



Friends of Te Papa

Ngā Hoa o Te Papa

The Executive Committee is pleased to present
the approved Performance Report
including the historical financial statements of
The Friends of the Museum of New Zealand
Te Papa Tongarewa Incorporated
for the year ended 31 March 2022

Treasurer

President

Date 13 July 2022



The Friends of the Museum of New Zealand Te Papa Tongarewa Incorporated
Performance Report
For the year ended
31 March 2022

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The Friends of the Museum of New Zealand Te Papa Tongarewa Incorporated

Entity Information

"Who are we?", "Why do we exist?"

For the year ended
31 March 2022

Legal Name of Entity:	The Friends of the Museum of New Zealand Te Papa Tongarewa Incorporated
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Other Name of Entity (if any):	The Friends of Te Papa
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Type of Entity and Legal Basis:	Incorporated Society under the Incorporated Societies Act 1908 and a registered charity.
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Registration Number:	CC11188
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Entity's Purpose or Mission:

The primary purpose of the Friends of Te Papa (The "Society") is to promote the interests, objects and activities of the Museum of New Zealand Te Papa Tongarewa ("Te Papa").

Friends of Te Papa, (formerly Friends of the National Art Gallery), was founded to encourage involvement with the museum and support the acquisition of new works for the collection. For more than 23 years, our valued Friends of Te Papa members have supported Te Papa by contributing to Te Papa's collections through the purchase of artworks, taonga, and other collection items, by regularly visiting Te Papa to view exhibitions and attending a wide range of programmes.

Entity Structure:

The Society is governed by the Executive Committee with a President, Vice President, Treasurer, Secretary and Ordinary Members. The Executive Committee is elected at the Annual General Meeting of the Society by Financial Members. The Executive Committee meets monthly. The members of the Committee are as follows: President - Koenraad Kuiper; Vice President - Marion Crawshaw; Treasurer - Tim Steel; Secretary - Nicola Kirkup. Other committee members are: Bridget Hodgkinson, Richard Norman, Helen Pinson, Ann Walker and Joji Jacob.

Membership of the Society is open to all persons, Societies, Associations, Trusts and Corporations interested in furthering the objects of the Society towards the promotion and development of Te Papa.

Main Sources of the Entity's Cash and Resources:

The Society's activities are supported by membership subscriptions and fundraising activities.



The Friends of the Museum of New Zealand Te Papa Tongarewa Incorporated

Entity Information

"Who are we?", "Why do we exist?"

For the year ended
31 March 2022

Main Methods Used by the Entity to Raise Funds:

The Society's activities are supported by membership subscriptions and fundraising activities, including organising events for Friends of Te Papa.

Entity's Reliance on Volunteers and Donated Goods or Services:

All governance roles are provided on a volunteer basis. Our members provide volunteer time to assist in the organisation of our programme of events.

Additional Information:

Further information regarding the activities of the Society can be found at www.friendsoftepapa.org.nz.

Contact details

Physical Address:	Our Office Museum of New Zealand Te Papa Tongarewa 55 Cable Street Wellington 6011 New Zealand
Postal Address:	Museum of New Zealand Te Papa Tongarewa PO Box 467 Wellington 6140 New Zealand
Phone:	(04) 381 7051
Website:	www.friendsoftepapa.org.nz
Email:	friends@tepapa.govt.nz



The Friends of the Museum of New Zealand Te Papa Tongarewa Incorporated
Statement of Service Performance

"What did we do?", When did we do it?"

For the year ended
31 March 2022

Description of the Entity's Outcomes:

The objective of the Friends of Te Papa is to promote and support Te Papa and encourage wider appreciation of the museum's taonga - its collections, activities and interests. To deliver our four strategic drivers, outlined below, we work to nurture the membership of the Friends, to organise and deliver an enlightening and enriching programme by offering events designed to enhance the museum's programme, providing opportunities for Te Papa staff to talk on their research and the collections, and maintaining a regular gifting programme.

The four strategic drivers

1. To deliver a programme for members

2022

2021

During the 2021-2022 year, 1297 people, including 189 non-members, attended a diverse set of events. The events programme was interrupted by periods of lockdowns and restricted entry to Te Papa during the year interrupting both the planning and holding of events. Notwithstanding these interruptions, 41 events were held. These included previews of exhibitions guided by the curators who were responsible for the selection of items in the exhibition and the way they were displayed. Members were led through the exhibition. When possible, floor talks were also offered by Te Papa curators. Book talks were held by authors of books. The Friends prioritise books written by Te Papa curators. Notable was a talk by Claire Regnault on her book *Dressed: Fashionable Dress in Aotearoa New Zealand* which later won the 2022 Ockham NZ book award. Lectures were also given by outside speakers.

As for the previous year, many of the events where numbers were limited were oversubscribed and so a number of events were repeated.

Number of events	41	45
Number of people attending events	1,297	1,501
Number of non-members attending events	189	123

Tours

Local tours and visits: The Friends of Te Papa provide a regular series of tours to local art galleries, both dealer galleries and public galleries such as the Dowse in Lower Hutt, and Pātaka in Porirua.

Away tours: The Friends organised one major tour away from Wellington to Gisborne in 2021-2022 year to cater for those members who were unable to come on last year's tour to Gisborne. Further tours focusing on geology went to Golden Bay, and Kaikoura.

Number of tours	3	2
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2. To nurture and grow the membership

2022

2021

Membership: Central to the Friends' approach to retaining and expanding its membership is ensuring that there is a rich variety of events and tours offered to members and ensuring that the availability of these events is promoted to the membership by high quality, frequent communications. To facilitate the former, the events team of the Friends' Executive Committee, the office administrator and communications administrator keep in close touch with Te Papa staff aiming to present a programme that is representative of all that Te Papa has on offer. The Friends' communications team also send out fortnightly e-newsletters and maintain an up-to-date web presence by means of its own web site and through social media. It is clear that these are effective since events are often sold out almost as soon as the newsletters are received.

The Friends' web site is showing its age, breaking down from time to time. So the Executive Committee has commenced the process of having it rebuilt given its central significance for members.

The membership has contracted slightly this year and again, the Covid pandemic may have had an effect, older members being sometimes more hesitant to attend events in Covid times. In the coming year the Executive Committee wishes to co-opt someone plan a programme to increase membership over the next five years.

The Executive Committee has commenced investigations into the use of bar-coded membership cards which will make it easier for members to use their cards within Te Papa and also to ease some of the office workload relating to membership renewals. It will also facilitate more efficient membership renewals.

Number of memberships

1,381

1,455

3. To build a sense of community

Within Te Papa: As well as the relationships established with Te Papa staff in the planning of the in-house events programme, the CEO and other members of the senior management team at Te Papa occasionally visit the monthly meetings of the Friends' Executive Committee meetings to update the committee on future events at the museum and exchange views on what each is planning. The President of the Friends also meets with one member of the Te Papa management team to deal with practical matters.

Regional outreach: The Friends have made visits to other museums and galleries in the region. One member of the executive committee now has responsibility for liaison with museums.

Gifting Programme: The Executive Committee is working with the Te Papa management team to develop a policy and practice relating to gifting to be developed in co-operation with the Te Papa Foundation. The Friends have instituted a programme this year of grants to support research conducted within Te Papa. Two such grants were provided within the natural history division in April 2022.

2022

2021

Number of gifts

0

0



4. To continue to thrive in Te Papa's changing environment

Membership promotion: During *Surrealist Art: Masterpieces from Museum Boijmans Van Beuningen (12 June - 31 October 2021)*, membership was largely promoted on Social Media, Friends Website and eNewsletters in lieu of our usual in person front of house promotion 'Join Now and See Surrealist Art Free'. The changes in Covid Alert Levels meant an in-person promotion was not possible.

The Executive Committee has worked on increasing the attractiveness of Gift Memberships through providing gift cards both online and through the Te Papa shop. This has allowed both current members and visitors to the shop to see this as a way of bringing the advantages of membership to the attention of more people. The first person to renew their membership this year was provided with a free event. More such promotion is planned. Membership is also promoted at the major Te Papa exhibitions each year.

Membership promotion	1	0
Number of memberships signed up as a result of the promotion	20	0

Volunteering: The Executive Committee is fortunate to be supported by a range of volunteers who perform back-of-house office support, write reviews of events, act on the local arts tours sub-committee, and membership promotion. The Executive Committee normally organises an end of year function each year to thank the volunteers for their essential work. This has not been possible this year because of Covid constraints.

Number of volunteers	61	88
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Executive Committee: The Executive Committee has continued to take on many of the operational roles for the Friends. This involved developing a portfolio and sub-committee structure and has increased the workload of committee members sizably. The number of committee members has expanded slightly to deal with the extra workload and the committee has instituted a system of backups for major portfolios and is working on succession planning. This process appears to be working out well now that it is bedded in.

The level of commitment of the members of the Executive Committee has been exemplary. Notwithstanding the problems caused by the impact of Covid, the programme has thrived and members of the Friends have remarked on the quality and interest of the programme and the communications produced by the Friends' office.

Number of Committee	11	11
Number of Committee volunteer hours	1,864	1,591

E-Newsletters: The majority of the membership receives the regular Friends' e-Newsletters. The immediacy and flexibility of electronic communication continues to prove highly effective in keeping members, Te Papa staff, and the wider public, aware and engaged with what is happening at Te Papa, as well as the Friends' own programme. The Office also continues to produce a monthly paper Diary, to keep a small number of non-email members regularly informed.

Number of E-newsletters and updates sent	67	68
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Additional Output Measures:

Website: The dedicated Friends' website continues to be highly successful. The ability for the Office to quickly publish up-to-date information about the Friends and upcoming events to the widest possible audience, including non-members, is both practical and cost effective. The Friends' secure, easy to use, online payment facility regularly results in many events selling out almost immediately on publication, notably the away and back of house tours.

The membership database and management system enables efficient handling of administrative processes and membership matters, such as renewals, bookings and payments. It is maintained by professional IT support and updated as necessary.

The introduction of online membership renewals, with membership log-in via individual passwords, has allowed members to easily check their accounts and sign up for events, or update their details.

Social Media:

Facebook followers	1,305	1,260
Facebook main page posts	183	122
Instagram followers	567	424
Instagram posts	101	72



The Friends of the Museum of New Zealand Te Papa Tongarewa Incorporated

Statement of Financial Performance

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

For the year ended

31 March 2022

	Note	Actual 2022 \$	Actual 2021 \$
Revenue			
Donations and other fund raising from members		912	3,460
Membership subscriptions		61,450	69,125
Events and tours revenue - members	1	113,229	62,247
Events and tours revenue - non-members		3,170	3,135
Grants and subsidies	10	11,405	18,746
Interest		2,203	2,531
Total Revenue		192,369	159,244
Expenses			
Salaries and employee related costs		67,303	85,639
Costs related to events, tours and other services	2	86,114	54,184
Administration and operating expenses		4,311	5,537
Audit fees		1,710	1,705
Total Expenses		159,438	147,065
Surplus/(Deficit) for the year before gifting		32,931	12,179
Gifting to Te Papa		-	-
Surplus/(Deficit) for the Year		32,931	12,179

The above statement of financial performance should be read in conjunction with the notes on pages 13 to 14



The Friends of the Museum of New Zealand Te Papa Tongarewa Incorporated

Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at
31 March 2022

	Note	2022 \$	2021 \$
Assets			
Current Assets			
Bank of New Zealand current accounts		140,577	132,200
Bank deposits		101,362	60,813
Investments - current	3	-	40,059
Prepayments		-	1,476
Receivables		1,200	4,520
Total Current Assets		243,139	239,068
Total Non-Current Assets		-	-
Total Assets		243,139	239,068
Liabilities			
Current Liabilities			
Deposits paid for tour		9,130	29,661
Accounts payable		10,880	10,674
GST payable		7,712	5,620
Prepaid subscriptions	4	74,736	85,363
Fundraising project		8,567	8,567
Total Current Liabilities		111,025	139,885
Total Liabilities		111,025	139,885
Total Assets less Total Liabilities (Net Assets)		132,114	99,183
Accumulated Funds			
Accumulated surpluses or (deficits)	5	132,114	99,183
Total Accumulated Funds		132,114	99,183

The above statement of financial position should be read in conjunction with the notes on pages 13 to 14



The Friends of the Museum of New Zealand Te Papa Tongarewa Incorporated

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended
31 March 2022

	2022 \$	2021 \$
Cash Flows from Operating Activities		
Cash was received from:		
Membership subscriptions receipts	54,144	63,319
Receipts, functions etc.	95,868	83,565
Donations	912	3,460
Interest income	2,203	2,531
Grants	11,405	18,746
Net GST	2,091	-
Cash was applied to:		
Payments to suppliers and employees	157,756	140,622
Donations or grants paid	-	-
Net GST	-	3,021
Net Cash Flows from Operating Activities	8,867	27,978
Cash flows from Investing and Financing Activities		
Cash was received from:		
Decrease in funds in Bank deposits	-	-
Decrease in funds held in Investments	40,059	81,583
Cash was applied to:		
Increase in funds in Bank deposits	40,549	25,540
Net Cash Flows from Investing and Financing Activities	(490)	56,043
Net Increase / (Decrease) in Cash	8,377	84,021
Opening Bank of New Zealand current account	132,200	48,179
Closing Bank of New Zealand Current Account	140,577	132,200
This is represented by:		
Bank of New Zealand Current Account	140,577	132,200



The Friends of the Museum of New Zealand Te Papa Tongarewa Incorporated

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended
31 March 2022

Basis of Preparation

The Friends of Te Papa 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 of 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.

Investments

All investments are measured on a market value basis with movements recognised through the Statement of Financial Performance. Interest income is recognised on an accruals basis.

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.

Revenue

All revenue is recognised when earned. Subscriptions received under the "five years for the price of four" plan are allocated pro-rata to each of the relevant years.

Donations/Grants

Donations/grants received are accounted for as income unless received as part of a specific fundraising project. In such circumstances, they are held in reserve until utilised on that project.

Government Subsidies

Government subsidies are recognised as revenue on receipt where no performance conditions have been specified on receipt of the subsidy.

Employee Entitlements

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

Income Tax

The Friends of the Museum of New Zealand Te Papa Tongarewa Inc is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Goods and Services Tax (GST)

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

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis as those in the previous reporting period.



The Friends of the Museum of New Zealand Te Papa Tongarewa Incorporated

Notes to the Performance Report

For the year ended
31 March 2022

Note 1 : Analysis of Income

Income Item	Analysis	2022	2021
		\$	\$
Revenue related to member's events and tours			
	Events	20,439	25,779
	Tours	92,790	36,468
	Total	113,229	62,247

Note 2 : Analysis of Expenses

Expense Item	Analysis	2022	2021
		\$	\$
Costs related to events, tours and other services			
	Events	11,174	18,843
	Tours	71,250	26,596
	Speaker fees	230	673
	Website and newsletters	3,460	8,072
Total	86,114	54,184	

Note 3 : Investments - NZ Bonds

Asset Item	Analysis	Interest rate % pa	Maturity date	2022	2021
				Principal amount \$	Principal amount \$
Investments - NZ Bonds					
	Genesis	4.14%	18.03.22	-	40,000
	Accrued interest			-	59
				-	59
	Current - Maturing within 1 year			-	40,059
	Term - Maturing over 1 year			-	-
	Total			-	40,059

Note 4 : Prepaid Subscriptions

Liability Item	Analysis	2022	2021
		\$	\$
Prepaid Subscriptions	2021/22	-	44,515
	2022/23	41,493	18,651
	2023/24	15,318	12,206
	2024/25	10,951	7,839
	2025/26	5,263	2,152
	2026/27	1,711	-
	Total	74,736	85,363

Subscriptions received under the "five years for the price of four" plan are allocated pro-rata to each of the relevant years.



The Friends of the Museum of New Zealand Te Papa Tongarewa Incorporated

Notes to the Performance Report

For the year ended
31 March 2022

Note 5: Accumulated Funds

	2022	2021
Accumulated surpluses or (deficits)	\$	\$
Opening Balance	99,183	87,004
Surplus/(Deficit) for the year	32,931	12,179
Closing Balance	132,114	99,183

Note 6 : Commitments and Contingencies

There are no commitments or contingencies as at balance date (last year - nil).

Note 7 : Related Party Transactions

Friends of Te Papa no longer receives a payment for administrative support from Te Papa but receives some assistance from Te Papa for running the Office and for certain events held at the Museum.

Note 8 : After Balance Date Event

There was no material impact on the 2022 Performance Report due to Covid-19 and no other events occurred subsequent to balance date which require disclosure in the Performance Report (2021: None).

Note 9 : Ability to Continue Operating

The Performance Report is prepared on the assumption that the Friends of Te Papa will continue to operate in the foreseeable future.

Note 10 : COVID-19 Impact

The Friends of Te Papa events programme for the 2022 year was interrupted by the impact of COVID-19 which limited access to Te Papa and interrupted the planning and holding of events. The financial impact of the decrease in revenue has been mitigated by the covid subsidies received amounting to \$11,405 (2021 \$18,746). The Executive Committee are satisfied that the impact of COVID-19 has not impacted Friends of Te Papa's ability to continue as a going concern.





Accounting For Charities Trust

"Empowering Charities with the knowledge and skills to effectively manage their finances with confidence"

THE FRIENDS OF THE MUSEUM OF NEW ZEALAND TE PAPA TONGAREWA INCORPORATED ("FRIENDS OF TE PAPA")

INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT
FOR THE YEAR ENDED 31 MARCH 2022

To the Executive Committee of Friends of Te Papa

Report on the Performance Report

We have reviewed the accompanying performance report of Friends of Te Papa on pages 1 to 14, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 March 2022, the statement of financial position as at 31 March 2022, and the statement of accounting policies and other explanatory information.

The Responsibility of the Executive Committee for the Performance Report

The Executive Committee is responsible on behalf of the entity for:

- (a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- (b) the preparation and fair presentation of the performance report which comprises;
 - the entity information;
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board, and

- (c) for such internal control as the Executive Committee determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the performance report. We conducted our review of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with

International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400 (Revised), *Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity*, and the review of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 Revised). Those standards require us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material aspects in accordance with the Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit). Those standards also require that we comply with ethical requirements.

A review of the performance report in accordance with ISRE (NZ) 2400(Revised) and ISAE (NZ) 3000 (Revised) is a limited assurance engagement. We will perform procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluate the evidence obtained. The procedures selected depend on our judgement, including the areas identified where a material misstatement is likely to arise and includes performing procedures to obtain evidence and evaluating whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand) and ISAE (NZ) 3000 (Revised). Accordingly, we do not express an audit opinion on the performance report.

Other than in our capacity as assurance practitioner we have no relationship with, or interests in, Friends of Te Papa.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that:

- (a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are not suitable;
- (b) the performance report on pages 1 to 14 does not present fairly, in all material respects,
 - the financial position of Friends of Te Papa as at 31 March 2022, and its financial performance, and cash flows for the year then ended; and
 - the entity information and its service performance for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

Accounting for Charities Trust

ACCOUNTING FOR CHARITIES TRUST

13 July 2022

Wellington, NZ.