

# **Hamilton Playbox Repertory Society Incorporated**

## **Performance Report For the Year Ended 31 December 2018**

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# **Hamilton Playbox Repertory Society Incorporated**

## **Entity Information** **As at 31 December 2018**

### **LEGAL NAME OF ENTITY**

Hamilton Playbox Repertory Society Incorporated.

### **OTHER NAME OF ENTITY**

Hamilton Playbox.

### **TYPE OF ENTITY AND LEGAL BASIS**

Registered as a charity under the Charities Act 2005 and incorporated as a society under the Incorporated Societies Act 1908.

### **REGISTRATION NUMBER**

Registered Charity: CC42426.

### **ENTITY'S PURPOSE OR MISSION**

The purpose of Hamilton Playbox is:

To produce and stage plays and otherwise engage in theatrical activities; and

To provide instruction and opportunities for members in the dramatic arts.

### **ENTITY STRUCTURE**

The officers of the Society comprise of a Patron, President, Vice President, Secretary, Treasurer, and a Committee of up to 10 members.

### **MAIN SOURCES OF THE ENTITY'S CASH AND RESOURCES**

Hamilton Playbox's main source of funding is from the production of plays.

### **MAIN METHODS USED BY THE ENTITY TO RAISE FUNDS**

Hamilton Playbox's main method of raising funds by production of plays.

### **ENTITY'S RELIANCE ON VOLUNTEERS & DONATED GOODS OR SERVICES**

Hamilton Playbox relies heavily on our volunteers and grants and donations. Our committee and officers are all volunteers who give many hours of their time to run the society and make it viable. All personnel involved in productions of shows are volunteers as are our actors. Directors receive a nominal amount to cover their expenses. Our volunteers also assist with their home base at Riverlea Theatre. Some of the tasks our volunteers carry out are set building, properties for shows, costuming, hair and make up, lighting, sound, front of house, production and special effects.

# **Hamilton Playbox Repertory Society Incorporated**

## **Entity Information** **As at 31 December 2018**

### **CONTACT DETAILS**

Physical Address: Riverlea Theatre  
83 Riverlea Road  
Riverlea  
Hamilton 3216

Postal Address: Hamilton Playbox Rep Soc Inc  
PO Box 24043  
Abels  
Hamilton 3253

Phone: 07 856 3801

Email: [lorna.ashton3@gmail.com](mailto:lorna.ashton3@gmail.com)

Website: [www.playbox.org.nz](http://www.playbox.org.nz)

Facebook: <https://www.facebook.com/Hamilton-Playbox-211300822251678>

# Hamilton Playbox Repertory Society Incorporated

## Statement of Service Performance For the Year Ended 31 December 2018

### DESCRIPTION OF ENTITY'S OUTCOMES

During the year Hamilton Playbox performed three quality shows, participated in Theatrefest, and held a 24 hour play challenge which was very successful.

### DESCRIPTION AND QUANTIFICATION OF THE ENTITY'S OUTPUTS

DESCRIPTION	2018	2017
Stage Plays	3	3
Theatrefest	1	1
Workshops	0	2
24 hour play challenge	1	0
Club Night	1	0

### ADDITIONAL INFORMATION

In previous years Hamilton Playbox has performed in the Gardens and at the Fringe Festival. This year the dates conflicted with other Activities. In 2019 we expect to participate in the Norfolk Island Theatre in Paradise as direct flights are being resumed. Theatrefest local competition will be hosted by Hamilton Playbox and we will also have an entry in this competition. Following on the successful 24 play challenge, this will be held again. A very successful club night was held. It is hoped more of these will be held in 2019 plus some workshops. Ticket sales include meals that are then paid to caterer.

# Hamilton Playbox Repertory Society Incorporated

## Statement of Financial Performance For the Year Ended 31 December 2018

	Note	2018	2017
<b><u>REVENUE</u></b>			
Ticket Sales	2	40,657	40,579
Activities Revenue	3	1,141	1,704
Donations & Grants	4	1,000	35
Other Revenue	5	1,374	1,392
Interest Received		13	20
<b><u>TOTAL REVENUE</u></b>		<b>44,185</b>	<b>43,730</b>
<b><u>OPERATING EXPENSES</u></b>			
Show Expenses	6	35,927	36,711
Other Expenses	8	8,301	9,133
Activities Expenses	7	1,339	222
Depreciation		596	665
<b><u>TOTAL EXPENSES</u></b>		<b>46,163</b>	<b>46,731</b>
<b><u>NET DEFICIT FOR YEAR</u></b>		<b><u>(1,978)</u></b>	<b><u>(3,001)</u></b>



This statement should be read in conjunction with the Notes to the Performance Report and attached Auditors Report.

# Hamilton Playbox Repertory Society Incorporated

## Statement of Financial Position As at 31 December 2018

	2018	2017
<b><u>CURRENT ASSETS</u></b>		
Westpac 00	9,112	6,122
Westpac 01	5,616	5,611
Westpac 02	-	2,989
Prepayments	1,632	2,269
GST Refund Due	-	984
	<u>16,360</u>	<u>17,975</u>
<b><u>CURRENT LIABILITIES</u></b>		
Accounts Payable	2,200	3,209
GST Payable	<u>776</u>	<u>-</u>
	<u>2,976</u>	<u>3,209</u>
	<u>13,384</u>	<u>14,766</u>
<b><u>WORKING CAPITAL</u></b>		
<b><u>NON-CURRENT ASSETS</u></b>		
Fixed Assets - as per schedule	<u>5,274</u>	<u>5,870</u>
	<u>5,274</u>	<u>5,870</u>
	<u>18,658</u>	<u>20,636</u>
<b><u>NET ASSETS</u></b>		
<b>REPRESENTED BY :</b>		
<b><u>ACCUMULATED FUNDS</u></b>		
Opening Balance Equity	20,636	23,637
Net Loss	<u>(1,978)</u>	<u>(3,001)</u>
	<u>18,658</u>	<u>20,636</u>

The Performance Report has been approved by the committee for and on behalf of Hamilton Playbox Repertory Society Incorporated.

Deveny  
President

Date: 11/8/19

Donna  
Treasurer

Date: 11/8/19



The accompanying notes form part of these financial statements.

# Hamilton Playbox Repertory Society Incorporated

## Statement of Cash Flows For the Year Ended 31 December 2018

	2018	2017
<b><u>Cash Flows from Operating Activities</u></b>		
<b>Cash was received from:</b>		
Donations, Fundraising and other similar receipts	1,000	35
Fees, subscriptions and other receipts from members	1,374	861
Receipts from providing goods and services	41,798	42,814
Interest, dividends and other investment receipts	13	20
Goods and Services Tax	1,760	1,099
<b>Cash was applied to:</b>		
Payments to suppliers and employees	(45,939)	(42,461)
<b>Net Cash Flows from Operating Activities</b>	<u>6</u>	<u>2,368</u>
<b><u>Cash Flows from Investing and Financing Activities</u></b>		
<b>Cash was received from:</b>		
<b>Cash was applied to:</b>		
<b><u>Net Increase in Cash</u></b>	<u>6</u>	<u>2,368</u>
<b>Opening Cash</b>	14,722	12,354
Increase in Cash for the year	6	2,368
<b>Closing Cash</b>	<u>14,728</u>	<u>14,722</u>
<b>This is represented by:</b>		
Westpac 00	9,112	6,122
Westpac 01	5,616	5,611
Westpac 02	-	2,989
	<u>14,728</u>	<u>14,722</u>



The accompanying notes form part of these financial statements.

# Hamilton Playbox Repertory Society Incorporated

## Fixed Asset and Depreciation Schedule For the Year Ended 31 December 2018

Asset	Cost Price	Book Value 01/01/2018	Additions Disposals	Gain/Loss on Disposal	Capital Profit	---- Depreciation ----		Accum Deprec 31/12/2018	Book Value 31/12/2018
						Mth	Rate	\$	
<b>Equipment</b>									
TL 1010 Tenpacks	4,756	275				12	10.0% DV	28	4,509
Showmaster 60 ch	5,038	9				12	10.0% DV	1	5,030
Profile Spots 1k (10)	1,500	88				12	10.0% DV	9	1,421
Intercom2/3 Shar	2,593	151				12	10.0% DV	15	2,457
Discman Plr	1,888	186				12	10.0% DV	19	1,721
Other Equipment	418	80				12	10.0% DV	8	346
Advertising Banner	420	96				12	10.0% DV	10	334
Saw Bench etc	3,722	1,053				12	10.0% DV	105	2,774
Lights	3,000	1,348				12	10.0% DV	135	1,787
French Doors	262	83				12	10.0% DV	8	187
Sander	947	313				12	10.0% DV	31	665
Spindle Moulder	889	295				12	10.0% DV	30	624
Drill	483	64				12	20.0% DV	13	432
Hose	114	14				12	20.0% DV	3	103
Television	943	231				12	10.0% DV	23	735
DVD Player	229	53				12	10.0% DV	5	181
Projector	3,312	1,531				12	10.0% DV	153	1,934
	30,514	5,870						596	25,240
									5,274



The accompanying notes form part of these financial statements.



# Hamilton Playbox Repertory Society Incorporated

## Fixed Asset and Depreciation Schedule 2017 For the Year Ended 31 December 2018

Asset	Cost Price	Book Value 01/01/2017	Additions Disposals	Gain/Loss on Disposal	Capital Profit	--- Depreciation --- Mth Rate \$	Accum Deprec 31/12/2017	Book Value 31/12/2017
<b>Equipment</b>								
TL 1010 Tenpacks	4,756	306				12 10.0% DV	31	4,481
Showmaster 60 ch	5,038	10				12 10.0% DV	1	5,029
Profile Spots 1k (10)	1,500	98				12 10.0% DV	10	1,412
Intercom2/3 Shar	2,593	168				12 10.0% DV	17	2,442
Discman Plr	1,888	207				12 10.0% DV	21	1,702
Other Equipment	418	89				12 10.0% DV	9	338
Advertising Banner	420	107				12 10.0% DV	11	324
Saw Bench etc	3,722	1,170				12 10.0% DV	117	2,669
Lights	3,000	1,498				12 10.0% DV	150	1,652
French Doors	262	92				12 10.0% DV	9	179
Sander	947	348				12 10.0% DV	35	634
Spindle Moulder	889	328				12 10.0% DV	33	594
Drill	483	80				12 20.0% DV	16	419
Hose	114	17				12 20.0% DV	3	100
Television	943	257				12 10.0% DV	26	712
DVD Player	229	59				12 10.0% DV	6	176
Projector	3,312	1,701				12 10.0% DV	170	1,781
	30,514	6,535					665	24,644
								5,870



The accompanying notes form part of these financial statements.

# **Hamilton Playbox Repertory Society Incorporated**

## **Statement of Accounting Policies and**

## **Notes to the Performance Report**

**For the Year Ended 31 December 2018**

### **1. STATEMENT OF ACCOUNTING POLICIES**

#### **a) BASIS OF PREPARATION**

Hamilton Playbox Repertory Society Incorporated has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

#### **b) GOODS AND SERVICES TAX**

Hamilton Playbox Repertory Society Incorporated is registered for GST and the financial statements are prepared on a GST exclusive basis, except for Debtors and Creditors which are stated inclusive of GST.

#### **c) BANK ACCOUNTS AND CASH**

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

#### **d) ACCOUNTS RECEIVABLE**

Accounts Receivable are valued at their estimated realisable value.

#### **e) REVENUE**

Revenue is recognised to the extent that it is probable that the economic benefit will flow to Hamilton Playbox Repertory Society Incorporated and revenue can be reliably measured. Revenue is measured at the fair value of the consideration received. The following specific recognition criteria must be met before revenue is recognised.

#### **Donations, fundraising and other similar revenue**

Donations are recognised as revenue upon receipt.

Grant revenue includes grants given by other charitable organisations, philanthropic organisations and businesses. Grant revenue is recognised when the conditions attached to the grant has been compiled with. Where there are unfulfilled conditions attaching to the grant, the amount relating to the unfulfilled condition is recognised as a liability and released to income as the conditions are fulfilled.

#### **f) FIXED ASSETS**

Fixed Assets are initially recorded at cost less aggregate depreciation and have not been revalued.

#### **g) DEPRECIATION**

Depreciation has been calculated to allocate the cost or valuation of assets over their estimated useful lives.

#### **h) TAXATION**

The Society is registered as a charitable entity under the Charities Act 2005 and is exempt from income tax under the income tax legislation.

#### **i) CHANGES IN ACCOUNTING POLICIES**

There have been no changes in accounting policies that would have had a significant effect on the determination of profit for the year.

All other policies have been applied on a consistent basis with those used in previous years.



# Hamilton Playbox Repertory Society Incorporated

## Statement of Accounting Policies and

## Notes to the Performance Report

For the Year Ended 31 December 2018

### NOTES TO THE ACCOUNTS

#### REVENUE

	2018	2017
2. <b>TICKET SALES</b>		
Allegiance - Tickets	4,213	-
Peter Pan - Tickets	15,358	-
Vicar of Dibley - Tickets	21,086	-
The Witches - Ticket Sales	-	14,641
Cosi - Ticket Sales	-	6,693
Noises Off - Ticket Sales	-	19,245
	<u>40,657</u>	<u>40,579</u>
3. <b>ACTIVITIES REVENUE</b>		
Seleni Wine Sales	-	365
Directors Course	-	85
Raffles	-	654
Theatrefest	-	186
Programmes	441	414
Club Night	87	-
24 Hour Play Challenge	613	-
	<u>1,141</u>	<u>1,704</u>
4. <b>DONATIONS &amp; GRANTS</b>		
Donation	-	35
Grants	1,000	-
	<u>1,000</u>	<u>35</u>
5. <b>OTHER REVENUE</b>		
Subscriptions	1,374	861
Other Revenue	-	531
	<u>1,374</u>	<u>1,392</u>

#### EXPENSES

6. <b>SHOW EXPENSES</b>		
Allegiance	8,796	-
Peter Pan	10,626	-
Vicar of Dibley	16,505	-
The Witches	-	11,397
Cosi	-	8,490
Noises Off	-	16,813
Comedy of Errors - 2016	-	11
	<u>35,927</u>	<u>36,711</u>
7. <b>ACTIVITIES EXPENSES</b>		
24 Hour Play Challenge	1,172	-
Club Night	66	-
Christmas Function	101	-
Theatrefest	-	222
	<u>1,339</u>	<u>222</u>



**Hamilton Playbox Repertory Society Incorporated**  
**Statement of Accounting Policies and**  
**Notes to the Performance Report**  
**For the Year Ended 31 December 2018**

	<b>2018</b>	<b>2017</b>
<b>8. OTHER EXPENSES</b>		
Accounting Fee	-	435
Review Fees	2,200	1,304
Bank Charges	537	456
General Expenses	111	385
Insurance	4,733	2,566
Printing, Stamps & Stationery	240	111
Prior Period Errors	-	1,457
Prior Period Errors - Cash	-	199
Subscriptions	225	174
Sundry Scripts	108	1,795
Website	147	251
	<u>8,301</u>	<u>9,133</u>

**9. RELATED PARTIES**

There were no transactions involving related parties during the financial year. (2017: Nil)

**10. COMMITMENTS AND CONTINGENCIES**

**Commitments**

There are no commitments at balance date. (2017: Nil)

**Contingent Liabilities**

There are no contingent liabilities at balance date. (2017: Nil)

**11. CONTINGENT ASSETS & LIABILITIES**

Hamilton Playbox Repertory Society Incorporated has no contingent liabilities of a material nature that are not disclosed in the accounts. (2017: Nil)

**12. EVENTS AFTER BALANCE DATE**

There were no events that have occurred after balance date that would have a material impact on the Performance Report. (2017: Nil)

**13. REVIEW**

These financial statements have been reviewed. Please refer to the Review Report.

