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# Performance Report

Te Mana o Kupe Trust

31 March 2019

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**Te Mana O Kupe Trust**  
**Performance Report**  
For the year ended  
31 March 2019

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**Te Mana o Kupe Trust**

**Entity Information**

**"Who are we?", "Why do we exist?"**

**For the year ended  
31 March 2019**

Legal Name of Entity:	Te Mana O Kupe Trust
Type of entity:	Trust
Type of Entity and Legal Basis:	Registered Charity and Charitable Trust
Charities Number:	CC50301

**Entity's vision:**

Te Mana O Kupe Trust works with Rangatahi of Porirua East, their whanau and teachers to empower and equip communities for the future, by making digital technology accessible and affordable.

**Entity's Purpose**

The Trust was established with a vision for an empowered community, well prepared for the digital future, and with a goal of inclusive teaching and learning for all. Specifically, the Trust seeks to lift educational achievement of students at schools in our rohe, by supporting the aspirations of Maori, Pasifika and other communities, including through Kura Kaupapa.

**Main Sources of the Entity's Cash and Resources:**

Te Mana O Kupe Trust receives funding from a number of sources, provision of services to schools and community donations. Secure office space has been generously provided by Whitireia Polytechnic, Porirua. Funds are also generated through the sale of chromebooks.

**Main methods Used by the Entity to Raise Funds:**

Trustees of the trust are responsible for completing funding applications from funding providers.

**Entities Reliance on Volunteers and Donated Goods and Services:**

The Trust relies on volunteers for a portion of its operations. The trust has benefited from approximately 400 hours of volunteer time towards operations and board meetings.



**Te Mana o Kupe Trust**

**Entity Information**

**"Who are we?", "Why do we exist?"**

**For the year ended  
31 March 2019**

Independent Reviewer: Accounting for Charities Trust. 25 Ariki Street, Boulcott, Lower Hutt 5010

Contact Details	
Physical Address:	Whitireia Community Polytechnic, Room D407, 3 Wi Neera Drive, Porirua 5022
Postal Address:	PO Box 50135 Porirua 5024
Phone/Fax:	022 0431916
Email/Website:	info@tmok.org.nz www.tmok.org.nz

**Entity Structure:**

The Trust deed dated December 2013. The total number of trustees must be no less than three and not more than eleven. At March 31 2019 there were eight trustees. All trustees are volunteers.

Trustee	Start Date	Position	End Date
Aiga Caroline Mariko	17/03/2016	Trustee	
Damian hohepa Stone	27/05/2014	Chairperson/ Trustee	13/03/2019
Antony Turoa Royal	24/12/2013	Trustee	
Donald Morris Rangi	24/12/2013	Trustee	
Patricia Rosemary Walbridge	24/12/2013	Trustee/ Secretary	
Jonathan Walbridge	31/01/2019	Trustee	
Rob McIntosh	13/0/3/2019	Trustee	
Ataga'i Esera	13/03/2019	Trustee	
Michele Whiting	25/01/2018	Chairperson/Trustee	

**Operational Structure**

The Trust shares staff with Te Reanga Ipurangi Educational Trust in Otaki - a Trust with a similar purpose. We currently employ two staff in management and administration roles.



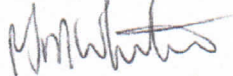
**Te Mana O Kupe Trust**

**Approval of Performance Report  
For the year ended 31 March 2019**

This Performance report has been approved by the Trustees for and on behalf of Te Mana O Kupe Trust

Date: November 4th 2019

Signature:



Name:

Michele Whiting

Position:

Chairperson

Date: November 4th 2019

Signature:



Name:

Caroline Mareko

Position:

Board member

**Te Mana o Kupe Trust**

**Statement of Service Performance**

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

For the year ended  
31 March 2019

Description of the Entity's Outcomes:

The Trust was established in 2013, with a vision of an empowered community, well prepared for a digital future. The Trust promotes inclusive teaching through its programme, in collaboration with nine schools in Porirua East. The Trust has worked closely with Rangatahi, their whanau and teachers to make digital technology accessible and affordable, supporting the aspirations of Maori, Pasifika and other communities, including kura kaupapa. Anecdotal and evidence based research points to an increasing cohort of confident, self motivated learners, who are well supported at home.

	Actual 2019	Actual 2018
Description and Quantification (to the extent practicable) of the Entity's Outputs:		
Trustees and management meetings to work together to achieve Trust goals	15	30
Trustees combined volunteer hours	450	450
Joint meeting with Te Reanga Ipurangi Trust	1	1
Trustees/ Managers meetings with school principals to promote digital empowerment	40 meetings with with teachers, principals and whanau	1 principal hui, 52 schools meetings with teachers, principals and whanau
Number of schools in Porirua East that the Trust works with	7	9
Number of Schools in Otaki that the Trust works with	6	6
Whanau Coordinator visits to Schools kawa of care courses	3. Attendances at each between 2 and 25	12. Attendance at each between 2 and 25
Number of students and teachers using chromebooks provided through the Trust since its establishment	1,300	1180
Whanau information evenings/ training/ setting up email/ promoting home learning conversations	0	10. Attendance at each between 2 - 25



**Te Mana o Kupe Trust**  
**Statement of Financial Performance**  
 "How was it funded?" and "What did it cost?"  
 For the year ended  
 31 March 2019

Account	Note	Actual 2019 \$	Actual 2018 \$
<b>Revenue</b>			
Donations, fundraising and other similar revenue	1	107,206	182,714
Revenue from providing goods or services	1	86,714	73,100
Interest, dividends and other investment revenue	1	86	399
Other Income	1	1,950	-
<b>Total Revenue</b>		<b>195,956</b>	<b>256,213</b>
<b>Expenses</b>			
Volunteer and employee related costs	2	100,767	133,718
Costs related to providing goods or services	2	86,635	76,454
Other Expenses	2	13,075	25,543
Donations and grants paid	2	19,839	-
<b>Total Expenses</b>		<b>220,316</b>	<b>235,715</b>
<b>Surplus/(Deficit) for the Year</b>		<b>(24,360)</b>	<b>20,498</b>

**Te Mana o Kupe Trust**  
**Statement of Financial Position**  
 "What the entity owns?" and "What the entity owes?"

As at  
 31 March 2019

	Note	Actual 2019 \$	Actual 2018 \$
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	3	69,442	78,373
Debtors and prepayments	3	62,743	90,130
Inventory	3	6,838	21,090
Other current assets	3	11,854	11,302
<b>Total Current Assets</b>		<b>150,877</b>	<b>200,895</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	4	270	674
<b>Total Non-Current Assets</b>		<b>270</b>	<b>674</b>
<b>Total Assets</b>		<b>151,147</b>	<b>201,569</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses	3	43,445	10,536
Employee costs payable	3	4,853	4,925
Finance Lease (Current Portion)	3	24,482	67,430
Unused donations and grants with conditions	3	14,336	4,600
Other current liabilities	3	5,776	6,983
<b>Total Current Liabilities</b>		<b>92,892</b>	<b>94,474</b>
<b>Non-Current Liabilities</b>			
Finance Lease (Long term)	3	-	24,480
<b>Total Non-Current liabilities</b>		<b>-</b>	<b>24,480</b>
<b>Total Liabilities</b>		<b>92,892</b>	<b>118,954</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>58,255</b>	<b>82,615</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	5	58,255	82,615
Reserves	5	-	-
<b>Total Accumulated Funds</b>	5	<b>58,255</b>	<b>82,615</b>



**Te Mana o Kupe Trust**  
**Statement of Cash Flows**  
 "How the entity has received and used cash"  
 For the year ended  
 31 March 2019

Account	2019 \$	2018 \$
<b>Cash Flows from Operating Activities</b>		
<b>Cash was received from:</b>		
Donations, fundraising and other similar receipts	116,942	187,315
Receipts from providing goods or services	122,985	120,289
Interest, dividends and other investment receipts	86	399
Net GST	(552)	(2,615)
<b>Cash was applied to:</b>		
Payments to suppliers and employees	174,256	216,453
<b>Net Cash Flows from Operating Activities</b>	<b>65,205</b>	<b>88,935</b>
<b>Cash flows from Investing and Financing Activities</b>		
<b>Cash was received from:</b>		
Receipts from the sale of property, plant and equipment	-	-
Receipts from the sale of investments	-	-
Proceeds from loans borrowed from other parties	-	-
Capital contributed from owners or members	-	-
<b>Cash was applied to:</b>		
Payments to acquire property, plant and equipment	-	-
Payments to purchase investments	-	-
Repayments of loans and interest borrowed from other parties	74,136	132,787
Capital repaid to owners or members	-	-
<b>Net Cash Flows from Investing and Financing Activities</b>	<b>(74,136)</b>	<b>(132,787)</b>
<b>Net Increase / (Decrease) in Cash</b>	<b>(8,931)</b>	<b>(43,852)</b>
Opening Cash	78,373	122,225
Closing Cash	69,442	78,373
<b>This is represented by:</b>		
Bank Accounts and Cash	69,442	78,373

**Te Mana o Kupe Trust**  
**Statement of Accounting Policies**  
**"How did we do our accounting?"**  
**For the year ended**  
**31 March 2019**

**Basis of Preparation**

Te Mana o Kupe Trust 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. 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 recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

**Income Tax**

The Trust has charitable status and is registered with the Charities Commission and as such is exempt from income tax.

**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.

**Accounts Receivable**

Accounts receivable are stated at their original amount. Provision is made for accounts receivable considered doubtful.

**Property, Plant and Equipment**

All property, plant and equipment are recorded at cost less accumulated depreciation and impairment losses.

**Depreciation**

Depreciation is provided on a diminishing value basis on all property, plant and equipment, at rates that will write off the cost of the assets to their estimated residual values over their useful lives. The depreciation rate associated with major classes of assets have been estimated as follows:

Computers 60%

**Changes in Accounting Policies**

There have been no changes in accounting policies during the financial year. (last year - nil)

**Specific Accounting Policies**

**Inventories**

Inventories held for sale are measured at the lower of costs and net realisable value. The trust holds only sufficient inventory to fill current and foreseeable orders.

Inventory acquired by finance leases is recorded at its fair value

**Te Mana o Kupe Trust**  
**Statement of Accounting Policies**  
**"How did we do our accounting?"**  
**For the year ended**  
**31 March 2019**

**Grants**

Grants received are recognised in operating revenue, unless specific conditions attach to a grant and repayment of the grant is required where these conditions are not met. In these cases, the grant is treated as a liability until the conditions are met.

**Equity Funds in Advance**

The Trust set up an Equity Fund for the purpose of offsetting lease obligation shortfalls it may have incurred due to customers not meeting their individual payment obligations. A number of schools and charities have contributed to this fund.

In the event that the Trust does not use the equity funds, they are to be returned back to the original grantors

**Te Mana o Kupe Trust**  
**Notes to the Performance Report**  
For the year ended  
**31 March 2019**

**Note 1 : Analysis of Revenue**

<b>Revenue Item</b>	<b>Analysis</b>	<b>2019</b>	<b>2018</b>
		<b>\$</b>	<b>\$</b>
Donations, fundraising and other similar revenue	Donations received	28,895	5,610
	J R McKenzie	-	113,500
	T G Macarthy	10,000	-
	New Zealand Community Trust	26,418	30,000
	Use of Equity Fund	-	18,204
	Wellington Community Trust	14,486	15,400
	Pelorus Grant	2,630	-
	Te Puni Kokiri	22,777	-
	Wellington Childrens Fund	2,000	-
	<b>Total</b>		<b>107,206</b>

<b>Revenue Item</b>	<b>Analysis</b>	<b>2019</b>	<b>2018</b>
		<b>\$</b>	<b>\$</b>
Revenue from providing goods or services	Consulting	16,873	-
	Admin fee - Contracts	7,336	16,217
	Sales of chromebooks	61,331	47,659
	Second hand sales	1,087	1,957
	Accessories sales	87	7,267
	<b>Total</b>		<b>86,714</b>

<b>Revenue Item</b>	<b>Analysis</b>	<b>2019</b>	<b>2018</b>
		<b>\$</b>	<b>\$</b>
Interest, dividends and other investment revenue	Interest income	86	399
	<b>Total</b>	<b>86</b>	<b>399</b>

<b>Revenue Item</b>	<b>Analysis</b>	<b>2019</b>	<b>2018</b>
		<b>\$</b>	<b>\$</b>
Other Income	Other income	1,950	-
	<b>Total</b>	<b>1,950</b>	<b>-</b>



**Te Mana o Kupe Trust**  
**Notes to the Performance Report**

For the year ended  
 31 March 2019

**Note 2 : Analysis of Expenses**

		2019	2018
Expense Item	Analysis	\$	\$
Volunteer and employee related costs	Salary and Wages	100,767	133,718
	<b>Total</b>	<b>100,767</b>	<b>133,718</b>

		2019	2018
Expense Item	Analysis	\$	\$
Costs related to providing goods or services	Advertising	1,072	-
	Bank Fees	121	75
	Conference Expenses	-	348
	Contractors	-	3,501
	Cost of Sales - Chromebooks	73,327	61,574
	Freight and Courier	127	152
	General Expenses	108	507
	Insurance Excess	326	791
	Meeting Expenses	222	180
	Office Expenses	320	233
	Printing and Stationery	2,506	1,078
	Purchases under \$500	531	643
	Subscriptions	1,494	2,085
	Telephone and Internet	1,540	690
	Travel - National	4,215	4,596
Warranty Excess Expenses	726	-	
<b>Total</b>	<b>86,635</b>	<b>76,453</b>	

		2019	2018
Expense Item	Analysis	\$	\$
Donations and grants paid	Hardship grant funding	19,840	-
	<b>Total</b>	<b>19,840</b>	<b>-</b>

		2019	2018
Expense Item	Analysis	\$	\$
Other expenses	Bad Debts	4,162	8,443
	Review Fee	1,800	3,385
	Depreciation	404	1,011
	Interest Expense	6,708	12,703
	<b>Total</b>	<b>13,074</b>	<b>25,542</b>

Te Mana o Kupe Trust

For the year ended  
31 March 2019

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	2019 \$	2018 \$
Bank accounts and cash	Main Account	53,547	19,029
	Parents Repayment Account	9,492	1,842
	Savings - 51 Grant Income	6,403	57,502
	<b>Total</b>	<b>69,442</b>	<b>78,373</b>
Asset Item	Analysis	2019 \$	2018 \$
Debtors and prepayments	Accounts receivable	75,543	108,702
	less Provision for doubtful debts	(12,842)	(18,595)
	Dishonours	42	22
	<b>Total</b>	<b>62,743</b>	<b>90,129</b>
Asset Item	Analysis	2019 \$	2018 \$
Inventory	Inventory Chromebook	6,838	21,090
	<b>Total</b>	<b>6,838</b>	<b>21,090</b>
Asset Item	Analysis	2019 \$	2018 \$
Other current assets	GST	11,854	11,302
	<b>Total</b>	<b>11,854</b>	<b>11,302</b>
Liability Item	Analysis	2019 \$	2018 \$
Creditors and accrued expenses	Accounts Payable	42,296	7,412
	Accrued Expenses	1,149	3,124
	<b>Total</b>	<b>43,445</b>	<b>10,536</b>
Liability Item	Analysis	2019 \$	2018 \$
Employee costs payable	Accrued Holiday Pay	4,853	4,926
	<b>Total</b>	<b>4,853</b>	<b>4,926</b>
Liability Item	Analysis	2019 \$	2018 \$
Unused donations and grants with conditions	Wellington Community Trust	10,114	4,600
	Te Puni Kokiri	4,222	-
	<b>Total</b>	<b>14,336</b>	<b>4,600</b>
Liability Item	Analysis	2019 \$	2018 \$
Finance Lease (Current Portion)	Lease No. 80940	-	4,500
	Lease No. A293616P	-	28,579
	Lease No. A316339M	24,482	22,069

Te Mana o Kupe Trust

For the year ended  
31 March 2019

Note 3 : Analysis of Assets and Liabilities

Lease No. A335245M	-	12,282
<b>Total</b>	<b>24,482</b>	<b>67,430</b>

Liability Item	Analysis	2019 \$	2018 \$
Other Current Liabilities	Overpayments	5,776	6,983
	<b>Total</b>	<b>5,776</b>	<b>6,983</b>

Liability Item	Analysis	2019 \$	2018 \$
Finance Lease (Long term)	Lease No. A316339M	-	24,480
	<b>Total</b>	<b>-</b>	<b>24,480</b>

**Te Mana o Kupe Trust**  
**Notes to the Performance Report**  
For the year ended  
**31 March 2019**



**Note 4 : Property, Plant and Equipment**

**2019**

Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount
Land	-	-	-	-	-
Buildings	-	-	-	-	-
Motor Vehicles	-	-	-	-	-
Furniture and fixtures	-	-	-	-	-
Office equipment	-	-	-	-	-
Computers (including software)	674	-	-	404	270
Machinery	-	-	-	-	-
Heritage assets	-	-	-	-	-
<b>Total</b>	<b>674</b>	<b>-</b>	<b>-</b>	<b>404</b>	<b>270</b>

**2018**

Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount
Land	-	-	-	-	-
Buildings	-	-	-	-	-
Motor Vehicles	-	-	-	-	-
Furniture and fixtures	-	-	-	-	-
Office equipment	-	-	-	-	-
Computers (including software)	1,684	-	-	1,010	674
Machinery	-	-	-	-	-
Heritage assets	-	-	-	-	-
<b>Total</b>	<b>1,684</b>	<b>-</b>	<b>-</b>	<b>1,010</b>	<b>674</b>





**Te Mana o Kupe Trust**  
**Notes to the Performance Report**



For the year ended  
 31 March 2019

**Note 5: Accumulated Funds**

**2019**

Description	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
<b>Opening Balance</b>	-	82,615	-	<b>82,615</b>
Surplus/(Deficit)		(24,360)		(24,360)
Distributions paid to owners or members		-		-
Transfer to Reserves		-	-	
Transfer from Reserves		-	-	
<b>Closing Balance</b>	-	<b>58,255</b>	-	<b>58,255</b>

**2018**

Description	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
<b>Opening Balance</b>	-	62,117	-	<b>62,117</b>
Capital contributed by owners or members				-
Capital returned to owners or members				-
Surplus/(Deficit)		20,498		<b>20,498</b>
Distributions paid to owners or members		-		-
Transfer to Reserves		-	-	
Transfer from Reserves		-	-	
<b>Closing Balance</b>	-	<b>82,615</b>	-	<b>82,615</b>



**Te Mana o Kupe Trust**  
**Notes to the Performance Report**

For the year ended  
**31 March 2019**

Notes 6 - 7

**Note 6 : Commitments and Contingencies**

**Commitments**

There are no commitments as at balance date (Last Year - nil).

**6.1 Operating lease liabilities**

There are no operating lease commitments as at March 31 2019 (last year nil).

**6.2 Finance lease liabilities**

Telecom Rentals Ltd (TRL) - Chromebooks

Te Mana O Kupe has four finance lease agreements with TRL at 31 March 2019

**Lease no. 80940**

The finance lease liability will be repaid by 12 quarterly principal and interest payments the first payment \$11,855.82 and subsequent payments of \$4,618.25 from August 2015. The liability will be fully paid in May 2018. Under the Telecom Master Agreement, the finance is secured by a security interest over all the Trusts present and acquired property. The balance of the finance lease at 31 March 2019 \$0 (2018: \$4,500)

**Lease no. A293616P**

The finance lease liability will be repaid by 12 quarterly principal and interest payments the first payment \$19,561.09 and subsequent payments of \$7,619.71 from June 2016. The liability will be fully paid in March 2019. Under the Telecom Master Agreement, the finance is secured by a security interest over all the Trusts present and acquired property. The balance of the finance lease at 31 March 2019 \$0 (2018: \$28,579)

**Lease no. A316339M**

The finance lease liability will be repaid by 12 quarterly principal and interest payments the first payment \$16,690.32 and subsequent payments of \$6,526.73 from July 2017. The liability will be fully paid in January 2020. Under the Telecom Master Agreement, the finance is secured by a security interest over all the Trusts present and acquired property. The balance of the finance lease at 31 March 2019 \$24,480 (2018: \$46,549)

**Lease no. A335245M**

The finance lease liability will be repaid by 12 monthly principal and interest payments of \$1,175.96 from March 2018. The liability will be fully paid in March 2019. Under the Telecom Master Agreement, the finance is secured by a security interest over all the Trusts present and acquired property. The balance of the finance lease at 31 March 2019 \$0 (2017: 12,282)

Lease principal	2019	2018
<b>Lease no. 80940</b>		
Amount paid to date	48,250	43,750
Amount to pay 12 months	-	4,500
Amount to pay 2 - 4 years	-	-
Total lease principal	<u>48,250</u>	<u>48,250</u>
<b>Lease no. A293616P</b>		
Amount paid to date	79,609	51,030
Amount to pay 12 months	-	28,579
Amount to pay 2 - 4 years	-	-
Total lease principal	<u>79,609</u>	<u>79,609</u>

**Te Mana o Kupe Trust**

**Notes to the Performance Report**

For the year ended  
31 March 2019

Notes 6 - 7

Lease principal	2019	2018
<b>Lease no. A316339M</b>		
Amount paid to date	54,144	32,075
Amount to pay 12 months	24,480	22,069
Amount to pay 2 - 4 years	-	24,480
Total lease principal	<u>78,624</u>	<u>78,624</u>
<b>Lease no. A335245M</b>		
Amount paid to date	12,282	-
Amount to pay 12 months	-	12,282
Amount to pay 2 - 4 years	-	-
Total lease principal	<u>12,282</u>	<u>12,282</u>

**Note 7: Contingent Liabilities and Guarantees**

There are no contingent liabilities or guarantees as at balance date (Last Year - nil).

Te Mana o Kupe Trust

Notes to the Performance Report

For the year ended  
31 March 2019

Notes 8 - 10

Note 8: Related Party Transactions		2019	2018	2019	2018
		\$	\$	\$	\$
Description of Related Party Relationship	Description of the Transaction (whether in cash or amount in kind)	Value of Transactions	Value of Transactions	Amount Outstanding	Amount Outstanding
Te Reanga Ipurangi Trust	Received joint funding to cover administration	-	45,000	-	-
Te Reanga Ipurangi Trust	Te Reanga Ipurangi Trust paid Te Mana O Kupe Trust an amount towards administration costs. These funds were sourced from J R McKenzie.	16,872.66 +GST	\$7,392.30 + GST	6854 +GST	-
Trustee Donations	Total donations from Trustees	\$1,600	\$600	600	600

**Note 9: Ability to Continue Operating**

The entity will continue to operate for the foreseeable future.

**Note 10: Events after balance date**

There are no events that have occurred after balance date that would have a material impact on the Performance report (last year nil).