

Treasurer Notes to accompany accounts for AGM

This year the treasurers role has been split between Melissa Hare and Jenny Smith. Jenny took over the accounts towards the end of August. This report has been prepared by Jenny.

Account Kiwibank Summary

KIWIBANK 38-9012-0430404-00 & 01

| | | OPENING BALANCE | | \$ 25,693.49 |
|---------------|---------------------|---------------------|--------------|--------------|
| Month | In | Out | Total | |
| October | \$ 908.67 | \$ 1,421.64 | \$ 25,180.52 | |
| November | \$ 3,304.79 | \$ 534.14 | \$ 27,951.17 | |
| December | \$ 13,134.54 | \$ 2,428.00 | \$ 38,657.71 | |
| January | \$ 47.79 | \$ 106.22 | \$ 38,599.28 | |
| February | \$ 3,592.19 | \$ 474.23 | \$ 41,717.24 | |
| March | \$ 6,877.74 | \$ 261.15 | \$ 48,333.83 | |
| April | \$ 2,187.31 | \$ 6,821.41 | \$ 43,699.73 | |
| May | \$ 3,628.21 | \$ 10,177.74 | \$ 37,150.20 | |
| June | \$ 3,691.73 | \$ 2,200.95 | \$ 38,640.98 | |
| July | \$ 14,486.35 | \$ 883.27 | \$ 52,244.06 | |
| August | \$ 3,207.36 | \$ 4,090.55 | \$ 51,360.87 | |
| September | \$ 3,199.23 | \$ 2,316.51 | \$ 52,243.59 | |
| | | CLOSING BALANCE | \$ 52,243.59 | |
| Totals | \$ 58,265.91 | \$ 31,715.81 | | |

Retained Funds Accounts

| Fund Account | Opening Balance | Closing Balance |
|--------------|-----------------|---------------------|
| Venturer | \$ 0.00 | \$ 1,050.00 |
| Jamboree | \$ 0.00 | \$ 8,157.00 |
| Hall Upgrade | \$ 0.00 | \$ 21,448.00 |
| Group Funds | \$ 25,181.00 | \$ 21,589.00 |
| | | \$ 52,244.00 |

Grant Applications

We have 4 recorded donations totalling \$20,500.00 for this financial year.

| Donation Received From | Amount & Date Recorded | Expense Assigned To |
|------------------------------|------------------------------|------------------------|
| Pub charity First | \$ 1,500.00 donated Dec 2012 | Equipment & Activities |
| RSA | \$10,000.00 donated Dec 2012 | Hall Upgrade |
| Four Winds Foundation | \$ 4,000.00 donated Jul 2013 | Hall Upgrade |
| Infinity Foundation | \$ 5,000.00 donated Jul 2013 | Hall Upgrade |
| Total for year | \$20,500.00 | |

Fundraising

The key focus of fundraising this year has been Jamboree. Events held in this financial year have raised \$16,177.00^{Gross}.

| Fundraising Event | Nett Amount (Income MINUS Expenses) | Notes |
|--------------------------|--|---|
| Stadium | \$ 8,269.00 | 50% General Expenses 50% Jamboree |
| Jamboree | \$ 4,645.00 | Sausage Sizzles Trademe Sales Community work Theatre Cake Stall First Aid Packs Several BBQ's <i>Note: Not all expenses have been reconciled at the time of this report.</i> |
| Venturer Specific | \$ 640.00 | Chocolates |
| Other Fundraising | \$ 588.00 | Kids Fair Brooklyn School Boar Donations |
| Total Raised | \$14,142.00 | <i>Note: Not all expenses have been reconciled at the time of this report. Some expenses still to be paid after the date of this report.</i> |

Specific Activities

Each specific activity should have been reconciled. In effect all incoming should be met by the outgoing expenses.

Jamboree Fees

| | |
|-------------------------|-----------------|
| Recorded revenue | \$1650.00 |
| MINUS Recorded expenses | \$1700.00 |
| Nett Total | -\$50.00 |

The shortfall has been resolved however not shown as amount was deposited outside of the financial year. A full reconciliation of Jamboree funds and hours and payments will be done at the end of November when we hope funds from the recent BBQ and Stadium work can be included into the total.

Venturer Specific Activities

| | |
|-------------------------|-------------------|
| Recorded revenue | \$690.00 |
| MINUS Recorded expenses | \$1902.00 |
| Nett Total | -\$1212.00 |

I am unclear as to why there is such a shortfall to this account. Possibly funding has not been applied correctly. This should be reviewed with the Venturer leaders in the next financial year.

Scout Activities

| | |
|-------------------------|-----------------|
| Recorded revenue | \$6484.00 |
| MINUS Recorded expenses | \$6308.00 |
| Nett Total | \$176.00 |

There are still some expenses to be reconciled due to cancelled camps and activities occurring over the end of year dates.

Cubs Activities

| | |
|-------------------------|-----------------|
| Recorded revenue | \$1851.00 |
| MINUS Recorded expenses | \$1674.00 |
| Nett Total | \$177.00 |

There are still some expenses to be reconciled due to cancelled camps and activities occurring over the end of year dates.

Keas Activities

There were no recorded special activities for the Keas

General Activity Expenses

General activity expenses cover expenses required to run each group. This would include cost of materials for organised activities.

| Group | Budgeted (2012-2013) | Actual | % of budgeted |
|----------|-------------------------|----------|------------------|
| Venturer | \$500.00 | \$0.00 | 0% |
| Scouts | \$500.00 | \$75.00 | 15% |
| Cubs | \$500.00 | \$280.00 | 56% |
| Keas | \$500.00 | \$0.00 | 0% |

Operational Expenses

Any expense that is required for the group to operate is an operational expense.

| Expense | Budgeted (2012-2013) | Actual | % of budgeted | Notes |
|----------------------|-------------------------|------------------|------------------|---|
| Electricity | \$600.00 | \$1059.00 | 170% | The substantial increase in the budgeted electricity is down to the increase Hall Maintenance and Upgrade work that has been held in this financial year. |
| Bank Charges | \$80.00 | \$28.00 | 35% | |
| Equipment | \$1000.00 | \$630.00 | 63% | |
| Badge Fees | \$300.00 | \$129.00 | 43% | |
| Stationary | \$400.00 | \$200.00 | 50% | |
| Uniform Cost | \$300.00 | \$0.00 | 0% | |
| National Fees | \$4500.00 | \$3231.00 | 72% | |
| Insurance | \$4000.00 | \$3907.00 | 98% | |
| WCC | \$200.00 | \$82.00 | 41% | |
| Hall Maint | \$1000.00 | \$923.00 | 92% | |
| Totals | \$12380.00 | \$9130.00 | 74% | |

Subscription Fees for 2014

We provided National with a summary list of all active members around end of July. This year we had 48 active members as split below:

| Section | Active members | % |
|---------------|----------------|-----|
| Keas | 5 | 10% |
| Cubs | 21 | 44% |
| Scouts | 18 | 38% |
| Vent | 4 | 8% |
| Total | 48 | |

The fees from National have been calculated and we have just been invoiced a total amount of \$3792.50 which covers fees from 1st October 2013 to 30th September 2014.

This fee per member is around \$92.00 per member.

We have worked hard this year to ensure that everyone pays their fees and record it. We have also been accumulating fees from new families.

The total operational expense for 2012-2013 per member is \$122.89. So currently we are operating at a loss since we need to add onto this the annual fee. However I understand that we had accounted for fundraisers such as the stadium and other organised activities to account for this loss.

Since the July survey our numbers have grown to 66 active members:

| Section | Active members | % |
|---------------|----------------|-----|
| Keas | 8 | 12% |
| Cubs | 28 | 43% |
| Scouts | 19 | 28% |
| Vent | 11 | 17% |
| Total | 66 | |

Using the number of active numbers * and average membership amount of \$150.00 (to account for multiple children) I anticipate our income from fees next year to be \$9900.00.

| | 2012-2013 (Actual) | 2013-2014 (Budgetted) |
|----------------------------|--------------------|-----------------------|
| Income From Fees | \$7917.00 | \$9900.00 |
| MINUS Operational Expenses | -\$5899.00 | -\$7880.00 |
| MINUS National Fees | -\$3231.00 | -\$3792.50 |
| Total | -\$1213.00 | -\$1772.50 |

I propose that we keep the fees the same as last year. A lot of energy and thought was put into the fee structure last year and I think that we need to give it another year to see how the fees fairly reflect against the expenses.

I move that the following fee structure stays in place for 2013-2014

| | Fee |
|------------------------------|----------|
| 1 family member | \$170.00 |
| 2 family members | \$310.00 |
| 3 or more family members | \$360.00 |
| 3+ additional family members | \$92.00 |

Some families were confused with the fees this year – ie. When they should be paying. So in regards to collecting fees for 2013-2014 I suggest that we actually provide invoices around 3 weeks of Term 1 with a payment date of end of Term 1.

Budget for 2013-2014

The following provides what I think is a good budget using the budget and actuals from 2012-2013:

Income

| Description | Actual Oct-Sep 13 | Budgeted Oct-Sep 14 | Notes |
|--|----------------------|------------------------|--|
| Grant Applications | | | |
| • Equip & Activities | \$1,500 | \$1,000 | Have kept to same as last year |
| • Uniforms/Training | \$0.00 | \$1,000 | |
| • Hall Maint | \$0.00 | \$1,000 | Have split up grants for maintenance versus upgrade |
| • Hall Upgrade | \$19,000 | \$20,000 | Have assumed that we need to cover grants upto this amount for this financial year |
| Fundraising | | | |
| • Stadium Fundraising | \$8,269 | \$6,000 | Have gone for the difference between actual and budgeted |
| • Jamboree | \$5,795 | \$5,000 | 1/3 of cost of next Jamboree in 3 years |
| • Venturer | \$1,525 | TBC | Venturer funds are to be managed separately by Venturers |
| • Other Group Fundraising | \$588 | \$1,000 | |
| Specific Activity Revenue | | | |
| No budget is attributed given these activities should pay for themselves | | | |
| Subscriptions | \$7,917 | \$9,900 | |
| Interest – Now Account | \$0.00 | \$0.00 | |
| Interest – Savings Account | \$511 | \$300 | Funds will be depleted from this account as work is completed for the Hall Upgrade so will reduce interest |
| Donations & Misc | \$2,486 | \$200 | Kept same as last year |
| | Total Income | \$45,400 | |

Expenses

| Description | Actual Oct-Sep 13 | Budgeted Oct-Sep 14 | Notes |
|--|-----------------------|------------------------|--|
| Specific Activity Expenses | | | |
| No budget is attributed given these activities should pay for themselves | | | |
| General Activity Expenses | | | |
| • Venturers | \$0 | <i>TBC</i> | Venturer funds are to be managed separately by Venturers |
| • Scouts | \$75 | \$500 | |
| • Cubs | \$280 | \$500 | |
| • Keas | \$0 | \$500 | |
| Electricity | \$1,059 | \$1,000 | Kept high as hall upgrade continues |
| Fundraising Expenses | | | |
| No budget is attributed given these are unknown | | | |
| Bank Charges | \$28 | \$50 | |
| Equipment | \$630 | \$1,000 | |
| National Fees | \$3,231 | \$3,792 | |
| Insurance | \$3,907 | \$4,000 | |
| WCC | \$82 | \$200 | |
| Badge Fees | \$129 | \$300 | |
| Stationary/Copying/Web | \$200 | \$400 | |
| Training and Development | \$0 | \$1,000 | |
| Uniform cost/Scarf | \$0 | \$300 | |
| Hall Maintenance | \$923 | \$1,000 | |
| Hall Upgrade | \$7,552 | \$30,000 | <i>TBC</i> |
| Welfare Expenditure | \$0 | \$0 | |
| | Total Expenses | \$44,542 | |