



Wellington North Badminton Association Incorporated

BOARD PACK

for

2023 AGM

Thursday, 27 April 2023

7:15 pm (NZST)

Held at:

Wellington North Badminton Stadium

24 Tawa Street, Tawa, Wellington, New Zealand

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Agenda

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AGENDA

2023 AGM



Name:	Wellington North Badminton Association Incorporated
Date:	Thursday, 27 April 2023
Time:	7:15 pm to 8:15 pm (NZST)
Location:	Wellington North Badminton Stadium, 24 Tawa Street, Tawa, Wellington, New Zealand https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2E2NDUzZjltZDc4ZC00ODUyLTg2YWQtZmE4ODkwZGU1MDYw%40thread.v2/0?context=%7b%22Tid%22%3a%2254121a67-0371-4cb3-9596-fa70e9b07d17%22%2c%22Oid%22%3a%227613bf81-7808-49c5-91b1-4a36a2d4199b%22%7d
Board Members:	David White (Chair), Ian Brown, Julie Hood, Leck Chuan Tham, Lesley Gledhill
Attendees:	Babette McCalman, Simon Lin

1. AGM

1.1 Apologies

1.2 Confirm Minutes

David White

Supporting Documents:

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1.3 Matters Arising

David White

1.4 Presentation of 2022 Annual Report

Simon Lin

Supporting Documents:

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1.5 2023 Budget

Simon Lin

Supporting Documents:

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1.6 Rule Change

David White

Supporting Documents:

1.6.a Proposed rule change 2023.pdf

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1.7 Confirmation of Elected Board Members

David White

1.8 Appointments

David White

The membership resolved to appoint PKF Kendons as the reviewer.

1.9 General Business

2. Close Meeting

2.1 Close the meeting

Next meeting: Board Meeting - 2 May 2023, 7:00 pm

MINUTES (in Review)

WNBA AGM 2022



Name:	Wellington North Badminton Association Incorporated
Date:	Monday, 11 April 2022
Time:	7:00 pm to 7:30 pm (NZST)
Location:	Wellington North Badminton Stadium, 24 Tawa Street, Tawa, Wellington, New Zealand
Board Members:	David White (Chair), Julie Hood, Leck Chuan Tham, Lesley Gledhill
Attendees:	Babette McCalman, Simon Lin
Apologies:	Ian Brown
Guests/Notes:	Franco Andrews, Maggie Lee, Valerie Hall, Rhys Hopkin, Amarjit Kaur,

1. AGM

1.1 Apologies

Apologies from Tony, Judy and Doug Muir.

1.2 Previous minutes



Approve previous minutes

Minutes from 2021 AGM

Decision Date:	11 Apr 2022
Mover:	David White
Seconder:	Lesley Gledhill
Outcome:	Approved

1.3 Matters Arising

No Matters Arising

1.4 Presentation of 2021 Annual Report

2021 Annual Report now online in order to save paper

<https://sway.office.com/6xA9b4nDuXkLrGDk?ref=Link>

Report covers 2021 workload including financials and impact of Covid-19.

A positive year with surplus cashflow due to uptake of court usage and covid support and other funding. Long term maintenance fund added to with the view to replace court mats, partial roof replacement and insulate roof in the future.

Julie Hood introduced and welcomed to the Board

1.5 2022 Budget

Budget has been developed with a conservative approach towards grant funding.

The development of a new part-time event co-ordinator position.

1.6 2022-26 Statement of Strategic Direction

The statement of strategic direction will drive board and management team for the next 4 years. This covers reason for being, purpose, and focus. With an emphasis on growing representative players, maintaining club and casula players and encouraging players with disabilities. This is a fantastic tool thank you to Julie Hood for her valuable assistance with developing this.

1.7 Confirmation of Elected Board Members

There were 4 nominations for Board members. Thanks you to all for putting your names forward.



Approve elected Board members

Dave White for role of president

Lesley Gledhill, Leck Tham and Ian Brown for Board member roles

Decision Date: 11 Apr 2022

Mover: David White

Seconder: Lesley Gledhill

Outcome: Approved

1.8 Appointments



Confirm appointment of Auditor

Kendons Chartered Accountants have been approved as auditors for Wellington North Badminton

Decision Date: 11 Apr 2022

Mover: Simon Lin

Seconder: Lesley Gledhill

Outcome: Approved

1.9 General Business

Dave White thanked everyone on the board, the management team, staff, coaches, club captains, volunteers and parent helpers for all the work over the past year to help Wellington North Badminton Association function at a high standard especially during these difficult Covid times.

2. Close Meeting

2.1 Close the meeting

Next meeting: Board Meeting - 21 Apr 2022, 7:00 pm

Signature: _____

Date: _____

Performance Report

Wellington North Badminton
For the year ended 31 December 2022

Prepared by Nuku Ora

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Entity Information

Wellington North Badminton For the year ended 31 December 2022

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

Legal Name of Entity

Wellington North Badminton Association Incorporated

Entity Type and Legal Basis

Wellington North Badminton Association Inc is an Incorporated Society registered under the Incorporated Societies Act 1908.

Registration Number

217878

Entity's Purpose or Mission

To support, strengthen and promote badminton in our community

Entity Structure

Wellington North Badminton Association Inc ("the Association") is an incorporated society focused on supporting badminton in our community.

The Association is governed by a Board comprising of four members and a President. The members of the Executive Committee are as follows:

- Dave White (President)
- Julie Hodd
- Ian Brown
- Leck Tham
- Lesley Geldhill

The Board meets a minimum of six times a year.

In addition to the Board, the Board have the power to appoint a General Manager for the Association. The General Manager is as follows:

- Simon Lin

Main Sources of Entity's Cash and Resources and Main Methods used by the Entity to Raise Funds

Wellington North Badminton Association Inc's primary sources of funding are through the following:

- Membership and training fees from players
- Private court hire
- Community development grants
- Gaming trust grants

Entity Information**Entity's Reliance on Volunteers and Donated Goods or Services**

Wellington North Badminton Association Inc has been heavily reliant on volunteers and donated goods and services for quite some time, however this has shifted since 2018 when it employed its first employee. There is still a heavy reliance on community/volunteer coaches for rep team training and a volunteer committee who are heavily involved in the maintenance of the stadium

Physical Address

General Manager, Taylor Park, 24 Tawa Street, Tawa, Wellington, New Zealand, 5028

Postal Address

General Manager, PO Box 51154, Tawa, Wellington, New Zealand, 5249

Approval of Financial Report

Wellington North Badminton For the year ended 31 December 2022

The Board is pleased to present the approved financial report including the historical financial statements of Wellington North Badminton for year ended 31 December 2022.

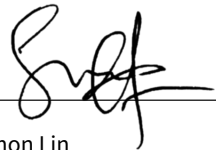
APPROVED



Dave White

President

Date 13/04/2023



Simon Lin

General Manager

Date 13/04/2023

Statement of Service Performance

Wellington North Badminton For the year ended 31 December 2022

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

Description of Entity's Outcomes

In order to satisfy the purpose Wellington North Badminton Association Inc ("the Association") will:

- Develop and maintain structured badminton organisations and events;
- Collaborate with like-minded organisations;
- Support representative badminton teams and players;
- Encourage and develop badminton coaches and officials;
- Belong to the recognised national badminton organisation;
- Provide and maintain a suitable venue specifically designed for playing badminton;
- Settle questions or disputes on any matter relating to badminton which may be submitted to the Association for its adjudication;
- Invest any of the the Association funds in such investments or assets as the Board determines;
- Do all such other lawful things conducive to the purpose of the Association.

	2022	2021
Description and Quantification of the Entity's Outputs		
Club Members	301	290
Junior Members	39	32
Life Members	9	9
Stadium Members	21	125
Stadium Pass Holders	229	-
Casual Registered Players	1,051	987

Statement of Financial Performance

Wellington North Badminton For the year ended 31 December 2022

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

	NOTES	2022	2021
Revenue			
Donations, fundraising and other similar revenue	1	115,823	89,302
Fees, subscriptions and other revenue from members	1	170,848	138,424
Revenue from providing goods or services	1	125,756	121,282
Interest, dividends and other investment revenue	1	4,521	2,097
Other revenue	1	6,856	43
Total Revenue		423,804	351,149
Expenses			
Volunteer and employee related costs	2	212,286	168,346
Costs related to providing goods or service	2	127,089	102,681
Other expenses	2	27,020	28,542
Total Expenses		366,395	299,568
Surplus/(Deficit) for the Year		57,409	51,580

Statement of Financial Position

Wellington North Badminton

As at 31 December 2022

'What the entity owns?' and 'What the entity owes?'

	NOTES	31 DEC 2022	31 DEC 2021
Assets			
Current Assets			
Bank accounts and cash	3	110,033	103,874
Debtors and prepayments	3	15,039	11,937
Inventory	3	8,750	9,750
Other Current Assets	3	193,492	172,915
Total Current Assets		327,314	298,477
Non-Current Assets			
Property, Plant and Equipment	5	572,863	550,336
Total Non-Current Assets		572,863	550,336
Total Assets		900,177	848,813
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	43,825	57,306
Employee costs payable	4	18,325	10,888
Other current liabilities	4	3	3
Total Current Liabilities		62,153	68,197
Total Liabilities		62,153	68,197
Total Assets less Total Liabilities (Net Assets)		838,024	780,615
Accumulated Funds			
Accumulated surpluses or (deficits)	6	838,024	780,615
Total Accumulated Funds		838,024	780,615

Statement of Cash Flows

Wellington North Badminton

For the year ended 31 December 2022

Account	2022	2021
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	95,989.45	92,024.80
Fees, subscriptions and other receipts from members	175,086.19	156,354.25
Receipts from providing goods or services	116,184.75	140,432.55
Interest, dividends and other investment receipts	109.57	2,096.62
Cash receipts from other operating activities	6,855.94	50.00
GST	8,533.89	(31,550.10)
Payments to suppliers and employees	(342,106.97)	(266,190.61)
Total Cash Flows from Operating Activities	60,652.82	93,217.51
Cash Flows from Investing and Financing Activities		
Receipts from sale of property, plant and equipment	6,542.50	6,065.43
Receipts from sale of investments	0.00	176,232.30
Payments to acquire property, plant and equipment	(47,319.02)	(61,051.96)
Payments to purchase investments	(13,716.45)	(172,525.37)
Cash flows from other investing and financing activities	0.00	(3,181.83)
Total Cash Flows from Investing and Financing Activities	(54,492.97)	(54,461.43)
Net Increase/(Decrease) in Cash	6,159.85	38,756.08
Bank Accounts and Cash		
Opening cash	103,873.53	65,117.45
Net change in cash for period	6,159.85	38,756.08
Closing cash	110,033.38	103,873.53

Statement of Accounting Policies

Wellington North Badminton

For the year ended 31 December 2022

'How did we do our accounting?'

Basis of Preparation

The entity 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 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.

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

Wellington North Badminton 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 Cash Flows comprise cash balances and bank balances.

Property Plant and Equipment

Property, plant and equipment are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

Depreciation is calculated on a straight line or diminishing value basis over the estimated useful life of the asset either using depreciation rates published by Inland Revenue. Assets' estimated useful life is reassessed annually. The following estimated depreciation rates/useful lives have been used.

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Changes in Accounting Policies

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

Notes to the Performance Report

Wellington North Badminton For the year ended 31 December 2022

	2022	2021
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Fundraising	329	438
Grants Received	108,571	86,263
Sponsorship & Donations	6,922	2,600
Total Donations, fundraising and other similar revenue	115,823	89,302
Fees, subscriptions and other revenue from members		
Subscriptions & fees	170,848	138,424
Total Fees, subscriptions and other revenue from members	170,848	138,424
Revenue from providing goods or services		
Court Hire	85,150	96,855
Sales	7,751	1,951
Tournaments & Events	19,850	17,285
Venue Hire	13,006	5,192
Total Revenue from providing goods or services	125,756	121,282
Interest, dividends and other investment revenue		
Interest Income	4,521	2,097
Total Interest, dividends and other investment revenue	4,521	2,097
Other revenue		
Other Revenue	6,856	43
Total Other revenue	6,856	43
	2022	2021

2. Analysis of Expenses

Volunteer and employee related costs

Ex-gratia Payments	8,405	7,562
KiwiSaver Employer Contributions	5,081	3,992
Motor Vehicle Expenses	2,012	2,760
Salaries/Wages	176,760	143,980
Travel - National	19,138	9,488
Volunteer reimbursements	890	565
Total Volunteer and employee related costs	212,286	168,346

Notes to the Performance Report

	2022	2021
Costs related to providing goods or services		
ACC Levy	1,019	949
Advertising	649	540
Cleaning	14,538	13,086
Contractors	3,665	-
Cost of Goods Sold	30,056	34,650
Entertainment	3,218	1,247
External Venue Hire	383	-
General Expenses	860	1,465
Insurance	15,465	3,894
Light, Power, Heating	6,950	5,291
Player Development	1,860	810
POLi Processing Fees	595	488
Professional Development	866	-
Repairs and Maintenance	11,872	10,782
Subscriptions	12,168	7,966
Telephone & Internet	1,717	1,968
Tournament Expenses	19,888	18,224
WCC Lease	1,321	1,321
Total Costs related to providing goods or services	127,089	102,681
Other expenses		
Accounting Fees	3,800	1,600
Audit Fees	-	2,500
Bank Fees	625	346
Consulting Fees	2,375	250
Depreciation	18,249	20,048
Freight & Courier	517	900
Office Expenses	-	1,596
Printing & Stationery	1,454	1,302
Total Other expenses	27,020	28,542
	2022	2021

3. Analysis of Assets**Bank accounts and cash**

Petty Cash/Float	140	140
Transaction - Association	60,038	84,047
Transaction - Club	3,050	3,046
Transaction - LTMF	40,982	2,316
Transaction - Trust	1	9,712
Visa Flexi Debit	5,823	4,613
Total Bank accounts and cash	110,033	103,874

Debtors and prepayments

Accounts Receivable	2,812	548
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Notes to the Performance Report

	2022	2021
Prepayments	12,226	11,389
Total Debtors and prepayments	15,039	11,937

Notes to the Performance Report

	2022	2021
Inventory		
Inventory	8,750	9,750
Total Inventory	8,750	9,750
Other current assets		
Investment-Association	83,254	81,188
Investment-Club	10,407	10,149
Investment-LTMF	83,016	81,189
Investment-Trust	13,976	-
Online payments	2,838	390
Total Other current assets	193,492	172,915
	2022	2021

4. Analysis of Liabilities

Creditors and accrued expenses		
Account Credit	14,414	21,721
Accounts Payable	3,459	4,882
GST	12,216	3,682
Income in Advance	11,187	24,333
Sundry Creditors	2,550	2,688
Total Creditors and accrued expenses	43,825	57,306
Employee costs payable		
Employee Costs Payable	18,325	10,888
Total Employee costs payable	18,325	10,888
Other current liabilities		
Rounding	3	3
Total Other current liabilities	3	3

Notes to the Performance Report

	2022	2021
5. Property, Plant and Equipment		
Buildings		
Buildings at cost	563,846	543,976
Accumulated depreciation - buildings	(21,389)	(10,402)
Total Buildings	542,457	533,574
Furniture and Fittings		
Furniture and fittings owned	104,370	86,014
Accumulated depreciation - furniture and fittings owned	(76,336)	(70,007)
Total Furniture and Fittings	28,034	16,007
Other Fixed Assets		
Owned fixed assets	10,933	8,383
Accumulated depreciation - fixed assets owned	(8,560)	(7,628)
Total Other Fixed Assets	2,372	755

Notes to the Performance Report

	2022	2021
Total Property, Plant and Equipment	572,863	550,336

Badminton Stadium

The major portion of labour costs in constructing the stadium were provided by members on a voluntary basis. The stadium was valued in January 2019 at \$2,200,000 on an indemnity basis, or \$3,085,000 on a reinstatement basis.

Furniture, Fittings and Equipment

Some furniture, fittings and equipment have been acquired at no cost to the Association.

	2022	2021
6. Accumulated Funds		
Accumulated Funds		
Opening Balance	780,615	729,035
Accumulated surpluses or (deficits)	57,409	51,580
Total Accumulated Funds	838,024	780,615
Total Accumulated Funds	838,024	780,615
	2022	2021

7. Grants Received

Hutt Mana Charitable Trust	3,000	1,217
Grassroots	15,000	-
TAB NZ Gaming	5,000	8,000
One Foundation	12,550	5,121
Tu Manawa Funding	19,521	13,617
The Trusts Community Foundation	-	12,500
NZ Community Trust	20,000	20,000
IRD Resurgence Grants	-	6,200
Trust House Foundation	30,000	19,000
Wellington City Council	3,500	1,500
IRD Wage Subsidy	-	9,108
Total Grants Received	108,571	96,263

8. Commitments

On 15 October 2009, the Association entered into an agreement to lease the land upon which the stadium is situated, with a final expiry date of 14 October 2029. The lease renewal is currently being negotiated. The Association paid \$1,321 of lease expenses for the year ended 31 December 2021.

9. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 December 2022 Last year - nil).

10. Related Parties

There were no transactions involving related parties during the financial year.

11. Events After the Balance Date

Notes to the Performance Report

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

12. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

Independent Assurance Practitioner's Report

Wellington North Badminton

For the year ended 31 December 2022

Budget 2023

Main Forecast - Wellington North Badminton	Budget 2023	Actual 2022
Revenue		
Donations, Fundraising and Other Similar Revenue	\$ 90,603	\$ 115,823
Fees, Subscriptions and Other Revenue from Members	\$ 245,024	\$ 170,848
Revenue from Providing Goods or Services	\$ 139,041	\$ 125,756
Interest, Dividends, and Other Investment Revenue	\$ 6,576	\$ 4,521
Other revenue		\$ 6,856
Total Revenue	\$ 481,243	\$ 423,804
Expenses		
Volunteer and Employee Related Costs	\$ 268,600	\$ 212,286
Cost Related to Providing Goods or Services	\$ 147,848	\$ 127,089
Other Expenses	\$ 48,704	\$ 27,020
Total Expenses	\$ 465,152	\$ 366,395
Net Surplus	\$ 16,091	\$ 57,409



WELLINGTON NORTH BADMINTON ASSOCIATION INCORPORATED

Reasons for proposed rule changes 2023

Rule Number	Change	Reason
4.7	<p>Existing rule The term of office for all Elected Board Members shall be until the next AGM unless the member resigns or is removed in accordance with Rule 4.9.</p> <p>Proposed rule The term of office for Elected Board Members shall be three years, expiring on the conclusion of the relevant AGM, unless the member resigns or is removed in accordance with Rule 4.9. Elected Board Members may serve a maximum of three successive terms.</p>	<p>This is to ensure that the Board maintains continuity between successive years and it is in line with rule 4.5 which allows for appointed Members to be in office for 3 years. The maximum term allows for the Board to be refreshed regularly.</p>