

WHAREKAKA TRUST BOARD INCORPORATED



ANNUAL GENERAL MEETING 2019

WHAREKAKA TRUST BOARD INCORPORATED

ANNUAL GENERAL MEETING

Thursday 19 September 2019

6pm

AGENDA

1. Welcome
2. Apologies
3. Confirmation of 2018 Minutes
4. Matters Arising from Minutes
5. Election to the Trust Board – Joy Cooper, Greg Dalton & Liz Stevens are retiring by rotation and are seeking re-election
6. Chairperson's Annual Report – Joy Cooper
7. Annual Statement of Accounts and Performance Report as at 31 March 2019
– David Shaw, Treasurer Wharekaka Trust Board
8. Appointment of Auditor - it is proposed that Cotton Kelly Audit Assurance be appointed as Wharekaka's auditors for the 2019-20 financial year
9. Interim Manager's Report – Yvonne Smith
10. Wharekaka Auxiliary Report
11. Staff Awards
12. General Business

+WHAREKAKA TRUST BOARD INCORPORATED

Minutes of the 44th Annual General Meeting held at Wharekaka Rest Home on 12th July 2018 at 5.30pm.

Present:

Jim Doohan, Sandie Perry, Graeme Sargent, Val Johns, Joyce Hogg, Anne Firmin, Robyn Brady, Felicity Reid, Ro Griffiths, Carolyn Thompson, Lesley Daley, Jenny Peacock, Maree Roy, Barbie & Hiatt Cox, Jan Davison, Dr Rob Tuckett, Tim Maling, Karen Stephens, Patricia Logan, Helen Meehan, Joy Cooper, Greg Dalton, Andy Sutherland, Cynthia Maling, David Shaw.

In attendance: Corlette Doherty (General Manager and Secretary to the Trust Board).

Welcome by Chairperson:

Patricia Logan welcomed attendees and thanked everyone for attending the 44th Annual General Meeting.

Apologies:

Gordon & Margaret Parkinson, Pat Hill, Her Worship the Mayor Viv Napier, Joanne Edwards, Gary & Heather Wall, Jim Brasell, Beth Curwen, Liz Stevens, John Bath.

Moved by Joy Cooper seconded by Ro Griffiths that the above apologies be sustained. Carried.

Previous Minutes:

Moved by Hiatt Cox seconded by Maree Roy that the Minutes of the 43rd Annual General Meeting be accepted as a true and accurate record. Carried.

Matters Arising:

No matters arising.

Declaration of Election to the Trust Board:

Patricia Logan (Chairperson) advised:

David Shaw was due to retire by rotation this year. David advised he would seek re-election. He has been re-elected for a term of three years. No other nominations were received.

Moved by Barbie Cox seconded Helen Meehan that David Shaw be re-elected. Carried.

Chairperson's Annual Report:

Patricia Logan gave an overview of her written report contained in the Annual Report's publication. No questions or comments received from the floor.

Moved by Patricia Logan seconded Andy Sutherland that the Chairperson's Report as contained in the Annual Report be adopted. Carried.

Treasurer's Report and Presentation of Annual Accounts and Balance Sheet:

David Shaw gave a verbal overview of the financial statements contained in the 2018 Annual Report. A deficit of \$625,904 was recorded for the year ended 31 March 2018. This was due to the change in value of the Villa Occupation Right Agreement. A \$120k Operating deficit was forecast for the 2019 year. This deficit is offset by projected Villa Exit Fees.

Moved by David Shaw seconded by Karen Stephens that the 2018 Annual Report be adopted. Carried.

Moved by David Shaw seconded Cynthia Maling that Viv Cotton, Cotton Kelly be adopted as Auditor for the ensuring year. Carried.

Andy Sutherland proposed a vote of thanks for David Shaw for the work done. All agreed.

General Manager's Report:

Corlette Doherty read her report included in the Annual Report to the meeting. No questions or comments received from the floor.

Moved by Corlette Doherty, seconded Greg Dalton that the General Manager's report be adopted. Carried.

Wharekaka Auxiliary Report:

Carolyn Thompson (Chairperson) gave an overview of the written report, contained in the Annual Report, and activities for the year. No questions or comments received from the floor.

Moved by Carolyn Thompson, seconded Karen Stephens that the report of the Wharekaka Auxiliary Chair be adopted. Carried.

Recognition of Years of Service:

Acknowledgement of 5 years' service certificate to be given to Don Findstrup.

General Business:

Greg Dalton (Property Committee member) gave an overview of the proposed Villa building project.

There being no further business the meeting closed at 6.45pm.

Patricia Logan (Chair).....

Date:.....

WHAREKAKA TRUST BOARD INCORPORATED
ANNUAL REPORT 2018-19 TO MEMBERS

I am privileged to present this Annual Report to you on behalf of the Wharekaka Trust Board.

We acknowledge those people connected to Wharekaka, residents, staff and supporters, who have passed away during the year. We remember them and our thoughts go to their families and whanau.

Wharekaka exists to serve the Martinborough community, and in particular its older people. We are community owned and governed.

Our vision is:

To enable our Wharekaka community to live fulfilled lives.

Our mission is:

Wharekaka provides holistic, comprehensive and dedicated care for our residents while promoting their independence in a warm and friendly home environment.

Provision of Care

We aim to provide the best possible service to our residents by engaging with them and their families and providing care that maximises their quality of life, within a warm and friendly environment.

We acknowledge and thank all of our staff who cheerfully ensure our residents' wellbeing on a daily basis, sometimes in challenging circumstances, when care needs change suddenly or full staff cover is hard to find. We are very fortunate to have excellent caregivers and nurses, cooks, cleaners, activities, administration and reception staff who all contribute strongly to the Wharekaka ethos.

We are also grateful to our Residents' Advocate, Pat Hill, and to Anne Firmin who acts for Pat when she is away. We thank Pat for her vigilance in identifying any residents' concerns and ensuring they are addressed.

During the year our residents have continued to enjoy a full programme of recreational activities, including outings, visits from small children, birthday and Christmas celebrations, quizzes, barbecues, musical events and much more. We are eternally grateful to the many individuals, community groups and most of all, the Wharekaka Auxiliary who contribute enormously to this.

During the 2018-19 financial year average occupancy of our rest home and hospital beds was 97%. This is an excellent result, well above the national average of 87% and has

continued into the current financial year. There continues to be strong demand for rooms in the facility and we have a waiting list.

To help meet this demand we have increased the number of bedrooms available by one.

In April an independent audit team, commissioned by the Ministry of Health and Wairarapa DHB, visited for three days to inspect and assess all aspects of our provision of services to residents. We were delighted that the audit resulted in our Ministry of Health certification being renewed for three years. This was an excellent result.

We continue to receive exceptional support and services from the Martinborough Medical Centre, led by Dr Steve Philip. We are very appreciative of this, and grateful. Not all aged care facilities are so lucky.

Management changes

During the past year there have been significant changes in management at Wharekaka. Changes can be challenging for residents and staff. The Trust board is very grateful to residents, their families, and all the staff, for their on-going support during these changes.

In January we were sad to receive Corlette Doherty's resignation. Corlette left in February, after 14 years of service at Wharekaka. The Trust Board is very grateful to Corlette for her enormous contribution to Wharekaka. During her time here Corlette oversaw many changes and improvements in services and the facility. We wish her all the very best in her future career.

We were very fortunate to be able to appoint Yvonne Smith, as Interim Manager for six months, while considering the management structure that would best suit Wharekaka over the longer term. Yvonne, is an exceptionally well qualified and experienced nurse and manager, who came out of semi-retirement to join us in early March. Her clinical experience and guidance has helped us enormously.

Yvonne's time with us has now come to an end and we are preparing to welcome our new permanent manager, Jenny Prentice, who will join us on 7 October. Jenny is a local Martinborough resident with a passion for aged care, and significant experience in management of services for older people.

Concurrent with Yvonne's appointment, and in recognition of the ever-increasing volume of compliance and financial administration required, the Board created an Administrator position to support the manager, and act as secretary to the Trust Board. In April we welcomed Louise Keats to this new permanent position.

Operational challenges

Despite very high occupancy we have ended the year in financial deficit, due to increasing costs. Staffing is the largest component of our costs, and in addition there are ever increasing costs of compliance in meeting, and being assessed as meeting, innumerable legislative requirements. Our aging building is another factor contributing to cost growth.

Payroll costs have increased with the second step of pay equity for caregivers implemented in July 2018. Also, in 2018 the NZNO/DHB negotiations resulted in significant pay increases for DHB employed nurses. While DHBs have received funding increases to enable them to pay their nurses at the new higher rates, there has been no funding increase for aged care providers.

There is wide consensus nationally that funding for aged residential care services has not kept pace with cost growth and is in need of significant increases. The Aged Care Price Index (ACPI) published by Statistics NZ, which measures the costs of providing aged care, rose by 11% in the year to 31 March 2019, while the Consumer Price Index (CPI) rose by only 1.5%. Funding increases for aged care services reflect CPI increases, not the real cost growth being experienced by the sector.

Currently the government does not appear to have any plans to address this. The Ernst Young Review has reported and recommended changes to the funding model but these have not been costed, and the Ministry of Health's response to the report is neutral.

The Interim Report of the Review of The Health and Disability System provides more analysis of the issues. It highlights the increasing frailty and dependency of new entrants to residential care. Since 2012 the number of people aged 65 years and above has grown by 24% but the number of residential care bed days has increased by only 5% as more people are cared for in their own homes for longer.

The average age of those coming into residential care now is 85 years and rising. New entrants are frailer, have more impairments and significant (often multiple) health conditions, requiring higher levels of care.

The Interim Report also comments on difficulties of high staff turnover in aged care facilities, commenting that across the aged residential care sector: *"Staff turnover is above 20% in almost all staff groups. Turnover of registered nurses grew to 37.8% in 2017."*

Wharekaka is not alone in facing financial and staffing challenges. Our problems are common to all smaller providers across the sector, and sadly many small facilities have closed in the last few years.

The Ernst Young Report states:

"Analysis of sector cost structures and market rates of return suggest that only new larger, multi-care category facilities with premium charge and / or ORA arrangements can make economic returns (mature providers face a significant hurdle for refurbishing existing facilities).

Most of the growth in beds over the last 5 years has been in larger corporate facilities, often co-located with a retirement village. There has also been consolidation in group operators, and the number of small privately-owned aged care hospitals has declined. It has been suggested by some stakeholders that the current funding model is not sustainable, particularly for smaller stand-alone facilities that tend to have higher running costs per resident. Smaller facilities were seen as being important in maintaining choice such as for

culture-driven care, or for care close to people's own communities, especially in small towns and rural areas."

Developments

We are delighted to report that the plans to build two new villas, which we presented at the 2018 AGM, are now well on the way to being fully realized. Two handsome new villas are nearing completion on Suez Street, and will be ready to welcome their occupants by February. This will bring our total number of villas to 12.

We have recently installed a large water tank and are in the process of acquiring and installing an emergency generator for Wharekaka. These will enable Wharekaka to be self-sufficient and maintain services during an emergency.

Our meals on wheels programme has grown and now includes both Featherston and Greytown, as well as Martinborough. We thank all our volunteer drivers, and particularly those who undertake round trips between the three towns. Thanks to them our meals on wheels service makes a small but positive net revenue contribution.

Fund raising and voluntary contributions

Wharekaka has increasing need to fund raise in order to cover the growing gap between income from rest home and hospital fees and the costs of providing the services. We are increasingly reliant on donations, grants and bequests. The board recognizes the need to develop and implement a serious fund raising programme to secure Wharekaka's future.

A fund-raising committee has been established under the leadership of Helen Meehan, and ably assisted by several members of the Wharekaka Auxiliary.

The committee plan to launch a major fund raising programme over the next few months.

A Wharekaka Endowment Fund has been established through the Nikau Foundation. Donations to the Wharekaka Endowment Fund go into a perpetual capital fund which is invested on our behalf by the Nikau Foundation. The income from the investment comes back to Wharekaka. Ideally, we will build up a fund large enough to generate an annual income to cover our funding gap. Currently the fund sits at \$64,000 so there is some way to go.

We are very grateful to a number of individuals and organisations for their generous contributions over the past year, in kind and in cash. In particular we would like to thank:

Wharekaka Auxiliary

Martinborough Men's Shed

Rural Women NZ

Rotary Club of South Wairarapa

Martinborough Lions

Sutherland Self Help Trust

Mark Taylor

Cotter and Stevens

Graham Peek

Tom Bunny

Green Jersey Cycles

Conclusion

It has been a very busy year, with substantial challenges along the way. We have ended the year in good heart, thanks to the support of many individuals and organisations. To our residents, their families, staff, volunteers and community supporters we say a very big Thank You.

Joy Cooper

Chair, Wharekaka Trust Board

INTERIM MANAGERS REPORT

AGM

19 SEPTEMBER 2019

Following the departure of the previous manager, the last six months have been challenging for Wharekaka to say the least.

A change of Manager in any facility is not a small issue.

Wharekaka secured a contract for Hospital level services in 2017 and found very quickly the stresses and strains of a qualified staff roster and staff retention in the clinical field. There is a shortage of Registered Nurses in New Zealand. Added to this, the DHB's pay scale is based considerably higher than the private sector, therefore aged care facilities constantly struggle to secure and retain Registered staff.

In this environment it is up to the smaller facilities like Wharekaka to look to what will encourage and attract good experienced staff and I believe this will continue to be an issue for some time to come in the aged care sector.

With this in mind, we have managed to secure the employment of a Clinical Nurse Leader, Evelen Alexander from the DHB. A rare win indeed! Evelen is passionate when it comes to Resident Care and has already made quality inroads towards establishing the genre of quality care and commitment within the larger care team. Evelen is a registered Educator and looking to the future this will add excellent education opportunities for our caregivers and of course attract other caregivers to do training while working. With the third year of the Pay Equity Settlement coming into effect 1 July 2019, caregivers' wages increased in line with their qualifications. With having Evelen as an additional staff educator, we are able to provide extra training and support for our caregivers to attain their qualifications. This is future proofing and puts Wharekaka in a very desirable position from a clinical point of view.

Registered Nurses are encouraged to do PDRP Portfolios with the DHB Programme, enhancing the Wharekaka emphasis on education and qualification leading to quality care.

Immediately after my arrival at Wharekaka the DAA Group commenced their audit of the facility. We attained a three-year certification which was a very pleasing result.

Wharekaka is first and foremost a home not a hospital. While we strive for clinical excellence the key is to keep an eye on the fact that this is a home for 21 residents regardless of their level of care. It is not a medical ward nor should it ever feel clinical. I believe Wharekaka does this very well and accomplishes that homely feeling because of the community being so involved and so supportive. From our Meals on Wheels volunteers to our awesome Auxiliary ladies and the more initiatives that are voluntary or community driven. These are the people are that make us a

home. Our presence is felt not just in Martinborough, but also Greytown and Featherston as Meals on Wheels continues to reach other communities.

We are currently at full occupancy in the Home, and all ten of our Villas are occupied with strong interest in the two villas currently under construction.

The board members continue to fly the Wharekaka flag high and proud. They all work tirelessly with their voluntary input and commitment to the excellent governance of the Home and the Village.

It has been a delight and a pleasure to work along side you all at Wharekaka. I am confident that I leave the Management in the good safe hands of Jenny and Evelen and wish them and Wharekaka the very best for the future.

Yvonne Smith

Interim Manager

Residents' Advocate Report to the
Wharekaka Rest Home Annual General Meeting 2019

Another year has passed and it has been one of change and some upheaval for all concerned with Wharekaka. We must congratulate our Trust Board for their positive handling of all these situations, the Auxiliary for their unstinting support and the staff for their continued caring throughout.

I would also like to publicly note my thanks to Anne Firman for stepping in for me when I was absent for medical reasons. Anne willingly took up the reins and carried on the good work for the Residents while I was otherwise occupied – (even though I wasn't so thrilled about what I was up to!) Anne also continued on as a member of the Residents' Meetings after my return at the end of the year to give her support to them and their endeavours. Thank you so much, Anne, I am truly grateful for your willingness and caring.

There has been, once again, much work carried out through the meetings instigated by the Residents, and I'd like to tell you about some of them now:

There is a seat used often by our elderly outside the Pukemanu Hotel. It was somewhat unstable for use and the meeting requested its repair. With assistance from the Lion/Lionesses the task was carried out and it is now a lovely seat for passers-by to rest on once again.

A second seat was requested of the Council to be placed midway between Wharekaka and the Square. This was installed and also repaired when weather damaged the timbers. The plaque tells us it is 'Cliff's Seat' as a remembrance of Cliff Dixon who was the source of the idea and subsequently, used it daily as he walked by.

Another suggestion came up to place small notice boards in Residents' rooms for changing display use and Maggie and the Auxiliary assisted to make this happen.

The meetings have discussed and reported through ideas for meal variations etc. to the kitchen. The Residents constantly voice praise for the kitchen staff.

A lavender hedge was overgrowing the footpath along Oxford Street impeding ease of access for pedestrians. A letter to the Council voicing concern had the

hedge first trimmed back, then removed, with a lovely new planting put in place.

A mention at our full meeting developed into the Villa Residents undertaking an election to appoint a Villa Co-ordinator and Beth Curwen was congratulated as the successful candidate. Thank you, Beth, for accepting this position.

Letters were sent from the meeting (with Trust Board approval) to Members of Parliament and Ministers in support of improved funding for small residential homes like ours. We even received some responses and plan to have meetings with Members of Parliament next year.

A representative from the group assisted the Community Board with viewing and recommending improvement to footpath run-ups around the town. Though all suggestions were not completed in the Council's past financial year they are on the Council list for this next year. We received a letter confirming this.

There was also a letter sent after a Resident shared her concern over the speed travelled by motorists along Oxford Street past Wharekaka. The meeting received a reply from the Council informing us that this would be part of their intended matter for review as they worked in consultation on street speeds across South Wairarapa.

Through information shared at our meeting Villa Residents learnt about the opportunity they had to apply for the Government's Rates Rebate Scheme which resulted in some gaining a reduction in their rate payments. Our meetings can clarify many issues for them.

Resident Meetings have been a successful means of welcoming and farewelling many staff personnel to and from Wharekaka. It has been our pleasure to be able to do this.

An important part of the meetings is the opportunity to voice, and send, thanks to those who help us. The Trust Board have had new carpet put down in the West Wing, replaced the flooring in the Dining Room, provided a new shade canopy by the main door and are constantly working to improve our living conditions and experiences. The Residents appreciate how hard you work for them, Trust Board Members, and thank you for the way you have managed the

recent difficult changes ensuring that they (especially the Facility Residents) are secure and well-cared for.

Similar thanks comes regularly at the meetings for the Auxiliary for the 'extra items' you work hard to fund and for the afternoon teas, etc. that you facilitate. Your relentless efforts toward Resident welfare is truly appreciated. We do hope that you get to see our meeting minutes to read these comments that are especially well-meant. Thank you all.

And, of course, our Maggie. Many, many accolades come to Maggie through the meetings for all the wonderful work she carries out. Visiting performers, fun activities, celebratory happenings, Pedal Bike rides, outings in the van, children coming to share, and so many more programmes are organised by Maggie. The Residents love you, Maggie, and thank you for all your efforts.

In closing may I tell you that our meetings have always been held 'in private' to allow Residents to freely voice any concerns or ask any questions without offending anyone. However, the minutes are recorded and approved, being then free for anyone to peruse. Please be sure to access them if you are interested.

To family members – you are invited to attend our meetings if you would like to share with us. Your being a part of this gives your family member added support should they wish to voice any issue and allows you the opportunity to discuss things together later, thereby further ensuring their comfort in their Wharekaka home.

Thank you for the opportunity to let you know what we do. And thank you, Residents, for trusting me and allowing me to be part of your group.

Patricia Hill
Residents' Advocate

AUXILIARY REPORT 2019

Once again I am pleased, as Chair of the Wharekaka Auxiliary, to present this report for the year 2018-2019. I must start by thanking my fellow members for the sterling work that they have put in over the past year, once again it has been a busy and productive year and everybody has worked hard to make it so. At this point I would like to especially mention Barbie Cox, Mary Desbonnets and Heather Colton, all of whom have resigned this year after many years of service. Many thanks to them all. Luckily, to redress the loss somewhat, we are pleased to welcome Katherine Robinson. Katherine is the Editor of the Wairarapa Lifestyle Magazine so I'm sure we will be able to put her publishing skills to good use.

I also must mention Corlette Doherty who left Wharekaka this year after many years as General Manager. We always had a good rapport with Corlette and I am sure we will enjoy the same relationship with her successor Yvonne Smith.

As I said, this year has been both busy and productive. We have continued to fundraise to enable us to buy the extras that make life enjoyable and easier for our residents. As usual one of our major fundraisers is our annual, very popular, Bridge day held at Brackenridge. This year was no exception with a record number of participants. Superb food prepared by the Auxiliary always seems to be a drawcard at this event. Thanks must also go to Deborah Coddington and Katherine Jacobs for once again generously providing the wine.

Our reputation as Caterers seems to be growing and most of our fundraisers this year involved food in some way. We ran a very successful Christmas stall at the December TK market and were thrilled to be informed that we are the recipient of the market's profits for this year. We were also very pleased to once again host the Pop-Up Cafe at the March Martinborough Fair. Many thanks to the Martinborough Lions for giving us this opportunity. It is a tiring but fun day and we hope that the Lions see their way to allowing us to do this next year too.

We also catered for the Students' Jazz workshop at Kuranui college which was held as part of Jazz Week.

A major event we were involved in was the very popular Pukaha House and Garden Tour. We were excited to be given the chance to provide Garden Teas at the beautiful Tablelands Homestead. The event was held over two days and our offering proved to be both popular and profitable. Imagine our absolute delight when the owners, Liz Stringer and Rob Morisson, offered to double our profits. This amazingly generous offer boosted our coffers to the tune of \$8269 and we cannot thank them enough. They are wonderful hosts and delightfully kind people.

The profits from these events have resulted in our ability to make some welcome purchases for Wharekaka. We have completed payment for purchases such as the Vimo wheelchair, which has proved so popular and useful that we have ordered a second in a larger size. Various catering equipment has been bought and we took possession of a top of the range Webber BBQ just in time for the annual BBQ Lunch. We continue to fund residents' outings, birthday gifts, Memories Magazine and the daily copy of the Dom Post. We have also increased the bi-monthly automatic payment to the Activities co-ordinator. We hope that all of these add to the comfort and pleasure of our residents.

We have also been busy on the monthly activities front. Some of these experiences include the January picnic, outings to private homes, the rural tiki-tour, grape picking, singing and visits from community members. Two very popular days were when Amanda Goodman from the Drunken

Nanny, brought one of her Kids(the 4 footed kind) in to meet residents and our green themed St Patrick's Day morning tea where we were entertained by Irish singer Mary Clark . I'm sure that everyone would agree that we enjoy these days as much as anyone.

So it only leaves me to thank everyone once again for their help over the past year. As always special thanks to Esther and Christina as Treasurer and Secretary respectively and to Lesley for her wrangling of the afternoon tea helpers. I hope that everyone has enjoyed their year and that we have another sucessful and profitable time going forward.

Carolyn Thompson Chair
10 June 2019

Activities Annual Report 2019

Another busy year is taking place at Wharekaka.

We have celebrated birthdays, farewelled residents and staff and welcomed others.

Both vans are being used for outings and delivery of meals on wheels.

We now have two ViMo wheelchairs in use in the home and for outside activities.

The Tri cycle has now been purchased by a local group of men known as "The Wharekaka support group". This month's Star will see a photograph and article relating to its use and to encourage volunteer pilots to come on board, this is predominantly for the use of residents of Wharekaka.

Joint activities take place on a regular basis with other rest homes in South Wairarapa, from social visits to a monthly quizzes.

Our lounge now sports a spinning wheel, new cushions and table lamps all thanks to kind donations.

The Auxiliary play a wonderful role in fund raising for the home, providing Tuesday afternoon teas for the residents, and is called on in times of need in the kitchen. Thanks for their ongoing support.

Martinborough new entrants continue to brighten our Friday mornings with reading and bowls. This is community at its best.

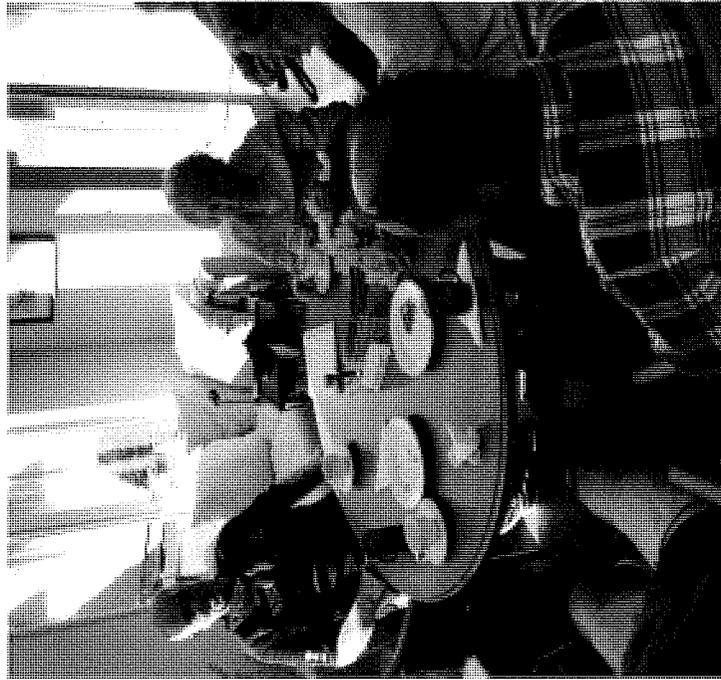
We have a good group of entertainers who enjoy coming to Wharekaka, along with weekly exercise groups.

Thanks also to Pat Hill and Anne Firmin for representing the residents and lending a helping hand when needed. Thanks also to the Villa residents who are regular visitors to the home. Their input is much appreciated.

I believe our residents feel secure and respected in their environment, and they are given the opportunity to still feel they are a part of Martinborough's community.

Maggie Westergren

Activities Coordinator









WHAREKAKA TRUST BOARD INCORPORATED

WHAREKAKA VILLAGE

ANNUAL GENERAL MEETING

Monday 23rd September 2019
1.30 – 2.30pm

Chairperson – Pat Hill, Residents Advocate

Independent Attendee – Peter Croft, Trust Board Member Carter Society, Carterton

AGENDA:

- Welcome (Joy Cooper, Chair Wharekaka Trust Board)
- Apologies
- Confirmation of 2018 Minutes
- Matters arising from Minutes
- Annual overview and Villa Maintenance Report (Joy Cooper)
- Financial Report (Mr David Shaw – Treasurer Wharekaka Trust Board)
- Resident's Advocate Report (Mrs Pat Hill)
- General Business
- Closing Comments (Mr Peter Croft)

Afternoon tea will be served at the conclusion of the meeting

WHAREKAKA RETIREMENT VILLAGE

Minutes of Annual General Meeting held 17 July 2018

Patricia Logan (Past Chair) of Wharekaka Trust Board Incorporated welcomed Mr Peter croft (Carter Court Trust Board Treasurer) who will chair the meeting.

Present:

Patricia Logan, David Shaw, Joy Cooper, Andy Sutherland, John Bath (Wharekaka Trust Board members), Villa Residents – Mary Daniell, Bill & Catherine Cox, Jim Doohan, Val Johns, Joyce Hogg and Beth Curwen and Acting Residents Advocate Anne Firmin. Corlette Doherty (General Manager and Secretary to Wharekaka Trust Board Incorporated).

Apologies:

Cynthia Maling, Helen Meehan (Wharekaka Trust Board members), Arthur Petersen, Mary Daniell (Villa Residents) and Pat Hill (Residents Advocate).

Previous Minutes (of the AGM held 27 July 2017).

Moved by Patricia Logan, second Beth Curwen. Carried.

Matters Arising:

No matters arising.

Chairperson Wharekaka Trust Board Incorporated Report:

Patricia Logan read her report to the meeting. Thanks, passed for a thorough report.

Moved by Patricia Logan, second Joyce Hogg the report be accepted. Carried.

General Managers' Report and Maintenance Report:

Corlette Doherty advised her full report and Maintenance report were contained in the Annual Reports and this be taken as read by the meeting. No questions were asked. Moved by Corlette Doherty, second Val Johns the reports be accepted. Carried.

Treasurers' Report:

David Shaw presented the Financial Report as contained in the Annual Report for the year ended 31 March 2018.

Moved by David Shaw the financial report as contained in the Annual Report be accepted. Second Joy Cooper. Carried.

Residents' Advocate Report:

Anne Firmin gave a verbal report to the meeting in her capacity as Acting Advocate while Pat Hill recovers from surgery. Anne advised the meeting she was happy to continue "business as usual" until Pat Hill's return. Villa residents present gave thanks to Anne for stepping into the role.

General Business:

Beth Curwen advised there was moss growing on her path which was a hazard for her and any visitors to her Villa. Andy Sutherland to follow up with the Maintenance Man.

Joyce Hogg advised lichen is growing on two Villas in her block. Corlette Doherty to follow up with Edwards and Hardy Moss protection company.

Discussion held on the proposal the Trust Board was looking at to build two additional Villas at the rear of the main facility. The project is in the planning stages.

Jim Doohan congratulated Joy Cooper on her appointment as Chair of the Wharekaka Trust Board at the AGM held recently.

Peter Croft congratulated the Trust Board on the continual improvements of the facility and thanked all for attending the meeting.

The meeting acknowledged the work done by Patricia Logan during her term of four years on the Trust Board.

There being no further business the meeting closed at 2.20pm and was followed by afternoon tea.

Peter Croft (Chair).....

WHAREKAKA TRUST BOARD INCORPORATED

Maintenance Report for the Wharekaka Trust Board Incorporated Village AGAM

19 September 2019

During the 2018/2019 Financial Year we welcomed Marjorie Finn & Julie Barron to the Villas and Dennis Maugham & Gerard Lowe into the facility as permanent residents.

Enquiry for Villas continues to be steady. This is very encouraging with the two Villa's currently well under construction.

The Exemption from the Statutory Supervisor was renewed for five years from September 2018.

Andy Sutherland (Wharekaka Trust Board Property Committee Member) continues to visit Villa residents monthly and acts as a link between the residents and facility and follows up any maintenance or general concerns.

During the year, two villas were re-carpeted and painted.

The long term maintenance plan as approved by the Trust Board continues. Work on upgrading the Villas continues according to the plan, or if a Villa becomes vacant as per the refurbishment plan and terms of the Occupation Right Agreement.

Pat Hill continues her work on behalf of Villa residents in her position of Residents Advocate. We are very fortunate to have Anne Firmin as a Resident Advocate also.

We were very sorry to lose Larry Julius this year, he left some very big boots to fill. Wharekaka has been fortunate to secure Mike Woolley's services on a part time basis to keep Villa and facility maintenance on track.

Maggie Westergren, Activities Coordinator contacts Villa residents, who request the service, daily.

Yvonne Smith

Facility Manager

Performance Report

Wharekaka Trust Board Incorporated
For the year ended 31 March 2019

Prepared by RightWay Limited

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Entity Information

Wharekaka Trust Board Incorporated For the year ended 31 March 2019

Legal Name of Entity

Wharekaka Trust Board Incorporated

Entity Type and Legal Basis

Wharekaka Trust is a Charitable Trust established under the Charitable Trust Act 1957 and is a registered charity under the Charities Act 2005.

Registration Number

CC30989

Entity's Purpose or Mission

Wharekaka Trust Board Incorporated provides residential and nursing care for the aged in the Martinborough district and community health services for the benefit of the people of the Martinborough district.

The Trust's vision is to enable our Wharekaka community to live fulfilled lives.

The Trust's mission is to provide holistic, comprehensive and dedicated care for our residents while promoting their independence in a warm and friendly home environment.

The Trust's values are:

- Mutual respect and inclusiveness
- Consistency, fairness and transparency
- Valuing our partnerships
- Empathy and support to our residents and staff
- Integrity, honesty and trust
- Respect for diversity

The Trust's values are articulated in a published Code of Conduct that applies to the Board, Staff, Residents and those directly involved with the day to day operations at Wharekaka.

Entity Structure

The Wharekaka Trust Board incorporated is a community based charitable trust registered under the Charitable Trusts Act 1957. It is also registered as a charity with the Inland Revenue and the Charities Commission. The Trust Board is registered with the Retirement Villages Association.

The Trust was formed on an informal basis in 1971 to provide respite care for the elderly of Martinborough and surrounding district. The premises used were then the recently closed maternity home in Martinborough. In 1973 a Trust Deed was established and the Trust then acquired the site from the NZ government with the obligation to continue providing services for the elderly of the area.

Wharekaka Rest Home is situated at Oxford Street, Martinborough and operates an aged care facility for up to twenty residents in the home and ten stand alone self-care villas. It also provides Respite Care, Health Recovery Care and Meals on Wheels services to Martinborough, Featherston and Greytown communities.

The facility reconfigured one room back into a bedroom in July 2017. This enabled the Trust Board to increase the number of dual purpose beds to seven. The configuration of bed status at Wharekaka is seven rest home beds, six hospital beds and seven dual purpose (rest home or hospital care) rooms.

The rest home provides ten standard rooms, seven rooms with partial ensuites and three rooms with full ensuite services. It also contains a recreational day room, dining room, deck sitting area, outside sun area, gardening facilities and an aviary.

The Trust Board is charged with running, (achieved by delegation to the General Manager), and governing Wharekaka. The Board consists of the Chair, Deputies, Treasurer and Members, with a current membership of ten.

The current members of the governing body are:

Joy Cooper (Chairperson)

Andrew Sutherland (Deputy Chairperson)

David Shaw (Treasurer)

Elizabeth Stevens

John Bath

Helen Meehan

Greg Dalton

John Errington

Margaret Walmsley

Main Sources of Entity's Cash and Resources

Wharekaka Trust Board Incorporated relies on:

- Hospital Level Care occupancy
- Rest Home bed occupancy
- Meals on wheels
- Income derived from villa licence maintenance fees
- Return on investments
- The sale of villa Occupation Right Agreements
- Donations

Main Methods Used by Entity to Raise Funds

The Trust has the support of the Wharekaka Auxillary to provide fundraising events and additional support to the Activities programme at the facility.

Entity's Reliance on Volunteers and Donated Goods or Services

Volunteers play a valuable role at Wharekaka, including:

- Transport of residents on outings
- Afternoon tea roster
- Donation of produce to our kitchen
- Organising fundraising events

Physical Address

20 Oxford Street, Martinborough

Postal Address

PO Box 127, Martinborough

Approval of Financial Report

Wharekaka Trust Board Incorporated
For the year ended 31 March 2019

The Board of Trustees are pleased to present the approved financial report including the historical financial statements of Wharekaka Trust Board Incorporated for year ended 31 March 2019.

Approved this 24 day of August 2019.



Joy Cooper
Chairperson



David Shaw
Treasurer

Statement of Service Performance

Wharekaka Trust Board Incorporated For the year ended 31 March 2019

Description of Entity's Outcomes

The Trust provides residential and nursing care for the aged in the Martinborough district and community health services for the benefit of the people of the Martinborough district.

	2019	2018
Description and Quantification of the Entity's Outputs		
Average Occupancy %	97	95
Donations & Fundraising	119,694	41,576
Goods and Services	1,208,019	1,123,435
Other Income	78,066	102,205
Number of Beds	20	20
Number of Villas	10	10

The Trust Board aims to have an average occupancy of 90%. Average occupancy increased by 2% to 97% for the year ended 31 March 2019 and was over the Trust Board's target of 90% annual occupancy.

In maintaining a sustainable organisation the Trust Board has continually worked towards maintaining a strong sense of community involvement and a strong investment base to ensure the Trust aims to achieve an operational break-even on an annual basis. This was not achieved in the 2019 year with an operational deficit of \$134,231 being recorded. The result for the 2018 year was an operational deficit of \$42,029.

During the 2019 year the Trust received bequests and donations of \$119,694. This included one donation of \$100,000. In comparison the total donations received for the 2018 year were \$41,576. Despite this higher level of additional revenue our operational deficit for the financial year has increased, largely due to an increase in the costs to provide services. The Trust Board has implemented a fundraising plan to increase revenue from these sources.

Statement of Financial Performance

Wharekaka Trust Board Incorporated For the year ended 31 March 2019

	NOTES	2019	2018
Revenue			
Revenue from Providing Goods or Services	1	1,208,019	1,123,435
Donations, Fundraising and Other Similar Revenue	1	119,694	41,576
Fees, Subscriptions and Other Revenue from members	1	1,261	839
Interest, Dividends and Other Investment Revenue	1	9,769	10,864
Other Revenue	1	78,066	102,205
Total Revenue		1,416,810	1,278,919
Expenses			
Administration and Overhead Costs		84,564	87,276
Costs Related to Providing Goods or Service		371,996	320,312
Expenses Related to Public Fundraising		7,000	-
Volunteer and Employee Related Costs		973,312	839,300
Grants and Donations Made		40,000	-
Depreciation		73,705	71,954
Interest and Finance Charges		-	1,642
Amortisation		464	464
Total Expenses		1,551,040	1,320,948
Surplus/(Deficit) from Operations		(134,231)	(42,029)
Change in Value of Occupation Right Agreements			
Occupation Right Agreement Fair Value Movement		(149,625)	(583,875)
Total Change in Value of Occupation Right Agreements		(149,625)	(583,875)
Surplus/(Deficit) for the Year		(283,856)	(625,904)

Statement of Financial Position

Wharekaka Trust Board Incorporated

As at 31 March 2019

	NOTES	31 MAR 2019	31 MAR 2018
Assets			
Current Assets			
Bank Accounts and Cash	2	309,528	182,839
Debtors and Prepayments	2	126,094	112,547
Total Current Assets		435,622	295,387
Non-Current Assets			
Intangibles	2	5,311	5,775
Investments	2	-	200,000
Property, Plant and Equipment	4	2,952,576	2,999,248
Capital Work in Progress		76,016	-
Total Non-Current Assets		3,033,903	3,205,023
Total Assets		3,469,525	3,500,410
Liabilities			
Current Liabilities			
Creditors and Accrued Expenses	3	172,891	75,200
Employee Costs Payable	3	85,654	86,093
Other Current Liabilities	3	210	4,766
Total Current Liabilities		258,755	166,059
Non-Current Liabilities			
Occupation Rights Agreement Provision	8	2,582,625	2,433,000
Income Received in Advance - Exit Fees	9	363,794	348,783
Programmed Maintenance Services	3	-	4,656
Unexpired Life Subscriptions	3	1,495	1,200
Total Non-Current Liabilities		2,947,914	2,787,639
Total Liabilities		3,206,669	2,953,698
Total Assets less Total Liabilities (Net Assets)		262,856	546,712
Accumulated Funds			
Accumulated Surpluses or (Deficits)	5	(833,764)	(549,908)
Revaluation Reserves	5	1,096,620	1,096,620
Total Accumulated Funds		262,856	546,712

Statement of Cash Flows

Wharekaka Trust Board Incorporated

For the year ended 31 March 2019

	2019	2018
Cash Flows from Operating Activities		
Donations, Fundraising and Other Similar Receipts	119,694	29,184
Fees, Subscriptions and Other Receipts from members	1,556	1,139
Receipts from Providing Goods or Services	1,187,329	1,106,472
Interest, Dividends and Other Investment receipts	10,219	3,211
Cash Receipts from Other Operating Activities		4,203
GST	11,359	9,811
Payments to Suppliers and Employees	(1,395,502)	(1,265,551)
Donations Made	(40,000)	0
Total Cash Flows from Operating Activities	(105,345)	(111,531)
Cash Flows from Investing and Financing Activities		
Receipts from Sale of Investments	200,000	100,000
Receipts from Sale of Occupation Right Agreements	91,875	137,500
Payments to Acquire Property, Plant and Equipment	(55,280)	(110,146)
Funds Held on Behalf of Others	(4,561)	0
Total Cash Flows from Investing and Financing Activities	232,034	127,354
Net Increase/ (Decrease) in Cash	126,689	15,823
Cash Balances		
Cash and cash equivalents at beginning of period	182,839	167,017
Cash and cash equivalents at end of period	309,528	182,840
Net change in cash for period	126,689	15,823

Statement of Accounting Policies

Wharekaka Trust Board Incorporated

For the year ended 31 March 2019

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

Wharekaka Trust Board Incorporated is not subject to New Zealand income tax as it is a registered charity under the Charities Act 2005.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash, bank accounts and deposits held at call with banks.

Revenue

Revenue is accounted for as follows:

Revenue from Providing Goods and Services

Revenue from residents fees and licenses is recognised as agreed upon services have been provided.

Donations, Fundraising and Other Similar Revenue

Donations, fundraising and bequests with no use or return conditions attached are recorded as revenue when cash is received.

Subscriptions

Life memberships received are initially recognised in the Statement of Financial Position as Income Received in Advance and are then recognised as revenue in the Statement of Financial Performance over ten years.

All other subscriptions are recognised as revenue in the year that they are received.

Interest

Interest revenue is recognised on an accrual basis.

Other Revenue: Occupation Right Agreement Exit Fees

An exit fee payment is payable by residents upon termination of occupation right agreements. The exit fee is calculated as a percentage of the occupation right agreement sale price, based on individual contracts. The exit fee is recognised in the Statement of Financial Performance over the expected length of stay of residents, which is currently estimated at 7 years, being the Trust's best estimate based on industry average and past experience.

Accounts Receivable

Accounts receivable are recorded at estimated realisable value, impairment is recorded where collection is doubtful.

Prepayments

Prepayments are recorded where the Trust pays in advance of a good or service being received.

Employee Costs

Employee costs payable are measured based on current rates of pay. Employee costs payable are salary, wages accrued up to balance date and annual leave earned but not taken at balance date.

Property, Plant and Equipment

Property, plant and equipment are shown at cost or valuation less any accumulated depreciation and impairment losses.

The Trust has elected to adopt Tier 2 PBE IPSAS 17 in relation to the revaluation of land and buildings. Land and buildings are revalued every three years to the latest rateable value. This is an approved basis for revaluation under PE IPSAS 17. Revaluations are depreciated.

Depreciation

Depreciation is provided for on a straight-line basis on all property, plant and equipment (except land) to spread the cost of the asset, less any estimated residual value, over the expected useful life of the asset. The depreciation rates associated with major classes of property, plant and equipment have been applied as follows:

- Buildings 2%
- Motor Vehicles 21%
- Furniture and Fittings 7-67%
- Plant and Equipment 6-100%

Depreciation methods, useful lives and residual values are reviewed at each reporting date and are adjusted if there is a change in the expected pattern of consumption of the future economic benefits or service potential embodied in the asset.

Branding Costs

Branding costs are recorded at cost less accumulated amortisation. Amortisation is applied at a rate of 7%.

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

Wharekaka Trust Board Incorporated For the year ended 31 March 2019

	2019	2018
1. Analysis of Revenue		
Donations, Fundraising and Other Similar Revenue		
Fundraising Income	-	4,059
Donations Received	109,259	12,517
Grants Received	10,435	25,000
Total Donations, Fundraising and Other Similar Revenue	119,694	41,576
Fees, Subscriptions and Other Revenue from members		
Subscriptions Income - Annual	556	839
Subscriptions Income - Life	705	-
Total Fees, Subscriptions and Other Revenue from members	1,261	839
Revenue from Providing Goods or Services		
Day Care	749	1,621
General Recharges	1,646	4,985
Meals on Wheels	41,549	28,657
Respite Care	5,145	11,816
Resthome	1,090,644	1,018,373
Villa Fees	68,287	57,984
Total Revenue from Providing Goods or Services	1,208,019	1,123,435
Interest, Dividends and Other Investment Revenue		
Interest Received	9,769	10,864
Total Interest, Dividends and Other Investment Revenue	9,769	10,864
Other Revenue		
Amortisation of Resident's Exit Fees	76,864	60,656
Exit Fee Not Previously Recognised	(1,487)	39,766
Sundry Income	2,689	1,783
Total Other Revenue	78,066	102,205
	2019	2018

2. Analysis of Assets

Bank Accounts and Cash

ANZ Bank Cheque Account 00ac	97,028	27,997
ANZ Bank Residents Account 50ac	1,173	5,800
BNZ Bank Savings Account 25ac	8,547	8,540
BNZ Rapid Savings Account	892	892
BNZ Villa Call Account 00ac	-	46
UDC Finance Call Account	201,886	139,565
Total Bank Accounts and Cash	309,528	182,839

Debtors and Prepayments

Accounts Receivable	95,666	38,472
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Prepayments	30,429	32,909
Sundry Debtors	-	41,167
Total Debtors and Prepayments	126,094	112,547

Investments

BNZ Term Investment #00006	-	50,000
BNZ Term Investment #00007	-	50,000
BNZ Term Investment #00008	-	50,000
BNZ Term Investment #00009	-	50,000
Total Investments	-	200,000

Intangible Assets

Branding	6,625	6,625
Accumulated Amortisation	(1,314)	(850)
Total Intangible Assets	5,311	5,775

2019 2018

3. Analysis of Liabilities

Creditors and Accrued Expenses

Accounts Payable	154,940	49,990
GST	7,186	16,260
Sundry Creditors	10,765	8,950
Total Creditors and Accrued Expenses	172,891	75,200

Employee Costs Payable

Provision for Holiday Pay	51,704	50,273
Wages Accrued to Balance Date	33,951	35,820
Total Employee Costs Payable	85,654	86,093

Other Current Liabilities

Family transfers for Resident Personal Spending Trust Account	210	205
Residents' Comfort Fund	-	4,561
Total Other Current Liabilities	210	4,766

ORA

Brassell Villas Unexpired Occupation Licence	465,000	465,000
Sackville Street Villas Unexpired Occupation Licence	960,000	960,000
Suez Street Villas Unexpired Occupation Licence	1,157,625	1,008,000
Total ORA	2,582,625	2,433,000

Income in Advance

Income Received in Advance - Exit Fees	363,794	348,783
Total Income in Advance	363,794	348,783

Other Non-Current Liabilities

Programmed Maintenance Services	-	4,656
Unexpired Life Subscriptions	1,495	1,200
Total Other Non-Current Liabilities	1,495	5,856

2019

2018

4. Property, Plant and Equipment

	2019	2018
Land		
Land	1,135,000	1,135,000
Total Land	1,135,000	1,135,000
Opening Book Value	1,135,000	203,842
Additions	-	-
Disposals	-	-
Revaluation	-	931,158
Closing Book Value	1,135,000	1,135,000
Buildings		
Buildings	1,745,473	1,745,473
Accumulated Depreciation - Buildings	(55,034)	(20,228)
Total Buildings	1,690,438	1,725,245
Opening Book Value	1,725,246	1,584,011
Additions	-	20,473
Disposals	-	-
Current Year Depreciation	(34,808)	(44,700)
Apartment Costs Written Off	-	-
Revaluation	-	165,462
Closing Book Value	1,690,438	1,725,246
Motor Vehicles		
Vehicles Owned	28,794	28,794
Accumulated Depreciation - Vehicles Owned	(17,749)	(14,024)
Total Motor Vehicles	11,045	14,769
Opening Book Value	14,769	230
Additions	-	17,846
Disposals	-	-
Current Year Depreciation	(3,724)	(3,306)
Closing Book Value	11,045	14,769
Furniture and Fittings		
Furniture and Fittings Owned	126,145	118,827
Accumulated Depreciation - Furniture and Fittings Owned	(104,795)	(94,686)
Total Furniture and Fittings	21,349	24,141
Opening Book Value	24,141	23,013
Additions	7,318	8,437
Disposals	-	-
Current Year Depreciation	(10,110)	(7,308)
Closing Book Value	21,349	24,141
Plant and Equipment		
Plant and Machinery Owned	275,423	255,706

	2019	2018
Accumulated Depreciation - Plant and Machinery Owned	(180,679)	(155,615)
Total Plant and Equipment	94,744	100,091
Opening Book Value	100,092	65,443
Additions	19,716	51,289
Disposals	-	(31)
Current Year Depreciation	(25,064)	(16,608)
Closing Book Value	94,744	100,093
Total Property, Plant and Equipment	2,952,576	2,999,248

Rateable value of land and buildings as at 1 September 2017 are:

- 7-9 Suez Street, Martinborough (Resthome): Land value \$597,000, Capital value \$925,000.
- 16A - 16B Sackville Street, Martinborough (Brassell Villas): Land value \$123,000, Capital value \$195,000.
- 22 Oxford Street, Martinborough (Suez Street Villas): Land value \$200,000, Capital value \$870,000.
- 19 Sackville Street, Martinborough (Sackville Street Villas): Land value \$215,000, Capital value \$870,000.

	2019	2018
5. Analysis of Accumulated Funds		
Accumulated Surplus (Deficit)		
Opening Balance	(549,908)	75,996
Current Year Earnings	(283,856)	(625,904)
Total Accumulated Surplus (Deficit)	(833,764)	(549,908)
Revaluation Reserve Balance		
Opening Balance	1,096,620	-
Land Revaluation	-	931,158
Building Revaluation	-	165,462
Total Revaluation Reserve Balance	1,096,620	1,096,620
Total Analysis of Accumulated Funds	262,856	546,712

6. Commitments

The Trust had entered into a building maintenance program, with Programmed Maintenance Services (N.Z.) Limited. This ended in March 2019 year and has not been renewed.

The Trust is also in the process of constructing new villa's with a total remaining cost of \$550,617.

7. Contingent Liabilities and Guarantees

The Trust may agree to take over the Occupation Right Agreement (ORA) on termination of the Agreement. The price the Trust pays for the ORA on a Villa must not be lower than the current market price or the price offered by a prospective buyer, whichever is greater. In the event that the Trust chooses to purchase an ORA the timing and value of the purchase are uncertain.

To date the Trust has never offered to purchase an ORA and has no immediate intentions to do so.

The Trust has not provided any guarantees to any other person or entity.

8. Occupation Right Agreements Provision

The provision is the present value liability based on management's best estimate of future anticipated cash flows to current resident's in accordance with the terms of current Occupation Right Agreements.

	2019	2018
Gross balance of provision		
Opening balance	2,433,000	1,849,125
Movement due to change in estimated fair value of units	149,625	583,875
Increase upon commencement of new arrangements	-	-
Closing balance	2,582,625	2,433,000

Key estimates used in determining the Occupation Right Agreement provision balance:

Length of stay by residents (years)	7	7
Total number of units occupied	10	10
Estimated market value of units:		
Brassell Villas	310,000	310,000
Suez Street Villas	376,500	320,000
Sackville Street Villas	320,000	320,000

9. Income Received in Advance - Exit Fees

	2019	2018
Opening Balance	348,783	311,705
Exit Fees Recognised as Income in the Year	(76,864)	(60,656)
Increase Upon Commencement of New Agreements	91,875	97,734
Closing Balance	363,794	348,783

The exit fee is included in the original purchase price of the Occupation Right Agreement and these fees are deducted from the amount payable by the Trust to the resident upon termination of the Occupation Right Agreement. On initial receipt of consideration paid by the resident, a portion of that fee is allocated to exit fee income received in advance. The balance is recognised as income over the estimated stay of the resident at each unit.

10. Securities

There were no securities over any of the Trust's assets at balance date.

11. Related Parties

RightWay Limited and Wharekaka Trust Board Incorporated are related parties as David Shaw is both a director and shareholder of RightWay Limited and the Treasurer for Wharekaka Trust Board Incorporated.

Andrew Sutherland (Deputy Chairperson) completed earthworks for the construction of the new villas.

12. Goods or Services in Kind Provided to the Entity

Goods or Services in kind are provided to the Trust but are unable to be quantified for financial reporting purposes.

13. 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).

14. Grants and Donations with Conditions Attached

The Trust had not received any grants with conditions attached that were not fulfilled at balance date (2018: nil).

15. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

16. Villa Profit or Loss Account

	2019	2018
Revenue		
Licence & Maintenance Charge	68,287	57,954
Additional Nursing Care & Support	-	30
Total Revenue	68,287	57,984
Expenses		
Insurance	10,559	9,485
Legal Fees	1,402	2,841
General Expenses	-	85
Rates	17,424	14,971
Refurbishment	17,990	4,550
Repairs - Building	5,024	12,668
Repairs - Gardens, Windows & Lawns	2,602	2,226
Total Expenses	55,000	46,826
Non Cash Expenses		
Depreciation - Villas	27,940	27,421
Total Non Cash Expenses	27,940	27,421
Other Income		
Amortisation of Resident's Exit Fees	87,690	60,656
Exit Fee Not Previously Recognised	(1,487)	39,766
Total Other Income	86,203	100,422
Total Villa Profit or Loss Account	71,549	84,159

17. Wharekaka Endowment Fund

The Board established the Wharekaka Endowment Fund during the year by donating \$40,000 to the Nikau Foundation. A further \$21,000 has been contributed to the fund by other donors. The terms of the fund is that all investment earnings will be used to support activities at Wharekaka. Applications for funds are made by Wharekaka to the Nikau Foundation and if sufficient funds exist a grant may be approved by the Foundation. The balance of the fund as at 31 July 2019 is \$64,240.

INDEPENDENT AUDITOR'S REPORT*To the Beneficiaries of Wharekaka Trust Board Incorporated***Report on the Performance Report****Opinion**

We have audited the performance report of Wharekaka Trust Board 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 31 March 2019, the statement of financial position as at 31 March 2019, and the statement of accounting policies and other explanatory information.

In our opinion:

- (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 on pages 3 to 5 and pages 7 to 19 present 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 Wharekaka Trust Board Incorporated as at 31 March 2019, 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 Opinion

We conducted our audit of the statement of financial performance, statement of financial position, statement of cashflows, 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 Wharekaka Trust Board 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 in our capacity as auditor we have no relationship with, or interests in, Wharekaka Trust Board Incorporated.

Responsibilities of the Trustees' for the Performance Report

The Trustees' 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 the entity which comprises:
 - the entity information;
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cashflows, 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) such internal control as the Trustees' 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 Trustees' are responsible on behalf of Wharekaka Trust Board Incorporated for assessing the Trust'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 those charged with governance either intend to liquidate Wharekaka Trust Board 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 economic decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- identify and assess the risks of material misstatement of the financial statements, 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 the Trust's internal control.
- conclude on the appropriateness of the use of the going concern basis of accounting by the Trustees' and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust'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 financial statements 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 the Trust to cease to continue as a going concern.
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

We communicate with the Trustees 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.

Restriction on Responsibility

This report is made solely to the Trustees', as a body. Our audit work has been undertaken so that we might state to the Trustees' those matters we are required to state to them in an auditor's 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 Trustees' as a body, for our audit work, for this report, or for the opinions we have formed.

