

Wellington Tramway Museum Incorporated

Performance Report

For the year ended
30 June 2016

Contents

	Page
Non-Financial Information:	
Entity Information	1
Statement of Service Performance	4
Financial Information:	
Statement of Financial Performance	5
Statement of Financial Position	6
Statement of Cash Flows	7
Statement of Accounting Policies	8
Notes to the Performance Report	9
Independence Auditors Report	19

Wellington Tramway Museum Incorporated

Entity Information

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

For the year ended
30 June 2016

Legal Name of Entity:*	Wellington Tramway Museum Incorporated
Other Name of Entity (if any):	"Kapiti Coast Electric Tramway"
Type of Entity and Legal Basis (if any):*	Incorporated Society and Registered Charity
Registration Number:	CC38985

Entity's Purpose or Mission: *

Our Vision is to present our operating tramway (known as the "Kapiti Coast Electric Tramway") as a prominent and highly regarded regional heritage attraction which, in a manner embracing education and recreation, tells the story of the electric street tramway and its major role in the development of our capital city, Wellington. Our Strategic Objectives include the following; 1) To preserve the trams and tramway artefacts so that their history is never forgotten; 2) To provide a public attraction and amenity that evokes interest in the trams; and 3) To establish the organisation's financial and organisational stability to ensure its long term future.

Entity Structure: *

An Incorporated Society with a governing Board, Officers and society members. Officers are elected by the attending members at each General Meeting (generally held in early November each year), consisting of a President, Vice-President - Maintenance & Engineering, Vice-President - Marketing & Operations, Secretary and Treasurer. All Officers are members of the Museum Board and at least three other members will also be elected to the Board.

Wellington Tramway Museum Incorporated

Entity Information

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

For the year ended
30 June 2016

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

Revenue from the tramway operations at the Museum site, including tram ride fares sold and sales from the shop, Donations, Grants, Membership subscriptions and other miscellaneous sales income.

Main Methods Used by the Entity to Raise Funds:*

Tram operations public rides and charters, shop income from sales of books and consumables, grant applications, pleas for donations, subscriptions.

Entity's Reliance on Volunteers and Donated Goods or Services: *

The Museum is entirely reliant on volunteer input and time for all of its operations & functions. There are no employees or otherwise remunerated persons. Volunteer members give freely of their time and expertise as and when they are able.

Wellington Tramway Museum Incorporated

Entity Information

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

For the year ended
30 June 2016

Additional Information:*

The Museum aims to showcase the remaining Wellington Tramway vehicles and artefacts within a high-standard regional attraction.

Contact details

Physical Address:	Queen Elizabeth Park (North Entrance), Mackays Crossing, Paekakariki.
Postal Address:	PO Box 2612 WELLINGTON 6140, NEW ZEALAND
Phone/Fax:	(+64) 04 - 2928361
Email/Website:	http://www.wellingtontrams.org.nz
	Wellington Tramway Museum
	

Wellington Tramway Museum Incorporated

Statement of Service Performance

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

For the year ended
30 June 2016

Description of the Entity's Outcomes*:

The Museum aims to regularly operate its tramcar service throughout the year, operating mostly during the weekends and public holidays. This provides the majority of the regular annual operating income. The operating tramcars are maintained to a high standard in line with all various regulatory requirements. Concurrently restoration of tramcar bodies and running equipment proceeds as time and funding allows. During the year in review, Museum tram operations were curtailed from 18 January 2016 due to a direct lightning strike on the high-voltage tram electricity sub-station, resulting in 5.5 months of very depleted revenue. During the period of power outage, opportunity was taken to significantly rebuild much of the sub-station power system infrastructure, thus 'future-proofing' it for the years to come.

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	Actual*	Budget	Actual*
	This Year	This Year	Last Year
Active volunteer members/staffing	approx 40		approx 40
Society members	79		85
Number of trams in passenger service	3		3
Trams - numbers of kilometres run	2737		5013
Trams - number of tram journeys run	1521		2785
Trams - passenger numbers carried n(passenger journeys)	7818		16806
Trams - passenger kilometres	14072		30251

Additional Output Measures:

None

Additional Information:

None

Wellington Tramway Museum Incorporated

Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at
30 June 2016

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Assets				
Current Assets				
Bank accounts and cash*	3	139,171		122,179
Debtors and prepayments*	3	5,226		8,133
Inventory*	3	1,887		1,795
Other current assets	3	100		100
Total Current Assets		146,384	-	132,207
Non-Current Assets				
Property, plant and equipment* Investments*	4	626,817		633,865
Other non-current assets				
Total Non-Current Assets		626,817	-	633,865
Total Assets*		773,201	-	766,072
Liabilities				
Current Liabilities				
Bank overdraft*		-		-
Creditors and accrued expenses*	3	35,972		32,528
Employee costs payable*	3	-		-
Unused donations and grants with conditions*	3	62,566		3,913
Other current liabilities	3	1,057		739
Total Current Liabilities		99,595	-	37,180
Non-Current Liabilities				
Loans*				
Other non-current liabilities				
Total Non-Current liabilities		-	-	-
Total Liabilities*		99,595	-	37,180
Total Assets less Total Liabilities (Net Assets)*		673,608	-	728,892
Accumulated Funds				
Capital contributed by owners or members*		-		-
Accumulated surpluses or (deficits)*	5	673,608		728,892
Reserves*		-		-
Total Accumulated Funds*		673,608	-	728,892

Approved on behalf of the Board.

[Signature] PRESIDENT 12/3/17.
[Signature]
 Secretaries 12 March 2017

Wellington Tramway Museum Incorporated

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended
30 June 2016

	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Cash Flows from Operating Activities*			
Cash was received from:			
Donations, fundraising and other similar receipts*	18,533		15,723
Fees, subscriptions and other receipts from members*	2,661		2,126
Receipts from providing goods or services*	195,231		72,808
Interest, dividends and other investment receipts*	2,512		5,685
Net GST	3,225		(1,046)
Cash was applied to:			
Payments to suppliers and employees*	194,400		186,233
Donations or grants paid*			
Net Cash Flows from Operating Activities*	27,762	-	(90,937)
Cash flows from Investing and Financing Activities*			
Cash was received from:			
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*	-		-
Cash was applied to:			
Payments to acquire property, plant and equipment*	10,769		1,763
Payments to purchase investments*			
Repayments of loans borrowed from other parties*			
Capital repaid to owners or members*			
Net Cash Flows from Investing and Financing Activities*	(10,769)	-	(1,763)
Net Increase / (Decrease) in Cash*	16,993	-	(92,700)
Opening Cash*	122,179		214,878
Closing Cash*	139,171		122,179
This is represented by:			
Bank Accounts and Cash*	139,171		122,179

Wellington Tramway Museum Incorporated

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended
30 June 2016

Basis of Preparation*

Wellington Tramway Museum Incorporated has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. 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)*

All amounts are recorded exclusive of GST.

Income Tax

Wellington Tramway Museum Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

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

Revenue

Revenue is recognised when earned and is reported in the financial period to which it relates.

Fixed Assets

Fixed assets are recorded at cost less accumulated depreciation except for trams, many of which were originally donated and which have been valued at a total amount of \$5,971 by the committee members based on their experience and specialist knowledge. Other fixed assets are depreciated on a straight line basis that will write off the cost of the assets to their estimated residual value over their useful life.

Tier 2 PBE Accounting Standards Applied (if any)*

The entity has not adopted any Tier 2 PBE Accounting Standards in the preparation of this performance report.

Changes in Accounting Policies*

The entity transitioned on 1 July 2015 from preparation of general purpose financial statements in accordance with NZGAAP to Tier 3 PBE Accounting Standards: PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) in accordance with External Reporting Board guidelines. The transition had minimal impact on the accounting policies of the entity.

Wellington Tramway Museum Incorporated

Notes to the Performance Report

For the year ended
30 June 2016

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Fundraising revenue			
	Total	-	-

Revenue Item	Analysis	This Year \$	Last Year \$
Donations and other similar revenue	Grants for restoration of Tram 17 carbody	83,647	139,387
	Donations from the public	2,224	2,774
	Total	85,871	142,161

Revenue Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other revenue from members	Membership subscriptions	2,605	2,157
	Donations from members & colleagues	26,815	27,482
	Total	29,420	29,639

Revenue Item	Analysis	This Year \$	Last Year \$
Revenue from providing goods or services	Direct Revenue from Tramway Operations	21,889	42,852
	Direct Revenue from Museum Shop/Publications	8,121	11,604
	Direct revenue from "Tramway Topics" magazine	1,174	2,671
	Total	31,184	57,127

Revenue Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment revenue	Bank Interest	2,512	5,685
	Total	2,512	5,685

Wellington Tramway Museum Incorporated

Notes to the Performance Report

For the year ended
30 June 2016

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Expenses related to public fundraising	Tram 17 Promotional Expenses	-	652
Total		-	652

Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	Conference & course fees	140	923
	Travel	11,673	8,246
	Members' Functions	302	500
Total		12,115	9,669

Expense Item	Analysis	This Year \$	Last Year \$
Costs related to providing goods or services	Direct costs from Tramway Operations	35,771	43,517
	Direct costs from Museum Shop/publications	4,883	7,626
	Direct costs production "Tramway Topics" magazine	3,192	130
Total		43,846	51,273

Expense Item	Analysis	This Year \$	Last Year \$
Grants and donations made	None		
Total		-	-

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Depreciation	17,817	17,881
	Affiliation fees	671	674
	Administration and overhead costs	2,425	2,423
	Audit fees	3,350	2,500
	Tram Restoration - Tram 260	2,787	3,006
	Tram Restoration - Tram 17 Carbody	84,562	140,256
	Tram Restoration - Tram 17 Running Gear	39,276	2,000
Total		150,888	168,740

Wellington Tramway Museum Incorporated

Notes to the Performance Report

For the year ended
30 June 2016

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Cheque account balance	4,351	4,672
	Cash Floats	300	300
	Savings account balance	134,520	117,207
	Total	139,171	122,179

Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments	Accounts receivable	5,226	8,133
	Advances	100	100
	Total	5,326	8,233

Asset Item	Analysis	This Year \$	Last Year \$
Inventory	Shop Stock	1,887	1,795
	Total	1,887	1,795

Asset Item	Analysis	This Year \$	Last Year \$
Other current assets	None		
	Total	-	-

Asset Item	Analysis	This Year \$	Last Year \$
Investments	None		
	Total	-	-

Asset Item	Analysis	This Year \$	Last Year \$
Other non-current assets	None		
	Total	-	-

Wellington Tramway Museum Incorporated

Notes to the Performance Report

For the year ended
30 June 2016

Note 3 : Analysis of Assets and Liabilities

Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Trade and other payables	35,972	32,528
Total		35,972	32,528

Liability Item	Analysis	This Year \$	Last Year \$
Employee costs payable	Members' subscriptions in advance	1,057	739
Total		1,057	739

Liability Item	Analysis	This Year \$	Last Year \$
Unused donations and grants with conditions	Grants received in advance		
	NZ Lottery Grants Board	62,566	3,913
Total		62,566	3,913

Liability Item	Analysis	This Year \$	Last Year \$
Other current liabilities	None		
Total		-	-

Liability Item	Analysis	This Year \$	Last Year \$
Loans	None		
Total		-	-

Liability Item	Analysis	This Year \$	Last Year \$
Other non-current liabilities	None		
Total		-	-

Wellington Tramway Museum Incorporated

Notes to the Performance Report

For the year ended
30 June 2016

Note 5: Accumulated Funds

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	-	728,892	-	728,892
Capital contributed by owners or members*				-
Capital returned to owners or members*				-
Surplus/(Deficit)*		(55,285)		(55,285)
Distributions paid to owners or members*				-
Transfer to Reserves*				
Transfer from Reserves*				
Closing Balance	-	673,607	-	673,607

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	-	717,122	-	717,122
Capital contributed by owners or members*				-
Capital returned to owners or members*				-
Surplus/(Deficit)*		11,770		11,770
Distributions paid to owners or members*				-
Transfer to Reserves*				
Transfer from Reserves*				
Closing Balance	-	728,892	-	728,892

Wellington Tramway Museum Incorporated

Notes to the Performance Report

For the year ended
30 June 2016

Note 6 : Commitments and Contingencies

Commitment*	Explanation and Timing*	At balance date	At balance date
		This Year*	Last Year*
		\$	\$
Commitments to lease or rent assets*	None		
Commitment to purchase property, plant and equipment*	Replacement (new) high-voltage electrical switchgear	12,681	-
	Contract for rebuild of Tram 17 Carbody	96,023	174,566
Commitments to provide loans or grants*	None		

Contingent Liabilities and Guarantees

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

Wellington Tramway Museum Incorporated

Notes to the Performance Report

For the year ended
30 June 2016

Notes 7-12

Note 7: Other

Significant Grants and Donations with Conditions which have not been Recorded as a Liability*

Description*	Original Amt*	Not Fulfilled Amt*	Purpose and Nature of the Condition(s)*
None			

Goods or Services Provided to the Entity in Kind*

Description*	Amount*
None	

Assets Used as Security for Liabilities*

Nature and Amount of Borrowing*	Nature and Amount of Asset Used as Security*
None	

Note 8: Assets Held on Behalf of Others*

Description of the Assets Held*	Name of Entity of Whose Behalf Assets are Held*
None	

Note 9: Related Party Transactions*

This Year	Last Year	This Year	Last Year
\$	\$	\$	\$

Related Party Disclosures:

There were no transactions involving related parties during the financial year. (Last Year - Nil)

Note 10: Events After the Balance Date*

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)

Note 11: Ability to Continue Operating*

The Committee have no concerns around the entity continuing to operate and as such this performance report is prepared on the going concern basis.

Wellington Tramway Museum Incorporated

Notes to the Performance Report

For the year ended
30 June 2016

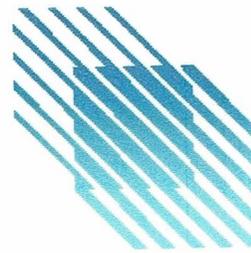
Notes 7-12

Note 12: Correction of Errors*

None

Additional Information

None



NMA Nelson Marlborough Audit Ltd

INDEPENDENT AUDITOR'S REPORT

To the Members of Wellington Tramway Museum Incorporated

Report on the Performance report

We have audited the accompanying performance report on pages 1 to 3 and 5 to 18 (excluding the statement of service performance on page 4) of Wellington Tramway Museum Inc, which comprises the entity information, the statement of financial performance and statement of cash flows for the year ended 30 June 2016, the statement of financial position as at 30 June 2016, and the statement of significant accounting policies and other explanatory information.

The Responsibility of the Committee for the Performance Report

The Committee are responsible on behalf of the entity 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 which comprises:
 - the entity information;
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report

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

- (c) for such internal control as the Committee determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the performance report based on our audit. We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the performance report are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the performance report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the performance report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the performance report 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the performance report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, the Society.

Basis for Qualified Opinion

As per organisations of a similar nature, the control over income from some activities of the Society, prior to its being recorded, is limited, and there are no practical audit procedures that can determine the effect of this limited control.

Opinion

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* paragraph above, the performance report on pages 1 to 3 and 5 to 18 (excluding the statement of service performance on page 4) presents fairly, in all material respects;

- the entity information for the year then ended; and
- the financial position of Wellington Tramway Museum Inc as at 30 June 2016 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).

Other Matter

We are not responsible for expressing an opinion on the statement of service performance.

NMA Nelson Marlborough Audit Ltd

NMA Nelson Marlborough Audit Limited
PO Box 732
Nelson 7040

12 March 2017