



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 Inc
for the year ended 31 March 2021**

Treasurer

President

1 July 2021

Date

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

Performance Report

For the year ended
31 March 2021

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

Entity Information

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

For the year ended
31 March 2021

Legal Name of Entity:	The Friends of the Museum of New Zealand Te Papa Tongarewa Inc
Other Name of Entity (if any):	The Friends of Te Papa
Type of Entity and Legal Basis:	Incorporated Society under the Incorporated Societies Act 1908
Registration Number:	CC11188

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 - Jillian Wellings; Treasurer - Tim Steel; Secretary - Nicola Kirkup. Other committee members are: Marion Crawshaw, Elizabeth Ellis, Con Flinkenberg, Sharon Taylor-Offord, Bridget Hodgkinson, Richard Norman and Susanne Lang.

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 Inc

Entity Information

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

For the year ended
31 March 2021

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 Inc

Statement of Service Performance

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

For the year ended

31 March 2021

Description of the Entity's Outcomes:

The objective of the Friends 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

2021

2020

Friends' in-house events programme: During the 2020-2021 year, 1501 people, including 123 non-members, attended a diverse set of events. The events programme was interrupted by periods of lockdowns at levels 4, 3 and 2 during the year which closed Te Papa interrupting both the planning and holding of events. Notwithstanding these interruptions, 45 events were held, which, on a proportional basis was an increase on the number of events offered in the last year.

The events covered back-of-house tours allowing members to see some of what is in the Te Papa collections. These are small members-only events and are frequently repeated given members' interest. They included a tour of the botanical collection looking at ferns from some collected by Joseph Banks to contemporary collections looking at the way particular species are distributed in New Zealand.

Members were also invited to 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 *Modern Living: Design in 1950s New Zealand* exhibition, of interior design from the 50s with a modernist flavour, for example, in furniture, lighting. Older members were able to recall this period and so the exhibition resonated with them. Floor talks in the exhibition were arranged and presented by lead co-curators Justine Olsen and Lizzie Bisley.

WOW: Up Close was the summer blockbuster exhibition of the year and many members attended events related to this exhibition.

Lectures, sometimes associated with the publication of new books were given, for example, by Ken Gorbey, one of the planners of Te Papa, by Dr Mark Stocker on sketch books by Edward Burne-Jones held by Te Papa, by Te Papa photography curator Athol McCredie on the photographs of Lesley Adkins, by Te Papa Vertebrates Curator Dr Colin Miskelly on Fiordland seabirds and by Dr Olga Suvorova on artifacts collected by the Bellingshausen-Lazarev expedition and now held in museums in the Russian Federation. The Friends also hosted a spring themed High Tea, with an illustrated talk on Sarah Featon's floral prints presented by Dr Rebecca Rice.

With the good offices of the Interfaith Council, Friends were able to visit a number of faith communities in and around Wellington, were able to set up a new offering called Meet the Faith Series, which started with a visit to the Hindu Temple in Kilbirnie.

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

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

Number of events	45	57
Number of people attending events	1,501	3,644
Number of non-members attending events	123	670



Tours: In mid-October Te Papa Curator Veterbrates Dr Colin Miskelly, led a group of 29 members on a guided tour of Mana Island. The tour started off with the Friends group boarding a charter boat from Porirua Mainlands to Mana Island. Mana Island is a scientific reserve administered by the Department of Conservation, and lies about 5km from the entrance to Porirua Harbour. Colin guided the group around the island for 3 hours allowing time for further exploration before heading back to mainland.

2021

2020

At the end of October the Friends organised one major tour away from Wellington to Historic Gisborne. Included in the tour were visits to the Tairāwhiti museum and the museum's stunning new C Company gallery which pays tribute to the men of the 28th Maori Battalion, the Toi Houkura School of Maori Art and Design, the Eastwoodhill National Arboretum, Nick's Head Station. And in connection with Te Papa's Iwi in residence the group were treated to a special powhiri hosted by Rongowhakaata Iwi. The tour was heavily oversubscribed.

Number of tours

2

3

2. To nurture and grow the membership

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 on the Friends' Executive Committee and Office 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 maintains an up-to-date website presence by means to 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 membership has not expanded this year and again, the Covid pandemic may have had an effect.

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.

Number of memberships

1,455

1,571

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 visit the monthly meetings of the Friends' Executive Committee meetings from time to time 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. The Executive Committee will, in the next financial year work to build relationships in terms of reciprocal advantage.



	2021	2020
<p>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. This year, again given the interruptions to the year, this process has been stalled.</p>		
Number of gifts	0	1
<p>4. To continue to thrive in Te Papa's changing environment</p>		
<p>Membership Promotion: The main opportunity for large scale membership promotion is during the season of a 'charged for' exhibition. As the <i>WOW: Up Close</i> exhibition, which ran from December 2020 into February 2021, was a commercial venture, no membership promotion was run over the summer, apart from the Friends' concession price. As a membership benefit, during the year the Friends funded exhibition previews, Friends' viewings, floortalks and exhibition guided tours.</p>		
<p>The Executive Committee has worked on increasing the attractiveness of gift memberships through providing gift cards both online and through the Te Papa shop. It is hoped that this will allow 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.</p>		
Membership promotion	0	1
Number of memberships signed up as a result of the promotion	0	87
<p>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 organises an end of year function each year to thank the volunteers for their essential work.</p>		
Number of volunteers	88	72
<p>Committee: This year the Executive Committee has taken on many of the operational roles for the Friends. This has involved developing a portfolio and sub-committee structure and has increased the workload of committee members sizably. The number of committee members has expanded to deal with the extra workload and the committee has instituted a system of backups for major portfolios and is working on succession planning.</p>		
<p>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 committee.</p>		
Number of Committee	11	13
Number of Committee volunteer hours	1,591	1,786



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

68

74

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	1,260	1,155
Facebook main page posts	122	101
Instagram followers	424	244
Instagram posts	72	9



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

Statement of Financial Performance

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

For the year ended

31 March 2021

	Note	Actual 2021 \$	Actual 2020 \$
Revenue			
Donations and other fund raising from members		3,460	2,708
Membership subscriptions		69,125	71,452
Events and tours revenue - members	1	62,247	42,803
Events and tours revenue - non-members		3,135	12,245
Grants and subsidies	10	18,746	-
Interest		2,531	3,863
Total Revenue		159,244	133,071
Expenses			
Salaries and employee related costs		85,639	111,961
Costs related to events, tours and other services	2	54,184	38,840
Administration and operating expenses		5,537	5,623
Audit fees		1,705	1,270
Total Expenses		147,065	157,694
Surplus/(Deficit) for the year before gifting		12,179	(24,623)
Gifting to Te Papa		-	(1,000)
Surplus/(Deficit) for the Year		12,179	(25,623)

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 Inc

Statement of Financial Position

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

As at
31 March 2021

	Note	2021 \$	2020 \$
Assets			
Current Assets			
Bank of New Zealand current accounts		132,200	48,179
Bank deposits		60,813	35,273
Investments - current	3	40,059	81,642
Prepayments		1,476	2,229
Receivables		4,520	4,104
Total Current Assets		239,068	171,427
Non-Current Assets			
Investments - NZ Bonds	3	-	40,000
Total Non-Current Assets		-	40,000
Total Assets		239,068	211,427
Liabilities			
Current Liabilities			
Deposits paid for tour		29,661	11,478
Accounts payable		10,674	7,843
GST payable		5,620	8,641
Prepaid subscriptions	4	85,363	87,894
Fundraising project		8,567	8,567
Total Current Liabilities		139,885	124,423
Total Liabilities		139,885	124,423
Total Assets less Total Liabilities (Net Assets)		99,183	87,004
Accumulated Funds			
Accumulated surpluses or (deficits)	5	99,183	87,004
Total Accumulated Funds		99,183	87,004

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 Inc

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended
31 March 2021

	2021 \$	2020 \$
Cash Flows from Operating Activities		
Cash was received from:		
Membership subscriptions receipts	63,319	69,101
Receipts, functions etc.	83,565	66,526
Donations	3,460	2,708
Interest income	2,531	3,863
Grants	18,746	-
Net GST	-	5,164
Cash was applied to:		
Payments to suppliers and employees	140,622	171,555
Donations or grants paid	-	-
Net GST	3,021	-
Net Cash Flows from Operating Activities	27,978	(24,193)
Cash flows from Investing and Financing Activities		
Cash was received from:		
Decrease in funds in Bank deposits	-	14,804
Decrease in funds held in Investments	81,583	1,978
Cash was applied to:		
Increase in funds in Bank deposits	25,540	-
Net Cash Flows from Investing and Financing Activities	56,043	16,782
Net Increase / (Decrease) in Cash	84,021	(7,411)
Opening Bank of New Zealand current account	48,179	55,590
Closing Bank of New Zealand Current Account	132,200	48,179
This is represented by:		
Bank of New Zealand Current Account	132,200	48,179

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



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

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended

31 March 2021

Basis of Preparation

The Friends Of The Museum of New Zealand Te Papa Tongarewa Inc 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.

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 during the financial year (last year - nil).



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

Notes to the Performance Report

For the year ended
31 March 2021

Note 1 : Analysis of Income

Income Item	Analysis	2021 \$	2020 \$
Revenue related to member's events and tours			
	Events	25,779	31,656
	Tours	36,468	11,147
	Total	62,247	42,803

Note 2 : Analysis of Expenses

Expense Item	Analysis	2021 \$	2020 \$
Costs related to events, tours and other services			
	Events	18,843	23,933
	Tours	26,596	2,021
	Speaker fees	673	3,690
	Website and newsletters	8,072	9,196
	Total	54,184	38,840

Note 3 : Investments - NZ Bonds

Asset Item	Analysis	Interest rate % pa	Maturity date	2021 Principal amount \$	2020 Principal amount \$
Investments - NZ Bonds					
	Genesis	4.14%	18.03.22	40,000	40,000
	ANZ	3.16%	26.08.20	-	30,000
	BNZ	4.43%	18.06.20	-	30,000
	Auckland Council	4.02%	24.09.20	-	20,000
	Accrued interest			59	1,642
				59	81,642
	Current - Maturing within 1 year			40,059	81,642
	Term - Maturing over 1 year			-	40,000
				40,059	121,642

Note 4 : Prepaid Subscriptions

Liability Item	Analysis	2021 \$	2020 \$
Prepaid Subscriptions			
	2020/21	-	44,942
	2021/22	44,515	18,017
	2022/23	18,651	13,994
	2023/24	12,206	7,654
	2024/25	7,839	3,287
	2025/26	2,152	-
	Total	85,363	87,894

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 Inc

Notes to the Performance Report

For the year ended

31 March 2021

Note 5: Accumulated Funds

	2021	2020
Accumulated surpluses or (deficits)	\$	\$
Opening Balance	87,004	112,627
Surplus/(Deficit) for the year	12,179	(25,623)
Closing Balance	99,183	87,004

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 2021 Performance Report due to Covid-19 and no other events occurred subsequent to balance date which require disclosure in the Performance Report (2020: 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 2021 year was interrupted by the impact of COVID-19 including the periods of lockdowns and other measures undertaken at alert levels 4, 3 and 2 which closed Te Papa and interrupted the planning and holding of events. The financial impact of the decrease in revenue has been partially mitigated by the wage subsidy received amounting to \$18,746. In addition the Executive Committee has taken steps to reduce the Friend's operating costs during the year. The longer term effects of COVID-19 remains uncertain but 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 AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

To the Executive Committee of Friends of Te Papa

Opinion

We have audited the 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 2021, the statement of financial position as at 31 March 2021, and the statement of accounting policies and other explanatory information.

In our opinion, the accompanying performance report of Friends of Te Papa gives a true and fair view, in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Performance Report* section of our report. We are independent of Friends of Te Papa in accordance with the ethical requirements that are relevant to our audit of the performance report in *Code of Ethics for Professional Accountants (IESBA Code)*, and we have fulfilled our other responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Performance Report

Management is responsible for the preparation of the performance report that give a true and fair view in accordance with International Financial Reporting Standards and in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit), and for such internal control as management determines is necessary to enable the preparation of performance reports that are free from material misstatement, whether due to fraud or error.

In preparing the performance report, management is responsible for assessing the Friends of Te Papa's ability to continue as a going concern, disclosing as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate Friends of Te Papa or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Friends of Te Papa's financial reporting process.

Auditor's Responsibilities for the Audit of the Performance Report

Our objectives are to obtain reasonable assurance about whether the performance report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Friends of Te Papa's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Friends of Te Papa's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause Friends of Te Papa to cease to continue as a going concern.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Accounting for Charities Trust

ACCOUNTING FOR CHARITIES TRUST

1 July 2021

Wellington, NZ.