

Performance Report Tier 4 for Charities

Randell Cottage Writers Trust For the year ended 31 December 2020

Entity Information

Randell Cottage Writers Trust
For the year ended 31 December 2020

Legal Name of Entity

Randell Cottage Writers Trust

Entity Type and Legal Basis

Incorporated Society and Registered Charity

Registration Number

CC22788

Entity's Purpose or Mission

The purpose or mission of the Trust is to offer fellowships and residency for one NZ and one French writer for six months each year in the historic Randell Cottage in Thorndon, Wellington. To support the writers and maintain the Randell Cottage as a fully-furnished, secure heritage building and garden. To manage sponsors' funding (notably from Creative NZ, the Arts Foundation of NZ and the Wellington City Council) in an efficient and accountable manner, ensuring all compliance requirements are met. To encourage creative interchange between the visiting writers and the public; to promote literary exchanges within New Zealand and with France; to contribute to Wellington's reputation as NZ's arts and cultural capital; to widen public appreciation of the works by the NZ and French writers; and to encourage synergies with other Wellington arts residencies and organisations, VUW, and the French Embassy.

Entity Structure

The Randell Cottage Writers Trust comprises a Board of nine Trustees (all voluntary) including the Trust Chair, a part-time Treasurer and a voluntary Association of Friends of the Randell Cottage.

Main Sources of Entity's Cash and Resources

The Trust's main sources of revenue are Creative NZ, Wellington City Council and the NZ France Friendship Fund via the Arts Foundation. Specific funds are also sought for one-off projects. Fundraising has taken the form of donations, funds raised by specific activities, Friends membership and activities, and koha at the Randell Cottage Open Day and public readings and conferences.

Main Methods Used by Entity to Raise Funds

Funds are sought through applications to the three bodies mentioned above, with regular accountability reports supplied as specified in the funding contracts. In 2016 an application to the Lotteries Grants Board secured funding to commission a Conservation Plan for the Randell Cottage. Other funding sources, e.g. Wellington Community Trust for project maintenance, are explored.

Entity's Reliance on Volunteers and Donated Goods or Services

Total reliance on volunteers. The Randell Cottage was a gift to the Trust.

Physical Address

14 St Mary Street, Thorndon, Wellington, New Zealand, 6011

Postal Address

PO Box 25204

Wellington 6140 New Zealand

Approval of Financial Report

Randell Cottage Writers Trust

For the year ended 31 December 2020

The Trustees are pleased to present the approved financial report of Randell Cottage Writers Trust for the year ended 31 December 2020.

This year there is no comparative due to a change in the financial year end from March to December.

This report ending 31 December 2020 covers a twelve month period. Going forward there will be no issues as the comparatives will be for twelve months as well and therefore meaningful.

APPROVED

Sarah Dennis

Chairperson

Date 4 June 2021

Christine Hurley

Trustee

Date 4 June 2021

Statement of Service Performance

Randell Cottage Writers Trust

For the year ended 31 December 2020

Description of Entity's Outcomes

In the twelve months from 1 January to 31 December 2020, the Randell Cottage Writers Trust (RCWT) hosted two writers-in-residence: French writer, Amaury da Cunha (January to June 2020), and NZ novelist, Michalia Arathimos (July to December 2020). Both writers enjoyed living at Randell Cottage and greatly appreciated the residency which they found beneficial to progressing their designated writing projects. Unfortunately, in the case of Amaury daCunha, his stay coincided with the Covid-19 lockdown, so some of his travel plans for outreach and research in New Zealand were curtailed. He nevertheless was able to visit a number of places towards the end of his residency directly connected with his book on Minnie Dean.

Both writers undertook public outreach as Covid levels permitted, with Michalia Arathimos able to do more than Amaury daCunha. Michalia Arathimos gave several talks, including on RNZ National, about her novel, Cartographia, on the subject of migration and identity. Da Cunha's book on Minnie Dean has just been published in France.

Routine maintenance of the Cottage and garden was carried out carefully to keep the property in good condition. Reporting obligations to funders were fulfilled on time. Trust finances continued to be soundly managed. In 2020 the Trust received Creative NZ annual Arts Grant funding for the 2021 NZ writer at the higher rate of stipend set in 2019. The Wellington City Council offered the trust an extension of its grant for operational funding through to June 2022.

The Trust and Friends Association held a highly successful Open Day during Wellington Heritage Week in early November 2020, joining forces with two other Thorndon creative residencies. An estimated 120-150 people visited during the course of the day.

Lynn Davidson was selected by a panel to be the 2021 NZ resident writer.

COVID 19

On 30 January 2020, the spread of Nova Corona virus (COVID-19) was declared a public health emergency by the World Health Organisation. From 25 March 2020 to 9 June 2020 NZ moved across a series of alert Levels with various restrictions at each level.

This did not seriously impact the writers as they were able to undertake their work according to the levels permitted. The French writer's activities were somewhat limited.

The Trust will continue to monitor the impact of COVID-19 on the entity but at the date of signing, the Trust does not believe that this entity has been or will be adversely financially affected by the pandemic. The Trust maintains the view that the entity has sufficient resources that it will continue to operate as a going concern.

The only risk currently seen is that for 2021 the French writer may not be able to travel to NZ due to COVID 19 travel restrictions

Description and Quantification of the Entity's Outputs

One NZ and one French writer hosted and supported at the Randell Cottage during the twelve-month period. Stipend paid to each writer and rent-free accommodation provided.

Additional Output Measures

The Randell Cottage and its garden are well maintained with operational costs such as insurance, rates, and maintenance met. Public outreach programmes are organised for the writers in Wellington, though this was limited for the French writer because of Covid-19. Access to events is free to the public wherever possible, e.g. at the National Library.

Additional Information

Reporting obligations to Creative NZ and the Wellington City Council are met. Close liaison with the French Embassy undertaken in respect of the funding from the NZ France Friendship Fund/Arts Foundation and ti

Statement of Financial Performance

Randell Cottage Writers Trust

For the year ended 31 December 2020

Account	Notes	2020
Revenue		
Interest, dividends and other investment revenue		21
Donations, fundraising, and other similar revenue	1	62,880
Total Revenue		62,901
Expenses		
Grants and donations made	1	44,953
Other expenses	1	21,736
Total Expenses		66,689
Surplus/(Deficit) for the Year		(3,788)

These financial statements have been prepared with a review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Financial Position

Randell Cottage Writers Trust
As at 31 December 2020

Account	Notes	31 Dec 2020
Assets		
Current Assets		
Cash and Bank	2	106,390
Total Current Assets		106,390
Non-Current Assets		
Fixed Assets	2	1,133,140
Total Non-Current Assets		1,133,140
Total Assets		1,239,530
Liabilities		
Current Liabilities		
Accounts Payable		600
GST		2,723
Income in Advance		47,905
Creative NZ \$ Tagged (website)		1,048
NZ France Friendship Legacy Fund		40,477
Total Current Liabilities		92,753
Total Liabilities		92,753
Net Assets		1,146,777
Accumulated Funds		
Opening Balance		1,150,565
Current Year Earnings		(3,788)
Total Accumulated Funds		1,146,777

These financial statements have been prepared with a review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Accounting Policies

Randell Cottage Writers Trust

For the year ended 31 December 2020

Cash Basis

'How did we do our accounting?'

These financial reports are prepared based on a cash basis. The financial year-end has been changed from March to December for 2019. This is the first year we prepare our report for a full year ending 31 December.

Basis of Preparation

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

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Randell Cottage Writers Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Receipts and Payments comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Tier 4 PBE Accounting Standards Applied

Randell Cottage Writers Trust of Tier 4 accounting policies applied. This was changed from last year which was filed under Tier 3.

Changes in Accounting Policies

There has been a change in the reporting year but no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Year ended 31 March 2019 was the final year. After that the end of year was changed to December. The 9 months period ended on 31 December 2019 was reported to the Board as well as to the funders where appropriate.

This change of year meant that comparatives would be unhelpful. Going forward comparatives would be more meaningful as both years will cover a 12 month period.

Notes to the Performance Report

Randell Cottage Writers Trust
For the year ended 31 December 2020

Account	2020
1. Analysis of Income and Expenses	
Donations, fundraising and other similar receipts	
Arts Foundation F/ship Fund	19,650
CNZ Grants	27,000
WCC Grants	12,507
Garage Rental	3,000
Other Income	723
Total Donations, fundraising and other similar receipts	62,880
Analysis of Expenses	
Grants and donations made	
Writer's Stipend	44,953
Total Grants and donations made	44,953
Other expenses	
Writers Selection & Related Costs	514
Audit Expense	350
Charities Commission	44
Cleaning & Gardening	1,516
Garage Body Corp Levy (YPM)	1,496
Insurance	4,106
Phone & Internet Charges	602
Power & Heating	589
Printing, Postage & Stationery	76
Professional Services	1,000
Property Maintenance	4,789
Publicity & Stakeholder Management	281
Rates	4,308
Subscriptions	313
Sundry Expenses	306
Website costs	1,446
Total Other expenses	21,736
Total Analysis of Expenses	66,689

Account	2020
2. Analysis of Assets	
Bank accounts and cash	
Opening Balance	(40,159)
ASB - Current account	(14,210)
ASB Savings on Call	(52,021)
Total Bank accounts and cash	(106,390)
Fixed Assets	
Garage 4/165 Sydney Street West	60,000
Heritage Land and Building 14 St Mary Street	1,080,000
Less Accumulated Depreciation Building 4/165 Sydney Street West	(6,860)
Total Fixed Assets	1,133,140

Note: Land and Buildings were revalued to market valuation at 31 March 2019

3. Events After the Balance Date

With restrictions on travel from overseas due to COVID-19, our French writer may not be able to come in 2021. This event after the balance date would not have an impact on this year's Performance Report. The only impact is that the stipend may not be spent in the coming year 2021, and it has been approved that it be carried forward to the following year 2022 or when travel can resume.