

Performance Report

Camp Elsdon Incorporated
For the year ended 30 June 2020

Prepared by Anna Scott Accounting

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Entity Information

Camp Elsdon Incorporated For the year ended 30 June 2020

Legal Name

Camp Elsdon Incorporated

Type of Entity

Incorporated Society and Registered Charity

Registration Number

CC22812

Purpose

The objects of the Society shall be:

- (a) To take on and continue the activities hitherto engaged in by the Methodist Church of NZ by the leasing upon appropriate tenure, the maintenance, administration and development as a Youth Camp of the existing property and facilities contained in the Crown Lease 735/57.
- (b) To provide live-in and outdoor accommodation facilities for the use of members of the community at large.
- (c) To provide a Camp that will have a special character that will be conducive to the spiritual, mental and physical growth of all associated with it.
- (d) To encourage an appreciation of the sociological, geographical, historical and environmental sciences, with particular reference to the Porirua Basin and the Greater Wellington Region.
- (e) To encourage an appreciation of outdoor education and recreation.
- (f) To do such things as are incidental or conducive to the attainment of the above objects.

Governance

The Rules of Camp Elsdon Incorporated ('the Society') state that the membership of the Society's Board of Management shall be made up of core and contributing members, with no more than 9 core members at any one time. There are currently 3 core members and 8 contributing members.

The Board of Management appoints staff as may be appropriate or necessary to the running of the camp. There are currently 2 paid employees.

The Board meets monthly. The Board has the following sub committees; Finance, Staff (including Health and Safety), Strategy and Works.

Core Members

Tawa Community Board (represented by Richard Herbert)

Lions Club of Tawa (represented by Peter Birse)

Mana Cycles Inc. (represented by Robert Lawrence)

Board of Management

John Kyne	Chairperson, Staff Committee Chairperson, Strategy Committee Chairperson
Denis Rogerson	Vice Chairperson, Finance Committee Chairperson
Richard Herbert	Secretary
Peter Birse	Works Committee Chairperson
Bob Moffitt	(deceased 16 July 2019)
Joy Tau	
Tony Tomlin	
Mark Harris	H&S representative
Robert Lawrence	

Main Sources of Cash and Resources

Camp Elsdon derives income from the hire of accommodation being; dormitory type buildings, cabins, powered and non powered caravan and motor home sites and tent sites.

Main methods used to raise funds

Fees charged for accommodation and campground facilities.

Reliance on Volunteers and Donated Goods or Services

The Board of Management is a group of unpaid volunteers.

Physical Address

18 Raiha Street, Elsdon, Porirua, New Zealand,5022

Postal Address

18 Raiha Street, Elsdon, Porirua, New Zealand,5022

Phone 04 2378987

Email: info@campelsdon.co.nz

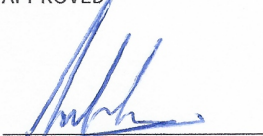
Website: www.campelsdon.co.nz

Approval of Performance Report

Camp Elsdon Incorporated For the year ended 30 June 2020

The Board of Management are pleased to present the approved performance report including the historical financial statements of Camp Elsdon Incorporated for year ended 30 June 2020.

APPROVED



John Kyne

Board Chairperson

Date 27/10/2020



Denis Rogerson

Finance Committee Chairperson

Date 27/10/20

Statement of Service Performance

Camp Elsdon Incorporated For the year ended 30 June 2020

Description of Outcomes

Outcomes

The main outcomes sought by Camp Elsdon in 2019-2020 are;

- 1) Provision of Subsidised Accommodation for Youth and Community Groups
- 2) Operational Improvements
- 3) Upgrade and Maintenance of Camp Facilities

Outputs

1) Provision of Subsidised Accommodation for Youth and Community Groups

Occupancy figures for 2019/20 have been adversely affected by the COVID lockdown with reduced demand and several cancellations over the last three months of the 2019/20 year. Camp Elsdon operated as an Essential Service under lockdown levels 3 and 4.

	2019/20		2018/19		2017/18	
Group Type	Number of groups	Nights occupancy	Number of groups	Nights occupancy	Number of groups	Nights occupancy
School	29	2,094	31	2,817	28	2455
Sports	15	866	14	1,220	25	1177
Church	9	607	13	1,116	13	695
Family reunion	13	626	18	1,661	29	1691
Cultural	3	220	10	545	4	284
Other - corporate	9	585	10	455	5	158
Total	78	4,998	96	7,814	104	6460
Internal rate of discount						
Revenue (before discount)		\$ 98,470				
Charitable purpose discount		\$ 14,208				
Revenue (after discount)		\$ 84,262				

2) Operational Improvements

- Renegotiated electricity and gas contracts with subsequent savings
- Completed a Safety Management System Document Review audit
- Applied to the Department of Conservation for lease renewal beyond 31 December 2020.

3) Upgrade and Maintenance of Camp Facilities

Maintenance expenditure this year was limited, in part, due to the expiry of the current lease at the end of 2020 and negotiation of its renewal. Compliance with key requirements was maintained.

- a) A total of \$18,600 was spent across all repairs and maintenance categories.
 - Fire system remedial work(\$4,400)

- b) A total of \$31,800 was spent on capital works.
 - Rectify compliance issues relating to the Conservation Centre (\$15,200)
 - Replace back up power supply for fire system (\$3,000)
 - Replace site lock and key system(\$5,300)
 - Upgrade telephone system
 - Various fencing works

Statement of Financial Performance

Camp Elsdon Incorporated For the year ended 30 June 2020

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

	NOTES	2020	2019
Revenue			
Donations, fundraising and other similar revenue	1	2,027	-
Lease income and other revenue	1	27,748	11,403
Revenue from providing goods or services			
Trading revenue		424,594	490,988
Total Revenue from providing goods or services		424,594	490,988
Interest, dividends and other investment revenue	1	8,226	8,144
Subscriptions	1	52	139
Total Revenue		462,648	510,674
Expenses			
Volunteer and employee related costs	2	180,941	179,742
Costs related to providing goods or services	2	216,093	261,261
Grants and donations made	2	100	-
Other expenses	2	34,183	87,646
Total Expenses		431,317	528,649
Surplus/(Deficit) for the Year		31,331	(17,975)

Statement of Financial Position

Camp Elsdon Incorporated As at 30 June 2020

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

	NOTES	30 JUN 2020	30 JUN 2019
Assets			
Current Assets			
Bank accounts and cash	3	79,587	97,728
Debtors and prepayments	3	9,737	9,562
Investments	3	305,711	260,493
Total Current Assets		395,035	367,783
Non-Current Assets			
Property, Plant and Equipment	5	486,694	497,345
Total Non-Current Assets		486,694	497,345
Total Assets		881,729	865,128
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	34,372	33,648
Deposits/Income in advance	4	7,485	10,202
Employee costs payable	4	15,250	27,986
Total Current Liabilities		57,107	71,837
Total Liabilities		57,107	71,837
Total Assets less Total Liabilities (Net Assets)		824,622	793,291
Accumulated Funds			
Accumulated surpluses or (deficits)	6	824,622	40,222
Reserves	7	-	753,069
Total Accumulated Funds		824,622	793,291

Statement of Cash Flows

Camp Elsdon Incorporated
For the year ended 30 June 2020

'How the entity has received and used cash'

	Note	2020	2019
Cash flows from operating activities			
<i>Cash was received from:</i>			
Receipts from providing goods or services		449,220	510,119
Donations, fundraising and other similar receipts;		2,027	-
Interest, dividends and other investment receipts.		8,245	11,076
Fees, subscriptions and other receipts from members		52	139
Net GST		(147)	(1,745)
<i>Cash was applied to:</i>			
Payments to suppliers and employees		412,120	502,405
			-
Net cash flows from operating activities		47,277	17,184
Cash flows from investing & financing activities			
<i>Cash was received from:</i>			
Receipts from the sale of property, plant and equipment		-	-
Receipts from the sale of investments		-	35,086
<i>Cash was applied to:</i>			
Payments to acquire property, plant and equipment		20,200	31,906
Payments to purchase investments		45,218	-
Net cash flows from investing & financing activities		(65,418)	3,180
Net increase/(decrease) in cash		(18,141)	20,364
Opening bank accounts and cash		97,728	77,364
Closing bank accounts and cash		79,587	97,728
This is represented by:			
Bank accounts & Cash		79,587	97,728

The accompanying notes form part of this performance report

MOORE
MARKHAMS

Statement of Accounting Policies

Camp Elsdon Incorporated For the year ended 30 June 2020

'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

Camp Elsdon Incorporated 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.

Changes in Accounting Policies

There have been no changes in accounting policies for this year.

Fixed Assets and Depreciation

All fixed assets are recorded at cost less accumulated depreciation. With the exception of 'buildings at revaluation' which was revalued during the 30 June 2018 year to the Rateable valuation of \$390,000 at 1 September 2016 .

The society owns 2 ponies which live on the camp grounds. The value of the animals cannot be reliably measured and so are not recorded in the fixed asset register.

Depreciation of the assets has been calculated at the rates below.

The entity has the following asset classes:

Building Fitout cost 10-24% Diminishing Value

Leasehold improvements at cost 4% Straight Line

Motor Vehicle cost. 13%-30% Diminishing Value

Equipment at cost. 13% - 60% Diminishing Value

Office equipment at cost 20% - 60% Diminishing Value

Building at revaluation 4% Straight line

Revenue

Camp site bookings are recorded on a cash received basis, with the exception of group bookings which are recorded on an accruals basis.

Tier 2 Accounting standards applied

The entity has applied PBE IPSAS 17 in its accounting for land and buildings, by opting to revalue buildings held.

Notes to the Performance Report

Camp Elsdon Incorporated For the year ended 30 June 2020

	2020	2019
1. Analysis of Revenue		
Donations, fundraising and other similar revenue	2,027	-
Lease income and other revenue		
Wage subsidy received	21,089	-
Other Revenue	3,836	2,603
Lease Income - Wildlands Lease	2,823	8,800
Total Lease income and other revenue	27,748	11,403
Revenue from providing goods or services	424,594	490,988
Interest, dividends and other investment revenue	8,226	8,144
Revenue received from members		
Subscriptions	52	139
Total Revenue received from members	52	139
	2020	2019
2. Analysis of Expenses		
Volunteer and employee related costs	180,941	179,742
Costs related to providing goods or services		
Website IT costs	139	1,138
Linen consumables	356	1,362
Kitchen consumables	48	407
Equipment under \$500	1,216	713
Animal expenses	208	90
Paypal fee (0.45c per transaction + 3.4%)	313	623
Cleaning	72,609	80,495
Eftpos and Touch screen Rental	2,191	2,191
Consulting & Accounting	23,190	24,744
Repairs and Maintenance	18,011	33,087
Staff and Board related expenses	3,226	2,213
Advertising	-	847
Bank Fees	1,310	1,861
Electricity and Gas	31,761	41,402
Entertainment	-	400
General Camp Operating Expenses	1,749	383
General Camp Operating Expenses H&S	(1,552)	2,937
Insurance	30,196	33,419
Land Rent to DOC	3,200	3,200
Laundry Tokens purchase	80	118
Motor Vehicle Expenses	2,776	2,933
Office Expenses - Phones and Internet	4,316	3,586
Office Expenses - Postage & Stationery	1,343	1,083

	2020	2019
Office Expenses - WiFi	5,276	5,282
Office Expenses Admin	474	1,417
Rates	12,435	14,110
Publication subscriptions / Memberships	1,222	1,222
Total Costs related to providing goods or services	216,093	261,261
Grants and donations made	100	-
Other expenses		
Provision for Bad debts	690	1,720
Depreciation	33,238	33,471
Interest Expense	-	-
Legal expenses and compensation	150	52,150
Loss on disposal of fixed assets	105	305
Total Other expenses	34,183	87,646
	2020	2019

3. Analysis of Assets

Bank accounts and cash

BNZ - Direct Debit Card - Jed	500	-
BNZ - Direct Debit Card - Tom	222	500
BNZ - Direct Debit Card - Dave	443	500
BNZ - Direct Debit Card -Chris	-	464
PayPal Business Account	1,129	6
BNZ - Camp Elsdon Inc	70,217	93,682
Cash on Hand	180	180
Westpac Bonus Saver (Sinking)	6,896	2,395
Total Bank accounts and cash	79,587	97,728

Debtors and prepayments

Accrued income	2,036	2,055
Accounts Receivable	8,409	7,577
less Provision for Doubtful Debts	(2,410)	(1,720)
Prepayments	1,702	1,650
Total Debtors and prepayments	9,737	9,562

Investments

BNZ - TD 3 Due 100421 1.7%	81,109	50,000
BNZ - TD 2 Due 071020 2.50%	80,000	80,000
Westpac TD 8mth 141020 2.75% SF	144,602	130,493
Total Investments	305,711	260,493
	2020	2019

4. Analysis of Liabilities

Creditors and accrued expenses

Accounts Payable and Accruals

	2020	2019
Accounts Payable	15,389	18,524
Accruals	8,181	9,775
Total Accounts Payable and Accruals	23,570	28,299
GST	2,884	2,604
PAYE Payable	7,917	2,744
Total Creditors and accrued expenses	34,371	33,647
Deposits/Income in advance		
Income in advance	280	-
Deposits paid in advance	7,205	10,202
Total Deposits/Income in advance	7,485	10,202
Employee costs payable		
Wages Payable - Payroll	15,250	27,986
Total Employee costs payable	15,250	27,986
Other current liabilities		
Rounding	1	1
Total Other current liabilities	1	1

5. Property Plant and Equipment Schedule

Asset Type	Opening Value	Depreciation	Closing Value
Buildings	372,245	16,809	355,436
Leasehold Improvements	62,781	4,534	84,851
Motor Vehicles	2,761	682	2,080
Office Equipment	3,240	1,387	4,993
Plant and Machinery	45,093	9,826	37,273
Work in Progress	11,225	0	2,062
Total	497,345	33,238	486,695

	2020	2019
6. Accumulated Funds		
Accumulated Funds		
Opening Balance	40,222	58,196
Accumulated Funds	753,069	-
Surplus/deficits for the year		
Current year earnings	31,331	(17,975)
Total Surplus/deficits for the year	31,331	(17,975)
Closing balance	824,622	40,222
Closing balance	824,622	40,222

2020 2019

7. Breakdown of Reserves

Discretionary reserves		
Revaluation Fixed Assets	-	753,069
Total Discretionary reserves	-	753,069

The revaluation reserve reflects historical fixed asset revaluation increments.

8. Operating Commitments

An operating lease exists for the POS terminal at a cost of \$210 per month on a month by month basis.

A Lease agreement WN33C/454 between the Crown and Camp Elsdon Inc, whereby Camp Elsdon leases 5.3124.Ha of land for the Camp site from DOC. This lease runs to 31st December 2020 at \$3,200 pa plus GST. This lease is currently being renegotiated, the impact of COVID lockdown has delayed negotiations. Therefore obligations beyond 31 December 2020 are uncertain.

Future minimum lease payments are as follows:

Current (1 year)	\$1,600
Non Current (2-5 years)	\$

9. Contingent Liabilities and Guarantees

There are no contingent liabilities at year end.

10. Related Parties

There were no related party transactions during the year.

11. Events After the Balance Date

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

On 30 January 2020, the spread of novel coronavirus (COVID-19) was declared a public health emergency by the World Health Organisation. Related travel and trade restrictions have caused disruption to business and economic activity throughout New Zealand and the world.

The Board will continue to monitor the impact of COVID-19 on Camp Elsdon Inc. As at balance date group hire and casual camper income has been significantly impacted by the impacts of COVID 19. During levels 3 and 4 the camp was considered an essential service through its provision of accommodation for long term campers. Revenue did decline and the wage subsidy was received during the 2020 financial year and once at level 2 the wage subsidy extension was received post balance date to assist with paying staff due to the reduction in income. Regardless, the Board maintain the view that Camp Elsdon Inc will continue to operate as a going concern.

Additionally, as referred to in note 8, the lease agreement WN33C/454 between the Crown and Camp Elsdon Inc runs to 31 December 2020. This lease is currently being renegotiated, the impact of COVID lockdown has delayed negotiations. Therefore obligations beyond 31 December 2020 are uncertain.

13. Correction of Errors

No correction of errors was required in 2020.

Independent auditor's report

To the Members of Camp Elsdon Incorporated

Qualified Opinion

We have audited the accompanying performance report of Camp Elsdon Incorporated, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 30 June 2020, the statement of financial position as at 30 June 2020, and the statement of accounting policies and notes to the performance report.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable
- b) the accompanying performance report presents fairly, in all material respects:
 - the entity information for the year then ended
 - the service performance for the year then ended, and
 - the financial position of Camp Elsdon Incorporated as at 30 June 2020, and its financial performance, and cash flows for the year then ended

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

Basis for Qualified Opinion

Camp Elsdon Incorporated's reported income includes revenue from providing goods and services such as camp fees, laundry tokens, and Wi-Fi services. Control over such revenue prior to being recorded is limited and there are no practical audit procedures to determine the effect of this limited control, as the booking schedules maintained in hard copy format are not reconciled to transactions within Xero. In this respect alone, we have not obtained all the information and explanations that we have required.

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). 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 Camp Elsdon Incorporated in accordance with Professional and Ethical Standard 1 (Revised) 'Code of ethics for assurance practitioners' issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical 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.

Other than our capacity as auditor we have no relationship with, or interests in, Camp Elsdon Incorporated.

Board of Management's responsibilities for the performance report

The Board of Management are responsible for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance
- b) the preparation and fair presentation of the performance report on behalf of Camp Elsdon Incorporated which comprises:
 - the entity information
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board, and
- c) for such internal control as the Board of Management determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Board of Management are responsible on behalf of Camp Elsdon Incorporated's for assessing Camp Elsdon Incorporated's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board of Management either intend to liquidate Camp Elsdon Incorporated or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the performance report

Our objectives are to obtain reasonable assurance about whether the performance report 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 (NZ) and ISAE (NZ) 3000 (Revised) 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 decisions of users taken on the basis of the performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), 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 Camp Elsdon Incorporated'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 the use of the going concern basis of accounting by the Board of Management and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Camp Elsdon Incorporated'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 Camp Elsdon Incorporated to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Board of Management 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.

This report is made solely to the members of Camp Elsdon Incorporated. Our audit has been undertaken so that we might state to the members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members, for our audit work, for this report, or for the opinions we have formed.

Moore Markhams

Moore Markhams Wellington Audit | Qualified Auditors, Wellington, New Zealand
27 October 2020