

**ADVISORY
ACCOUNTANCY
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Annual Report for

Hawke's Bay Digital Archives Trust
For the year ended 31 March 2024

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Compilation Report

Hawke's Bay Digital Archives Trust For the year ended 31 March 2024

Compilation Report to the Directors of Hawke's Bay Digital Archives Trust.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Hawke's Bay Digital Archives Trust for the year ended 31 March 2024.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Governing body is solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Hawke's Bay Digital Archives Trust other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.

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Plus More (Hawkes Bay) Limited
Chartered Accountants
33 Havelock Road
Havelock North

Entity Information

Hawke's Bay Digital Archives Trust For the year ended 31 March 2024

Legal Name of Entity

Hawke's Bay Digital Archives Trust

Entity Type and Legal Basis

Hawke's Bay Digital Archives Trust is a registered Charitable Trust

Registration Number

Registration Number: 2546881

Entity's Purpose or Mission

The Hawke's Bay Knowledge Bank is a living record of Hawke's Bay and its people. It combines a robust, secure and widely-compatible digital archive with a new generation of multimedia and social tools. We want to enrich our stored material with the knowledge of the community through user comments, tagging and sharing of information

Entity Structure

The trust is administered by a Board of Trustees

Main Sources of Entity's Cash and Resources

Donations and grants received
Submissions from the public

Main Methods Used by Entity to Raise Funds

Requests for grants and donations

Entity's Reliance on Volunteers and Donated Goods or Services

The organisation is dependent on the continued support of the trustees, volunteers and community

Physical Address

901 Omahu Road
Hastings

Postal Address

PO Box 2025
Stortford Lodge
Hastings 4153

Approval of Financial Report

Hawke's Bay Digital Archives Trust For the year ended 31 March 2024

The Governing body are pleased to present the approved financial report including the historical financial statements of Hawke's Bay Digital Archives Trust for year ended 31 March 2024.

APPROVED

Cynthia Bowers
Chairperson
Date

Kevin Atkinson
Board Treasurer
Date

Barry Cole
Board Secretary
Date

Helen Walker
Trustee
Date

Statement of Service Performance

Hawke's Bay Digital Archives Trust For the year ended 31 March 2024

Description of Entity's Outcomes

To preserve historical documents and information for future generations using electronic technology and storing into a digital archive.

The outputs of Hawke's Bay Digital Archives Trust includes:

Quantitative

Available on the website at year end:

9,629 of text documents (2023: 8,762)

27,658 still images (2023: 26,937)

526 still audios (2023: 488)

140 still videos (2023: 79)

1,270 Collections (2023: 0)

On average 40,000 users to the website each month (2023: 40,000)

Social Media 3,700 likes per month (2023: 3,200)

Facebook Followers 4,100 (2023: 0)

Qualitative

Public comments to the Trust

Searches of the digitally stored material

Comments of website users, tags and shares of the website material

Statement of Financial Performance

Hawke's Bay Digital Archives Trust For the year ended 31 March 2024

	NOTES	2024	2023
Revenue			
Donations, fundraising and other similar revenue	1	91,086	41,105
Fees, subscriptions and other revenue from members	1	948	748
Revenue from providing goods or services	1	16,654	1,805
Interest, dividends and other investment revenue	1	1,972	2,360
Total Revenue		110,660	46,017
Expenses			
Volunteer and employee related costs	2	40,887	37,630
Costs related to providing goods or service	2	39,363	31,251
Other expenses	2	20,488	21,390
Total Expenses		100,738	90,271
Surplus/(Deficit) for the Year		9,922	(44,254)

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Financial Position

Hawke's Bay Digital Archives Trust

As at 31 March 2024

	NOTES	2024	2023
Assets			
Current Assets			
Bank accounts and cash	3	26,847	28,964
Debtors and prepayments	3	2,258	2,506
Total Current Assets		29,106	31,470
Non-Current Assets			
Fixed Assets as per Schedule		96,234	101,528
Total Non-Current Assets		96,234	101,528
Total Assets		125,340	132,998
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	1,454	1,784
Other current liabilities	4	-	17,250
Total Current Liabilities		1,454	19,034
Total Liabilities		1,454	19,034
Total Assets less Total Liabilities (Net Assets)		123,886	113,964
Accumulated Funds			
Accumulated surpluses or (deficits)	5	123,886	113,964
Total Accumulated Funds		123,886	113,964

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Cash Flows

Hawke's Bay Digital Archives Trust For the year ended 31 March 2024

	2024	2023
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	83,209	63,605
Fees, subscriptions and other receipts from members	1,090	860
Receipts from providing goods or services	18,860	1,976
Interest, dividends and other investment receipts	1,972	2,360
GST	(5,362)	(9,847)
Payments to suppliers and employees	(88,230)	(73,654)
Total Cash Flows from Operating Activities	11,539	(14,700)
Cash Flows from Investing and Financing Activities		
Receipts from sale of property, plant and equipment	-	788
Payments to acquire property, plant and equipment	(13,749)	(32,790)
Cash flows from other investing and financing activities	93	-
Total Cash Flows from Investing and Financing Activities	(13,656)	(32,002)
Net Increase/(Decrease) in Cash	(2,117)	(46,701)
Bank Accounts and Cash		
Opening cash	28,964	75,665
Closing cash	26,847	28,964
Net change in cash for period	(2,117)	(46,701)

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Fixed Asset - Depreciation Schedule

Hawke's Bay Digital Archives Trust For the year ended 31 March 2024

NAME	PURCHASED	DISPOSED	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	RATE	METHOD	CLOSING ACCUM DEP	CLOSING VALUE
Equipment											
10 x LG 24" IPS LED Monitors	4 Sept 2020		2,189	388	-	-	194	50.00%	DV	1,995	194
2 x Containers	22 May 2013		4,815	1,694	-	-	169	10.00%	DV	3,290	1,525
22 x 23.8" IPS Monitors	17 Aug 2021		4,598	1,533	-	-	766	50.00%	DV	3,832	766
3 x Epson Perfection V800 Scanners	4 Sept 2020		3,747	663	-	-	332	50.00%	DV	3,415	332
4x Computer	20 Nov 2023		5,032	-	5,032	-	1,048	50.00%	DV	1,048	3,984
4x4 IBM Rack Server	20 Jul 2015		1,192	6	-	-	3	50.00%	DV	1,189	3
6 x Monitors	29 May 2020		1,171	159	-	-	79	50.00%	DV	1,092	79
6 x Office Chairs	15 Oct 2022		1,565	1,440	-	-	230	16.00%	DV	356	1,210
8 Viewsonic LED Monitors	30 May 2014		1,693	18	-	-	7	40.00%	DV	1,682	11
A3 Transparency Kit for Scanner	31 Mar 2016		1,000	7	-	-	4	50.00%	DV	996	4
APC Schnieder Smart UPS Tower	24 Aug 2016		626	7	-	-	3	50.00%	DV	623	3
Computer Equipment	11 Sept 2020		1,152	204	-	-	102	50.00%	DV	1,050	102
Computer Network	12 Mar 2012		5,604	20	-	-	8	40.00%	DV	5,592	12
Cyclone Desktop Computer	2 Dec 2015		4,290	28	-	-	14	50.00%	DV	4,276	14
Digital Recorders (2)	1 Apr 2017		1,148	54	-	-	21	40.00%	DV	1,116	32
Electrical & Data Points & Hub	28 Feb 2012		12,043	226	-	-	68	30.00%	DV	11,884	158
Epson Flatbed Scanner	31 Mar 2016		6,087	46	-	-	23	50.00%	DV	6,064	23
Epson V700 Scanner	14 Jul 2013		2,748	168	-	-	42	25.00%	DV	2,622	126
Hard Drives	21 Jul 2023		6,176	-	6,176	-	2,316	50.00%	DV	2,316	3,860
HP Elite convertible micro tower	13 Apr 2012		3,080	2	-	-	1	50.00%	DV	3,079	1

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NAME	PURCHASED	DISPOSED	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	RATE	METHOD	CLOSING ACCUM DEP	CLOSING VALUE
HP Elitedesk 800 G1 SFF	4 Sept 2020		1,742	309	-	-	154	50.00%	DV	1,588	154
HP Pro 3300 SFF Desktop Computer x 5	24 Aug 2016		3,913	41	-	-	20	50.00%	DV	3,893	20
HP Probook 250 G9	30 Jun 2023		1,163	-	1,163	-	485	50.00%	DV	485	679
IBM Duel Core 2 CPU	31 Mar 2012		725	-	-	-	-	50.00%	DV	725	-
IBM System & Server X3250 1U Xeron	2 Jul 2015		3,145	15	-	-	8	50.00%	DV	3,137	8
IBM x3400 Tower Server	22 Nov 2011		5,814	18	-	-	7	40.00%	DV	5,803	11
IBM x3650 Rack Server for Neocom	22 Nov 2011		7,320	22	-	-	9	40.00%	DV	7,307	13
Intel 10th Gen Core i7	28 Jun 2021		5,478	1,598	-	-	799	50.00%	DV	4,679	799
Intel Comet Computers x 6	15 Sept 2022		9,392	6,653	-	-	3,326	50.00%	DV	6,066	3,326
IT Infrastructure	1 Dec 2012		9,157	7	-	-	4	50.00%	DV	9,153	4
Kiosk Book Scanner incl touch screen	31 Mar 2016		9,950	74	-	-	37	50.00%	DV	9,913	37
Lights for Camera	17 Mar 2020		705	147	-	-	59	40.00%	DV	617	88
Micro Lens	15 Dec 2023		1,377	-	1,377	-	184	40.00%	DV	184	1,194
NAS Storage System	4 Nov 2014		1,449	4	-	-	2	50.00%	DV	1,447	2
New Air Conditioning Unit	19 Jun 2018		715	244	-	-	49	20.00%	DV	520	195
New Computer	13 May 2022		1,450	785	-	-	393	50.00%	DV	1,057	393
New Scanner - BHP Scanner	19 May 2018		672	164	-	-	41	25.00%	DV	549	123
Nikon D850 DSLR Camera	8 Aug 2022		5,799	4,252	-	-	1,701	40.00%	DV	3,247	2,551
Nikon D850 DSLR Camera	12 May 2022		13,106	8,300	-	-	3,320	40.00%	DV	8,126	4,980
Nikon DSLR N90 Cameras	22 Nov 2011		1,429	4	-	-	2	40.00%	DV	1,426	3
Phillips 16.9" LED Monitor x 6	24 Aug 2016		1,096	11	-	-	6	50.00%	DV	1,090	6
Samsung Plasma 51" HD	24 Jan 2012		1,155	4	-	-	2	40.00%	DV	1,152	2
Scanner	31 Aug 2017		690	136	-	-	34	25.00%	DV	587	102

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NAME	PURCHASED	DISPOSED	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	RATE	METHOD	CLOSING ACCUM DEP	CLOSING VALUE
Server	23 Nov 2020		4,561	903	-	-	451	50.00%	DV	4,110	451
Servers	5 Dec 2019		7,374	768	-	-	384	50.00%	DV	6,990	384
SMA3 Scanner	18 Jul 2019		26,450	2,066	-	-	1,033	50.00%	DV	25,417	1,033
ST ViewScan	20 Jun 2014		20,300	1,609	-	-	402	25.00%	DV	19,093	1,207
Tevo Heaters	28 Jun 2022		1,478	653	-	-	437	67.00%	DV	1,263	215
Trilead - Backup Software System	4 Nov 2014		1,462	5	-	-	2	50.00%	DV	1,460	2
Website Development	21 Aug 2018		12,500	521	-	-	260	50.00%	DV	12,240	260
Total Equipment			231,523	35,976	13,749	-	19,043			200,841	30,682
Property											
Stoneycroft Renovations	3 Dec 2012		65,553	65,553	-	-	-		None	-	65,553
Total Property			65,553	65,553	-	-	-			-	65,553
Total			297,075	101,528	13,749	-	19,043			200,841	96,234

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Accounting Policies

Hawke's Bay Digital Archives Trust For the year ended 31 March 2024

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

Hawke's Bay Digital Archives Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

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

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

Hawke's Bay Digital Archives Trust For the year ended 31 March 2024

	2024	2023
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Donations Received - Friends	305	510
Donations Received - General	17,375	2,155
Donations Received - NZSG HB Branch	920	720
Grant - Eastern & Central Community Trust	5,000	3,500
Grant - First Light Community Foundation	5,000	(780)
Grant - Napier City Council	2,000	-
Grant - Hastings District Council - Annual Plan	30,000	30,000
Grant - Hastings District Council - Community Grants	6,175	5,000
Grant - Hastings District Council - Project Fund	9,311	-
Grant - NZ Lottery	15,000	-
Total Donations, fundraising and other similar revenue	91,086	41,105
Fees, subscriptions and other revenue from members		
Subscriptions Received	948	748
Total Fees, subscriptions and other revenue from members	948	748
Revenue from providing goods or services		
Contract Income	465	1,141
Merchandise Sales	125	-
Rental Income - EIT	10,640	-
Sales of Donated Items	1,945	663
Sponsorship - Gala Day	3,478	-
Total Revenue from providing goods or services	16,654	1,805
Interest, dividends and other investment revenue		
Interest Income	444	215
Dividend Income - HB Foundation	1,528	2,145
Total Interest, dividends and other investment revenue	1,972	2,360
	2024	2023

2. Analysis of Expenses

Volunteer and employee related costs

ACC Premiums	73	67
Wages	40,813	37,563
Total Volunteer and employee related costs	40,887	37,630

Costs related to providing goods or services

Advertising	1,189	-
Archiving Expenses	481	87
Bank Fees	-	(5)
Fibre & Telephone Expenses	2,252	2,358

	2024	2023
Freight & Courier	89	-
Gala Day Expenses	1,007	-
General Expenses	990	17
Insurance	525	490
IT Support	18,087	16,609
Low Value Assets	286	-
Merchandise Purchase Costs	1,040	-
Office Expenses	16	625
Printing & Stationery	1,849	606
Rent	760	760
Repairs and Maintenance	-	390
Repairs and Maintenance - Property	258	180
Server Hosting	5,641	5,121
Staff Expenses	1,234	412
Subscriptions	44	486
Subscriptions - Xero	348	145
Training for Financial Planning/Good Governance	3,267	2,970
Total Costs related to providing goods or services	39,363	31,251
Other expenses		
Accountants Fees	1,410	130
Depreciation	19,043	21,300
Depreciation - Profit on Sale of Fixed Assets	-	(40)
Interest Paid - IRD	1	-
Non-Deductible Expenses	35	-
Total Other expenses	20,488	21,390
	2024	2023

3. Analysis of Assets

Bank accounts and cash

SBS Bank Cheque Account	2,895	19,645
SBS Bank Deposit Account	19,065	8,541
SBS Bank Petty Cash Account	204	287
SBS Fundraising Account	4,682	491
Total Bank accounts and cash	26,847	28,964

Debtors, (Creditors) and Prepayments

GST	2,258	2,506
Total Debtors, (Creditors) and Prepayments	2,258	2,506

2024 2023

4. Analysis of Liabilities

Creditors and accrued expenses

Accounts Payable Balance	1,361	1,784
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	2024	2023
Linda Ward - West to the Annie	93	-
Total Creditors and accrued expenses	1,454	1,784
Other current liabilities		
Grants Received in Advance	-	17,250
Total Other current liabilities	-	17,250

	2024	2023
5. Accumulated Funds		
Accumulated Funds		
Opening Balance	113,964	158,218
Accumulated surpluses or (deficits)	9,922	(44,254)
Total Accumulated Funds	123,886	113,964

6. Capital Expenditure Commitments

There are no liabilities in respect of capital expenditure at balance date other than those provided for in the financial statements (2023: \$0).

7. Contingent Liabilities

There are no contingent liabilities at balance date (2023: \$0).

8. Subsequent Events

No significant events have occurred after balance date (2023: \$0).

9. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.