

WELLINGTON TRAMWAY MUSEUM INCORPORATED

ANNUAL REPORT

Including PERFORMANCE REPORT

FOR YEAR ENDED 30TH JUNE 2020



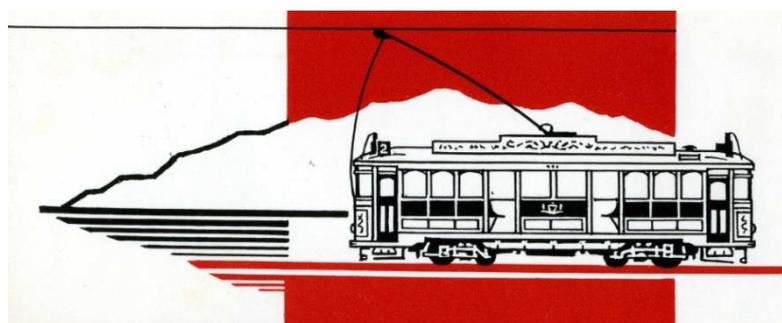
From September 2019 through to March 2020 the Museum hosted regular coach loads of overseas tourists. Here is one group, on 20th November 2019, along with our volunteer tram crews and afternoon tea caterers.

The trams are ex-Wellington City Corporation double-saloon types, Nos. 151, built 1923 (left) and 159, built 1925.

Photo: Keith McGavin

Contents

	Page Nos.
PART I – Introduction & Officers’ Reports	
Wellington Tramway Museum: Vision & Strategic Objectives	3
Directory, Patrons and Board, 2019/2020	3
President’s Report	4
Maintenance & Engineering Committee Report	5 – 7
Marketing & Operations Committee Report	7 – 10
Treasurer’s Financial Report	11 – 12
Wellington Tramway Museum: Significant Events YE 30 th June 2020	13
PART II – Performance Report	
Performance Report (separate page numbering)	1 – 16
Independent Auditor’s Report	2 pages (unnumbered)



WELLINGTON TRAMWAY MUSEUM INCORPORATED

Owning and operating the

KĀPITI COAST ELECTRIC TRAMWAY

Queen Elizabeth Park, SH1 MacKay’s Crossing, Kāpiti, New Zealand

Postal address: P.O. Box 2612, Wellington 6140, New Zealand

Website: www.wellingtontrams.org.nz

Email enquiries: info@wellingtontrams.org.nz

Published, November 2020

WELLINGTON TRAMWAY MUSEUM INC.

OUR VISION

Is to present the Kāpiti 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.

STRATEGIC OBJECTIVES

- ◆ *To preserve the trams and tramway artefacts so that their history is never forgotten;*
- ◆ *To provide a public attraction and amenity that evokes interest in the trams;*
- ◆ *To establish the organisation's financial and organisational stability to ensure its long term future.*

WELLINGTON TRAMWAY MUSEUM INCORPORATED DIRECTORY, 2019 - 2020

Note: Board members including officers hold office from one Annual General Meeting to the next. The 2019 Annual General Meeting was held on 16th November 2019.

CO-PATRONS

The Mayor of Wellington
The Mayor of Kāpiti

Andy Foster
K (Guru) Gurunathan

BOARD

Board Officers:

President	Steve Porter
<i>(Note: the President is an ex-officio member on all Committees and sub-Committees)</i>	
Vice-President, Maintenance & Engineering	Allan Neilson
Vice-President, Marketing & Operations	Russell Jenkins
Secretary	Henry Brittain
Treasurer	Michael Boyton

Board Members:

Trevor Burling (deceased 24 Jan.2020), Colin Dash, Mike Flinn, plus Trevor Weaver (co-opted 26 Feb.2020)

WELLINGTON TRAMWAY MUSEUM INC.

ANNUAL REPORTS FOR Y.E. 30TH JUNE 2020

President's Report – Steve Porter

The year started with very good news. Grand Pacific Tours, by bringing tourists through our Museum, looked set to increase visitor numbers (and revenue) but this was to be a year of two halves; Covid 19 brought lockdowns and stopped all tram operations.

As we came out of the first lockdown members worked extremely hard to meet an urgent need to refurbish the level crossing at the Chief Ranger's crossing. This work was requested by our landlords (GWRC) who in turn were under pressure from NZTA to rearrange QE Park roading so that farm access to and from the highway between MacKays Crossing and Raumati South could be eliminated.

The progress on restoring Tram 17 to service was tantalising. Members found how complicated the mysteries of the brakes and the cabling on this tram are. The achievements of the relatively small group who work on 17 must be seen to be understood.

The passing of three of our members during the period has cast a shadow over our work force. Gus Weir, Trevor Burling and Mike Vash are each in their own way irreplaceable and I am sure everybody will reflect again on the loss of these members.

An organisation is only as strong as its members make it. In our case we rely on two types of member: The drivers, supervisors, and other operations staff are the revenue earners for the museum while the workshop staff are the ones who spend it. This is as it should be and in the good times works well. With the interruptions to revenue caused by Covid, myself and the Board have been pleased to note the continued engineering progress on reduced expenditure.

We have real strength in our membership base but to prepare for the future members must help ensure that our membership increases and that wherever we can that younger people join us. While our numbers remain consistent at about 90, the future of our museum will rest with people who have the energy for a longer haul than we who remember trams in the streets of Wellington can achieve.

Discussions to renew the lease between GWRC and ourselves continue. I understand that we are very close to having a new lease along similar lines to that we enjoyed previously.

As President I have been gratified to be supported by the various Board members and indeed the Board has been well supported in turn by the Marketing & Operations and Maintenance & Engineering Committees and in various other roles. My thanks to all who serve the Museum in so many ways especially Mike Boyton for effectively managing our accounts and Keith McGavin and Henry Brittain for their efforts in turning out "Tramlines" every two months. As a de facto replacement for "Tramway Topics" it has a worldwide circulation with very favourable comments being received about its content especially those recording the history of Wellington's Trams.

In addition to a need for younger members to carry out Operations and Engineering tasks there is as always, a need for members to step up and carry out various administration roles. Please consider what you could do to increase the number of members and also what you might do to help with the smooth running of your Museum.

Steve Porter, President.

Maintenance and Engineering Committee Report

Vice President, Allan Neilson

Introduction

This report formally covers the 12 months period for the 2019-20 year up to the 30 June 2020, and in addition notes key events and issues leading up to this AGM.

COVID-19 and Rangers' rear access level crossing relay project

COVID-19 was a big disruptor to our plans and programmes, as access to the Museum by members was not allowed for a period of two months earlier this year. It had been planned to commence the relay of the Rangers' rear access level crossing in March, but this was delayed until members could access the Park again. Museum members rose to the task and had the crossing relay project completed within timeframes set by Greater Wellington Regional Council (GWRC) and the 1st test tram ran over the crossing on the 3rd July. The new track has eliminated a few significant site maintenance issues.



New drainage, formation, sleepers and track plus the new concrete crossing all under construction. Our volunteer members hard at work, 17th June 2020. The first tram was across the new track and crossing on 3rd July.

Photo: Mike Flinn

Track and Corridor

Track inspections were carried out as required and key remedial maintenance activity took place, including the use of the newly developed heavy-duty tie-bar for tram rail to correct gauge deficiencies. We are now spending considerable time understanding and documenting track defects so that remedial work can be prioritised.

Rail gauging remedial work at the airfield level crossing in August this year identified a rail in poor condition requiring urgent replacement work. The crossing has since been re-sleepered, and a new wooden deck road surface installed.

Overhead

Purchased overhead parts were dispatched to the UK for both Beamish and East Anglia Transport Museum. The sale of further parts was negotiated with Perth Electric Tramway Society

but COVID-19 delayed dispatch until this September. Otherwise our overhead lines were basically maintenance-free.

Tram Maintenance

Routine tram maintenance continued. A big push took place to get delayed maintenance inspection and testing completed after COVID-19 shut-down for a resumption of tram operations in July.

Tram 17

Tram 17 completion work was affected by COVID 19 and the need to prioritise track work. Good progress has been made however with re-wiring and the fitting of components (e.g. controllers, destination boxes). Design work for brake rigging was completed which will allow the final brake parts to be manufactured and installed.



The Brill 22E trucks for tram 17 were handed over to the Museum at a ceremony at A&G Price Ltd's workshop in Thames on 7th August 2019. Here Museum President Steve Porter (in hi-vis gear) receives the trucks with a handshake from Peter Yates, A & G Price Ltd. Managing Director. The two trucks arrived at the Museum on 22nd August. *Photo: Leyton Chan*

Buildings and Property

Ongoing tidy-up around the property was continued as well as some scrap recovery work. Little progress has been made however on the erection of the new amenity building.

Safety System

An ordinary rail safety assessment by NZTA was carried out on the 28 July 2019 and as a result we had four recommendations to address.

Conclusion

The year ending 30 June 2020 was certainly unpredictable with the death of two long standing maintenance members and the COVID-19 lockdown, but we were able to achieve a considerable amount of trackwork and make progress on Tram 17's fit out.



Tram 17 on its first test tow on its Brill 22E trucks, 27th November 2019.

Photo: Keith McGavin

I would like to thank all those who supported our maintenance and project work over the year under review. It has been another great team effort.

Allan Neilson

Vice-President – Maintenance & Engineering

Marketing and Operations Committee report

Vice President, Russell Jenkins

From the Marketing and Operations (M&O) point of view, 2019-2020 has been another year of interrupted operations at the Wellington Tramway Museum. What was looking like going to be a bumper year was severely affected by the Covid-19 Pandemic. Yet despite all the issues we faced, we managed to keep our heads above water and unlike some of our compatriots in the Northern Hemisphere, we are back in business.

As is my custom I would like to thank Henry Brittain, Denys Peck, Robert Hatten and Robert Vale for their contributions to the M&O Committee in the past year. Robert Vale has the unenviable task of compiling the operating roster each month and with fewer qualified drivers available the job does not get any easier. Thanks also go to those members who put themselves forward to assist with tramway operations.

Tramway Operations

This past year has seen a severe disruption in operations. As a result of the Covid-19 lockdown operations ceased from 22nd March until 18th May (two months) and then the Crossing Project

saw us closed for the remainder of the 2019-2020 Year. (The tramway did not recommence full operations until 18 July).

The table below summarises tram operations in the last 2 years.

	2019-2020	2018-2019
Tram Days Operated	130	156
Passenger Journeys	11,032	10,635
Tram Kms	3,373	4,437

As the table below shows, in 2019-2020 we operated on fewer days than in the previous year. Weekday charters were up as a result of some Grand Pacific Tour (GPT) Tours visiting on weekdays.

Days Trams Operated	2019-2020	2018-2019
Saturdays / Sundays	75	105
Statutory Holidays	6	10
Weekdays	15	19
Weekday Charters*	27	10
Maintenance / Training*	7	12
Total	130	156

*when trams not otherwise operating

2019-2020 passenger journeys were up almost 4% on the 2018-2019 numbers. The increase can be attributed to the Grand Pacific Tour Specials - otherwise we would have been well down due to missing the last 14 weeks of operation to 30th June.

Passenger Journeys	2019-2020	2018-2019
Saturdays / Sundays	7,341	7,281
Statutory Holidays	884	1,223
Weekdays	1,009	1,395
Weekday Charters*	1,798	736
Total	11,032	10,635

*when trams not otherwise operating

Tram kilometres were down almost 24% lower this year despite the higher passenger numbers, due to the Tramway ceasing operations from 21st March.

Tram Kilometres	2019-2020	2018-2019
Tram 151	37	705
Tram 159	1,681	2,062
Tram 239	644	165
Tram 260	1,011	1505
Total	3,373	4,437

A big vote of thanks for this information goes to Keith McGavin who compiles traffic figures each quarter.

Charters and Group Visits

Once again tram charters and visits by groups continue to be a valuable source of income

The biggest contributor to the increased number of passengers carried in the 2019-2020 Year was the tour groups from Grand Pacific Tours. There were two types of tour, one with a maximum of 20 persons and a second with up to 50 people. Over 1,000 tourists from Grand Pacific Tours rode on the trams until the tours were cancelled as a result of the Covid-19 Pandemic.



On 13th March 2020 we hosted our 1,000th Grand Pacific Tour visitor, John Hartl from Mildura, Australia, and marked the occasion with a small presentation gift. Unfortunately shortly after this visit tours were halted as a result of the Covid-19 epidemic. *Photo: Jenny Jenkins*

For the 2019-2020 Tour Season, 74 tours were initially scheduled. Prior to the Covid-19 Lockdown, 23 were cancelled, most likely as a result of insufficient bookings, and a further 16 tours were cancelled as a result of Covid-19.

Despite the cancellations, we hosted a total 35 tour groups, with an average of 31 visitors per tour. The average income per tour was just over \$500.

It is estimated that, based on the average number of GPT visitors pre Covid, the loss of income from Grand Pacific Tours as a result of Covid-19 was over \$7000.

Unless some form of a Trans-Tasman Bubble is established, no Grand Pacific Tours can be expected in the foreseeable future.

At this stage, the Board has not committed to any Grand Pacific Tours for the 2021-2022 Season.

A big thank you goes to those members who contributed to this venture.

I encourage all members to lookout for any groups or organisations who may like to make a visit to the Museum. In addition, if you know of any organisation that would be interested in having a talk about the Trams in Wellington and The Tramway Museum, please let one of the M&O Committee know.

Fiducia Centre

The Fiducia Centre continues to be a useful venue for hosting groups including other park users and proved to be a good afternoon tea venue for visiting tour groups.

Kiosk

Despite the Tramway not being open from late March, the Kiosk again provided a useful financial contribution to Museum income.

	2019-2020	2018-2019
Income	\$14,273	\$10,535
Net Surplus	\$ 3,868	\$ 4,016

A huge vote of thanks goes to Denys Peck who ensures that the Kiosk is kept stocked and that items are priced to ensure that we obtain a good income.

Tramway Publications

Tramways Memories Calendar

200 copies of the 2020 Tramway Memories Calendar were printed and although it was a good seller, not all copies were sold. The 2021 Calendar is now on sale and if you have not done so already, I encourage you to consider buying one for yourselves, plus others for friends and relations.

Tramway Museum Booklet

A new edition of the Tramway Museum Booklet was printed and is on sale in the Kiosk

Other Publications

The Tramway has been fortunate to receive a number of Tramway Books from members and other sources. These have proved to be popular with visitors and others who have purchased them via the Internet.

Rostering

Once more, as a result of natural attrition, we have fewer members qualified to drive trams but there has been some interest from people wanting to join the ranks. At present we have four members either under training or indicating that they wish to train as a tram driver.

As I did last year, I encourage all members to come and help us on operating days. A day every so often helping in the kiosk or conducting on a tram eases the burden on all operating staff. Therefore, I ask that you all give it some thought and put your hand up.

Just remember that we are an operating museum and to operate we need people.

Looking Forward

We look forward to welcoming Tram 17 into the fleet during the 2020-2021 Year and hope that its introduction will provide good opportunities for publicising the Tramway Museum. It is not very often that a "new" tram over 100 years of age enters service.

Maybe in the 2021-2022 Annual Report, I will be able to comment about the impending re-entry into service of the only preserved Mark 2 Double Saloon (Tram 207). Here is hoping!

Finally, remember that as members, it is your Museum and so to ensure that we continue to thrive and be a "Key Stakeholder in the Park", we need to work together to ensure that the future remains bright.

Here's to a successful 2020 -2021.

Russell Jenkins

Vice President Marketing and Operations

Financial Report

Treasurer, Michael Boyton

I am pleased to report to members on the Museum's financial results for the year ending 30 June 2020. All financial information is contained within the accompanying "Performance Report" which is also filed with Charities Services of the Department of Internal Affairs.

Looking at our progress in the financial year just passed and in considering the effect that the nationwide Covid lockdown had, I believe that the Museum has come through it still well placed, and we can continue to build on this result for the future.

Tramway Operations

The Operations account (*Report Page 10*) shows a Surplus of \$13,695 against a Surplus of \$7,995 for 2019. This year our Tramway Operations were truncated as from 22 March 2020 due to the Covid lockdown requiring all tram running and work on-site to cease. Whilst the Covid-restrictions were lessened during May allowing members to resume structured work parties, tram running remained in abeyance with the significant relay of track and farm road crossing being undertaken. Our public tram operations did not recommence until 12 July within the start of the new financial year.

A very positive addition to the tram running during the year came from the start of regular scheduled visits from 06 September, with Grand Pacific Tours bringing in varying sized coach loads of (mainly Australian) tourists. The tour groups received our hospitality and full tramway experience with a tram ride to the Beach and return, inspection of the Barn Museum and afternoon tea in the Fiducia Centre.

Overall income increased by over 27%, being \$48,467 compared with \$38,049 in 2019. Public fare revenue was a reduced amount at \$22,830 being 24% down on previous year, but revenue from tram hires and the Grand Pacific Tours significantly increased to \$19,153 compared with just \$1,499 in 2019. The Tramway public donations increased just a little over previous year to \$2,630. The continuing sale of scrap metal also contributed to the result with an amount of \$1,594 received.

Operating expenses increased by 15.7%, being \$34,772 from \$30,054. Within this were the running and catering expenses of \$2,305 for the Grand Pacific Tours. Once again your M&E Committee has maintained a tight rein on expenses during the year. Some of the direct operating expense category figures reflect the lesser running of the trams during the shutdown period. Increased expense was incurred with our maintenance of infrastructure, equipment and the general Museum site (removal of large trees). As with previous years, the various 'compliance costs' over which we have little or no control continue to be present.

The Museum Shop records a trading surplus of \$3,868 this year, compared with \$4,016 in 2019. The increased figures for both 'Sales' and 'Purchases' include the significant number of (mostly Graham Stewart) tramway books that were purchased and sold to members and across the shop counter. The Shop continues to provide a good additional revenue stream for the Museum.

Statement of Financial Performance

In the Statement (*Report Page 5*), total revenue for the year amounted to \$211,143. Total expenses were to \$249,903, resulting in an overall deficit of \$38,760 for the year. Whilst this

year's large deficit may appear to be 'not good', there is essentially one specific reason. The net deficit for this year 2020 is the result of specific purpose donations received and forming part of the income in earlier years having been expended this year, primarily on the Tram 17 trucks project. In this year, having already consumed most of the Lottery and other grants for Tram 17, we have used the majority of Tram 17 funds donated by individuals in earlier years. The true situation here is best explained by looking to Page 12 (Movements in Equity) of the Performance Report, where it shows that Accumulated (General) Funds have increased from \$556,121 to \$622,688, whilst the 'Specific Funds' have been drawn down - from \$164,313 to \$58,986 remaining held.

During the year, the Museum sold a large assortment of the previously purchased ex-Wellington trolleybus overhead equipment to four kindred museum organisations (three of them overseas), with revenue of \$33,186 being received. This was offset against the held asset cost at \$29,536. The larger portion of this revenue was received in July 2019, allowing the Museum to repay the term loan of \$25,000 plus interest to the lender at early opportunity (the loan having been offered and taken up to facilitate the purchase of this equipment).

The level of member subscriptions received increased a little over 2019; with one paid life membership included. Specific Purpose donations totalling \$14,127 were received from various members and other supporters, and the Museum must continue to be extremely grateful to those people who provide this ongoing financial support for our special projects. The largest expense item was \$137,032 on Tram 17's trucks, which included the final payment on the A&G Price Ltd. contract. The first expense of \$268 on the Tram 207 project was incurred with the publication of the Conservation Plan for the tram's restoration.

Statement of Financial Position

The Statement (*Report Page 6*), records the ongoing financial position of the Museum. Our Working Capital is a healthy \$90,455, comprising \$108,284 of cash at bank, accounts receivable of \$1,120 (GST Refund expected) and other items. On the current liabilities, there were \$5,707 in accounts payable, and the larger value of \$15,000.00 remaining as 'Grants received in advance'.

Fixed Assets held at Balance Date total \$595,327 including the accumulated depreciation across the asset base.

Specific Purpose Funds to hand at Balance Date (*Report Notes, page 12*) now amount of \$58,986, spread across seven items. Again we record grateful thanks to the various donors of this cash towards the fruition of our various important projects.

In summary, I confirm the continuing good financial position of the Museum. Since resuming tram operations on 12 July 2020, our revenues are holding up well in the public market, and we look forward with hope that the special tours can re-start if and when the Australian visitors are allowed back into the country. Our expenses continue to be carefully monitored. We have a stable and enthusiastic regular working membership. I believe we are well placed to continue the progress on tram restoration and other improvements that will enhance the experience of all our visitors to the Museum.

Michael Boyton
Honorary Treasurer

Wellington Tramway Museum Incorporated

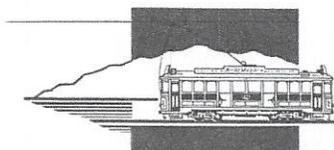
Significant Events and Achievements, year ended 30th June 2020

11 th July 2019	Double-saloon tram No.207 (waiting restoration): Assessment of bodywork requirements carried out preparatory to commencing restoration.
July 2019	Tree Removal operation: Large trees removed from the Museum's eastern boundary opening up the way for the access road to be moved away from the tram tracks; plus large Macrocarpa tree removed from in front of kiosk.
7 th August 2019	Two Brill 22E trucks (using original Wellington parts where possible, plus new parts from both original and new casting patterns, ex-Ballarat parts and ex-Melbourne motors) handed over to the Wellington Tramway Museum at A & G Price Ltd's engineering works in Thames. These are for Tram No.17.
22 nd August 2019	The two Brill 22E trucks for tram No.17 arrive at the Museum
4 th September 2019	Traction overhead parts for shipment to the Beamish (Yorkshire) and East Anglia Transport Museum uplifted from the Museum after months of sorting and preparation.
13 th September 2019	As a new initiative for the Museum the first of an expected up to 67 Grand Pacific Tour groups (each a coach-load of up to 50 tourists) over the season through to May 2020 visits the Museum. Due to the Covid-19 lockdown the visits ceased in March 2020.
August - September 2019	Plant: New compact rail drill and new sand-blaster obtained. DC motor-generator arc-welder overhauled, and the Museum's ex-railway motor trolley prepared for sale. Various ex-trolleybus sub-station equipment was also obtained.
16 th November 2019	Annual General Meeting. Michael Boyton and Trevor Burling elected as Honorary Life Members.
27 th November 2019	First tow of Tram No.17 on its Brill 22E trucks.
December 2019	Main driveway into Museum moved eastwards, away from the tram tracks.
1 st February 2020	Xterra Wellington Multi-sport festival based at Queen Elizabeth Park. Trams from 7.30am.
February 2020	Contract let to Tunley Engineering Ltd., Paraparaumu, for the manufacture of two handbrake assemblies for Tram No.17. Tunley Engineering Ltd. also overhauling two 'Ackley' braking mechanisms.
21 st March 2020	All activity at the Museum ceased after this date until mid-May due to Covid-19 lockdown.
March, & May/June 2020	Chief Ranger's Road Crossing upgrade project to make the crossing suitable for heavy stock trucks. Replacement rails worked on in March (up until lockdown). Work continued from mid-May into July. WTM's "Crossing Track Relay Project Team" awarded a Certificate of Appreciation by Volunteer Kāpiti for National Volunteer Week 21 – 27 June 2020.
Over the Year (special projects)	<ul style="list-style-type: none"> • Continued cleaning and classifying of the Museum's point stocks; • Programme of sorting and rationalising spare parts and equipment held in the four storage containers and other locations continued; • Sorting and documenting of parts held for Tram No.207; • Work on components for Tram No.17 including destination, coloured light, and route No. boxes, resistor banks, controllers, main wiring and other circuits and components. Fitting of trucks incl. adjustments to body bearer plates and fitting of spacer plates behind the king-pins. • Programmes continued for installing tie-bars on selected areas of track where railway-profile rail has been laid, and for fishplate, and fishplate bolt maintenance.

WELLINGTON TRAMWAY MUSEUM INCORPORATED

PERFORMANCE REPORT

YEAR ENDED 30th JUNE 2020



**WELLINGTON TRAMWAY
MUSEUM INCORPORATED**

PO BOX 2612, WELLINGTON, NEW ZEALAND

Wellington Tramway Museum Incorporated

Performance Report

**For the Year Ended
30 June 2020**

Contents

	Page
Non-Financial Information:	
Entity Information	3
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	10

Wellington Tramway Museum Incorporated

Entity Information

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

For the year ended 30 June 2020

Legal Name of Entity:	Wellington Tramway Museum Incorporated
Other Name of Entity:	"Kapiti Coast Electric Tramway"
Type of Entity and Legal Basis:	Incorporated Society and Registered Charity
Registered Charity Number:	CC38985

Our Purpose:

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
- 3 To establish the organisation's financial and organisational stability to ensure its long term future

Our Structure:

An incorporated Society with a governing Board, Officers and society members. Officers are elected by the attending members at each Annual 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.

Main Sources of our Cash and Resources:

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

Our Main Methods used to Raise Funds:

Tram operations in public rides and charters, shop income from the sale of books and consumables, Grant applications, appeals for donations, subscriptions.

Our Reliance on Volunteers and Donated Goods or Services:

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

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

Our Contact Details:

Physical Address:	Queen Elizabeth Park (State Highway 1), Mackays Crossing, Paekakariki.	
Postal Address:	P O Box 2612, WELLINGTON 6140 NEW ZEALAND	
Telephone:	(+64) 04-2928361	
Website:	http://www.wellingtontrams.org.nz	Facebook:
Email:	info@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 2020

Description of our Outcomes:

The Museum aims to regularly operate its tramcar service throughout the year, operating mostly during the weekends and public holidays. The tram line is approximately two kilometres in length, and runs from near the Mackays Crossing entrance to Queen Elizabeth Park down to the Mackays Beach area where there are some facilities provided by Greater Wellington Regional Council Parks.

This provides the majority of our regular annual operating income. The operating tramcars are maintained to a high standard in line with all various regulatory requirements, together with our own pride in what we showcase. Concurrently restoration of tramcar bodies and running gear equipment proceeds as time and funding allows.

<u>Description of our Outputs:</u>	<u>Actual - Last Year</u>	<u>Actual - This Year</u>
Active Volunteer members/staffing*	31	32
Society Members	74	77
Number of Days trams operated	156	156
Number of Trams in Passenger Service	4	4
Trams - numbers of kilometres run	4,437	3,286
Trams - passenger numbers carried (passenger journeys)	10,635	11,032
Tram Fare Revenue	\$29,940	\$22,830
Special Charter income, including catering where applicable	\$1,499	\$19,153
Surplus from Tramway & Shop Operations	\$12,011	\$17,563

Tram operations ran for some 8.5 months of this 12-month period. Due to the nationwide lockdown for Covid-19¹, the trams ceased running and the Museum was closed to the public from 22 March 2020. After the Covid-19 nationwide alert level was reduced from 19 May, Museum members were again able to attend for appropriately structured work parties. The opportunity was taken to relay a significant section of the tram track in conjunction with the Greater Wellington Council works. This track relay was not completed until 17 July, within the new financial year.

The Museum had four trams in passenger service, Double-Saloon cars 151 & 159, and Fiducia cars 239 & 260. The bulk of the running was completed by cars 159 & 260, giving the visiting public a good comparison between the two main types of tramcar that operated previously in Wellington City.

The end-of-financial-year results show a small 3% increase in passenger journeys, however the public fare revenue decreased by over 20%, reflecting the cessation of operations in mid-March. Prior to that the Museum was regularly receiving visits from Grand Pacific Tours, with some thirty-seven coach loads of international visitors enjoying the Wellington tramway experience, hence the increase in passenger numbers carried.

* Number of members volunteering on site at least once per month

Wellington Tramway Museum Incorporated
Statement of Financial Performance

"How was it funded & What did it cost"

For the year ended 30 June 2020

2019		Note	2020	
\$			\$	\$
Revenue				
362,691	Donations, fundraising & other similar revenue			
	Grants Received	5		73,309
Fees, subscriptions and other revenue from members				
2,159	Members' subscriptions		2,820	
25,124	Donations - general*		22,682	
6,560	Donations - specific funds*	3	14,127	
-	Sales of Tram 207 Conservation Plan document		78	
1,113	"Tramlines" colour printed issues		957	
34,956	Total fees, subscriptions & other revenue from members			40,664
Revenue from providing goods and services				
-	Overhead fittings (WCCL & Other) direct income		33,186	
38,049	Tramway Operations direct income	1	48,467	
10,535	Shop & Publications direct income	2	14,273	
48,584	Total revenue from providing goods and services			95,925
Interest, Dividends & Other Investment Revenue				
10,760	Bank Interest Received			1,245
456,991	Total revenue			211,143
Expenses				
-	Expenses related to Public Fundraising			-
Member related costs				
329	Members' functions		348	
1,765	Members' conference and course fees		157	
1,194	Members' accommodations		135	
10,991	Members' travel		10,359	
1,474	Administration, printing, stationery, postages		1,772	
1,418	"Tramlines" colour printed issues		1,454	
17,172	Total member related costs			14,225
Costs related to providing goods and services				
-	Overhead fittings (WCCL & Other) direct costs		29,536	
30,054	Tramway operations direct costs	1	34,772	
6,520	Shop & publications direct costs	2	10,405	
36,574	Total costs related to providing goods and services			74,713
Other expenses				
3,500	Audit fees		3,600	
690	Affiliation fees		630	
1,208	Interest on Term Loan		106	
3,889	Tram projects (17 body)		448	
357,691	Tram projects (17 trucks)		137,032	
-	Tram Projects (Tram 207)		268	
17,866	Depreciation of assets		18,881	
384,845	Total other expenses			160,966
438,590	Total expenses			249,903
18,401	Net surplus / (deficit) for period			(38,760)

*Includes donations from individuals who are not members

This Statement should be read in conjunction with the Notes to the Financial Statements

Wellington Tramway Museum Incorporated
Statement of Financial Position

"What we own" and "What we owe"

As at 30 June 2020

2019		Note	2020
\$			\$
	Current assets		
80,987	Cash on hand and at bank		33,284
85,000	Bank term deposits		75,000
19,109	Accounts Receivable		1,120
1,478	Interest Receivable		497
1,778	Shop stocks		2,463
154	Expenses incurred in advance		-
29,536	WCCL Overhead Purchased for Resale or Stock		-
<u>218,043</u>	Total current assets		<u>112,364</u>
	Current liabilities		
8,022	Accounts Payable		5,707
1,208	Interest Payable		-
68,309	Grants received in advance	5	15,000
783	Income received in advance		-
1,226	Member subscriptions in advance		1,202
<u>79,548</u>	Total current liabilities		<u>21,909</u>
	Working Capital		<u>90,455</u>
	Non current assets		
611,047	Fixed assets	4	595,327
<u>611,047</u>	Total non current assets		<u>595,327</u>
	Non current liabilities		
25,000	Term loans	6	-
<u>25,000</u>	Total non current liabilities		<u>-</u>
<u>724,542</u>	Net Assets		<u>685,782</u>
	EQUITY		
	Net assets are funded as follows		
4,107	Asset Revaluation Reserve	3	4,107
556,121	Accumulated Funds	3	622,688
164,313	Specific purpose Funds	3	58,986
<u>724,542</u>	Total Equity		<u>685,782</u>

Approved on behalf of the Board:


 President


 Secretary

Date: 21 October 2020

This Statement should be read in conjunction with the Notes to the Financial Statements

Wellington Tramway Museum Incorporated

Statement of Cash Flows

"How we have received and used Cash"

For the year ended 2020

2019		2020
\$		\$
	Cash Flows from Operating Activities	
	Cash was received from:	
465,200	Donations, fundraising and other similar receipts	59,069
2,478	Fees, subscriptions and other receipts from members	2,796
48,253	Receipts from providing goods or services	94,438
9,281	Interest, dividends and other investment receipts	2,227
<u>525,213</u>		<u>158,530</u>
(9,574)	Net GST	17,989
	Cash was applied to:	
429,329	Payments to suppliers	206,061
86,310	Net Cash Flows from Operating Activities	(29,542)
	Cash flows from Investing and Financing Activities	
	Cash was received from:	
-	Movement in Term Deposits	10,000
-	Loans borrowed from other parties	-
<u>-</u>		<u>10,000</u>
	Cash was applied to:	
20,922	Movement in Term Deposits	-
5,922	Payments to acquire property, plant and equipment	3,161
-	Payments to purchase equipment for resale or stock	-
-	Repayments of loans borrowed from other parties	25,000
<u>26,844</u>		<u>28,161</u>
(26,844)	Net Cash Flows from Investing and Financing Activities	(18,161)
59,466	Net Increase / (Decrease) in Cash	(47,703)
21,521	Opening Cash	80,987
80,987	Closing Cash	33,284
	This is represented by:	
80,987	Bank Accounts and Cash	33,284

Wellington Tramway Museum Incorporated
Statement of Accounting Policies

"How did we do our accounting?"
For the year ended 30 June 2020

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, except for Trade Receivables and Trade Payables which are GST inclusive.

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) generally with original maturities of 120 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 and trolleybuses, many of which were originally donated and which are held at the Board's valuation based on Board members experience and specialist knowledge. They were last revalued at 30th June 2018 to their estimated realisable net proceeds that may be expected if they were sold as scrap.

As of 30 June 2020, the trams belonging to the Museum were valued as follows:

Wellington Trams 17, 151, 159, 207, 235, 238, 239, 260	\$1000 each	\$	8,000
Wellington Tram Bodies 86, 185	\$500 each	\$	1,000
Brisbane Tram 236	\$1000 each	\$	1,000
Two trolleybuses	\$500 each	\$	1,000
	Total Value	\$	11,000

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.

Buildings: Tram Barn-2%p.a. ; Rear Storage-2%p.a. ; Substation Rebuild-2.5%p.a. ; Maintenance Pit-5%p.a. ; Other-5%p.a.

Stock:

Publications and shop stock are valued at the lower of cost or market price.

Wellington Tramway Museum Incorporated
Statement of Accounting Policies

Page 2

Income in Advance:

Membership subscriptions are generally received in respect of a calendar year. "Member subscriptions in advance" are those portions of membership subscriptions received relating to periods beyond the reported period.

"Income received in advance" relates to cash received within the reported period, and for which the expense will be within the following reporting period.

Grants in Advance:

Grants for various approved projects are received and generally used within the current financial year.

A larger ongoing project may span across more than one financial year.

"Grants received in advance" is the portion of total Grants Received and as yet unspent within the reported period.

Tier 2 PBE Accounting Standards Applied:

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

Changes in Accounting Policies:

There have been no changes in accounting policies. All policies have been applied on a consistent basis.

Wellington Tramway Museum Incorporated
Notes to the Performance Report
For the year ended 30 June 2020

1 Tramway Operations Trading account

2019		2020
\$		\$
	Income	
29,940	Tram Fares	22,830
1,499	Special Tram Hires	3,737
-	Grand Pacific Tours Special Hires	15,416
2,079	Tramway Donations	2,260
2,586	Lease of Brisbane Tram 236	2,630
1,946	Sale of Scrap Metals	1,594
-	Sale of Surplus Miscellaneous Equipment	-
38,049	Total Income	48,467
	Expenditure	
-	Grand Pacific Tours costs	2,305
418	Tram Operating Expenses	118
23	Catering	-
1,461	Rail Licence Fees & Audits	1,833
704	Tram Maintenance	618
838	Eftpos terminal rental	809
313	Credit Card Commissions	243
301	"Palace" Supplies	258
1,602	General Stores	1,318
2,862	Electricity - Tram	2,755
2,551	Electricity - Other	2,006
4,850	Insurance	5,270
1,458	Telephone	1,468
2,616	General Publicity	1,922
-	Special Events	43
297	Museum Display - alterations/renovations	292
1,497	Ground Lease	1,658
1,409	Buildings Maintenance	1,148
2,228	Buildings Maintenance (Compliance)	1,320
2,400	Track Maintenance	3,240
598	Overhead & Power Maintenance	342
472	Motor Vehicles Maintenance & Fuel	775
347	Site Maintenance	2,692
808	Equipment Maintenance	2,339
30,054	Total expenditure	34,772
7,995	Net surplus/ (deficit) on Operations Account	13,695

Wellington Tramway Museum Incorporated
Notes to the Performance Report
 For the year ended 30 June 2020

2 Shop and Publications Trading account

2019		2020
\$		\$
10,535	Income	
	Sales	14,273
	less Cost of sales	
1,815	Opening stock at 01 July 2019	1,778
5,967	Purchases	11,090
<u>7,782</u>		<u>12,868</u>
1,778	less stock 30 June 2020	<u>2,463</u>
6,004	Cost of goods Sold	10,405
<u>516</u>	Less Stock written off due to damage	<u>-</u>
<u>4,016</u>	Net surplus/(deficit) on Shop trading account	<u>3,868</u>

Wellington Tramway Museum Incorporated
Notes to the Performance Report
For the year ended 30 June 2020

3 Statement of Movements in Equity

2019 \$		2020 \$
	Accumulated funds	
607,571	Funds at 01 July previous year	556,121
6,560	Specific donations-transferred to development fund	14,127
(76,410)	Net transfers/payments on museum development funds	91,200
18,401	Plus surplus/(less deficit) for year	(38,760)
<u>556,121</u>	<u>Accumulated funds at 30 June</u>	<u>622,688</u>
	Asset Revaluation Reserve	
4,107	Net revaluation of Trams & Trolleybuses	4,107
	Museum development funds held for Specific Purposes	
94,463	Museum development fund at 01 July previous year	164,313
6,560	Plus specific fund donations **	14,127
63,290	Net transfers/payments on museum development funds	(119,454)
<u>164,313</u>	<u>Museum development fund at 30 June</u>	<u>58,986</u>
<u>724,542</u>	<u>Total Equity</u>	<u>685,782</u>
	Specific Funds are held for:	
\$		\$
2,386	Restoration of tram 17 Body Fund	1,458
141,980	Restoration of tram 17 Trucks Fund	25,105
14,159	Restoration of Tram 207 Fund	22,427
-	Shifting of Tram 244	20
928	Restoration of Daimler Tower Wagon	928
1,765	Sleeper Replacement Fund	608
295	Amenities & Archives Building Fund	8,441
2,800	Workshop Building Extension Fund	-
<u>164,313</u>	<u>Total Specific Purpose Funds</u>	<u>58,986</u>

** Tram 207 Restoration \$3,476.00; Tram 244 Shift Fund \$20.00
Sleeper Replacement Fund \$685.00; Amenities Building \$9,946.17

Wellington Tramway Museum Incorporated
Notes to the Performance Report
For the year ended 30 June 2020

4 Property, Plant and Equipment

Details of Fixed Assets are as follows:

This Year	Opening Cost	add:	Transfers/ Disposals/ Revaluations	Accum Depreciation	Closing
	1/07/2019	Purchases	30/06/2020	30/06/2020	30/06/2020
	\$	\$	\$	\$	\$
Buildings	810,292	1,800	-	271,410	540,681
Permanent Way (Track)	24,246	-	-	20,022	4,224
Overhead & Substation	43,810	-	-	13,780	30,030
Plant	57,958	1,361	-	49,928	9,392
Heritage Assets (Trams/Buses)	11,000	-	-	-	11,000
TOTAL	947,306	3,161	-	355,140	595,327

Addition to the value of Plant was \$1,360.87 in 2020:

Rail Drill	840.00
Sand Blaster	520.87

Last Year	Opening Cost	add:	Transfers/ Disposals/ Revaluations	Accum Depreciation	Closing
	1/07/2018	Purchases	30/06/2019	30/06/2019	30/06/2019
	\$	\$	\$	\$	\$
Buildings	810,292	-	-	256,296	553,996
Permanent Way (Track)	24,246	-	-	20,022	4,224
Overhead & Substation	43,810	-	-	12,685	31,125
Plant	52,036	5,922	-	47,256	10,702
Heritage Assets (Trams/Buses)	11,000	-	-	-	11,000
TOTAL	941,384	5,922	-	336,259	611,047

Wellington Tramway Museum Incorporated
Notes to the Performance Report
For the year ended 30 June 2020

5 Grants Received

Grants received for specific purposes are recognised as Income when funds are applied to the purpose for which they are granted. Until that time they are held as a current liability as "Grants Received in Advance".

The table below shows amount received and how it has been accounted for this year and last year.

	2019		2020	
	\$	\$	\$	\$
	Income	Grant Received in Advance	Income	Grant Received in Advance
Grants for Other than Capital purposes				
Lion Foundation			5,000	15,000
New Zealand Lottery Grants Board		5,000		
New Zealand Lottery Grants Board	307,691	68,309	68,309	
Infinity Foundation	5,000			
Lion Foundation	20,000			
Air Rescue Services Limited	5,000			
T G McCarthy Trust	20,000			
Total - Grants for other than Capital Purposes	362,691	68,309	73,309	15,000
TOTALS	362,691	68,309	73,309	15,000

The New Zealand Lottery Grants Board and The Lion Foundation

Reconstruction of new trucks for Tram 17

The Contract Agreement let with A&G Price Ltd on 12 July 2018 for the re-construction of two Brill-type 22E trucks (bogies) for Wellington Tram 17 was completed with payment of the final instalment of \$115,567.00 on 31 August 2019.

The two reconstructed trucks arrived at the Museum in early September 2019, where testing and fitting commenced.

Construction of new handbrake mechanisms for Tram 17

When Wellington Tram 17 ran in city service (until 1947 when it was decommissioned), its braking system was provided by hand operated main brakes. When the tram was withdrawn from service, all such mechanical gear was removed prior to the body being sold.

Following a call by the Museum to receive tenders from suitable engineering businesses to re-construct a set of two "Ackley" handbrake mechanisms, tenderer Tunley Engineering Ltd of Paraparaumu was selected to undertake the work.

A grant application was submitted by Wellington Tramway Museum Incorporated to The Lion Foundation under the Board's standard funding framework and terms. Upon receipt of advice from The Lion Foundation that the application was approved a Contract Agreement with Tunley Engineering Ltd was let on 12 February 2020 in the amount of \$20,000.00.

A grant of \$20,000.00 was received by the Museum from The Lion Foundation on 27 February 2020.

During the current period, the amount of grant moneys expended on the contract was \$5,000.00, leaving the amount of \$15,000.00 held as yet unspent as "Grants received in advance".

6 Term Loans

Term Loan: Nil (Last Year: \$25,000.00)

This loan from a member was authorised by Special General Meeting held on 24 February 2018. The purpose was to finance the purchase for resale of trolleybus overhead equipment from Wellington Cable Car Ltd. (WCCL). In addition, certain items may be retained as Museum stock.

During the 2019 year, four kindred organisations had made firm commitments to purchase various equipment items, with payments received by the Museum during July 2019 (\$23,605); November 2019 (\$1,906); and December 2019 (\$7,675)

The Museum was able to repay the Term Loan in full at earliest opportunity, and repayment of \$25,000.00 plus interest was paid to the Lender on 15 August 2019.

7 Commitments and Contingencies

There are no Commitments made to lease or rent assets.

There are no Commitments made to provide loans, grants or donations.

There are no Contingent Liabilities or Guarantees as at Balance Date (Last Year - Nil).

Related Party Transactions

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

8 Capital Commitments

Tunley Engineering Limited, Paraparaumu

2020 \$15,000.00, Balance of contract for Ackley handbrake mechanisms re-construction for Tram 17.

Zitan Group Limited, Auckland

\$3,795.00, Balance of contract for handbrake mechanisms engineering design & drawing for Tram 17.

A&G Price Limited, Thames

2019 \$115,567.00, Balance of contract for Brill-type 22E trucks re-construction for Tram No. 17.

9 Other Notes

Significant Grants and Donations with conditions which have not been recorded as a Liability:

None

Goods or Services Provided in Kind:

None

Assets used as Security for Liabilities:

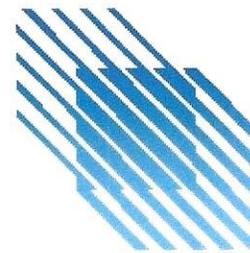
None

Assets held on behalf of Others:

None

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)



NMA Nelson Marlborough Audit Ltd

INDEPENDENT AUDITOR'S REPORT

To the Members of Wellington Tramway Museum Incorporated

Report on the Performance report

Qualified Opinion

We have audited the performance report of Wellington Tramway Museum Incorporated, which comprise the entity information, the statement of financial position as at 30 June 2020, the statement of service performance, the statement of financial performance, and statement of cash flows for the year then ended, and notes to the performance report, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the performance report presents fairly, in all material respects:

- the entity information for the year then ended
- the financial position of Wellington Tramway Museum Incorporated as at 30 June 2020 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).

Basis for Qualified Opinion

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

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).

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 the Society 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 the International Ethics Standards Board for Accountants' *Code of Ethics for Professional Accountants (IESBA Code)*, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the IESBA Code.

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, the Society.

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

- 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.

- (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.

In preparing the performance report, the Committee are responsible on behalf of the Society for assessing the Society'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 the Committee either intend to liquidate the Society or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibility for the Audit of the Performance Report

Our objectives are to obtain reasonable assurance about whether the performance report as a whole 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) 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 be reasonably expected to influence the decisions of users taken on the basis of the 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 performance report, 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 Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Committee and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society'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 performance report 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 Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure, and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance 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.

NMA Nelson Marlborough Audit Ltd

NMA Nelson Marlborough Audit Limited
PO Box 732
Nelson 7040

21 October 2020



A view inside and looking through 1904 Wellington tramcar No.17, currently under restoration by Museum members following its retrieval from a back-yard in Raumati South in 1986. *Photo: D.L.A.Turner*

WELLINGTON TRAMWAY MUSEUM INCORPORATED

Owning and operating the KAPITI COAST ELECTRIC TRAMWAY

Queen Elizabeth Park, MacKay's Crossing, Kapiti, New Zealand

Postal address: P O Box 2612, Wellington 6140, New Zealand. Website: www.wellingtontrams.org.nz