

**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 2018

Museums Aotearoa Te Tari O Ngā Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
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For the year ended 31 December 2018

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Museums Aotearoa Te Tari O Ngā Whare Taonga O Te Motu

The Museums of New Zealand Incorporated

Entity Information

For the year ended 31 December 2018

Legal Name of Entity

Museums Aotearoa Te Tari O Ngā 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 public museums and art 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 (to September), Andy Lowe
- Four members elected by Individual Members, two of whom are Kaitiaki nominees - Greg McManus, Dale Bailey, Henriata Nicholas (Kaitiaki), (one Kaitiaki position vacant)
- Four additional members coopted by the Board - Riah King-Wall (Emerging Museum Professionals group), Matariki Williams (emerging Kaitiaki), Marilyn Kohlhase (Pacific Advisor, to April), Olivia Taouma (Pacific Advisor, from May), and Elizabeth Cotton (from October)

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. 2018 staffing started at two permanent employees (including the Executive Director) and occasional casual/part-time staff engaged for specific projects. With the resignation of the Membership & Administration Manager in January, that role was split into two part time roles. Only one of these was filled during 2018, the Administration Manager. 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

Main methods used by the Entity to Raise Funds

Museums Aotearoa does not engage in fundraising activities.

Entity's Reliance on Volunteers and Donated Goods or Services

Museums Aotearoa relies on gifts of volunteer time and expertise to complete work in many essential roles such as governance, and some administration.

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 2018

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)	19 Museum Member requests for support/advice answered (2017: 15)
Provided active support to individual members (resources, advocacy, letters of support)	3 Individual Member requests for support/advice answered (2017: 4)
Conducted advocacy training	0 workshops planned or held in 2018 (2017: 8 Evidence & Data for Advocacy workshops)
Submissions made on issues of national importance affecting the sector	7 formal submissions to Parliament or government agencies (2017: 5)
Meetings held with strategic partners eg. Local government and National Bodies	Over 30 meetings held (2017: over 30 meetings)

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	1 directors hui held (2017: 2)
Opportunities to develop tangata whenua leadership within the sector	2 Kaitiaki Board positions, 1 EMP committee position (2017: 3 and 1)
Develop Pasifika participation and leadership within the sector	1 coopted Pasifika Board position, 1 EMP committee position (2017: 1 and 1)

Outcome 3: Manaakitanga

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

Membership Growth and Retention	201 Museum Members (2017: 197) 133 Individual Members (2017: 144) 30 Associate/Affiliate Members (2017: 33) 1960 Electronic Members (2017: 1764)
Annual conference	2018 - Christchurch 317 delegates (2017 - Palmerston North 330 delegates)
Host regional meetings	0 regional meetings in 2018, hosted/supported 8 partnership events instead (2017: 9 meetings, 148 participants)
Museums Aotearoa Quarterly newsletter and regular email Pānui	4 MAQ, 24 eNews&Notices (2017: 4 MAQ, 24 eNews&Notices)
Annual survey on member satisfaction	No new survey in 2018
Provide resources, online resource library	Job Descriptions available on request (online access awaiting website review)
Support specialist networks	2 Kahui Kaitiaki, 2 TENNZ meetings, 1 EMP conference, 3 ICOM-NZ committee meetings, 1 ICOM conference (2017: 2 Kahui Kaitiaki, 2 TENNZ, 1 EMP, 3 ICOM-NZ committee meetings)


Museums Aotearoa Te Tari O Ngā Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Statement of Financial Performance
For the year ended 31 December 2018

	Note	Actual this year \$	Actual last year \$
Revenue	1		
Donations, fundraising and other similar revenue		-	-
Fees, subscriptions, and other revenue from members		433,018	458,340
Revenue from providing goods or services		14,993	10,600
Interest, dividends, and other investment revenue		11,234	7,342
Other revenue		78	1,505
Total Revenue		<u>459,323</u>	<u>477,787</u>
Expenses	2		
Provision of goods or services		202,514	232,848
Grants and donations		-	-
Volunteer and employee related costs		146,355	164,680
Other expenses		7,428	13,187
Total Expenses		<u>356,297</u>	<u>410,715</u>
Surplus / (Deficit) for the year		<u>103,026</u>	<u>67,072</u>

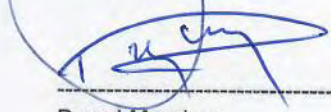
This Statement is to be read in conjunction with the Accounting Policies and Notes to the Performance Report on pages 6 - 12

**Museums Aotearoa Te Tari O Ngā Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Statement of Financial Position
As at 31 December 2018**

	Note	Actual this year \$	Actual last year \$
Assets			
Current Assets			
	3		
Bank and Cash		173,735	126,045
Bank Term Deposits		362,961	350,234
Bank Trust and Special Fund Accounts		90,471	90,380
Debtors and Prepayments		306,204	277,868
Other current assets		1,532	3,306
Total Current Assets		934,903	847,832
Non-current Assets			
Property, Plant & Equipment	4	0	60
Total Non-current Assets		0	60
Total Assets		934,903	847,893
Liabilities			
Current Liabilities			
	5		
Creditors and Accruals		53,178	53,918
Employee Entitlements		20,200	20,222
Income in Advance		267,865	283,119
Total Current Liabilities		341,243	357,259
Total Liabilities		341,243	357,259
Net Assets		593,660	490,634
Accumulated Funds			
	6		
Accumulated Surpluses		501,609	398,674
Reserves		92,051	91,960
Total Accumulated Funds		593,660	490,634



 Chairperson



 Board Member

30 April 2019

 Date

30 April 2019

 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 Ngā Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Statement of Cash Flows
For the year ended 31 December 2018

	Actual this year \$	Actual last year \$
Cash Flows from Operating Activities		
<i>Cash was received from:</i>		
Donations, fundraising and other similar revenue	-	-
Fees, subscriptions, and other revenue from members	384,503	473,817
Revenue from providing goods or services	14,993	3,568
Interest, dividends, and other investment revenue	191	1,750
Other revenue	78	1,505
Net GST (paid) / received	(2,160)	44,753
<i>Cash was applied to:</i>		
Payments to suppliers and employees	(349,915)	(405,596)
Donations or grants paid	-	-
Net Cash Flows from Operating Activities	47,690	119,797
Cash Flows from Investing and Financing Activities		
<i>Cash was received from:</i>		
Interest on term deposits and special funds	10,952	7,172
Maturity of term deposits	-	-
<i>Cash was applied to:</i>		
Re-investment in term deposits	10,952	206,645
Purchase of fixed assets	-	-
Net Cash Flows from Investing and Financing Activities	0	(199,473)
Net Increase / (Decrease) in Cash	47,690	(79,676)
Opening Cash	126,045	205,721
Closing Cash	173,735	126,045
This is represented by:		
Bank and Cash	173,735	126,045

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 Ngā Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Statement of Accounting Policies
For the year ended 31 December 2018

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 exempt from income tax under sections CW41 and CW42 of the Income Tax Act 2007.

Museums Aotearoa Te Tari O Ngā Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Statement of Accounting Policies
For the year ended 31 December 2018

Bank Accounts and Cash

Bank and Cash in the Statement of Cash Flows comprise cash balances and bank balances.

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.

Reserves

Funds are held, received, and spent in accordance with the applicable terms of each reserve as detailed in note 6.

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 Ngā Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Notes to the Performance Report
For the year ended 31 December 2018

1. Analysis of Revenue	This year	Last year
	\$	\$
Donations, fundraising and other similar revenue		
Donations	-	-
Total	-	-
Fees, subscriptions, and other revenue from members		
External Information Service	31,035	36,821
Kaitiaki Income	1,861	6,913
Membership fees and sponsorship - Associates	17,853	12,923
Membership fees - Individuals	5,777	5,466
Membership fees - Museums	264,379	251,309
Museums Aotearoa Awards	15,783	16,783
Museum Aotearoa Conference	95,943	115,233
Projects	-	4,917
Publications - Directory	387	7,975
Total	433,018	458,340
Revenue from providing goods or services		
External Information Service	3,710	1,139
Grant - J R McKenzie Trust	-	2,500
Grant - Te Maori Manaaki Trust - Hui	5,000	-
Kaitiaki Income	-	4,609
Museum Aotearoa Conference	6,283	2,352
Total	14,993	10,600
Interest, dividends, and other investment revenue		
Interest	11,234	7,342
Total	11,234	7,342
Other revenue		
Sundry	78	1,505
Total	78	1,505
2. Analysis of Expenses		
Provision of goods or services		
Accounting Services	3,414	2,510
Museum Aotearoa Conference	103,426	100,556
Bank Fees	2,290	2,084
Board Meeting Costs	1,688	1,392
Cleaning	-	74
Consultants	10,436	4,830
Directory	-	17,245
Insurance	1,365	1,164
Internet/Email/Website	15,779	12,810
IT Equipment	420	711
Kaitiaki Expenses	7,824	9,943
Media Services	-	11,183
Museums Aotearoa Awards	7,648	10,341
Museums Aotearoa Newsletter	5,708	4,302
Museums Cards and Certificates	-	1,910
Office Rent and outgoings	5,200	6,477
Photocopying/Printing/Stationery	2,046	2,570
Postage and Courier	5,352	4,385
Project Expenses	8,655	10,312
Publications	1,469	1,528
Statistics Project	5,547	8,991
Sundry	2,295	2,078
Telephone/Tolls/Fax	1,509	1,675
Travel	7,368	10,458
Workshops	3,075	3,319
Total	202,514	232,848

Museums Aotearoa Te Tari O Ngā Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Notes to the Performance Report
For the year ended 31 December 2018

2. Analysis of Expenses (cont'd)	This year	Last year
	\$	\$
Volunteer and employee related costs		
ACC Levies	364	426
Advertising for vacancies	1,340	-
Kiwisaver - Museums Aotearoa	5,582	6,421
Salaries	139,069	157,833
Total	146,355	164,680

Other expenses		
Audit Fees	5,491	6,098
Bad Debts	43	4,279
Depreciation	61	727
Interest and Penalties	129	-
Subscriptions	1,704	2,083
Total	7,428	13,187

3. Analysis of Assets	This year	Last year
	\$	\$
Bank and Cash		
BNZ current account	173,531	125,805
Petty cash	204	240
	173,735	126,045

Bank Term Deposits		
BNZ term deposits	362,961	350,234
	362,961	350,234

Bank Trust and Special Funds accounts		
BNZ - Mina McKenzie Special Funds	56,026	55,970
BNZ - Kaitiaki Maori Special Funds	16,687	16,670
BNZ - Museum Standards Special Funds	17,758	17,740
Total	90,471	90,380

Monies held in Trust and Special Funds accounts are held in separate accounts to be used on specific projects. Refer also to note 6.

	This year	Last year
	\$	\$
Debtors and prepayments		
Other Receivable	3,738	-
Prepaid Membership for 2019	302,133	273,288
Prepaid Expenses for 2019 - Conference and AGM and training	333	4,580
Total	306,204	277,868

Other current assets		
Interest accrued	1,532	3,306
Total	1,532	3,306

Museums Aotearoa Te Tari O Ngā Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Notes to the Performance Report
For the year ended 31 December 2018

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)	60	-	-	60	-
Total	60	-	-	60	-

Last year

Asset	Opening Carrying Amount	Purchases	Sales/ Disposals	Current year Depreciation and Impairment	Closing Carrying Amount
Computers (including software)	787	-	-	727	60
Total	787	-	-	727	60

5. Analysis of Liabilities

	This year \$	Last year \$
Creditors and Accruals		
Accrued Audit Fee	5,760	6,785
BNZ Visa Card	1,734	1,855
GST Payable	38,682	40,842
ICOM Holding Account	940	1,575
Trade Creditors	6,062	2,861
Total	53,178	53,918
Employee Entitlements		
Annual Leave	20,200	20,222
Total	20,200	20,222
Income in Advance		
Membership - Prepaid for 2019 - Associates	-	12,890
Membership - Prepaid for 2019 - Individuals	6,235	6,187
Membership - Prepaid for 2019 - Museums	261,630	264,042
Total	267,865	283,119

Museums Aotearoa Te Tari O Ngā Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Notes to the Performance Report
For the year ended 31 December 2018

6. Accumulated Funds

This year

	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	398,674	91,960	490,634
Surplus/(Deficit)	103,026	-	103,026
Transfer to Reserves	(91)	91	-
Closing Balance	501,609	92,051	593,660

Last year

	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	332,602	90,960	423,562
Surplus/(Deficit)	67,072	-	67,072
Transfer to Reserves	(1,000)	1,000	-
Closing Balance	398,674	91,960	490,634

Reserves

This year

Last year

\$

\$

This year

	Mina McKenzie Scholarship Fund \$	Kaitiaki Maori \$	Museums Standards \$	Total \$
Opening Balance	55,970	18,250	17,740	91,960
Transfers to/(from) Reserves	56	17	18	91
Closing Balance	56,026	18,267	17,758	92,051

Last year

	Mina McKenzie Scholarship Fund \$	Kaitiaki Maori \$	Museums Standards \$	Total \$
Opening Balance	55,865	17,388	17,707	90,960
Transfers to/(from) Reserves	105	862	33	1,000
Closing Balance	55,970	18,250	17,740	91,960

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 Māori

These funds are held in reserve and applied to the activities of Kahui Kaitiaki as required. Kahui Kaitiaki brings together Māori 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 Māori 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 Ngā Whare Taonga O Te Motu
The Museums of New Zealand Incorporated
Notes to the Performance Report
For the year ended 31 December 2018

7. Commitments and Contingencies

Commitments

Museums Aotearoa has a lease commitment on the rental of office space of \$5,200 per annum. The lease is subject to an annual review and renewal. (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) - to September
 Director, Dunedin Public Art Gallery

Henriata Nicholas (Board Member) -
 Exhibitions Coordinator, Te Awamutu Museum

Dale Bailey (Board Member) -
 Director Collections, Research and Learning, Te Papa

Courtney Johnston (Board Member) - Chair from May
 Director, Dowse Art Museum to July;
 Assoc Director, Te Papa from August

Andy Lowe (Board Member) -
 Director, Te Manawa

Riah King-Wall (Board Member) -
 Arts Facilitator, Whanganui District Council

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

Elizabeth Cotton (Board Member) - from October
 Head of Humanities, Auckland War Memorial Museum

Marilyn Kohlhase (Board Member) - to May
 Pacific Arts Consultant

Olivia Taouma (Board Member) - from May
 Teu La Va manager, Auckland War Memorial Museum

Matariki Williams (Board Member) -
 Curator Mātauranga Māori, Te Papa

Last year

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

Tryphena Cracknell (Board Member) -
 Development Coordinator, Hastings City Art Gallery

Dale Bailey (Board Member) -
 Director Collections, Research and Learning, Te Papa

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

Andy Lowe (Board Member) -
 Director, Te Manawa

Riah King-Wall (Board Member) -
 Arts Facilitator, Whanganui District Council

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

Matariki Williams (Board Member) -
 Curator Mātauranga Māori, Te Papa

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)