

**Museums Aotearoa Te Tari O Nga Whare Taonga
O Te Motu**

The Museums of New Zealand Incorporated



Performance Report

For the year ended 31 December 2016

Museums Aotearoa Te Tari O Nga Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Contents
For the year ended 31 December 2016

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**Museums Aotearoa Te Tari O Nga Whare Taonga O Te Motu
The Museums of New Zealand Incorporated**

Entity Information

For the year ended 31 December 2016

Legal Name of Entity

Museums Aotearoa Te Tari O Nga Whare Taonga O Te Motu The Museums of New Zealand Incorporated, ("Museums Aotearoa").

Type of Entity and Legal Basis

Museums Aotearoa is an Incorporated Society registered under the Incorporated Societies Act 1908.

Registration Number with the DIA charities

CC32927

Museums Aotearoa Purpose / Mission

Vision

Aotearoa New Zealand has thriving and sustainable museums.

Mission Statement

Advocating on behalf of members and sector, nurturing excellence in professional practice, and extending manaakitanga toward our members. Everything we do is underpinned by a commitment to the principles of Te Tiriti o Waitangi.

Entity Structure

Museums Aotearoa is an incorporated society focused on supporting the public museums and galleries and those who work with them in Aotearoa New Zealand.

Museums Aotearoa is governed by a Board comprising a minimum of six individuals elected by members according to the Rules. The members of the Board are as follows:

- Three members elected by Museum Members - Courtney Johnston, Cam McCracken, Andy Lowe
- Four members elected by Individual Members, two of whom are Kaitiaki nominees - Greg McManus, Ian Griffin, Tryphena Cracknell (Kaitiaki), Dion Peita (Kaitiaki)
- Two additional members coopted by the Board, one from the Emerging Museum Professionals group - Michelle Sim and one Pacific Arts Consultant - Marilyn Kohlhase

The Board meets quarterly.

The Board employs an Executive Director, who is responsible for the day to day running of the organisation, including employment of additional staff. Current staffing is two permanent employees (including the Executive Director) and occasional casual/part-time staff engaged for specific projects. Total staffing is approximately 2.2 FTE per year.

Museums Aotearoa is structured in order to support its key strategic outcomes of Advocacy, Nurturing Excellence, and Manaakitanga.

Main Sources of the Entity's Cash and Resources

Museums Aotearoa's primary source of funding is through membership fees.

Additional sources of funding include:

- Annual conference
- Services to members such as publications and advertising sector vacancies
- Grants for specific projects

Museums Aotearoa Te Tari O Nga Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Statement of Service Performance
For the year ended 31 December 2016

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

Key strategic objectives and outcomes of Museums Aotearoa aims to achieve, influence and deliver include:

Outcome 1: Advocacy

- *Our members know how to advocate effectively*
- *Museums Aotearoa is recognised as the authoritative voice for Aotearoa New Zealand's museums*
- *Museums Aotearoa has strong relationships with key influencers*

Provided active support to member organisations (advocacy, resources, submissions on behalf)	16 Museum Member requests for support/advice answered (new measure)
Provided active support to individual members (resources, advocacy, letters of support)	4 Individual Member requests for support/advice answered (new measure)
Conducted advocacy training	9 Advocacy workshops held (2015: 7 Code of Ethics workshops)
Submissions made on issues of national importance affecting the sector	6 formal submissions to Parliament or government agencies (2015: 0)
Meetings held with strategic partners eg. Local government and National Bodies	Over 25 meetings held (new measure)

Outcome 2: Nurturing Excellence

- *Our sector has a skilled and knowledgeable workforce*
- *There are well-defined and equitable development opportunities for professional growth*

Facilitate director/leadership networks and allocate time at conferences for these groups to meet	3 directors hui held (2015: 4)
Mentoring programme for those new to the sector or new to their roles	2016 Pilot programme for 11 participants (new measure)
Opportunities to develop tangata whenua leadership within the sector	2 Kaitiaki Board positions, 1 EMP committee position (2015: 1 and 1)
Develop Pasifika participation and leadership within the sector	1 coopted Pasifika Board position, 1 EMP committee position (new measure)

Outcome 3: Manaakitanga

- *Our membership is connected/networked*
- *We provide professional resources/benchmark information for our members*

Membership Growth and Retention	199 Museum Members (2015: 190) 140 Individual Members (2015: 157) 42 Associate/Affiliate Members (2015: 36) 1586 Electronic Members (2015: 1631)
Annual conference	2016 - Auckland 585 delegates (joint with Museums Australia) (2015 - Dunedin 280 delegates)
Host regional meetings	8 meetings, 191 participants (2015: 12 meetings, 170 participants)
Museums Aotearoa Quarterly newsletter and regular email Pānui	4 MAQ, 24 eNews&Notices (2015: 4 MAQ, 23 eNews&Notices)
Annual survey on member satisfaction	new measure planned for 2017
Provide resources, online resource library	Job Descriptions available on request (new measure in development)
Support specialist networks	2 Kahui Kaitiaki, 2 TENNZ meetings, 1 EMP conference, ICOM-NZ committee (2015: 2 Kahui Kaitiaki, 2 TENNZ, 1 EMP)

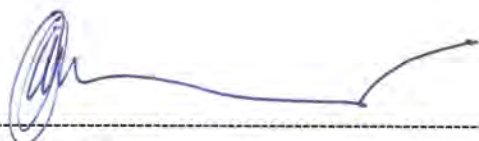
**Museums Aotearoa Te Tari O Nga Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Statement of Financial Performance
For the year ended 31 December 2016**

	Note	Actual this year \$	Actual last year \$
Revenue	1		
Donations, fundraising and other similar revenue		-	8,696
Fees, subscriptions, and other revenue from members		776,467	416,693
Revenue from providing goods or services		7,321	11,436
Interest, dividends, and other investment revenue		7,509	11,497
Other revenue		-	-
Total Revenue		791,297	448,321
Expenses	2		
Provision of goods or services		581,176	245,305
Grants and donations		-	861
Volunteer and employee related costs		171,543	140,303
Other expenses		10,228	17,555
Total Expenses		762,947	404,024
Surplus / (Deficit) for the year		28,350	44,297

This Statement is to be read in conjunction with the Accounting Policies and Notes to the Performance Report on pages 6 - 12

Museums Aotearoa Te Tari O Nga Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Statement of Financial Position
As at 31 December 2016

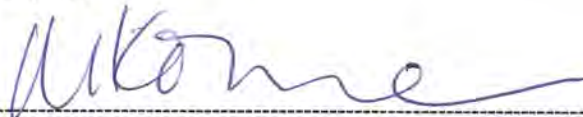
	Note	Actual this year \$	Actual last year \$
Assets	3		
Current Assets			
Bank and Cash		205,721	221,667
Bank Term Deposits over 90 days		145,467	185,397
Bank Trust and Special Fund Accounts		90,960	90,453
Debtors and Prepayments		20,564	239,185
Other current assets		1,429	2,494
Total Current Assets		464,141	739,196
Non-current Assets			
Property, Plant & Equipment	4	787	2,730
Total Non-current Assets		787	2,730
Total Assets		464,928	741,926
Liabilities			
Current Liabilities	5		
Creditors and Accruals		20,003	75,430
Employee Entitlements		14,332	16,768
Income in Advance		-	247,485
Unused Donations and Grants with Conditions		7,031	7,031
Total Current Liabilities		41,366	346,714
Total Liabilities		41,366	346,714
Net Assets		423,562	395,212
Accumulated Funds	6		
Accumulated Surpluses		332,602	304,759
Reserves		90,960	90,453
Total Accumulated Funds		423,562	395,212



Chairperson

06.04.17

Date



Board Member

6.4.17

Date

This Statement is to be read in conjunction with the Accounting Policies and Notes to the Performance Report on pages 6 - 12

**Museums Aotearoa Te Tari O Nga Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Statement of Cash Flows
For the year ended 31 December 2016**

	Actual this year \$	Actual last year \$
Cash Flows from Operating Activities		
<i>Cash was received from:</i>		
Donations, fundraising and other similar revenue	-	8,696
Fees, subscriptions, and other revenue from members	747,068	430,027
Revenue from providing goods or services	7,321	11,436
Interest, dividends, and other investment revenue	1,989	2,495
Other revenue		-
Net GST paid	30,113	31,425
<i>Cash was applied to:</i>		
Payments to suppliers and employees	788,218	376,624
Donations or grants paid	-	15,192
Net Cash Flows from Operating Activities	-61,953	29,413
Cash Flows from Investing and Financing Activities		
<i>Cash was received from:</i>		
Interest on term deposits and special funds over 90 days	6,584	8,218
Maturity of term deposits	46,007	-
<i>Cash was applied to:</i>		
Re-investment in term deposits	6,584	8,218
Purchase of fixed assets	-	2,180
Net Cash Flows from Investing and Financing Activities	46,007	(2,180)
Net Increase / (Decrease) in Cash	-15,946	27,233
Opening Cash	221,667	194,434
Closing Cash	205,721	221,667
This is represented by:		
Bank and Cash	205,721	221,667

This Statement is to be read in conjunction with the Accounting Policies and Notes to the Performance Report on pages 6 - 12

Museums Aotearoa Te Tari O Nga Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Statement of Accounting Policies
For the year ended 31 December 2016

Basis of preparation

Museums Aotearoa has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Reporting Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000 for the last two annual reporting periods. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that Museums Aotearoa will continue to operate as a going concern in the foreseeable future.

Revenue

Revenue is accounted for as follows:

Membership income

Membership fees received in exchange for access to member's facilities are initially recorded as income in advance and recognised in revenue in the applicable financial reporting period.

AGM and Conference fees

AGM and Conference fees are recorded as revenue when cash is received.

Event income

Entrance fees for functions and events are recorded as revenue when the function or event takes place.

Donations

Donations are accounted for depending on whether they have been provided with a "use or return" condition attached or not. Where no use or return conditions are attached to the donation, revenue is recorded as income when the cash is received. Where donations include a use or return condition, the donation is initially recorded as a liability on receipt. The donation is subsequently recognised within the Statement of Financial Performance as the performance conditions are met.

Donated goods or services (other than donated assets) are not recognised.

Where significant donated assets are received with useful lives of 12 months or more, and the fair value of the asset is readily obtainable, the donation is recorded at the value of the asset obtained. Where the fair value of the asset is not readily obtainable, the donation is not recorded. Donated assets with useful lives less than 12 months are not recorded.

Grants

Grant income is accounted for depending on whether or not it has a "use or return" condition attached. Where no use or return conditions are attached, the revenue is recorded as income when the cash is received. Where income includes a use or return condition, it is initially recorded as a liability on receipt. The income is then subsequently recognised within the Statement of Financial Performance as the performance conditions are met.

Interest income

Interest income is recognised on an accruals basis.

Other income

All other income is accounted for on an accruals basis and accounted for in accordance with the substance of the transaction.

Income Tax

Museums Aotearoa is registered as a charitable entity under the Charities Act 2005, and accordingly is not subject to income tax.

**Museums Aotearoa Te Tari O Nga Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Statement of Accounting Policies
For the year ended 31 December 2016**

Bank Accounts and Cash

Bank 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.

Goods and Services Tax (GST)

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Debtors

Debtors are carried at estimated realisable value after providing against debts where collection is doubtful.

Property, Plant and Equipment

Property, Plant and Equipment are shown at cost less any accumulated depreciation and impairment losses.

Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment, at rates that will write off the cost of the assets to their estimated residual values over their useful lives. The depreciation rates and useful lives associated with major classes of assets have been estimated as follows:

- Computers (including software) 3 years

Employee Costs

Employee entitlements are measured at undiscounted nominal values based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned but not taken at balance date.

Changes in Accounting Policies

There have been no changes in accounting policies during the annual reporting period (last year - nil), other than as noted above.

Museums Aotearoa Te Tari O Nga Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Notes to the Performance Report
For the year ended 31 December 2016

1. Analysis of Revenue	This year \$	Last year \$
Donations, fundraising and other similar revenue		
Statistics Project	-	8,696
Total	-	8,696
Fees, subscriptions, and other revenue from members		
External Information Service	44,897	29,580
Kaitiaki Income	8,898	2,588
Membership fees - Associates	13,037	11,698
Membership fees - Individuals	7,171	7,109
Membership fees - Museums	225,713	230,253
Museums Aotearoa Awards	13,325	20,478
Museum Aotearoa Conference	462,381	99,003
Projects	1,009	-
Publications - Directory	35	15,985
Total	776,467	416,693
Revenue from providing goods or services		
External Information Service	1,389	2,226
Kaitiaki Income	5,932	3,882
Publications - Directory	-	5,328
Total	7,321	11,436
Interest, dividends, and other investment revenue		
Interest	7,509	11,497
Total	7,509	11,497
Other revenue		
Sundry	-	-
Total	-	-
2. Analysis of Expenses		
	This year \$	Last year \$
Provision of goods or services		
Accounting Services	3,792	11,384
Museum Aotearoa Conference	469,529	79,965
Bank Fees	1,192	2,052
Board Meeting Costs	1,755	639
Cleaning	468	424
Directory	2,772	28,254
Electricity	-	2,928
Insurance	1,224	1,252
Internet/Email/Website	18,720	20,374
IT Equipment	792	844
Kaitiaki Expenses	12,381	6,417
Media Services	12,000	12,900
Museums Aotearoa Awards	9,935	28,885
Museums Aotearoa Newsletter	2,352	3,196
Museums Cards and Certificates	542	579
Office Rent and outgoings	8,580	9,060
Photocopying/Printing/Stationery	1,495	1,523
Postage and Courier	5,988	7,261
Project Expenses	4,866	-
Publications	3,251	-
Statistics Project	2,000	8,696
Sundry	2,114	2,348
Telephone/Tolls/Fax	1,872	1,832
Travel	8,806	10,273
Workshops	4,749	4,221
Total	581,176	245,305

Museums Aotearoa Te Tari O Nga Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Notes to the Performance Report
For the year ended 31 December 2016

2. Analysis of Expenses (cont'd)	This year	Last year
	\$	\$
Grants and donations		
Sponsorship	-	861
Mina McKenzie Scholarship	-	-
Total	-	861
Volunteer and employee related costs		
ACC Levies	386	473
Kiwisaver - Museums Aotearoa	7,296	5,493
Salaries	163,860	134,337
Total	171,543	140,303
Other expenses		
Audit Fees	5,895	7,173
Bad Debts	556	543
Consultancy Services	-	3,623
Depreciation	1,943	4,543
Interest and Penalties	53	219
Subscriptions	1,781	1,454
Total	10,228	17,555

3. Analysis of Assets	This year	Last year
	\$	\$
Bank and Cash		
BNZ current account	205,552	159,076
BNZ term investments (90 days and less)	-	62,541
Petty cash	169	50
	205,721	221,667
Bank Term Investments		
BNZ term investments (90 days or more)	145,467	185,397
	145,467	185,397
Bank Trust and Special Funds accounts		
BNZ - Mina McKenzie Special Funds	55,865	55,444
BNZ - Kaitiaki Maori Special Funds	17,388	17,436
BNZ - Museum Standards Special Funds	17,706	17,573
Total	90,960	90,453

Monies held in Trust and Special Funds accounts are not available for the general operating costs of Museums Aotearoa, but are held in separate accounts to be used on specific projects in subsequent reporting years.

	This year	Last year
	\$	\$
Debtors and prepayments		
GST Receivable	3,911	-
Membership - Prepaid for 2016	-	235,085
Prepaid Expenses for 2017 - Conference and AGM and training	6,603	3,196
Sundry Receivables	10,050	904
Total	20,564	239,185
Other current assets		
Interest accrued	1,429	2,494
Total	1,429	2,494

Museums Aotearoa Te Tari O Nga Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Notes to the Performance Report
For the year ended 31 December 2016

4. Property, Plant and Equipment

This year

Asset	Opening Carrying Amount	Purchases	Sales/ Disposals	Current year Depreciation and Impairment	Closing Carrying Amount
Computers (including software)	2,730	-	-	1,943	787
Total	2,730	-	-	1,943	787

Last year

Asset	Opening Carrying Amount	Purchases	Sales/ Disposals	Current year Depreciation and Impairment	Closing Carrying Amount
Computers (including software)	5,093	2,180	-	4,543	2,730
Total	5,093	2,180	-	4,543	2,730

5. Analysis of Liabilities

	This year	Last year
	\$	\$
Creditors and Accruals		
Accrued Audit Fee	5,650	7,000
Accruals	1,615	2,819
GST Payable	-	33,151
ICOM Holding Account	700	-
Trade Creditors	12,038	32,460
Total	20,003	75,430
Employee Entitlements		
Annual Leave	14,332	8,899
Salary accrual	-	4,384
PAYE	-	2,397
Kiwisaver	-	838
Student Loan	-	250
Total	14,332	16,768
Income in Advance		
Membership - Prepaid for 2016 - Associates	-	12,547
Membership - Prepaid for 2016 - Individuals	-	2,522
Membership - Prepaid for 2016 - Museums	-	232,416
Total	-	247,485
Unused Donations and Grants with Conditions		
Asia 2000 Grant	7,031	7,031
Total	7,031	7,031

Museums Aotearoa Te Tari O Nga Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Notes to the Performance Report
For the year ended 31 December 2016

6. Accumulated Funds

This year

	Capital Contributed by Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	-	304,759	90,453	395,212
Surplus/(Deficit)	-	28,350	-	28,350
Transfer to Reserves	-	-507	507	-
Closing Balance	-	332,602	90,960	423,562

Last year

	Capital Contributed by Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	-	262,717	88,198	350,915
Surplus/(Deficit)	-	44,297	-	44,297
Transfer to Reserves	-	(2,255)	2,255	-
Closing Balance	-	304,759	90,453	395,212

Reserves

This year Last year
\$ \$

This year

	Mina McKenzie Scholarship Fund \$	Kaitiaki Maori \$	Museums Standards \$	Total \$
Opening Balance	55,445	17,436	17,572	90,453
Transfers to/(from) Reserves	420	-48	135	507
Closing Balance	55,865	17,388	17,707	90,960

Last year

	Mina McKenzie Scholarship Fund \$	Kaitiaki Maori \$	Museums Standards \$	Total \$
Opening Balance	54,062	17,001	17,135	88,198
Transfers to/(from) Reserves	1,383	435	437	2,255
Closing Balance	55,445	17,436	17,572	90,453

Reserves

Mina McKenzie Scholarship Fund

These funds are held in reserve with income generated applied to the Mina McKenzie scholarship. This scholarship is offered on an occasional basis from a fund established in memory of the late Mina McKenzie. The fund provides assistance to enable museum works to undertake education, training or development that will directly benefit their museum career. Applications can be made by individual members of Museums Aotearoa or staff of member institutions.

Kaitiaki Maori

These funds are held in reserve and applied to the activities of Kahui Kaitiaki as required. Kahui Kaitiaki brings together Maori staff working in Aotearoa's museums and galleries. Through this network they are able to make connections, share their stories and research and collaborate to find better ways to promote and support the relationships between Maori people and taonga tuku iho and mahi toi. Kahui Kaitiaki operates with support from Museums Aotearoa and gets together twice annually - in April/May at the Museums Aotearoa Conference, and again in October/November in marae-based wananga.

Museum Standards

This reserve was established from residual funds from MAANZ in 1998, at the time it merged with MDF to become MAANZ. The funds are to be used to support the development and support of sector-led museum standards.

**Museums Aotearoa Te Tari O Nga Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Notes to the Performance Report
For the year ended 31 December 2016**

7. Commitments and Contingencies

Commitments

There are no commitments as at balance date (Last year - nil).

Contingencies

There are no contingent liabilities or guarantees as at balance date (Last year - nil).

8. Related Party Transactions

Description of related party relationship

Museums Aotearoa's board members are associated with Museums, which are members of Museums Aotearoa, through the annual membership.

Board members are:

This year

Cam McCracken (Chair) -
Director, Dunedin Public Art Gallery

Tryphena Cracknell (Board Member) -
Kaitiaki Taonga Maori, MTG Hawkes Bay

Ian Griffin (Board Member) -
Director, Otago Museum

Courtney Johnston (Board Member) -
Director, The Dowse Art Museum

Andy Lowe (Board Member) -
Director, Te Manawa

Michelle Sim (Board Member) -
Communications Manager, Air Force Museum of New Zealand

Greg McManus (Board Member) -
Chief Executive, Waitangi Treaty Grounds

Dion Peita (Board Member) -
Head of Collection Care, Auckland War Memorial Museum

Marilyn Kohlhase (Board Member) -
Pacific Arts Consultant

Last year

Roy Clare (Chair) -
Director, Auckland War Memorial Museum

Tryphena Cracknell (Board Member) -
Kaitiaki Taonga Maori, MTG Hawkes Bay

Rhonda Paku (Board Member) -
Senior Curator, Matauranga Maori, Te Papa

Brett Mason (Board Member)
Director, Museums Wellington

Ian Griffin (Board Member) -
Director, Otago Museum

Courtney Johnston (Board Member) -
Director, The Dowse Art Museum

Manu Kawana (Board Member) -
Independent

Cam McCracken (Board Member) -
Director, Dunedin Public Art Gallery (from Sep 14)

Dan Stirland (Board Member) -
Registrar, Canterbury Museum

Transactions between associated Museums include membership fees and conference attendance fees. The amounts for this year and last year are not material. All transactions between associated Museums and Museums Aotearoa have been completed on an arm's length basis.

9. Events After the Reporting Date

There were no events that have occurred after the reporting date that would have a material impact on the performance report. (Last year - nil).

