



**Porirua Community Arts (PCA) Incorporated  
Performance Report - Year ending 30 June 2021**

**Entity Information - *“Who are we? Why do we exist?”***

**Type of Entity:** PCA is an incorporated society under the Incorporated Societies Act 1908 (registration no. 888079). It is also a charitable entity under the Charities Act 2005 (registration no. CC46909).

**Entity’s Purpose or Mission:** To encourage and promote the practice and appreciation of all art and cultural forms in Porirua City (hereinafter referred to in this document as “the City”)

**Entity Structure:** PCA is governed by a committee of at least five (5) members elected at each annual general meeting in terms of its Constitution, with an elected Chairperson, Deputy chairperson, Treasurer and Secretary. Committee members may lead sub-committees as agreed to in meetings. The Chair and Deputy Chair may also be Co-Chair positions.

**Operational Structure:** PCA has no employees and, apart from some contracted financial and project services, relies totally on volunteer support from within PCA and from the many Porirua organisations with whom PCA works.

**Main Sources of the Entity’s Cash and Resources:** PCA currently attracts no operating revenue.

**Main Methods used by the Entity to Raise Funds:** PCA works to secure corporate and in-kind sponsorship for specific projects. Some earned interest on bank accounts is attracted, along with a small amount each year from Give a Little donations.

**Income tax and GST:** As a charitable entity, PCA is exempt from income and resident withholding tax and has donee status. PCA is registered for GST.

**Basis of reporting:** This performance report complies with the External Reporting Board’s accounting standard PBESFR - accrual (Not for Profit) for Tier 4 entities. The current financial review statement is attached.

**Cash Funds as at 30 June 2021:** \$18,013. This amount includes funds held in both the PCA and FOE accounts.

**Entity’s Reliance on Volunteers and Donated Goods and Services:** Without the hours volunteered by PCA members, PCA could not continue to function. Donated goods and services are actively sought to assist with the successful delivery of projects.

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## Statement of Service Performance - *“What did we do?” When did we do it?”*

### Background

In the 2020-21 financial year PCA completed a review of its role and function as a charity with a focus on acting as an umbrella to educate and support charities and not-for-profit entities with a focus on the arts in Porirua District.

The Committee decided to hold the 2021 AGM as soon as possible after the end of the COVID related social distancing controls introduced by the Government in August 2021.

The set of priorities of the PCA Management Committee for the 2020-21 financial year are to progress and, if possible, complete the following tasks listed in order of priority:

- a. To confirm the Constitution and the other current compliance obligations of a registered charity are in place;
- b. To continue to progress the joint venture Writers Walk initiative with the Porirua City Council;
- c. To review the ongoing relevance of PCA to the promotion of arts activities in Porirua City (“the review exercise”) if capacity and capability allow, and to do this in consultation with:
  - i. All existing organisations that are resident in the City involved directly or indirectly in the promotion or expression of the artistic manifestation, as culturally determined;
  - ii. Ngāti Toa Rangatira, through their Runanga, their marae (if possible) and their Kaumatua;
  - iii. The Porirua City Council;
  - iv. Any other stakeholders, including the Ministry of Culture and Heritage and other arts related non-resident charities and organisations.
- d. To keep the online social media presence of the PCA functioning as resources and capacity allow.

PCA’s values are those of togetherness, inclusiveness, cultural diversity, innovation, creativity and celebration within a community/family friendly environment wherever appropriate.

PCA aspires to embody the whakatauki “Me mahi tahi tatou” and aims to do this through sharing tasks and roles. This has included the following:

1. The acceptance of the PCA Office Holders as follows: Chairperson Michael Bennington, Deputy Chairperson Adrian Shields, Treasurer Dean Pointon, and Secretary Paula van Wijmen;
2. The PCA Committee sharing the work of taking minutes during meetings and producing minutes afterwards;
3. The aim of the PCA funding group to continue to apply for funding for PCA projects.

### Expected Outcomes

1. Active engagement with and support of all forms of the arts in and around Porirua city underpins all PCA’s activities;
2. Fulfillment of its community role mindful of partnerships between the tangata whenua and the tangata tiriti.

### TIKANGA

The tikanga agreed by the Committee is to understand that it may take a few years to clarify the role and value of PCA to the Porirua Community.

## OUTPUTS

The outputs satisfied all the primary compliance requirements for a registered charity.

1. ***Porirua City Writers Walk***: Already installed by Ngati Toa was a Pou sculpted by Herman Salzman, commemorating the wordsmith Te Rangihaeata. A selection of significant local writers was chosen by PCA, and the establishment of a ***Porirua City Writers Walk*** along the Porirua harbour waterfront was initiated. After a considerable time period of discussion, research, planning and liaison, seed funding was granted by Porirua City Council for this project to commence in October 2015. The project has included relevant discussions with the selected authors and/or related family members and the design of each installation as follows:
  - a. The first installation, honouring Patricia Grace, was installed on 2 July 2016;
  - b. The second installation, commemorating Michael King, was unveiled on 1 July 2017;
  - c. The third installation, the Alistair Te Ariki Campbell commemoration, was installed on 13 July 2019;
  - d. The designs and costings for construction of the fourth installation, honouring Elizabeth Knox have been completed. Unfortunately progress has slowed due to Covid-19 and the joint committee so far not being successful in its funding applications to support this process.

The Writers Walk is a joint PCA and Porirua City Council project.

<http://www.poriruaartscouncil.org.nz/porirua-writer-s-walk>

2. Networking with and supporting of individuals and groups in the PCA community in line with the objectives specified in PCA's Constitution has continued. This has included running stalls at two 'Love Local Porirua Expos'.
3. Completing the community engagement exercise to clarify the role and function of PCA with a public meeting held at Pataka on 20 June. The feedback received included that there is limited support for being regularly involved in an active advocacy platform, but that some advocacy on specific issues may be appropriate. Facilitation of coordination and connections between organisations is supported, and it is our view PCA should target our schools and rangatahi (young people), particularly with options for them to actively participate in arts and cultural experiences.
4. Supporting, as PCA is able to, individuals and groups in their pursuit of artistic goals/arts related projects within Porirua City. This has supporting local artists Kohai Grace in funding applications for her own initiatives, and supporting committee member Moses Viliamu in conducting his artistic performance 'Cry of the Stolen people'.
5. Maintaining connections with Te Runanganui o Ngati Toa Rangatira. Sadly a long term active committee member who represented Ngati Toa Rangatira, Rihia Kenny, has stepped down from the PCA management committee. The Deputy Chair has met regularly with Raylene Bishop General Manager Cultural Services at the Runanga and discussed PCA's community engagement exercise and the Runanga's ongoing relationship with PCA.
6. Continuing to rationalise and sort the history and records of PCA that go back to its establishment in the 1970s.
7. Continuing to develop the IT and Social media capacity of PCA. This has included entering into an agreement with the IT school at Whitireia to build and launch a completely new website. This project will be completed in the 2021-2022 financial year.

# Statement of Receipts and Payments

## Porirua Community Arts Inc For the year ended 30 June 2021

'How was it funded?' and 'What did it cost?'

	NOTES	2021	2020
<b>Operating Receipts</b>			
Receipts from providing goods or services	1	-	(3,047)
Interest, dividends and other investment receipts	1	5	17
<b>Total Operating Receipts</b>		<b>5</b>	<b>(3,030)</b>
<b>Operating Payments</b>			
<b>Payments relating to providing goods or services</b>			
Fundraiser		-	41
General Expenses		155	376
general exps - Porirua Writer's Walk		537	113
Storage		1,015	935
Web page		110	164
<b>Total Payments relating to providing goods or services</b>		<b>1,817</b>	<b>1,629</b>
<b>Other operating payments</b>			
PCAC Accounting Fees		380	580
PCAC Administration		-	222
<b>Total Other operating payments</b>		<b>380</b>	<b>802</b>
<b>Total Operating Payments</b>		<b>2,197</b>	<b>2,431</b>
<b>Operating Surplus or (Deficit)</b>		<b>(2,192)</b>	<b>(5,461)</b>
<b>Capital Receipts</b>			
Receipts from sale of resources	3	2,197	22,971
Receipts from borrowings	3	292	246
<b>Total Capital Receipts</b>		<b>2,489</b>	<b>23,217</b>
<b>Capital Payments</b>			
<b>Purchase of resources</b>			
Payment for other assets		297	17,756
<b>Total Purchase of resources</b>		<b>297</b>	<b>17,756</b>
<b>Total Capital Payments</b>		<b>297</b>	<b>17,756</b>
<b>Increase/(Decrease) in Bank Accounts and Cash</b>		<b>-</b>	<b>-</b>
<b>Cash Balances</b>			
Cash and cash equivalents at beginning of period		-	-
Cash and cash equivalents at end of period		-	-

# Statement of Resources and Commitments

## Porirua Community Arts Inc For the year ended 30 June 2021 Cash Basis

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

	2021	2020
<b>Bank Accounts and Cash</b>		
	2021	2020
<b>Money Held on Behalf of Others</b>		
Description	-	-
Description	-	-
<b>Total Money Held on Behalf of Others</b>	-	-
	2021	2020
<b>Money Owed to the Entity</b>		
	2021	2020
<b>Other Resources</b>		
<b>Non Current</b>		
Property, Plant and Equipment	7,089	7,089
<b>Other Non Current</b>		
PCA Funding Account	6,269	5,975
PCA General Acct	9,844	12,038
Unpresented Cheque and Outstanding deposits 601	3,102	3,102
<b>Total Other Non Current</b>	<b>19,216</b>	<b>21,115</b>
<b>Total Non Current</b>	<b>26,305</b>	<b>28,204</b>
<b>Total Other Resources</b>	<b>26,305</b>	<b>28,204</b>
	2021	2020
<b>Commitments</b>		
<b>Current</b>		
<b>Creditors and Accrued Expenses</b>		
GST	310	304
<b>Total Creditors and Accrued Expenses</b>	<b>310</b>	<b>304</b>
<b>Total Current</b>	<b>310</b>	<b>304</b>
<b>Non Current</b>		
<b>Other Non Current</b>		

Statement of Resources and Commitments

Accruals	595	595
<b>Total Other Non Current</b>	<b>595</b>	<b>595</b>
<b>Total Non Current</b>	<b>595</b>	<b>595</b>
<b>Total Commitments</b>	<b>905</b>	<b>899</b>
	<b>2021</b>	<b>2020</b>

**Equity**

Current year earnings	(1,905)	(5,190)
Retained earnings/Accumulated funds	27,305	32,494
<b>Total Equity</b>	<b>25,400</b>	<b>27,305</b>
	<b>2021</b>	<b>2020</b>

**Other Information**

**Guarantees**

Description	-	-
<b>Total Guarantees</b>	<b>-</b>	<b>-</b>

**Resources Used as Security for Borrowings**

Description	-	-
<b>Total Resources Used as Security for Borrowings</b>	<b>-</b>	<b>-</b>

# Statement of Accounting Policies

## Porirua Community Arts Inc For the year ended 30 June 2021 Cash Basis

'How did we do our accounting?'

### Basis of Preparation

The entity is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not for Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

### 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.

### Goods and Services Tax (GST) (Alternate Note)

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST (if any).

### Income Tax

Porirua Community Arts Inc 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 Receipts and Payments comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

### Tier 2 PBE Accounting Standards Applied

[Insert details] Name of Tier 2 accounting policies applied.

### 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.

### Changes in Accounting Policies (Alternate Note)

The policy in respect of [insert details] has changed during the year to permit the entity to [insert details]. The change provides reliable, relevant information to users by [insert details]. The change in policy has impacted the financial reports by increasing [insert details] by [insert \$ amount] and decreasing [insert details] by [insert \$ amount]. All other accounting policies were applied on a consistent basis during the year.

# Notes to the Performance Report

## Porirua Community Arts Inc For the year ended 30 June 2021 Cash Basis

	2021	2020
<b>1. Analysis of Receipts</b>		
<b>Receipts from providing goods or services</b>		
Porirua Writer's Walk	-	(3,047)
<b>Total Receipts from providing goods or services</b>	<b>-</b>	<b>(3,047)</b>
<b>Interest, dividends and other investment receipts</b>		
Porirua Community Arts Council Interest	5	17
<b>Total interest, dividends and other investment receipts</b>	<b>5</b>	<b>17</b>
	<b>2021</b>	<b>2020</b>
<b>2. Analysis of Payments</b>		
<b>Payments relating to providing goods or services</b>		
Fundraiser	-	35
General Expenses	135	373
general exps - Porirua Writer's Walk	467	98
Storage	883	813
Web page	96	143
<b>Total Payments relating to providing goods or services</b>	<b>1,580</b>	<b>1,462</b>
<b>Other operating payments</b>		
PCAC Accounting Fees	330	504
PCAC Administration	-	193
<b>Total Other operating payments</b>	<b>330</b>	<b>697</b>
	<b>2021</b>	<b>2020</b>
<b>3. Capital Receipts &amp; Payments</b>		
<b>Property, Plant and Equipment</b>		
Opening Balance	(7,089)	(7,089)
<b>Total Property, Plant and Equipment</b>	<b>(7,089)</b>	<b>(7,089)</b>
<b>Other Assets</b>		
Opening Balance	(21,115)	(26,330)
PCA Funding Account	(294)	8,784
PCA General Acct	2,194	(3,569)
<b>Total Other Assets</b>	<b>(19,216)</b>	<b>(21,115)</b>
<b>Other Liabilities</b>		
Accruals	595	595
GST	310	304
<b>Total Other Liabilities</b>	<b>905</b>	<b>899</b>
<b>Equity</b>		



	2021	2020
Opening Balance	27,305	32,494
Current year earnings	(1,905)	(5,190)
<b>Total Equity</b>	<b>25,400</b>	<b>27,305</b>

#### 4. Correction of Errors

[Insert details]

	2021	2020
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#### 5. Related Parties

##### Receivables

Party and nature of relationship	-	-
Party and nature of relationship	-	-
<b>Total Receivables</b>	<b>-</b>	<b>-</b>

##### Payables

Party and nature of relationship	-	-
Party and nature of relationship	-	-
<b>Total Payables</b>	<b>-</b>	<b>-</b>

##### Sales

Party and nature of relationship	-	-
Party and nature of relationship	-	-
<b>Total Sales</b>	<b>-</b>	<b>-</b>

##### Purchases

Party and nature of relationship	-	-
Party and nature of relationship	-	-
<b>Total Purchases</b>	<b>-</b>	<b>-</b>

#### 6. Related Parties (Alternative)

There were no transactions involving related parties during the financial year. [Delete this note if there were related party transactions].

#### 7. 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). [Delete this note if events have occurred after balance date that materially impact the Performance Report].