing goods or services</b>	<b>9,382</b>	<b>(2,024)</b>
<b>Interest, dividends and other investment revenue</b>		
Interest Received	231	421
<b>Total Interest, dividends and other investment revenue</b>	<b>231</b>	<b>421</b>
	<b>2020</b>	<b>2019</b>

## 2. Analysis of Expenses

### Costs related to providing goods or services

Advertising	50	565
AGM Costs	643	409
Bank Charges	10	(21)
Computer Expenses	-	30
Freight & Courier	-	134
General Expenses	1,297	765
Insurance	1,822	1,683
Plant & Equipment Hire	360	180
Postage, Printing & Stationery	39	429

	2020	2019
Subscriptions	647	-
<b>Total Costs related to providing goods or services</b>	<b>4,868</b>	<b>4,174</b>
<b>Other expenses</b>		
Depreciation	140	-
<b>Total Other expenses</b>	<b>140</b>	<b>-</b>
	2020	2019

### 3. Analysis of Assets

<b>Bank accounts and cash</b>		
BNZ Cheque Account	8,204	2,756
BNZ Rapid Saver Account	7,754	10,478
Petty Cash	100	100
<b>Total Bank accounts and cash</b>	<b>16,058</b>	<b>13,333</b>
<b>Debtors and prepayments</b>		
Accounts Receivable	-	140
GST	7,555	5,394
<b>Total Debtors and prepayments</b>	<b>7,555</b>	<b>5,534</b>
	2020	2019

### 4. Property, Plant and Equipment

<b>Plant and Equipment</b>		
Plant and machinery owned	2,240	2,240
Accumulated depreciation - plant and machinery owned	(829)	(689)
<b>Total Plant and Equipment</b>	<b>1,411</b>	<b>1,551</b>
<b>Other Fixed Assets</b>		
Office equipment owned	1,335	1,335
<b>Total Other Fixed Assets</b>	<b>1,335</b>	<b>1,335</b>
<b>Total Property, Plant and Equipment</b>	<b>2,747</b>	<b>2,886</b>
	2020	2019

### 5. Accumulated Funds

<b>Accumulated Funds</b>		
Opening Balance	21,754	27,532
Accumulated surpluses or (deficits)	4,606	(5,778)
<b>Total Accumulated Funds</b>	<b>26,360</b>	<b>21,754</b>
<b>Total Accumulated Funds</b>	<b>26,360</b>	<b>21,754</b>

	2020	2019
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## 6. Breakdown of Reserves

Reserves		
Realised Capital Reserve	39	39
Total Reserves	39	39

## 7. Commitments

There are no commitments as at 31 March 2020 (Last year - nil).

## 8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 March 2020 Last year - nil).

## 9. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

## 10. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.