



# **PERCY THOMSON TRUST**

• Percy Thomson Gallery • Percy Thomson Herbarium

• Percy Thomson Arboretum

**STATEMENT OF INTENT**

**FOR THE PERIOD**

**1 JULY 2019 TO 30 JUNE 2022**

This Statement of Intent is prepared by the Percy Thomson Trust under the provisions of section 64 of the Local Government Act 2002.

The purpose of this document is to:

- State publicly the activities and intentions of the Percy Thomson Trust for the year and the objectives to which those activities will contribute; and
- Provide an opportunity for shareholders to influence the direction of the Trust; and
- Provide a basis for the accountability of the directors to their shareholders for the performance of the Trust.

This Statement of Intent covers the period commencing 1 July 2019 to 30 June 2022 inclusive.

A Statement of Intent is required to cover the following contents:

- The objectives of the group; and
- A statement of the board's approach to governance; and
- The nature and scope of the activities to be undertaken; and
- The ratio of consolidated shareholders' funds to total assets, and the definitions of those terms; and
- The accounting policies of the group; and
- The performance targets and other measures by which the performance of the group may be judged in relation to its objectives; and
- An estimate of the amount or proportion of accumulated profits and capital reserves that is intended to be distributed to the shareholders; and
- The kind of information to be provided to the shareholders by the group during the course of those financial years, including the information to be included in each half-yearly report; and
- The procedures to be followed before any member or the group subscribes for, purchases, or otherwise acquires shares in any company or other organisation; and
- Any activities for which the board seeks compensation from any local authority; and
- The board's estimates of the commercial value of the shareholders' investment in the group and the manner in which, and the times at which, that value is to be reassessed; and
- Any other matters that are agreed by the shareholders and the board.

## **BACKGROUND**

The Council has established a charitable trust to be known as the 'Percy Thomson Trust' for the objects set out in the Trust Deed.

Percy Thomson by his will left a significant bequest to be used and applied towards the establishment and maintenance of an arboretum and herbarium of the native flora of New Zealand and an art gallery, all of which were to be vested in a Board of Trustees that were to be elected or appointed by the Stratford District Council.

The Council, using the funds available, has established an arboretum, herbarium and art gallery which are respectively known as the Thomson Arboretum, the Thomson Herbarium and the Thomson Gallery. By a Trust Deed and by a subsequent Deed of Transfer, the Council has recorded the formal vesting of the Thomson Arboretum, the Thomson Herbarium and the Thomson Gallery in the trustees of this trust.

The Trustees have agreed to act as Trustees of the Trust and to be responsible for the ongoing management of the Thomson Arboretum, the Thomson Herbarium and the Thomson Gallery.

## **OBJECTS OF THE TRUST**

The objects for which the Trust is established are, to the extent that they are a Charitable Purpose within New Zealand, as follows:

- to receive the Percy Thomson Arboretum, the Percy Thomson Herbarium and the Percy Thomson Gallery and to be responsible for the ongoing establishment and maintenance of an arboretum, herbarium and art gallery in Stratford;
- to manage the Trust Facilities and to create, acquire, promote, exhibit and manage the Collections for the benefit of the inhabitants of the Stratford District and the public generally;
- to endeavour to achieve the objectives the Council sets for the delivery of services in respect of the Trust Facilities as negotiated and set out in the Charter, the Business Plan, and the Strategic Plan;
- to implement the Council's policy as revised from time to time for the development and enhancement of the Trust Facilities with an emphasis on Stratford and in accordance with the Charter, Business Plan and Strategic Plan;
- to provide advice to the Council on the Council's long term policy for the development of gallery services in Stratford;
- to establish exhibition programmes and education policies for the Trust Facilities;
- to develop acquisition, de-accession and collection development policies for the Trust;
- to provide all financial, administration, marketing, technology and services required for the Trust Facilities;
- to determine charges for viewing or using any of the Trust Facilities and the Collections with a view to generating appropriate revenue and encouraging public enjoyment and utilisation of the Trust Facilities and Collections;
- to house and care for any art collections, antiquities or other articles acquired by, loaned, created or otherwise made available to the Trust and particularly to preserve and maintain the Collections (subject to any de-accession policies developed by the Trustees);
- to lease land or other assets where the Trustees determine that such land or other assets can be used in conjunction with the Trust Facilities or to promote the objectives of the Trust;
- to solicit and raise funds and carry out such activities as are necessary or conducive for the carrying out and giving effect to the objects of the Trust;
- to encourage and foster liaison and co-operative activities with related facilities, particularly those in the Stratford District; and
- generally to do all acts, matters and things that the Trustees consider may advance the objects of the Trust.

For the avoidance of doubt, the objects of the Trust expressed above are set out in no particular order or priority and do not include an intention or purpose that the Trust operates a trading undertaking with the intention or purpose of making a profit, but rather that the Trustees fairly and efficiently manage the Trust Fund, the Trust Facilities and the Collections for the benefit of the people of Stratford District.

The Trust's objects shall only be carried out in, or to benefit people in the Stratford District. The Trustees may carry out activities outside the Stratford District to promote the Trust or the Trust's activities but only if they believe that such activities will be for the ultimate benefit of people in the Stratford District.

## **GOVERNANCE**

The Trust Deed provides that there shall be not less than six or more than seven Trustees, and that these Trustees shall provide governance to the Trust as per the terms of the Trust Deed.

The current Trustees are:

- Bruce Ellis for a term expiring at the 2019 AGM
- Gloria Webby for a term expiring at the 2020 AGM
- Keryn Rae Walsh for a term expiring at the 2021 AGM.
- Christine Craig for a term expiring at the 2020 AGM.
- Viv Milner for a term expiring at the 2019 AGM.
- Jim Clarkson for a term expiring at the 2021 AGM.

Trustees are eligible for reappointment.

The Trustees shall hold at least four meetings in each financial year.

## **NATURE AND SCOPE OF ACTIVITIES**

The Percy Thomson Trust covers three activities, the Art Gallery, the Arboretum, and the Herbarium.

The Percy Thomson Gallery is located in Prospero Place, the arboretum on Cloten Road near the intersection with Ariel Street, and the herbarium at the website [www.taranakiplants.net.nz](http://www.taranakiplants.net.nz).

The Percy Thomson Gallery is Stratford's public art gallery and was opened in June 2002. The gallery contains both exhibition areas and work areas for use by local artists and community art groups. The gallery provides an active programme of exhibitions and events that is both internally generated and toured from other art collections.

The gallery's main display area totals 178m<sup>2</sup> which can be comfortably partitioned into two areas of 116m<sup>2</sup> and 62m<sup>2</sup> respectively.

## **RATIO OF CONSOLIDATED FUNDS**

The ratio of the equity to total assets is 99.748%.

- where equity is defined as accumulated equity; and
- total assets is defined as all assets, both current and long term.

## **STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2019**

### **ACCOUNTING POLICIES APPLIED**

#### **Basis of Preparation**

The Board has elected to apply PBE SFR-A (PS) *Public Benefit Entity Simple Format Reporting – Accrual (Public Sector)* on the basis that the Trust does not have public accountability (as defined) and has total annual expenses of less than \$2 million.

All transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements are prepared on the assumption that the Trust will continue to operate in the foreseeable future.

## Goods and Services Tax

The Trust is registered for GST. All amounts in the financial statements are recorded exclusive of GST, except for debtors and creditors, which are stated inclusive of GST.

## **SIGNIFICANT ACCOUNTING POLICIES**

### **Revenue**

#### ***Grants***

Council, government, and non-government grants are recognised as revenue when the funding is received unless there is an obligation to return the funds if conditions of the grant are not met (“use or return condition”). If there is such an obligation, the grant is initially recorded as a liability and recognised as revenue when conditions of the grant are satisfied.

#### ***Sale of goods***

Revenue from the sale of goods is recognised when the goods are sold to the customer.

#### ***Sale of services***

Revenue from the sale of services is recognised by reference to the stage of completion of the services delivered at balance date as a percentage of the total services to be provided.

#### ***Interest revenue***

Interest revenue is recorded as it is earned during the year.

#### ***Employee related costs***

Wages, salaries, and annual leave are recorded as an expense as staff provide services and become entitled to wages, salaries, and leave entitlements.

Performance payments are recorded when the employee is notified that the payment has been granted.

Superannuation contributions are recorded as an expense as staff provide services.

#### ***Advertising, marketing, administration, and other costs***

These are expensed when the related service has been received.

#### ***Bank accounts and cash***

Bank accounts and cash comprise a cheque account and deposits held at call with banks.

#### ***Debtors***

Debtors are initially recorded at the amount owed. When it is likely the amount owed (or some portion) will not be collected, a provision for impairment is recognised and the loss is recorded as a bad debt expense.

#### ***Investments***

Investments comprise investments in terms deposits with banks, listed bonds, and listed shares. Deposits with banks are initially recorded at the amount paid. If it appears that the carrying amount of the investment will not be recovered, it is written down to the expected recoverable amount.

Listed bonds and shares are initially recorded at the amount paid. If the market price of the investment falls below cost, the carrying value of the investment is reduced to the current market price. If the market price of the investment subsequently increases, the carrying amount of the

investment is increased but limited to the original cost of the investment.

### ***Property, plant, and equipment***

Property, plant, and equipment is recorded at cost, less accumulated depreciation and impairment losses.

Donated assets are recognised upon receipt of the asset if the asset has a useful life of 12 months or more, and the current value of the asset is readily obtainable and significant. Significant donated assets for which current values are not readily obtainable are not recognised.

For an asset to be sold, the asset is impaired if the market price for an equivalent asset falls below its carrying amount.

For an asset to be used by the Trust, the asset is impaired if the value to the Trust in using the asset falls below the carrying amount of the asset.

Depreciation is provided on a straight-line basis at rates that will write off the cost of the assets over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Furniture and fittings	10 years (10%)
Office Equipment	4 to 10 years (10% to 25%)
Buildings	20 to 80 years (1.25% to 5%)

### ***Revaluation***

The Trust has adopted tier 2 standards regarding the revaluation of its land and buildings in accordance with PBE IPSAS 17.

Revaluation increases and decreases will be transferred to equity.

### ***Creditors and accrued expenses***

Creditors and accrued expenses are measured at the amount owed.

### ***Employee costs payable***

A liability for employee costs payable is recognised when an employee has earned the entitlement. These include salaries and wages accrued up to balance date and annual leave earned but not yet taken at balance date.

### ***Income tax***

Tax expense is calculated using the taxes payable method. As a result, no allowance is made for deferred tax.

Tax expense includes the current tax liability and adjustments to prior year tax liabilities.

### ***Budget figures***

The budget figures have been prepared in accordance with Tier 3 standards, using accounting policies that are consistent with those adopted by the Board in preparing these financial statements.

### ***Tier 2 PBE Accounting Standards applied***

The Trust has applied any Tier 2 Accounting Standards for asset revaluations only, in preparing its financial statements.

## **CHANGES IN ACCOUNTING POLICIES**

There have been no changes to the accounting policies during the year.

## **PERFORMANCE MEASURES**

### **Mission Statement**

"To fulfil the wishes of the bequest by the late Mr Percy Thomson".

Level of Service	Performance Measure	Year 1	Target	Year 3	How Measured
		2019/20	Year 2 2020/21	2021/22	
Delivery of art exhibitions	Deliver proposed art exhibitions which will include local, regional and at least 1 National:	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Art Gallery Records
	Number of visitors to the Gallery to be not less than 20,000 per year	>20,000	>20,000	>20,000	Door Count
	To operate to a "break-even" balance	Operate within "break-even" budget	Operate within "break-even" budget	Operate within "break-even" budget	Annual Report
Development and maintenance of arboretum	Develop and maintain the arboretum to the standards in the Facilities Management Contract.	Develop and maintain the arboretum to the standards in the Facilities Management Contract.	Develop and maintain the arboretum to the standards in the Facilities Management Contract.	Develop and maintain the arboretum to the standards in the Facilities Management Contract.	Council Records
Delivery of Herbarium	Deliver the herbarium via the internet.	Deliver the herbarium via the internet.	Deliver the herbarium via the internet.	Deliver the herbarium via the internet.	Internet Detail Available

## **DISTRIBUTIONS TO SHAREHOLDERS**

The Trustees do not intend to distribute any accumulated profits or capital reserves to the Stratford District Council.

## **REPORTING**

The Percy Thomson Trust will provide audited annual accounts in conjunction with its annual report. The Auditor-General is the auditor of the Trust.

A six-monthly summary report will also be presented including a summary of progress against objectives, and an unaudited balance sheet and income statement.

## **PURCHASE OF SHARES**

The Trust does not intend to purchase shares in any company, other than as an investment mechanism. The Trust's Investment Policy states the policies and procedures for Trust investments.

## **PERCY THOMSON TRUST ENTITY INFORMATION**

### **Legal name**

Percy Thomson Trust (the Trust).

### **Type of entity and legal basis**

The Trust is incorporated in New Zealand under the Charitable Trusts Act 1957. The Trust is controlled by Stratford District Council and is a council-controlled organisation as defined in section 6 of the Local Government Act 2002.

### **The Trust's purpose or mission**

The primary objectives of the Trust are to provide the Percy Thomson Gallery, Percy Thomson Arboretum and Percy Thomson Herbarium in accordance with the bequest left by the late Percy Thomson, and to be responsible for the ongoing maintenance of these assets.

### **Structure of the Trust's operations, including governance arrangements**

The Trust comprises a Board of six Trustees who oversee the governance of the Trust, including a Chairman who is responsible for the day-to-day operations of the Trust and reporting to the Trustees, and five other voluntary members who support the Chairman in delivering against the Trust's objectives. At least 50% of the Trustees are appointed by the Stratford District Council.

### **Main sources of the Trust's cash and resources**

An operating grant received from the Stratford District Council, investment income, and other forms of grant revenue are the primary sources of funding to the Trust.

### **Outputs**

The Trust owns and maintains the building in which the gallery is situated and all expenses relating to this are incurred by the Trust. The Trust also promotes and exhibits various forms of art works in the gallery, and exhibition costs are also a major output for the Trust.



## **INVESTMENT POLICY**

### **PHILOSOPHY**

The investment strategy of the Percy Thomson Trust is to maintain the income level required to achieve the Trust objectives whilst also inflation-proofing the capital base.

### **CRITERIA FOR INVESTMENT**

Investments must be made to optimise returns while balancing risk and return considerations. As a responsible Trust with a public benefit aim, the Percy Thomson Trust investments should be low risk. The criteria to be applied to investments are:

- Safety of Capital - Safety of capital is a dominant consideration in all investment decisions.
- Liquidity - Investments are managed to ensure that sufficient funds are available to meet liabilities as and when they fall due.
- Returns - Long term investments reflect the objective of maximizing returns in excess of the inflation rate consistent with moderate to low risk exposure and to provide consistent real income over the long term.

### **PERFORMANCE MEASURES**

Maintain the real value of the capital of the Trust with regard to inflation. (using the Statistics New Zealand All Groups CPI).

### **Types of Investment**

The Trust may hold the following types of investments. See other sections of this policy for restrictions on the management of each type.

- Bank deposits, bank accepted bills and bank issued certificates of deposit
- Short term Promissory Notes issued by companies and Local Authorities
- Stocks and bonds issued by Government, SOE's, Local Authorities and suitably rated Corporate entities
- Shares in listed public companies
- Real Estate
- Professionally managed portfolios of investments, either by direct investment or through Unit Trusts including:
  - Equities both New Zealand and overseas domiciled
  - Fixed interest both New Zealand and overseas domiciled
  - Short term cash
  - Real estate

The following types of investments are prohibited:

- Loans to individuals
- Loans to community organisations

## **ASSESSMENT AND MANAGEMENT OF RISKS BY TYPE OF INVESTMENT**

### **Authorised Bank Instruments**

The Trust may invest in any registered bank in New Zealand subject to the following:

- The bank remains the primary debtor throughout the term of the investment.
- Investments will only be in banks on the list of registered banks in New Zealand as approved by the Reserve Bank of New Zealand.
  - any other organisation with a Standard and Poor's short term credit rating of A-3 or better and a long term credit rating of A- or better (equivalent Moody's ratings may be used).
- Up to 100% of the available funds may be invested.
- A maximum of 50% of the total investments issued by the financial market (which is made up of short term bank deposits, promissory notes and long term stocks and bonds including those issued by Local Authorities and Government Stock) may be invested with any one bank.
- Deposits may not include foreign currency.

### **Promissory Notes by NZ Companies and Local Authorities**

The Trust may invest in Promissory Notes issued in New Zealand by Corporates and Local Authorities in New Zealand currency subject to the following:

- Up to 35% of the available funds may be invested where the Promissory Notes are issued by any company in New Zealand subject to the issuer having a Standard and Poor's long term credit rating of Investment Grade or better (equivalent Moody's ratings may be used) and subject to a maximum 20% of the total investments with any one issuer.
- The term is no more than 180 days.
- The interest rate must be better than Bank deposits for the same term.
- For registered Promissory Notes the note must be held in the Trust's name.
- For 'bearer' Promissory Notes, the certificate may be held by the Trust or by a suitable agent such as a Bank.
- To avoid the Trust being exposed to settlement risk, payment on maturity or sale requires settlement by 'Cleared Funds'.

### **Authorised Stock or Bond Investments**

The Trust may invest in any fixed term stock or bond issued in New Zealand subject to the following:

- Up to 100% of the available funds may be invested where the stock is issued by the New Zealand Government or State Owned Enterprise guaranteed by the Government.
- Up to 100% of the available funds may be invested where the stock is issued by a Local Authority and is rate secured, but subject to a maximum of 50% of the total investments with any one issuer.

- Up to 80% of the available funds may be invested where the bonds are issued by any company in New Zealand subject to the issuer having a Standard and Poor's long term credit rating of Investment Grade or better (equivalent Moody's ratings may be used) and subject to a maximum 20% of the total investments with any one issuer.

### **Shares in Listed Public Companies**

The Trust may invest in any public company listed on the New Zealand Stock Exchange subject to the following:

- Specific resolution is required by the Trust to invest directly in a listed equity, such resolution to have considered professional advice from a broker.
- There is to be an annual review by a broker to assess price, total value, and hold or sell advice.
- Up to 30% of the available funds may be invested.

### **Real Estate**

The Trust may invest in real estate subject to the following:

- The property is directly linked to the aims and purpose of the Trust; or
- The property was included in the initial assets of the Trust.
- Up to 75% of the available funds may be invested.

### **Professionally Managed Portfolios**

The Trust may invest in professionally managed portfolios subject to the following:

- In selecting the fund manager the Trust shall consider:
  - Performance and competence
  - Diversification of the asset class
  - Expected return
  - Volatility of return, both in the past and expected
  - Trust's tolerance to risk
- The management of the investment, once made with a professional Fund Manager, shall be handled entirely by that Fund Manager. Therefore, restrictions stated elsewhere in this policy governing the selection and handling of direct investments shall not apply.
- Up to 50% of the available funds may be invested.

### **Diversification Summary**

<b>Investment Category</b>	<b>Fund Weighting Restriction</b>	<b>Other Restrictions</b>
Bank Instruments	100% of fund	Maximum 50% with any one bank
Promissory Notes	35% of fund	No more than 180 days; No more than 20% with one issuer
Authorised Stock/Bonds	100% of fund Government Stock; 100% of fund Local Authority; 80% of fund Others	No more than 50% with one Local Authority; No more than 20% with one issuer
Listed Shares	30% of fund	
Real Estate	75% of fund	Aims of Trust
Professional Portfolios	50% of fund	

## **Reporting**

The Percy Thomson Trust shall receive with each set of accounts reported to the Trust a statement of investments including book value, maturity date, return, market value, and other features deemed relevant.

Delegated authority to act on all investments in accordance with this policy, (except Real Estate, Shares, and Professionally Managed Funds) is granted to the Chairman of the Trust and any one other authorised account signatory.

## **ACTIVITIES FOR WHICH COMPENSATION SOUGHT**

The Percy Thomson Trust is seeking an annual cash grant of \$50,000 from the Stratford District Council. This is within the limits currently set by Council policy.

This grant helps fund the activities of the Trust.

The Trust is also seeking \$11,027 of maintenance work on the Arboretum, delivered "in kind".

In addition, the Trust is seeking \$11,250 of cleaning and maintenance services in the public toilets within the Percy Thomson Building, delivered 'in kind'.

The Council also provides administration services to the Trust for \$20,600 per annum.

As a Council controlled organisation, any funding applications to TSB Community Trust must be made in conjunction with Council's applications.

# PERCY THOMSON TRUST

## COST OF SERVICE STATEMENT

### FOR THE THREE YEARS COMMENCING 1 JULY 2019

<u>2018/19</u>		<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
<b><u>PROPERTY</u></b>				
<b>Property Revenue</b>				
14,100	Café Lease	14,100	14,100	14,100
1,000	Post Box Lobby Rental	1,200	1,200	1,200
17,800	Building Lease	17,800	17,800	17,800
<b>32,900</b>	<b>Total Property Revenue</b>	<b>33,100</b>	<b>33,100</b>	<b>33,100</b>
<b>Property Expenditure</b>				
50	Cleaning Services	50	50	50
71,000	Depreciation	75,260	75,260	75,260
5,500	Insurance	5,500	5,500	5,500
1,500	Rates (Services Only)	1,500	1,500	1,500
12,300	Repairs and Maintenance Building	22,200	23,000	40,300
2,500	Repairs and Maintenance Arboretum	2,500	2,500	2,500
200	Repairs and Maintenance Herbarium	200	200	200
<b>93,050</b>	<b>Total Property Expenditure</b>	<b>107,210</b>	<b>108,010</b>	<b>125,310</b>
<b>(60,150)</b>	<b>Surplus (Deficit) from Property</b>	<b>(74,110)</b>	<b>(74,910)</b>	<b>(92,210)</b>

# PERCY THOMSON TRUST

<u>2018/19</u>		<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
<b><u>ART GALLERY</u></b>				
<b>Art Gallery Revenue</b>				
1,300	Membership and "Friends" Donations	1,300	1,300	1,300
10,000	Rental/Hireage	10,000	10,000	10,000
2,000	Donation Box	2,000	2,000	2,000
10,000	Commission - Percy's Place	10,000	10,000	10,000
3,500	Commission - Gallery	3,500	3,500	3,500
<b>26,800</b>	<b>Total Art Gallery Revenue</b>	<b>26,800</b>	<b>26,800</b>	<b>26,800</b>
<b>Art Gallery Expenditure</b>				
300	ACC Levy	320	320	320
18,000	Energy Costs	18,000	18,000	18,000
2,200	Art Insurance	1,700	1,700	1,700
200	Miscellaneous	500	500	500
20,000	Programme	20,000	20,000	20,000
10,000	Major Exhibition	10,000	10,000	10,000
500	Publications & Subscriptions	200	200	200
92,000	Salary, Wages and Employment Related Costs	94,000	94,000	94,000
1,500	Staff Training	1,500	1,500	1,500
1,500	Telephone & Tolls	1,500	1,500	1,500
<b>146,200</b>	<b>Total Art Gallery Expenditure</b>	<b>147,720</b>	<b>147,720</b>	<b>147,720</b>
<b>(119,400)</b>	<b>Surplus (Deficit) from Art Gallery</b>	<b>(120,920)</b>	<b>(120,920)</b>	<b>(120,920)</b>

The grant from Stratford District Council is subject to review by Council each year.

# PERCY THOMSON TRUST

<u>2018/19</u> <u>Budget</u> \$		<u>2019/20</u> <u>Forecast</u> \$	<u>2020/21</u> <u>Projection</u> \$	<u>2021/22</u> <u>Projection</u> \$
<b><u>OTHER REVENUE AND EXPENDITURE</u></b>				
<b>Other Revenue</b>				
54,000	Interest	54,000	54,000	54,000
50,000	Stratford District Council Grant	50,000	50,000	50,000
36,000	External Funding	47,300	48,100	65,500
<b>140,000</b>	<b>Total Other Revenue</b>	<b>151,300</b>	<b>152,100</b>	<b>169,500</b>
<b>Other Expenditure</b>				
20,600	Administration	20,600	20,600	20,600
8,500	Audit Fees	8,500	8,500	8,500
1,800	Trustee Liability Insurance	1,800	1,800	1,800
300	Investment Expenses	300	300	300
<b>31,200</b>	<b>Total Other Expenditure</b>	<b>31,200</b>	<b>31,200</b>	<b>31,200</b>
<b>108,800</b>	<b>Surplus (Deficit)</b>	<b>120,100</b>	<b>120,900</b>	<b>138,300</b>

# PERCY THOMSON TRUST

<u>2018/19</u> <u>Budget</u> \$	<u>2019/20</u> <u>Forecast</u> \$	<u>2020/21</u> <u>Projection</u> \$	<u>2021/22</u> <u>Projection</u> \$
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## SUMMARY COST OF SERVICE STATEMENT

<u>REVENUE</u>				
32,900	Property	33,100	33,100	33,100
26,800	Art Gallery	26,800	26,800	26,800
140,000	Other Revenue	151,300	152,100	169,500
<b>199,700</b>	<b>Total Revenue</b>	<b>211,200</b>	<b>212,000</b>	<b>229,400</b>
<u>OPERATING EXPENDITURE</u>				
93,050	Property	107,210	108,010	125,310
146,200	Art Gallery	147,720	147,720	147,720
31,200	Other Expenditure	31,200	31,200	31,200
<b>270,450</b>	<b>Total Operating Expenditure</b>	<b>286,130</b>	<b>286,930</b>	<b>304,230</b>
<b>(70,750)</b>	<b>Operating Surplus (Deficit)</b>	<b>(74,930)</b>	<b>(74,930)</b>	<b>(74,830)</b>
<i>(70,750)</i>	<i>Net Operating Surplus (Deficit)</i>	<i>(74,930)</i>	<i>(74,930)</i>	<i>(74,830)</i>
<i>71,000</i>	<i>Add back depreciation (non-cash)</i>	<i>75,260</i>	<i>75,260</i>	<i>75,260</i>
<i>250</i>	<i>Cash Surplus (Deficit)</i>	<i>330</i>	<i>330</i>	<i>430</i>



# PERCY THOMSON TRUST

## PROSPECTIVE STATEMENT OF FINANCIAL PERFORMANCE FOR THE THREE YEARS COMMENCING 1 JULY 2019

<u>2018/19</u> <u>Budget</u> \$000	<u>2019/20</u> <u>Forecast</u> \$000	<u>2020/21</u> <u>Projection</u> \$000	<u>2021/22</u> <u>Projection</u> \$000
<b>Revenue</b>			
60	60	60	60
50	50	50	50
36	47	48	66
54	54	54	54
Revenue			
<b>200</b>	<b>211</b>	<b>212</b>	<b>229</b>
<b>Expenses</b>			
92	94	94	94
71	75	75	75
107	117	118	135
<b>270</b>	<b>286</b>	<b>287</b>	<b>304</b>
<b>(71)</b>	<b>(75)</b>	<b>(75)</b>	<b>(75)</b>
-	-	-	-
<b>(71)</b>	<b>(75)</b>	<b>(75)</b>	<b>(75)</b>
-	-	-	-
<b>(71)</b>	<b>(75)</b>	<b>(75)</b>	<b>(75)</b>

# PERCY THOMSON TRUST

## BUILDING MAINTENANCE

<i>Percy Thomson Trust Building - Built 2002</i>										
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
<b>Minor Maintenance Work</b>										
General repairs and maintenance	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000
Contract services (preventative maintenance)	2300	2300	2300	2300	2300	2300	2300	2300	2300	2300
<b>Minor Maintenance Work Total</b>	<b>12,300</b>	<b>12,300</b>	<b>12,300</b>	<b>12,300</b>	<b>12,300</b>	<b>12,300</b>	<b>12,300</b>	<b>12,300</b>	<b>12,300</b>	<b>12,300</b>
<b>Major Maintenance Work</b>										
Exterior repaint (soffit/eaves/doors)	3,700									
Replace remaining titan board cladding		9,900								
Interior repaint (foyer)	3,700									
Interior repaint (toilets/staff room)						3,900				
Interior repaint (storage/work areas)			8,200							
Complete Exterior repaint										
Complete Interior repaint										
Infinity Wall Furnace / Heaters Gas System										
Polished Concrete Recoat (Café, Foyer, Gallery)					14,900					
Polished Concrete Recoat (Storage area)								3,000		
Macrocarpa timber donated by ex Councillor Pickford - recoat						11,000				
Re-carpet (Info centre)				21,000						
Re-vinyl (info centre)					3,900					
Re-vinyl (toilets/work rooms)							8,500			
Replace light fittings (storage/work areas)			2,500							
Reline butynol guttering					5,000					
Auto Door Mechanical				7,000						
<b>Major Maintenance Work Total</b>	<b>7,400</b>	<b>9,900</b>	<b>10,700</b>	<b>28,000</b>	<b>23,800</b>	<b>14,900</b>	<b>8,500</b>	<b>3,000</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>	<b>19,700</b>	<b>22,200</b>	<b>23,000</b>	<b>40,300</b>	<b>36,100</b>	<b>27,200</b>	<b>20,800</b>	<b>15,300</b>	<b>12,300</b>	<b>12,300</b>

# PERCY THOMSON TRUST

## PROSPECTIVE STATEMENT OF FINANCIAL POSITION

For the Three Years Ending 30 June 2020, 2021 and 2022

<u>2018/19</u>		<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$000		\$000	\$000	\$000
	<b><u>Current Assets</u></b>			
170	Bank Accounts and Cash	200	201	201
250	Investments	250	250	250
10	Debtors and Prepayments	10	10	10
<b>430</b>	<b>Total Current Assets</b>	<b>460</b>	<b>461</b>	<b>461</b>
	<b><u>Non-Current Assets</u></b>			
710	Other Financial Assets	660	660	660
1782	Property, Plant and Equipment	1804	1728	1653
<b>2492</b>	<b>Total Non-Current Assets</b>	<b>2464</b>	<b>2388</b>	<b>2313</b>
<b>2922</b>	<b>TOTAL ASSETS</b>	<b>2924</b>	<b>2849</b>	<b>2774</b>
	<b><u>Current Liabilities</u></b>			
2	Employee Costs Payable	2	2	2
5	Creditors and Accrued Expenses	5	5	5
<b>7</b>	<b>Total Current Liabilities</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>7</b>	<b>Total Liabilities</b>	<b>7</b>	<b>7</b>	<b>7</b>
	<b><u>Trust Equity</u></b>			
0	Contributed Capital	0	0	0
1899	Accumulated Surpluses	1793	1718	1643
1017	Revaluation Reserve	1124	1124	1124
<b>2915</b>	<b>Total Equity</b>	<b>2917</b>	<b>2842</b>	<b>2767</b>
<b>2922</b>	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2924</b>	<b>2849</b>	<b>2774</b>

## **ESTIMATE OF COMMERCIAL VALUE**

As the Trust is an independent charitable trust, and the winding up clauses of the Trust Deed provide for any distribution of remaining funds to another charitable purpose within the Stratford District with similar objectives, the commercial value as the shareholders investment is assessed as zero.

## **OTHER MATTERS**

The Percy Thomson Trust has one commercial arrangement with the Stratford District Council as follows:

- The Stratford District Council provides accounting and administrative services to the Percy Thomson Trust. The Trust pays a fee for these services.

The Percy Thomson Trust leases to a third party a portion of the building asset for operation of a Café.

The Percy Thomson Trust has a partnership arrangement with the Taranaki Regional Council for the delivery of the electronic herbarium database via the world-wide web.

## **ASSUMPTIONS**

The budget forecasts do not include any adjustments for inflation for the years 2019/2020 and beyond. All revenue and expenditure is based on 2019 dollars.