

Ruakaka Reserve Board

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MINUTES: Public Meeting

VENUE: Clapham Hall, Ruakaka Reserve Motor Camp, Ruakaka

DATE: Wednesday 3 January 2018

TIME: 11:15 am

PRESENT: P Halse (Chairman), M Bignell (Treasurer/Secretary), A Abel (Manager), A Clark, R MacFarlane, J Kearney, J Spyve, J van Pomeran

APOLOGIES: Nil

CHAIRMAN'S REPORT: Nil

FINANCIAL STATEMENTS:

- Statement of Financial Performance for year ended 30 June 2017
- 5 Year (2013-2017) Income and Expenses Trend and analysis
- 5 Year (2013-2017) Buildings, Plant, Repairs & Maintenance

MANAGERS REPORT: Nil

GENERAL BUSINESS FROM PUBLIC:

- What is the board doing to increase income?
The Ruakaka Surf Lifesaving Club has donated their old clubrooms to the camp. We are waiting on time-lines from the club before developing the project further. We have introduced seasonal tiered pricing on the waterfront sites this summer.
- Are there package deals for schools (eg 1 hot shower per day per student) and are these being actively promoted outside of the district?

Yes, however this will be looked at in more detail for other opportunities.

- Has the board considered long term fundraising projects to generate funding?
 - Sponsors
 - Donations
 - Crowd funding

No, this will be looked at in more detail. We have invited the Minister of Conservation to visit the camp and will ask for changes in legislation to be considered in order to allow the camp to borrow funds.

- Has there been any change in policy to early set up fees?

No

- Has there been any improvement to easier access at check-in times?

Yes, a pin is provided electronically allowing direct access to the camp on arrival for setting up.

- Can more activities for children be developed? eg:
 - Pitch 'n' Putt
 - Cycle track

This will be investigated.

- Can the showers still release cold water after the timer has stopped to allow for a slightly longer rinse time?

This will be investigated.

- Can mirrors be added in shower rooms currently without them?

Yes

- Can seating be supplied in shower blocks when queuing for showers?

Yes

Compliments:

- The camp is looking good.

GENERAL BUSINESS FROM BOARD: Nil

MEETING CLOSED: 12:20 pm

APPROVED: _____

POSITION: _____

DATE: _____

Ruakaka Reserve Board
Statement of Financial Performance
Prev Year Comparison
For the period ended 30 June 2017

	2017		2016		% Change
	% of Income	Jul-Jun	Jul-Jun	\$ Change	
Ordinary Income/Expense					
Income					
Fees					
Site	96%	504,530	492,840	11,690	2%
Storage	2%	13,120	4,731	8,389	177%
Total Fees	98%	517,650	497,571	20,079	4%
Interest received	0%	53	1,192	(1,139)	(96%)
Sundry Income					
shower tokens	1%	7,704	7,565	139	2%
wireless	0.2%	1,275	0	1,275	100%
Total Sundry Income	1.7%	8,979	7,565	1,414	19%
Total Income	100.0%	526,682	506,328	20,354	4%
Cost of Goods Sold					
Stock	0.8%	4,425	0	4,425	100%
Total COGS	0.8%	4,425	0	4,425	100%
Gross Profit	99.2%	522,257	506,328	15,929	3%
Expense					
ADMINISTRATION					
Accounting Fees	0.0%	0	3,100	(3,100)	(100%)
Bank Fees	0.8%	4,115	3,517	598	17%
Fines	0.0%	106	0	106	100%
General Expenses	0.1%	371	1,815	(1,444)	(80%)
Insurance					
ACC	0.3%	1,551	1,859	(308)	(17%)
Domestic	0.3%	1,582	1,417	165	12%
Machinery Breakdown	0.1%	499	495	4	1%
Property	2.6%	13,542	13,744	(202)	(1%)
Insurance - Other	0.1%	709	568	141	25%
Total Insurance	3.4%	17,883	18,083	(200)	(1%)
Interest					
Bank	0.1%	680	50	630	1,260%
Total Interest	0.1%	680	50	630	1,260%
Licences					
Compliance	0.1%	746	617	129	21%
Subscriptions	0.5%	2,536	2,042	494	24%
Licences - Other	0.6%	3,302	3,983	(681)	(17%)
Total Licences	1.3%	6,584	6,642	(58)	(1%)
new! Meeting Expenses	1.7%	9,091	0	9,091	100%
Mileage	0.1%	500	500	0	0%
Office Rent	0.2%	1,200	1,200	0	0%
Postage	0.1%	421	842	(421)	(50%)
Printing					
Consumables	0.0%	226	450	(224)	(50%)
Copies	0.3%	1,711	597	1,114	187%
Stationery	0.6%	3,025	2,320	705	30%
Total Printing	0.9%	4,962	3,367	1,595	47%
Software	0.0%	109	0	109	100%
Stationery	0.2%	847	765	82	11%
Telephone					
Commission	0.3%	1,819	17	1,802	10,600%
Internet	0.9%	4,969	3,653	1,316	36%
Line rental	1.0%	5,314	6,270	(956)	(15%)
Toll calls	0.1%	735	111	624	562%
Total Telephone	2.4%	12,837	10,051	2,786	28%
Training	0.5%	2,499	1,447	1,052	73%
Total ADMINISTRATION	11.8%	62,205	51,379	10,826	21%
CLEANING					
Consumables - campers	2.3%	12,215	13,188	(973)	(7%)
Equipment	0.5%	2,625	2,535	90	4%
Products	1.7%	8,835	3,348	5,487	164%
Total CLEANING	4.5%	23,675	19,071	4,604	24%
EQUIPMENT					
Consumables	0.1%	584	480	104	22%
Hire	0.5%	2,670	2,649	21	1%
Purchases	1.7%	9,069	6,236	2,833	45%
Total EQUIPMENT	2.3%	12,323	9,365	2,958	32%
PROMOTION & MARKETING					
Advertising	2.7%	14,001	5,258	8,743	166%
Catering	0.1%	655	699	(44)	(6%)
Conference Expenses	0.8%	3,989	3,364	625	19%
Donation	0.0%	0	50	(50)	(100%)
Uniforms	0.3%	1,688	1,228	460	37%
Total PROMOTION & MARKETING	3.9%	20,333	10,599	9,734	92%

Name	Description	Amount
ADMINISTRATION		
Meeting Expenses		
Anthony Clark	Meeting expenses 01/07/16-30/06/17	1,515
Janette Spyve	Meeting expenses 01/07/16-30/06/17	1,515
John Kearney	Meeting expenses 01/07/16-30/06/17	1,515
John van Pomeran	Meeting expenses 01/07/16-30/06/17	1,515
Phil Halse	Meeting expenses 01/07/16-30/06/17	1,515
Ron MacFarlane	Meeting expenses 01/07/16-30/06/17	1,515
Total Meeting Expenses		9,091

Date	Name	Description	Amount	Balance
CLEANING				
Products				
31/12/2016	ALSCO	Terracyclic cartridges x 5	2,000	2,000
20/12/2016	Ecolab	bathroom cleaner	1,385	3,385
20/12/2016	Ecolab	sanitiser	1,135	4,520

Date	Name	Description	Amount	Balance
PROMOTION & MARKETING				
Advertising				
02/06/2017	AA Tourism Publishing Ltd	touring map, holiday/regional visitor/guides, Lions series	5,535.00	5,535.00
30/11/2016	Jasons	Jasons Map	1,610.00	7,145.00
14/10/2016	Family Parks	NZ Park fee Oct16-Jun17	1,500.00	8,645.00
30/06/2017	total Idea Co	website updates	1,229.60	9,874.60
31/07/2016	total Idea Co	website update	1,000.00	10,874.60

Ruakaka Reserve Board
Statement of Financial Performance
Prev Year Comparison
For the period ended 30 June 2017

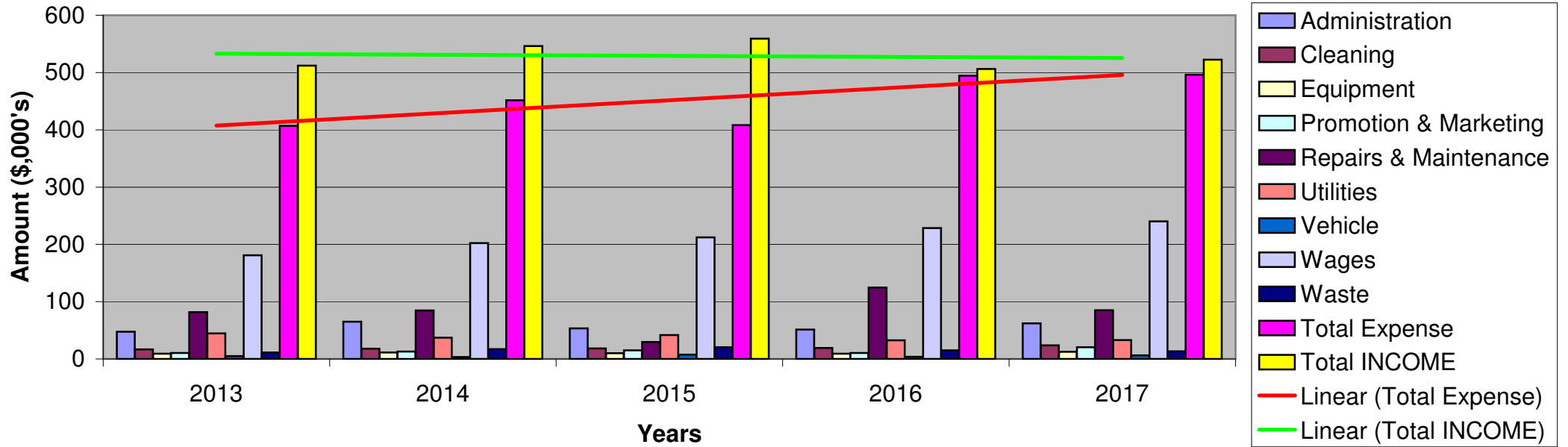
	2017		2016			
	% of					
	Income	Jul-Jun	Jul-Jun	\$ Change	% Change	
REPAIRS & MAINTENANCE						
Building	12.4%	65,500	91,810	(26,310)	(29%)	
Equipment	2.0%	10,633	5,336	5,297	99%	
Grounds	1.6%	8,632	26,076	(17,444)	(67%)	
Plant	0.0%	133	1,339	(1,206)	(90%)	
Total REPAIRS & MAINTENANCE	16.1%	84,898	124,561	(39,663)	(32%)	
UTILITIES						
Camp Fuel - diesel/petrol	0.6%	3,265	3,256	9	0%	
Electricity	4.3%	22,627	22,669	(42)	(0%)	
Gas	0.3%	1,635	2,014	(379)	(19%)	
Water rates	1.0%	5,522	4,415	1,107	25%	
Total UTILITIES	6.3%	33,049	32,354	695	2%	
VEHICLE EXPENSES						
Fuel	0.5%	2,810	1,478	1,332	90%	
Registration & Licences	0.0%	200	717	(517)	(72%)	
Repairs & Maintenance	0.7%	3,449	1,544	1,905	123%	
Total VEHICLE EXPENSES	1.2%	6,459	3,739	2,720	73%	
WAGES						
Accommodation Allowance	(1.1%)	(5,800)	(4,613)	(1,187)	26%	
Employee Deductions	0.0%	0	0	0	0%	
Gross Earnings						
Staff	36.1%	190,317	198,008	(7,691)	(4%)	
Casuals	9.8%	51,569	31,231	20,338	65%	
Total Gross Earnings	45.9%	241,886	229,239	12,647	6%	
Kiwisaver Employer	0.7%	3,806	3,909	(103)	(3%)	
Tool Allowance	0.0%	71	0	71	100%	
Total WAGES	45.6%	239,963	228,535	11,428	5%	
WASTE REMOVAL						
bins	1.2%	6,383	6,842	(459)	(7%)	
liquid	0.6%	3,130	3,130	0	0%	
Trade Waste	0.7%	3,678	4,839	(1,161)	(24%)	
Total WASTE REMOVAL	2.5%	13,191	14,811	(1,620)	(11%)	
Total Expense	94.2%	496,096	494,414	1,682	0%	
Net Ordinary Income	5.0%	26,161	11,914	14,247	120%	
Net Income	5.0%	26,161	11,914	14,247	120%	

\$8,504 diverted to Balance Sheet Fixed Assets

R&M-Buildings	Total	Budget	Variance
camp 5	51,745	76,216	-24,471
General	6,946		
cabins	2,485		
camp 2	1,428		
kitchen cabin	990		
staff room	901		
camp 8	669		
cabin2	98		
camp 4	90		
Staff House	81		
rat block	40		
laundry	27		
Total	65,500		

Fixed Assets Purchased 2017	Name	Total
Buildings	new cabins	3,150
Buildings Total		3,150
Equipment	Electrical Testing Machine	1,650
	Makita plunge saw	1,289
	Oven - mini	451
	Washing machine - Simpson	602
Equipment Total		3,993
IT	office computer	1,070
	phone upgrade	291
IT Total		1,361
Total Fixed Assets 2017		8,504

5 Year Trend



Expenses as % of income 2013-2017	
40%	Wages
15%	Repairs & Maintenance
11%	Administration
7%	Utilities
4%	Cleaning
3%	Waste
3%	Promotion & Marketing
2%	Equipment
1%	Vehicle

Camp 8 Ablution Block \$167,834



Diesel Tank \$39,945 (no photo)

2 new cabins \$22,259



Staff House refurbishment \$13,562



Compound Fence \$7,521



Container: Office \$4,976



Crem Block Kitchen Extension \$128,056



Shadesail \$17,866



Managers House refurbishment \$12,387



Buildings	Total	Plant	Total	Repairs & Maintenance	Total
Camp 8 Ablution block	\$ 167,834	Ruakaka Sewerage Scheme connection	\$292,000	Building	\$ 272,754
Crem	\$ 128,056	camp 5	\$36,463	Equipment	\$ 29,762
diesel tank	\$ 39,945	Camp 8 Ablution block	\$31,781	Grounds	\$ 86,105
cabinsx2	\$ 22,259	diesel tank	\$9,300	Plant	\$ 17,129
shadesail	\$ 17,866	Crem	\$6,500	Grand Total	\$405,749
Staff House	\$ 13,562	Grundfos Pump	\$1,531		
Managers House	\$ 12,387	Grand Total	\$377,575		
compound fence	\$ 7,521				
container, office	\$ 4,976				
Office	\$ 325				
Grand Total	\$414,731				