

**TEKAPO PROMOTIONS & BUSINESS ASSN INC.**  
**Meeting held Jack Rabbit, 2 July 2024 at 9am**

**Present:** Hollie Morton, Alex Gualter, Tanya Iazard, Emily Murray

**Apologies:** Prue Blake, Julie McDonald

Meeting opened: 9.10am

**Matters Arising from the previous minutes:**

- No matters arising from previous minutes.

Minutes from previous meeting - Approved, Tanya Iazard, seconded Alex Gaulter

**Inwards Correspondence:**

- Email from the Companies Office regarding reregistering our society under the Incorporated Societies Act 2022 (2022 Act) to remain an incorporated society. Needs to do this before 5 April 2026. Ideally, we do this at the AGM to save having to hold a special meeting.
- Graeme Murray has joined TPBA as an individual member.
- Breathe Tekapo - Payments update.

**Outwards Correspondence:**

- x

**Community Board Update**

- x

**General Business:**

- Treasurer - need someone to fill this role when Jenny resigns next month. Hollie is considering the role on the condition that Breathe Tekapo no longer require any services from TPBA.
- We will invite Penny to speak on Breathe at our AGM.
- Mackenzie Region Photo Comp: Hollie is applying for \$500 from the TPBA Event fund. This will go towards marketing the event. Moved by Alex, seconded by Tanya to approve this funding for photo comp.
- AGM - need to set a date. Tuesday 13th August 10am, Jack Rabbit Cafe. We can put on morning tea for those who attend. Advertising approval for the Fairlie Accessible/Twizel Update moved ALEX, seconded Tanya.
- Town Maps have been delivered and are available at Discover Tekapo. The corflute Board needs to be put up. Hollie will do this this week. We still have four boxes left over from last year's maps. What about giving these to Kiwi Treasures as the info centre - good idea.

- New treasurer - Hollie has asked George Nation, but she has said no due to already doing this for Tekapo Trails
- Covering emails while someone is away - need to set a protocol - let's set up an out-of-office email response with a phone number to ring if the matter is urgent.
- The Jelly Bean is going! Being replaced with a Frame - Aotea Gifts
- Approve \$490 annual Wix website hosting - moved by Tanya, seconded by Alex for Hollie to be reimbursed.
- Date for Christmas night - Wednesday 4th December, 2024 4-7pm. Need to sort music, food market, business

## **Financial Report**

## Profit and Loss

### Tekapo Promotions and Business Association Inc. For the Period ended 31 May 2024

<b>May 2024 - COMBINED</b>				<b>YTD 01 Apr 2024 - 31 May 2024</b>		
<b>Account</b>	<b>Tekapo Wellness</b>	<b>Promotions</b>	<b>Total</b>	<b>Tekapo Wellnes s</b>	<b>Promotions</b>	<b>Total</b>
<b>Trading Income</b>						
Interest Income	0	40	40	0	71	71
Other Revenue			0	0	0	0
Sales of maps	0	194	194	0	320	320
Sponsorship Received	0	910	910	0		0
Subs / Membership fees			0	0	11,990	11,990
Ticket Sales - Event	10,504		10,504	10,504		10,504
<b>Total Trading Income</b>	<b>10,504</b>	<b>1,144</b>	<b>11,648</b>	<b>10,504</b>	<b>12,381</b>	<b>22,885</b>
<b>Gross Profit</b>	<b>10,504</b>	<b>1,144</b>	<b>11,648</b>	<b>10,504</b>	<b>12,381</b>	<b>22,885</b>
<b>Other Income</b>						
Grants received	0	0	0	13,750	0	13,750
<b>Total Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,750</b>	<b>0</b>	<b>13,750</b>
<b>Operating Expenses</b>						
Adminstration contractor	0	805	805	0	805	805
Advertising. Promotion. V	0	0	0	5,835	0	5,835
Christmas shopping / func	0	0	0	0	0	0
Donation	0	0	0	0	0	0
Entertainment	0	0	0	0	0	0
Event Management	0	0	0	5,750	0	5,750
MAPS - printing and desig	0	0	0	0	0	0
Speaker Fee	0	0	0	790	0	790
Sponsorship	0	0	0	0	0	0
Subscriptions	0	78	78	0	155	155
Tekapo Markets	0	0	0	0	0	0
<b>Total Operating Expense</b>	<b>0.00</b>	<b>883</b>	<b>883</b>	<b>12,375</b>	<b>960</b>	<b>13,335</b>
<b>Net Profit</b>	<b>10,504</b>	<b>262</b>	<b>10,766</b>	<b>#####</b>	<b>11,421</b>	<b>23,300</b>

#### Notes on Profit & Loss for May 24

##### Income:

Promotions Subscriptions/memberships invoiced out is \$11,990, still to be paid are \$210, which is Billy the Bard, Hana Loh, Tekapo Adventure

Tekapo Wellness iticket sales & grants income all paid in May 24 - nothing outstanding - chas in bank is \$27,078.16

##### Expenses:

Promotions is xero subscription & Administration contractor work - all paid  
Tekapo Wellness ino expenses for May 24

**Bills paid in May 24 - Entered by Jenny & approved by Chairperson (Prue)**

## Balance Sheet

Tekapo Promotions and Business Association Inc.  
As at 30 June 2024

<u>Account</u>	<u>30 Jun 2024</u>	<u>Notes</u>
<b>Assets</b>		
<b>Bank</b>		
Tekapo Promotion & Business Ass	52,450.35	
TPBA - Savings	2,892.08	
<b>Total Bank</b>	<b>55,342.43</b>	\$27,078.16 Tekapo Wellness Funds & \$28,264.27 TPBA
<b>Current Assets</b>		
Accounts Receivable	8,960.00	
<b>Total Current Assets</b>	<b>8,960.00</b>	\$8,750 Tekapo Wellness & \$210 TPBA
<b>Total Assets</b>	<b>64,302.43</b>	
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	35,826.14	All Tekapo Wellness final invoices for the event
Funds held on account for fete	3,188.00	Held for events
<b>Total Current Liabilities</b>	<b>39,014.14</b>	
<b>Total Liabilities</b>	<b>39,014.14</b>	
<b>Net Assets</b>	<b>25,288.29</b>	
<b>Equity</b>		
Current Year Earnings	(4,518.97)	
Retained Earnings	29,807.26	
<b>Total Equity</b>	<b>25,288.29</b>	Surplus funds after all the above commitments

**Notes on Profit & Loss for Jun 24**

**Income:**

Promotions Subscriptions/memberships invoiced out is \$12,020, still to be paid are \$210, which is Graeme Murray, Hana Loh, Tekapo Adventure

Tekapo Wellness Still to receive the funds for sponsorship & Grants for \$8,750- cash in bank is \$27,078.16 but once all income & expenses paid there bank balance will be \$2.02

**Expenses:**

Promotions is xero subscription & Administration contractor work - all paid in June  
Tekapo Wellness expenses for Jun 24 are \$35,826.14

**Bills paid in June 24 - Entered & approved by Jenny**

Hollie Woodhouse - contractor administrator - approved in last meeting for monthly payment	\$805
Xero Subscription - automatic payment	\$77.57
<b>total to be approved in meeting for TBPA</b>	<b>\$883</b>

Bills to be paid to Tekapo Wellness for final Event costs as in P&L above

Inv# 1014	\$12,598.37
Inv# 1015	\$23,227.77

**Total Tekapo Wellness bills to be approved but not paid until all income is received into our bank account \$35,826.14**



## Profit and Loss

Tekapo Promotions and Business Association Inc.  
For the month ended 30 April 2024

TPBA is Tekapo Wellness.

Account	Jun-24	May-24	Apr 2024	Mar 2024	Feb 2024	Jan 2024	Dec 2023	Nov-23	Oct-23	Total
<b>Trading Income</b>										
Sponsorship Received	5000	0	0.00	6,000.00	500.00	5,000.00	1,000.00	0.00	0.00	17,500.00
Ticket Sales	0	10504	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	20,504.00
<b>Total Trading Income</b>	<b>5,000.00</b>	<b>10,504.00</b>	<b>0.00</b>	<b>16,000.00</b>	<b>500.00</b>	<b>5,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38,004.00</b>
<b>Gross Profit</b>	<b>5,000.00</b>	<b>10,504.00</b>	<b>0.00</b>	<b>16,000.00</b>	<b>500.00</b>	<b>5,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38,004.00</b>
<b>Other Income</b>										
Grants received	3750	0	13,750.00	0.00	0.00	0.00	7,500.00	0.00	7,326.56	32,326.56
<b>Total Other Income</b>	<b>3,750.00</b>	<b>0.00</b>	<b>13,750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>0.00</b>	<b>7,326.56</b>	<b>32,326.56</b>
<b>Operating Expenses</b>										
Advertising. Promotion. Website	4077.86	0	5,835.05	971.75	0.00	0.00	0.00	0.00		10,884.66
Event Management	5750	0	5,750.00	5,750.00	0.00	0.00	6,206.00	0.00	5,750.00	29,206.00
Insurance	2330.51									2,330.51
Speaker Fee	23227.77	0	789.60	0.00	0.00	0.00	3,450.00	0.00		27,467.37
Venue Hire	440									440.00
<b>Total Operating Expenses</b>	<b>35,826.14</b>	<b>0.00</b>	<b>12,374.65</b>	<b>6,721.75</b>	<b>0.00</b>	<b>0.00</b>	<b>9,656.00</b>	<b>0.00</b>	<b>5,750.00</b>	<b>70,328.54</b>
<b>Net Profit</b>	<b>(27,076.14)</b>	<b>10,504.00</b>	<b>1,375.35</b>	<b>9,278.25</b>	<b>500.00</b>	<b>5,000.00</b>	<b>(1,156.00)</b>	<b>0.00</b>	<b>1,576.56</b>	<b>2.02</b>

Tekapo Wellness funds still to receive:			Bank Balance for Tekapo Wellness	
Crowd Reader		\$5,000.00	Opening Balance from Apr 24	16170.56
Mackenzie Toursim		\$3,750.00	Income received in May 24	24254
		<b>\$8,750.00</b>	Bills Paid in May 24	-13346.4
<b>Bills still to be paid:</b>			<b>Cash in Bank 30th June 2024</b>	<b>27078.16</b>
Inv# 1014 Breathe Tekapo		\$12,598.37	Deposits still to receive for June	\$8,750.00
			Bills to be paid for June	(35,826.14)
Inv# 1015 Breath Tekapo		\$23,227.77	<b>Balance of cashflow after current income received &amp; current bills Paid</b>	<b>2.02</b>
		<b>\$35,826.14</b>		

### Bank Balance for Tekapo Wellness

Opening Balance from May 24 27078.16

No Income received in June 24 0

No Bills Paid in Jun 24 0

**Cash in Bank 31st May 2024 27078.16**

### Check to balance P&L back to Cash in Bank

YTD P&L Profit to  
Jun 24 including YTD 2.02

Deposits still to receive -8,750

Bills still to be paid 35,826

**Closing Back balance 27,078.16 0.00**

Next meeting: Tuesday 13th August - meet at 9.30am for a catch up prior to the AGM

Meeting closed: 10am

Signed: Emily Murray, Secretary