CBOP

creative bay of plenty
te moana a toi

Annual Report 2019 - 2020

artist — Jasmine Kroeze for 2020 @street_prints

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CBOP

creative bay of plenty
te moana a toi

First and foremost, thank you to our primary funders **Tauranga City Council** and the **Western Bay of Plenty District Council** for your support and acknowledgement of the role arts plays in the development and wellbeing of our communities. We would also like to recognise the ongoing support from your respective Community Managers.

We would like to acknowledge our supporters who have contributed towards our organisation or sector during the past year and beyond. The provision of discounted services, generous in-kind support and advice has been invaluable.

Of note are **Creative New Zealand**, **Technology Wise**, **Creative Q**, **William Buck**, **Project Tauranga**, **Acorn** and **Priority One**. In addition, we would like to thank the lead agents of the Toi Moana Arts and culture strategy who we work closely with throughout the year.

Western Bay of Plenty District Council

Tauranga City

Priority One Tauranga Moana

Simpson Grierson

CREATIVE Q

technology wise OPEN. FOR BUSINESS.

William Buck

creative nz ARTS COUNCIL OF NEW ZEALAND TOI AOTEAROA

ACORN FOUNDATION

It is my pleasure to introduce the annual report from **Creative Bay of Plenty (CBOP)**, reflecting on a year like no other. COVID 19 has brought unprecedented challenges to the arts and culture sector globally, nationally and in our own region.

Hundreds of Western Bay of Plenty artists and creatives told us that their future income had been demolished overnight and our small team pulled together to provide much needed support. Using our digital channels and the funding, marketing and communications expertise of our staff and national arts network, we delivered a portal of resources and advice to assist our creatives to access emergency funding, promote their offerings online and to care for their mental health and emotional wellbeing.

CBOP was primed and ready to provide this backing because of our investment in boosting our digital marketing and our people. Appointing a Funding and Projects Manager has increased our capability, expanded our network of philanthropic and commercial supporters and has provided tangible results for numerous artists and creatives in our region.

Our operating focus is to Connect, Upskill, Support and Promote (CUSP) for our sector. How we execute this tactically is informed by the 31 actions of our arts and culture strategy, Toi Moana. The development of our Creative Directory, Art & Business and continued work in investment mapping and youth participation in the arts are some examples of how the strategy has been brought to life and its continued relevance for artists, funders and audiences.

In the coming year to the end of June 2021, **CBOP** will focus on creative placemaking as a platform for community arts development and increasing support for our sector to deliver exciting and diverse programmes and exhibitions that reflect our unique regional identity.

We are thankful to have the support of Tauranga City Council and Western Bay of Plenty District Council, our committed sponsors, Toi Moana lead agencies, sector representatives, artists and audiences. We look forward to deeper collaboration and co-development with these partners and the Regional Arts Development Network of Creative New Zealand to cultivate a thriving arts and culture sector post COVID 19.

I would like to thank our board of trustees whose thoughtful and collaborative work has developed new relationships for **CBOP** nationally, and forged deeper connections with the performers, artists, writers, musicians, makers and creators of the Western Bay of Plenty.

Let's remember that it's not just the makers and creators that shape our arts and culture. It's you, the audience whose applause and attendance ensures that you'll get to see more of what you like.

This is not philanthropy - although financial support will continue to be needed as our sector rebuilds after COVID19. It's an investment by you, by me and all of us to make sure we get to live in a more interesting and interested city.

Together, we can make Tauranga and the Western Bay of Plenty shine.

Suzanne McNicol
Chair

Kia ora,

The global landscape has presented many challenges for our sector and our model of service this year, and this annual report is a testament to the dedication of our team, board and community of creatives.

We have laughed, danced and cried with you this year. Social distancing has dramatically impacted creative experience, and the aftershocks continue. The creative sector has responded well to this new normal, with digital exhibitions, Friday night zoom jams and crowdfunding campaigns to keep our venues open. The ongoing implications of COVID-19 are not to be underestimated, and I encourage the community to work with CBOP in the months and years to follow in developing response to this changing context. I would like to acknowledge the support of Tauranga City Council, the Western Bay of Plenty District Council and Creative New Zealand for the rapid response during this time.

At **Creative Bay of Plenty**, our goal is to provide a responsive service to support the needs of the creative community. Along with the continued delivery of Toi Moana, our internal focus during 2019 was been building the digital capability of the organisation, and I am grateful in hindsight. The development of our digital presence allowed CBOP to provide a relatively seamless digital service and resource provision during lockdown. We were able to achieve a key milestone of re-launching our Creative Directory, to truly hero creative people, spaces and organisations in the region.

To our Chair Suzanne, thank you. As with many not-for-profits, volunteer hours can go unseen. I am grateful for your assistance and sage advice. To our trustees and team, it takes an army, thank you. To our creative sector, continue to share your beauty with the world. Art will play an integral role in the healing of our community.

I have been humbled by the resilience of the artists we serve, and in the wake of the coronavirus, I hand over the reins to my successor Eric Holowacz. Eric brings spades of experience, enthusiasm and energy to the role, and I look forward to seeing the organisation and sector continue to thrive.

Go well.

Nga mihi,

Meg Davis
Outgoing General Manager
2019 – 2020

No matter how you slice it, the past year has been a paradigm shifter, a series of unexpected revelations, and a strange unfolding of history that continues to play out. We all remain embedded in the mystery—emerging from time to time with acts of creativity, kindness, and humanity. As we travel the uncharted territory of epidemic, the arts are needed now more than ever...

For most communities, it's been a year of change, self-preservation, and ongoing thoughts of wellbeing. The defining word, embraced across New Zealand and at every level of government, has been resilience. Imagine a town or city that doesn't care about its stories, that isn't creative, that can't express itself through music, literature, theatre, film, or visual arts. You'll have a mundane and uneventful place—and a community incapable of understanding itself or finding true resilience...

Here at **Creative Bay of Plenty** we don't like being boring and uninspiring. Every day we work to build more interesting places and experiences. Our small team and board have learnt a few things doing that in these unpredictable times. The world will continue to bring us its mysteries no matter what. Wellbeing is not just a buzzword—it's intertwined with our ability to be creative and recover from crisis. And change really is a constant. So why not take these paradigm shifts, recognise the power of the arts, and make our region the most creative and interesting place in Aotearoa? Why not be a triumph of resilience?

But how do we get there? The active ingredients are pretty simple: ideas, people, partnerships, and a slate of programmes and services. In the coming year, we'll gather for Creative Communities Lunches, celebrate local artists in our recently launched online Creative Directory, expand regional grant-giving programmes, and offer an ambitious batch of new professional development workshops. In 2021, with partners, we'll explore new festivals and civic events, develop an Artist in Residence programme, and plan a regional arts and culture conference. And soon we'll outline new Māori arts partnerships, encourage cultural wellbeing with Creative Side Effects, and work with our two Councils on ground-breaking public art opportunities. This community will get there by working together and being fearlessly creative.

Part of what we do at **Creative Bay of Plenty** is meet the challenges of life with art—helping us traverse these shifting landscapes with colour and story and human expression. And it takes hundreds of partners—local artists, cultural organisations, civic leaders, educators, venues and festivals, and you. Together we try to make the world more beautiful, understand who we are, and connect with one another. I have no doubt that the Western Bay will emerge from the pandemic more creative, endlessly kind, and undeniably human. That sounds like an extraordinary new paradigm to work towards. And no matter how you slice it—this world has never needed it more.

Kia ora rā

Eric Holowacz
Incoming General Manager
2020 - present

Creative Bay of Plenty — an overview

The purpose of Creative Bay of Plenty is to facilitate an environment where arts and culture thrives.

We achieve our purpose through two streams:

1. A business as usual mandate to Connect, Upskill, Support, Promote to:
   - Manage the Creative Communities Scheme on behalf of Creative New Zealand for Tauranga and Western Bay of Plenty, distributing over $140,000 for grassroots community projects.
   - Promote projects and connect arts and culture groups and individuals to support the arts to thrive in our region.
   - Provide peer mentoring opportunities for our creative community.
   - Promote arts and culture activities and events to the community.
   - Advocate on behalf of the sector to local and central government. We aim to be the 'go to' organisation for anything to do with arts and culture providing advice, information and advocacy. We aim for the arts and culture sector to achieve their own aspirations, leveraging our support as needed.

2. Leadership on the delivery of the **Arts and Culture strategy Toi Moana.**

04 Toi moana six v framework and CBOP lead actions

The arts & culture strategy, Toi Moana, is a framework for increasing the cohesion and contribution of the arts and cultural sector to our region.

Guided by the '6 V framework', the intention is to see our sector grow, as well as improve the perception of the value that arts bring to the wellbeing of community.

artist — adnate for @street_prints

Local artist Brigitt Shannon paints the famous Katikati piano which now has pride of place at the Arts Junction

toi moana objectives

Visionary

Grow, enable and attract creative people, a creative workforce and innovative enterprise.

He ōhanga pakari, tōnui auaha

Vocalising

Access and participate in arts and culture, so it's easy to experience every day.

Ka taea, ka whai wāhi te katoa o toi moana ki ngā ahi toi, ahurea hoki

Vibrancy

A network of vibrant arts and culture organisations and facilities that meet our diverse needs, in every part of the region.

He kōtuitui ngangahau ngā rōpū toi ahurea me ngā ratonga hei whakatūtuki I ngā hiahia kanorau. Ko ngā toi ahurea te pūmanawa o te waihanga haukāinga

Valuing

Our diverse cultural identities are celebrated. Local Māori culture is a unique point of difference.

Ka whakanuia e toi moana te tūaki ahurea ahurei

Viability

Tauranga and Western Bay of Plenty values and invests in arts and culture.

Ka ngākaunuitia, ka whakangaotia, ngā mahi toi, ahurea hoki

Vitality

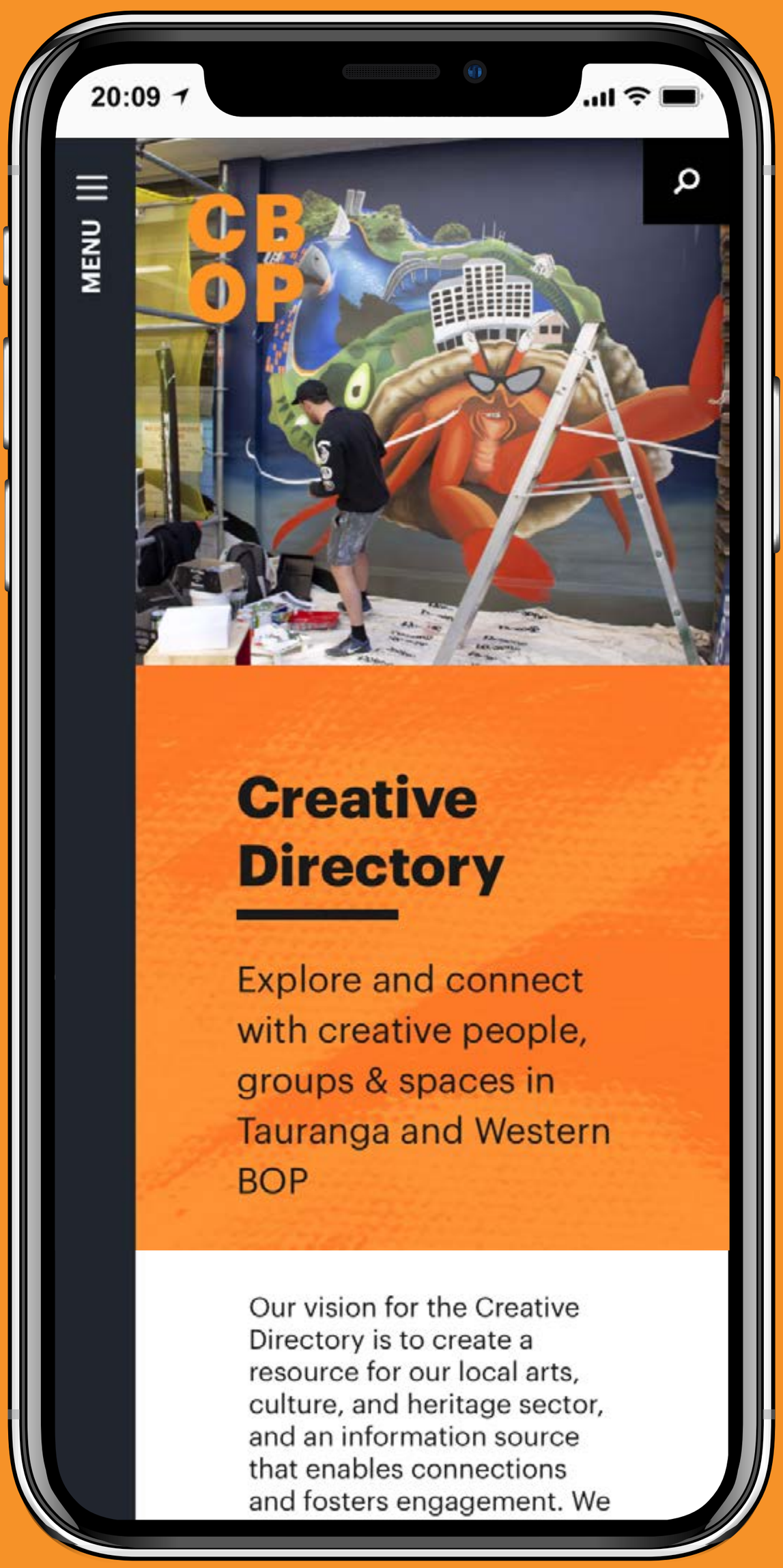
Creativity is fostered to allow creative entrepreneurs & practitioners to start & grow enterprises.

He ōhanga pakari, tōnui auaha

CBOP — lead actions

In 2018, we delivered on our commitments for Year 1 of Toi Moana. In 2019, we continued to build on these foundations, while identifying opportunities to future proof both the strategy and organisation. Multi-stakeholder strategies are complex, but at the crux of it, Toi Moana is a framework to facilitate the sustained growth of the creative sector. Here's how we went:

	lead action	completed	ongoing
1	Actively engage with volunteer-led (NFP) organisations to find out what support is needed and then develop a capability-building programme.		↻
2	Map the participation of youth in art programmes to find gaps and opportunities.	✓	
3	Establish a 'Go to' online hub for culturally diverse activities and an events calendar.	✓	↻
4	Facilitate collaboration by connecting art communities together.	✓	↻
5	Develop mechanisms for increasing Māori participation in arts and culture.		↻
6	Provide media advocacy on the inherent and economic value of Māori art, culture and language, the intrinsic value of the arts, and promote frameworks for inclusivity.		↻
7	Provide advocacy and leadership on the Arts & Culture Strategy Implementation plan with annual monitoring and reporting.	✓	↻
8	Develop an investment plan, establishing baselines of current sector investment, along with an audit of hard infrastructure and a gap analysis.	✓	↻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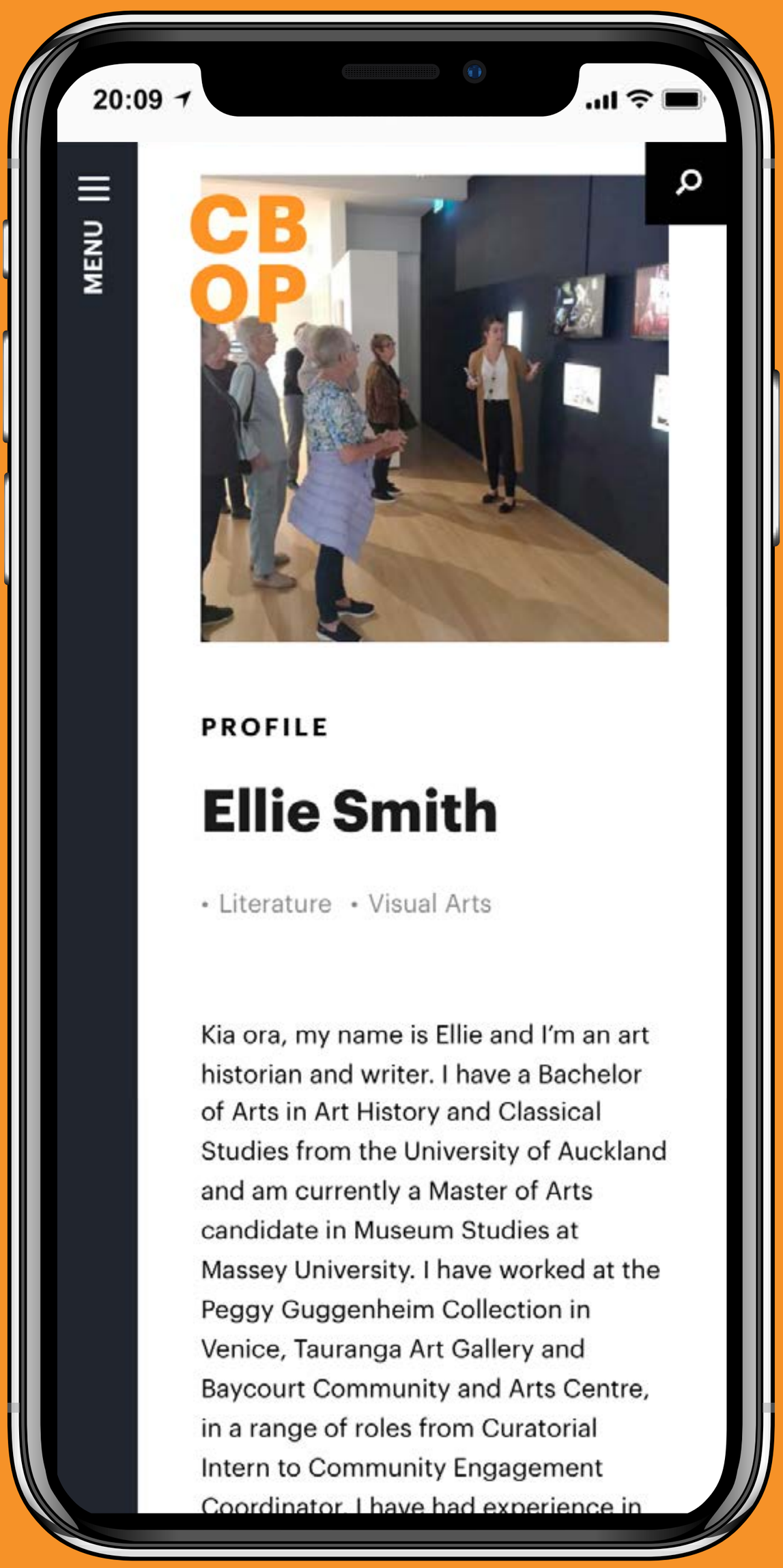
Creative Directory
Explore and connect with creative people, groups & spaces in Tauranga and Western BOP
Our vision for the Creative Directory is to create a resource for our local arts, culture, and heritage sector, and an information source that enables connections and fosters engagement. We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PROFILE
Ellie Smith
• Literature • Visual Arts
Kia ora, my name is Ellie and I'm an art historian and writer. I have a Bachelor of Arts in Art History and Classical Studies from the University of Auckland and am currently a Master of Arts candidate in Museum Studies at Massey University. I have worked at the Peggy Guggenheim Collection in Venice, Tauranga Art Gallery and Baycourt Community and Arts Centre, in a range of roles from Curatorial Intern to Community Engagement Coordinator. I have had experience in

2019 to 2020 — delivery highlights

CBOP Digital Directory

A key function of **Creative Bay of Plenty** is to promote the creative sector. If **CBOP** is to do this, and do it well, we identified the need for a complete overhaul of our creative directory. Our previous directory was clunky, outdated, and losing functional relevance. It did not reflect the vibrancy of the creatives profiled.

During 2018 – 2019, we completed the build of our new website. And during 2019 – 2020, it was time to lift our game of our *creative directory*.

With an increased focus on digital presence, it was absolutely vital that we develop an aesthetically beautiful, and highly functional database. At the front end, our focus was visual impact. At the back end, user experience and removing double handling of data.

Since its launch, we have over 120 new profiles. **CBOP** will play an active role in growing the presence of this resource and promoting those creatives profiled.

Arts for Prescription Feasibility Study

This research assessed the feasibility of an **Arts for Prescription (AFP)** programme in the **Western Bay of Plenty (WBOP)**. AFP is an internationally recognised type of social prescribing, where participation in arts activities may aid recovery* through creative expression and by increasing social engagement. What we found at this stage, while it is not a fully viable option, there is opportunity for **CBOP** to provide leadership and support for the sector to deliver innovative pilot projects. Click here for the summary and full report. We would like to thank the many creative individuals, organisations and health professionals for providing input to this study.

CBOP Funding Support

Funding, funding, funding.
Always a hot topic for the arts.

Funding knowledge and capability was identified as a critical skill set which needed to be further developed within the organisation to best support sector needs. In early 2020, **CBOP** appointed its new funding advisor Annie Hill, who brings her unique and efficient skillset to the organisation. Since her appointment, **CBOP** has delivered two rounds of the Creative Communities Scheme, online funding distribution meetings, hosted a crowdfunding workshop and furthered our knowledge of the funding landscape. We look forward to sharing with you what we have in the pipeline over the next twelve months.

CBOP — our trustees

Thank you to our volunteer board of trustees for your strategic input, insights and effort over the past 12 months.

Chair
Suzanne McNicol

Finances
Tim Bell

Paul Whitaker

Steve Graveson

Thoje Hood

Linda Munn
Ngā Potiki

Adam McLean

Caroline Gill

Board Intern
Sam Tomaszyk

Not Pictured
James Ashcroft (Ngati Kahu/Nga Puhi)

In 2019, we continued to deliver a range of work streams which support our primary areas of focus — CUSP and Toi Moana. We are a lean team, with a big mandate. Here are some numbers which help us paint what we do...

47	Number of electronic newsletters issued
1,235	Average number of recipients/households reached
11	Average number of local arts events promoted each week
120	Number of artists, orgs, venues added to creative directory
17	Number of workshops held for the sector
233	Number of Facebook posts to promote artists and events
350+	Events and peer support meetings attended or hosted
$143 000	Worth of funding distributed to the creative community

Here is a snapshot of some of the other projects we delivered, supported or participated in:

- Art on Chorus boxes
- COVID-19 Artist resources
- Groundswell Activate Vacant Spaces windows
- Art for Purpose - Socialink
- Tauranga CBD Manhole art
- Toi Ohomai Principles Day
- Paint my portrait with The Breeze
- Waitangi Day 2020
- A deep dive into Investment mapping
- Smart Seeds design thinking challenge
- Event funding revision working group
- UFTI workshops
- CNZ Regional Arts Development Agency Network
- Boosted Live webinar

Toi Moana is a multi-stakeholder strategy, designed to fulfil the vision of a more vibrant region.
The Implementation Plan for Toi Moana and the assigned actions can be found on the CBOP website.
Here's how some of our key community partners delivered:

Tauranga Art Gallery
- Total of **52895** visitors
- **7911** Students through education programme
- **27587** attendees who visited collaborative exhibition with Tauranga Heritage Collection
- **1002** participants in TAG Art Studios events
- **16** exhibitions and **5** touring exhibitions
- Development of virtual tours during lockdown

The Incubator
- Delivered **21** exhibitions at The Peoples Gallery Toi Ka Rere
- Opening of Okorore Toi Māori facility
- Delighted visitors with the first Tauranga Fringe Festival
- Delivered **20** exhibitions at The Incubator Gallery, with **50+** emerging artists engaged, and over **14,000** visitors
- **1965** attendees to events at the Jam Factory between September to February 2020
- Over **7200** volunteer hours

Western Bay Museum
- Celebrated 4th birthday as the Western Bay Museum
- Completed a rebrand and complete digital platform overhaul
- Secured new local sponsorship partners
- Completed three exhibitions, all with a focus on local collaborations, and sharing local stories
- Total of **4652** visitors
- **70+** volunteers

The Arts Junction
- Over **25,000** visitors to the Arts Junction in the first year since its opening
- **9713** visits to Carlton Gallery
- Fully booked program of exhibitions at Carlton Gallery
- **10+** creative community groups using facility rooms
- **200+** community events held
- Hosted the Katikati Open Air Art Festival in 2020

Katikati Open Air Art
- Collaborated with artist and DOC for 'Katikati Kauri story' mural
- Collaborated with Western Bay Museum on three exhibitions
- **6** new murals completed during the 2020 Festival
- **83** new creative pieces and sculptures installed in the community or donated to the KOAA trust

Tourism BOP
- **3** media famils hosted in the Historic Village
- Blogs, stories and advertorials and digital cohost of major local events
- Involvement with development of the WBOP Heritage Trail
- Development of 2020 TBOP domestic campaign with a focus on the creative heart of the region

Priority One
- Digital delivery of Groundswell Festival of Innovation
- Developed design thinking short courses with the university of Waikato
- Creative thinking a key focus criteria for the Young Innovator Awards
- Continued focus on creative profiles for talent attraction campaign
- Continued development of the Māori STEAM strategy - Toi Kai Rawa

Baycourt Tauranga
- Welcomed a ticketed audience of **34,264** people
- Named 'Best Small Venue' and 'Supreme Venue of the Year' at the Entertainment Venues Association NZ awards
- Launched the "Made In Tauranga" programme
- Launched "Tauranga Teen Techs" training programme
- Piloted a new regional consortium of venues to tour high quality NZ theatre with 3-4 productions a year
- Innovations during lockdown included 'Studio Baycourt'

Tauranga Moana Pride 2020 - CBOP supported through connections, ideas and promotion

CBOP —
don’t take it from us ...

At Creative Bay of Plenty, we love what we do. Our legacy is the creatives that we help on their way to achieving their dreams. Here’s what some of them had to say:

“**Creative Bay of Plenty** is an integral part of our Arts Community and have been hugely supportive of our growing screen media industry. They have been so helpful with any questions we or our film community has had around funding... The Activate vacant spaces in the CBD has been a brilliant initiative and we had a fantastic response from the window display I created for the Red Square last year. The Creative directory they created is a brilliant way of getting to know our artists and connect them with work and wider community.”

— Jannine Spears, Film BOP

“I really appreciated all of **CBOP**’s support and work to engage an artist to produce an awesome piece of work depicting family violence, that was launched by Minister Poto Williams as part of the launch of SociaLink’s research. It was really powerful to graphically depict such a huge issue in our community...”

— Liz Davies, SociaLink

“**CBOP** are an incredible asset to the Western Bay. In their role as the enabler of the creative community, **CBOP** are simply priceless. What great advocates for the sector! You rock **CBOP**”

— Gordy Lockhart, Creative/The Kollective

“We loved collaborating with Rose and the **Creative BOP** team on the Chorus Cabinets Art Project again this year. At The Breeze we love connecting our listeners with what’s happening in the community and in particular, projects like this one that help make the city become a more vibrant place.”

— Jolene James, Breakfast Host, The Breeze Tauranga 95.8FM

“**Creative Bay Of Plenty** have been amazing to work with. They have been supportive in all aspects of my career as an artist, from up-skilling workshops, networking with other creatives and local events, aiding with creative projects. Their weekly newsletters are very informative for upcoming events and opportunities in the area.”

— Shane Walker, Creative

FY2020 Financial Statements

statement of financial performance

Creative Bay of Plenty Charitable Trust
For the 12 months ended 30 June 2020

	Notes	**2020** 12 Months	**2019** 15 Months
Revenue			
Revenue from providing Goods and Services	1	502,005	610,830
Grants and sponsorships	1	3,739	82,767
Other Revenue	1	1,838	454
Interest	1	116	390
Total Revenue		507,698	694,441
Expenses			
Employee Related Costs	2	297,413	263,059
Costs related to providing Goods and Services	2	51,843	123,550
Donation	2	—	50,000
Other Expenses	2	102,079	124,460
Loss on Disposal of Assets	2	—	25,173
Total Expenses		451,336	586,242
Surplus/(Deficit) for the 12 Months		**56,362**	**108,199**

statement of financial position

Creative Bay of Plenty Charitable Trust
As at 30 June 2020

	Notes	Year Ended 30 June 2020	Year Ended 30 June 2019
Assets			
Current Assets			
Bank Accounts and Cash	3	282.297	237,284
Debtors and Prepayments	3	114,455	73,428
Total Current Assets		**396,752**	**310,712**
Non-Current Assets			
Property, Plant and Equipment	6	15,152	20,473
Intangible Assets	7	12,133	—
Total Non-Current Assets		**27,285**	**20,473**
Total Assets		**424,037**	**331,185**
Liabilities			
Current Liabilities			
Creditors and Accrued Expenses	4	9.054	35,221
Employee Costs Payable	4	26,142	6,036
Unused Donations & Grants with Conditions	4	78,001	52,000
Other Current Liabilities	4	34,815	18,265
Total Current Liabilities		**148,012**	**111,522**
Total Liabilities		**148,012**	**111,522**
Total Assets *less* **Total Liabilities (Net Assets)**		**276,025**	**219,663**
Accumulated Funds			
Accumulated Surpluses or (Deficits)	8	276,025	219,663
Total Accumulated Funds		**276,025**	**219,663**

statement of cash flows

Creative Bay of Plenty Charitable Trust
For the 12 months ended 30 June 2020

	Year Ended 30 June 2020	Year Ended 30 June 2019
Cash Flows from Operating Activities		
Cash Was Received From		
Revenue from providing Goods & Services	488,949	567,346
Grants and Sponsorships	3,739	80,767
Other Revenue	1,838	454
Interest	116	390
Net GST	14,592	9,959
Cash Was Applied To		
Payments to Suppliers & Employees	(445,325)	(482,137)
Donations	—	(50,000)
Net Cash Flows from Operating Activities	**63,910**	**126,779**
Cash Flows from Investing & Financing Activities		
Cash Was Received From		
Receipts from the sale of property, plant and equipment	—	7,820
Cash Was Applied To		
Payments to acquire property, plant and equipment	(18,897)	(17,796)
Net Cash Flows from Investing & Financing Activities	**(18,897)**	**(9,976)**
Net Increase/(Decrease) in Cash	**45,013**	**116, 803**
Opening Cash	**237,284**	**120,481**
Closing Cash	**282,297**	**237,284**
This is represented by Bank Accounts & Cash	**282,297**	**237,284**

statement of cash flows

Creative Bay of Plenty Charitable Trust
For the 12 months ended 30 June 2020

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.

The balance date was changed from 31 March to 30 June in the prior year to align reporting periods with council reporting periods and council contract terms.

Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of financial performance and financial position have been applied:

Revenue Recognition

Contract revenue is recognised as income to the extent that services have been provided. At year end where services have not been provided the balance of funds is held as income in advance.

Expenses

Expenses and recognised as incurred and have been classified on their business function.

Trade Receivables

Trade Receivables are recognised at estimated realisable value after providing against debts where collection is doubtful.

Property, Plant and Equipment

Property, plant and equipment is recognised at cost less accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets and includes the costs of replacement that are eligible for capitalisation when these are incurred.

Depreciation has been calculated across the expected useful life of the assets on a diminishing value or straight line basis. The depreciation rates and useful lives associated with major classes of assets have been estimated as follows:

Building Fit Out	10% DV
Motor Vehicles	20% DV
Office Equipment	50% DV

Intangible Assets

Intangible assets are carried at cost less accumulated amortisation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of intangible assets and includes the costs of replacement that are eligible for capitalisation when these are incurred.

Amortisation has been calculated across the expected useful life of the intangible assets on a diminishing value or straight line basis. The amortisation rates and useful lives associated with major classes of intangible assets have been estimated as follows:

Website	50% SL

Internally generated intangible assets are not capitalised, and expenditure is recognised in the Income Statement in the year in which the expenditure is incurred. Intangible assets are amortised on a systematic basis over their estimated useful life and tested for impairment whenever there is an indication that the intangible asset may be impaired.

statement of cash flows

Creative Bay of Plenty Charitable Trust
For the 12 months ended 30 June 2020

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
Creative Bay of Plenty Charitable Trust 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

Creative Bay of Plenty Charitable Trust
For the 12 months ended 30 June 2020

1. Analysis of Revenue

	30 June 2020 12 Months	30 June 2019 15 Months
Revenue from providing Goods and Services		
Contract Fees — TCC	304,005	379,179
Contract Fees — WBOPDC	100,00	116,951
Contract Fees — TCC Arts & Culture Strategy	98,000	113,000
Gallery, Exhibition, Workshop Income	—	1,700
Total Revenue from providing Goods and Services	**502,005**	**610,830**
Grants and Sponsorships		
Sponsorship — Simpson Grierson	—	58,453
Sponsorship and Grants for Specific Events	3,739	24,314
Total Grants and Sponsorships	**3,739**	**82,767**
Other Revenue		
Sundry Income	1,838	454
Total Other Revenue	**1,838**	**454**
Interest		
Interest Income — ANZ Accounts	116	390
Total Interest	**116**	**390**

2. Analysis of Expenses

Employee Related Costs		
ACC Levies	497	666
Salaries and Wages	281,622	263,627
Salaries and Wages (Holiday Pay Accrual)	9,918	(4,481)
Kiwisaver	5,376	3,247
Total Employee Related Costs	**297,413**	**263,059**
Costs Related to Providing Goods or Services		
Advertising and Marketing Expenses	9,462	9,554
Arts and Culture Strategy Expenses	25,090	49,550
Event Expenses	11,901	1,955
General Expenses	310	—
Project-related Expenses	—	4,612
Rent Gallery Historic Village	—	3,250
Sponsorship Expenses	1,739	42,665
Subcontractors	213	10,000
Vehicle Expenses	3,128	1,964
Total Costs related to providing Goods or Services	**51,843**	**123,550**

notes to the performance report

Creative Bay of Plenty Charitable Trust
For the 12 months ended 30 June 2020

	30 June 2020 12 Months	30 June 2019 15 Months
Donations		
Donation — Acorn Foundation[1]	—	50,000
Total Donations	—	**50,000**
Other Expenses		
Accounting	300	2,800
Audit Fee	8,100	3,509
Bank Fees and Charges	225	716
Board Support Services	4,681	3,679
CCS Admin and Expenses	6,888	4,685
Cleaning	—	1,674
Computer Expenses and Website Hosting	10,498	15,253
Depreciation	6,567	7,103
Amortisation	5,517	—
Entertainment	—	1,424
Insurance	4,805	5,966
Interest	23	6
IRD - Penalties	—	275
Legal Expenses	2,695	2,050
Meeting Expenses	1,326	1,179
Office Expenses	3,550	3,276
Parking Expenses	95	3,423
Photocopier Lease and Expenses	—	1,449
Printing and Stationery	1,224	960
Relocation Expenses	261	9,918
Rent	26,298	34,801
Security	—	387
Staff Training and Expenses	6,416	8,364
Stellar	2,250	2,063
Subscriptions	1,082	1,358
Travel and Accommodation	3,453	2,115
Telephone, Tolls, Internet, EFTPOS	4,573	4,990
Xero Subscription	886	1,037
Total Other Expenses	**124,460**	**124,460**
Loss on Disposal of Assets		
Loss on Disposal of Fixed Assets	—	25,173
Total Other Revenue	—	**25,173**

NB.

1. During the year Simpson Grierson provided a sponsorship of $45,953 to establish the Bay of Plenty Community Arts and Culture Fund with Acorn Foundation. Creative Bay of Plenty used $4,047 of its own funds to meet the minimum donation of $50,000 for Acorn Foundation with these funds.

notes to the performance report

Creative Bay of Plenty Charitable Trust
For the 12 months ended 30 June 2020

3. Analysis of Assets

	30 June 2020 12 Months	30 June 2019 15 Months
Bank Accounts and Cash		
Cash on Hand	50	50
CT Petty Cash EFTPOS	53	113
CT Main Account	268,154	178,219
CT Online Saver	10,071	55,551
Special Projects	3,970	3,351
Total Bank Accounts and Cash	**282,297**	**237,284**
Debtors and Prepayments		
Accounts Receivable	113,850	72,835
Prepayments	605	593
Total Debtors and prepayments	**114,455**	**73.428**

4. Analysis of Liabilities

Creditors and Accrued Expenses		
ANZ Credit Card	2,584	2,058
Accounts Payable	2,970	7,661
Accounts Payable — Other	3,500	25,502
Total Creditors and Accrued Expenses	**9,054**	**35,221**
Employee Costs Payable		
Holiday Accrual and PAYE Payable	10,553	5,054
Wages Payable	9,696	982
PAYE Payable	5,893	—
Total Employee Costs Payable	**26,142**	**6,036**
Unused donations and grants with conditions		
Advance Funding – WBOPDC Contract	—	50,000
Advance Funding – TCC Contract	76,001	—
Jack Thatcher Project	2,000	2,000
Total Unused donations and grants with conditions	**78,001**	**52,000**
Other Current Liabilities		
GST	34,815	18,265
Total Other Current Liabilities	**34,815**	**18,265**

notes to the performance report

Creative Bay of Plenty Charitable Trust
For the 12 months ended 30 June 2020

5. Bank Facilities

The Trust has an Overdraft Facility with ANZ Bank of $20,000. At balance date this was unutilised. The interest rate is 12.35%. The facility is unsecured.

6. Property, Plant and Equipment

	Opening Book Value	Cost	Disposed	Depreciation Charge	Accumulated Depreciation	Closing Book Value
2020 — 12 Months						
Motor Vehicles	10,928	11,304	—	2,186	2,562	8,742
Office Equipment	9,545	21,052	—	4,381	14,642	6,410
Total PPE	**20,473**	**32,356**	—	**6,567**	**17,204**	**15,152**
2019 — 15 Months						
Building Fitout	24,458	26,112	24,458	—	—	—
Motor Vehicles	5,174	17,391	5,174	377	377	10,928
Office Equipment	13,141	72,418	1,549	6,726	13,831	9,545
Total PPE	**42,773**	**115,921**	31,181	**7,103**	**13,072**	**20,473**

7. Intangible Assets

	Opening Book Value	Cost	Disposed	Amortisation Charge	Accumulated Depreciation	Closing Book Value
2020 — 12 Months						
Website	—	17,650	—	5,517	5,517	12,133
Total Intangible Assets	—	**17,650**	—	**5,517**	**5,517**	**12,133**
2019 — 15 Months						
Website	—	—	—	—	—	—
Total Intangible Assets	—	—	—	—	—	—

8. Accumulated Funds

	30 June 2020 12 Months	30 June 2019 15 Months
Opening Balance	219,663	111,464
Net Surplus or (Deficit)	56,362	108,199
Total Accumulated Funds	**276,025**	**219,663**

notes to the financial statements

Creative Bay of Plenty Charitable Trust
For the 12 months ended 30 June 2020

9. Operating Leases and Commitments

There are no commitments as at 30 June 2020.

10. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2020 (Last year – nil).

11. Related Parties

2020

There were no related party transactions during the year end 30 June 2020.

2019

Michelle Crook was a trustee and is the sole director of Metro Marketing Limited which paid for signage and marketing for Waitangi Day to the value of $2,544.04.

Paul Whitaker is a trustee who trading as Whitaker Holdings provided paid services to the Trust with lease make good work after the Trust vacated the premises at 95 Willow Street. The value of the services was $935.00 and consisted of painting, deconstruction of a whare and raised platform within the property.

Suzanne McNicol is a trustee and a marketing consultant who has provided services to the Trust with the award of the Investment Mapping project in conjunction with Sursum Consulting. Suzanne was not included in the decision making for awarding of the contract. The value of the contract fees paid to Sursum Consulting during the period was $11,479.88.

12. Events After the Balance Date

There have been no events subsequent to balance date that would materially affect the performance report.

Impact of COVID 19

On 11 March 2020, the World Health Organisation declared the outbreak of COVID-19 (a novel Coronavirus) a pandemic. Two weeks later, on 26 March, New Zealand increased its COVID-19 alert level to level 4 and a nationwide lockdown commenced. The country moved down to Level 1 on 8 June, removing all remaining restrictions except border controls.

There has been no material impact on the value of balances recorded in the Financial Statements as at 30 June 2020. In particular, all material accounts receivables have been subsequently received.

On 12 August 2020 New Zealand increased its COVID-19 alert level to level 2 and for the Auckland region to level 3 and an Auckland regional lockdown commenced.

At the date of issuing the financial statements, the Board does not consider the future financial impact of the COVID-19 pandemic will be significant. However, the Board and management are actively monitoring this situation.

13. Ability to Continuing Operating

The entity will continue to operate for the foreseeable future.

Thank you from team Creative Bay of Plenty

Featured from Left to Right —

Annie Hill — **Funding & Projects advisor**
Annie's role is to assist with all things funding, project advice and research. Annie, our knowledge mastermind, manages the Creative Communities Scheme with finesse, and has extensive connections with local business networks throughout the Bay of Plenty.

Alicia Beech — **Arts and Culture Amplifier**
Alicia's role is to drive strategic marketing and communication initiatives. She is a web whiz and an instagram specialist. Alicia is a practicing visual artist, and shares her valuable practical experience about building digital capability with the sector.

Rose Treadwell — **Marketing Coordinator**
Rose is our marketing coordinator, a busy role in a small team! Rose is an accomplished singer and choir leader, and works with the weekly newsletter, projects, website updating, content creation and graphic design. Singing while she works.

Eric Holowacz — **General Manager**
Eric's role is to drive the strategic direction of CBOP. He brings to the helm specialist experience with project delivery, partnerships, civic identity and extensive cultural engagement.

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