

Solema To'a

From: Keith McGavin [REDACTED]
Sent: Wednesday, 23 September 2020 9:14 pm
To: National Services
Subject: MUSEUM HARDSHIP FUND APPLICATION - Wellington Tramway Museum Inc.
Attachments: 200922 Tramway Museum Hardship Grant Application_1.pdf; WTM 2019 Annual Report incl.perf.report.pdf; 200913 Tramway Museum Bank Balance 13-9-2020_1.pdf; Certificate of Incorporation.pdf; 180723 WTM Charities Registration Certificate .pdf

Dear 'National Services Te Paerangi'
Te Papa

Please find attached the various documents that comprise a Museum Hardship Fund application on behalf of the Wellington Tramway Museum Incorporated. The documents are:

1. The completed application form;
2. The Annual Report and Performance Report (as one document) for year ended 30th June 2019. (The Performance Report is the "annual accounts");
3. Printout from ANZ Bank of the balances of the bank accounts (including also the credit card balances) as at 13th September 2020;
4. Copy of the Certificate of Incorporation;
5. Copy of the Certificate of Registration as a charitable entity.

If you have any questions or need more info. on any aspect please contact me.

Kind regards

Keith McGavin

Funding Officer
Wellington Tramway Museum Inc.
email: [REDACTED]
Phone: [REDACTED]
Mob. [REDACTED]



National Services Te Paerangi Museum Hardship Fund

Application form

PURPOSE

The purpose of the Museum Hardship Fund is to provide a contestable grant designed to address the impact of forced closures and reductions as a result of COVID-19. The grants will support the protection of collections, enable ongoing access to those collections, provide protection of jobs, and contribute to the continued viability of museums, galleries, and iwi, hapū and whānau groups caring for taonga.

Eligible organisations must be able to demonstrate hardship as a result of COVID-19. This should primarily be demonstrated through loss of income, but other measures can also be outlined. These include (but are not limited to):

- diminished levels of care for collections and public access to collections
- diminished public programme potential
- loss and potential loss of key staff.

We welcome applications from community-run and volunteer museums and galleries, iwi, hapū and whānau, whare taonga, and small to medium-sized museums, galleries and cultural organisations (including council run) that care for taonga and collections.

GUIDANCE FOR COMPLETING YOUR APPLICATION

To assist you in completing your application, *please refer to the Museum Hardship Fund Criteria*. The criteria is available from our website at tepapa.nz/MuseumHardshipFund

If you have any questions about the application process, please contact one of our Museum or Iwi Development Advisers by email at natserv@tepapa.govt.nz or phone on 0508 678 743

FOR ADMIN USE ONLY					
APP NO.		DATE RECEIVED		S/O	

SECTION ONE: APPLICANT DETAILS

Name of organisation:	Wellington Tramway Museum Incorporated
Address of organisation:	Postal: P.O. Box 2612 Wellington 6140 Museum location: Whareroa Road, Queen Elizabeth Park, Mackays Crossing, Kapiti 5034
Your name and position:	Keith McGavin, Funding Officer
Phone number(s):	██████████
Email address:	██████████ or info@wellingtontrams.org.nz
How did you find out about the Fund?	through Kapiti Coast District Council

Overview of museum/gallery/iwi organisation including

- Collections
- Open hours
- Usual visitation data
- Number of paid and voluntary staff, and their roles
- Any community outreach programmes that you deliver

We are a volunteer led and operated organisation which is developing and operating a museum featuring heritage Wellington trams and items of tramway interest – initially established in 1965.

Collections: we have four operational ex-Wellington City trams, plus two more in the process of being restored and three that are “Waiting restoration”, plus thousands of items of heritage tramway interest from Wellington and around New Zealand and overseas – some of which is on display in our Museum. The trams operate for the public over approximately two kms of tramway within Queen Elizabeth Regional Park. We also have an extensive archive collection currently in unsorted bulk storage.

Open Hours: Saturdays, Sundays, Public Holidays except Christmas Days, daily through some school holidays including Christmas/January; 11 am to 4.30pm

About 10,000 tram rides p.a. in recent years.

Paid staff: Nil

Volunteer staff: Last financial year to 30th June 2020 we had 44 volunteer staff of which 32 were on site at least once per month. Their roles include maintaining and curating the museum display, selling tickets and staffing the kiosk, driving and conducting on the trams and maintenance of the museum including the trams, the tram track and rail-corridor, electrical installations, and buildings plus the museum site. Also conservation of the operational trams and working on those currently under restoration.

Our outreach programmes include to:

- School children – special openings to accommodate school and class visits. Also, for example, “Beyond the Page”; a school holiday collaboration between four Wellington Public Libraries. Kāpiti Coast Library decided to combine stories about transportation with a ride in a tram at the Museum.
- Older groups – many organised visits from e.g. Probus, various rest homes etc.
- Overseas visitors – Grand Pacific (Coach) Tours call off at the Museum for a heritage tram ride, visit the Museum and enjoy a catered afternoon tea.
- Special interest groups – organised group visits from various car clubs and train enthusiast groups etc. keen to soak up Wellington’s tramway heritage and find out about the essential and major part the electric tramway played in enabling the development of Wellington’s suburbs.

<p>What is your legal status (for example, charitable trust or incorporated society)? Please attach evidence of your status.</p>	<p>Incorporated society No.216,766</p>
<p>GST status Is your organisation registered for GST? If yes, what is your GST number?</p>	<p>Yes. 49-688-156</p>
<p>Tell us about your current funding. If your most recent annual accounts show current funds of \$20,000 or above, indicate how this money is tagged (other projects, running costs, etc).</p>	<p>Current Funds: At 30/6/2019 Bank current account and term deposits totalled \$165,987 of which \$164,313 was committed to specific funds as shown in Statement 3, Statement of Movement in Equity.</p>
<p>Bank account details For payment of grant, if approved. Account name Account number</p>	<p>Wellington Tramway Museum [REDACTED]</p>

SECTION TWO: HARDSHIP DETAILS

Statement on Impact of COVID-19 restrictions on organisation

Include hardship experienced as a proportion of operating budget, projected ongoing consequences for the organisation's financial sustainability, impact on collection care and access, impact on staff, impact on public programming and the opportunity costs of COVID-19 recovery

Impact of COVID-19 restrictions on organisation:

The Museum was closed from 22nd March 2020 to 17th July 2020 when it reopened. Although there have been level 2 restrictions since that date we have been able to open the Museum and maintain operations.

Hardship experienced as a proportion of the operating budget:

(All figures exclude GST)

Before Covid-19 hit the Museum was budgeting to maintain Museum entry fees, Donations and Shop Sales income at the Y.E. 30th June 2019 level.

INCOME:

In comparison with that year over the period 22 March to 17th July 2020 income in these categories dropped as follows:

Museum entry fees:	this year Nil, last year \$6,879
Donations by Museum visitors:	this year Nil, last year \$386
Shop Sales at Museum Shop	
Gross, this year nil	
Last year \$1,408	
Normal margin 38%	
Net Income reduction	\$535
TOTAL DROP IN GROSS INCOME	\$7,800

In addition the Museum had entered into a new contract with Grand Pacific Tours (Australia) which would have delivered gross income of \$6,748 over the period (nil last year). These tours were cancelled.

TOTAL LOSS OF GROSS INCOME	\$14,548
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EXPENDITURE:

Expenditure was budgeted to continue at the same level as the previous year.

Expenditure saved as a result of closure:

Tram Operating Costs (excl. electricity)	\$74
Tram Maintenance	\$106
Electricity – Tram	\$670
Electricity – Other	\$760
General Publicity	\$350
Sundries	\$57
TOTAL SAVING IN EXPENSES	\$2,017

Add additional costs not incurred in Catering, due to cancellation of Grand Pacific Tours

	\$1,200
TOTAL COSTS NOT INCURRED	\$3,217

NET EFFECT OF COVID-19 CLOSURE ON FINANCES	\$11,331
	Rounded to \$11,000

\$11,000 is approx. 13% of annual operating budget of \$80-90,000.

Projected ongoing consequences for the organisation's financial stability:

The Museum operates on tight financial margins and with major volunteer support. The \$11,000 would have assisted general operations (tram maintenance, track and electrical safety) administration (most overhead costs continue) and conservation of the collection.

In addition the reduction of volunteer hours and availability, given that many volunteers are in the "at risk" over 70yrs Covid cohort, has caused the need to hire in commercial/trades help. A specific example is hiring in welding expertise for tram-track safety maintenance.

The reduction in revenue and of volunteer hours has slowed planning work on improved access to archives. The archive collection exists and is continually being added to, but kept in unsorted bulk storage at the Museum; the components of a more secure building have been donated. This project now needs focussed planning before the archive building capital project itself (out-of-scope of the Fund) can be started.

The Wellington Tramway Museum does not employ any staff.

Collection Care and Access:

This was denied over the period of the lockdown apart from security checks. However the collection remained safe and secure, but conservation and preservation of exhibits had to be deferred.

SECTION THREE: PROPOSED USE OF GRANT

Overview of proposed use of grant.

The application is for \$11,000 "Compensation for Hardship"

Include what type of application is it:

- A. Compensation for Hardship
- B. Sustainable practice

A grant would assist the museum to:

- Restore progress on collection conservation to planned levels
- Compensate for additional expenses incurred due to reduction in volunteer hours (many volunteers over 70yrs)
- Progress planned work on the archive collection project, deferred due to financial effects of Covid lockdown.

Please refer to the Museum Hardship Fund Criteria for clarification if unsure

SECTION FOUR: FUNDING

Total funding need/shortfall

\$11,331

Museum Hardship Fund grant request
(in \$, and please indicate GST incl./excl.)

\$11,000 excl. GST

OTHER SOURCES OF FUNDING

What other sources of funding have you sought from other parties for this proposal? Please indicate the result of any applications and provide evidence of any grants received

Funder

Amount requested

Result

Nil

COMMUNITY SUPPORT

Please comment on the extent and type of community support for your organisation

The Wellington Tramway Museum draws on good community support. Its patrons are the Mayor of Wellington Andy Foster and the Mayor of Kapiti Coast K(Guru) Gurunathan. It is located in Queen Elizabeth (Regional) Park in Kāpiti and receives excellent co-operation and support from the Greater Wellington Regional Council who manage the Park on behalf of the Department of Conservation.

It is wholly managed and run by volunteers – members of the Wellington Tramway Museum – who are drawn from all walks of life and come together to operate the Museum including driving the trams, building and maintaining track and overhead structures, working on the maintenance, conservation and presentation of exhibits and generally keeping the Museum operating and attractive to the public

The tramway museum provides an educational and heritage experience for our many visitors who are able to enjoy both view the static exhibits and ride on a heritage tram – an educational and recreational experience for young and old.

We have received recognition and financial support in the past from Lotteries and from charitable trusts and other organisations towards major capital projects such as buildings, and recently for conservation of an early Wellington tramcar - but a substantial amount has in the past been donated by members.

SECTION FIVE: TERMS AND CONDITIONS

1. Museum Hardship Fund is a contestable discretionary fund. The Museum of New Zealand Te Papa Tongarewa may decline, scale back, or decide to grant funds as a result of this application. The funding decision will reflect the assessment of the application's merits against the assessment criteria, and may also be influenced by the extent and quality of other funding applications received.
2. The funding decision is final, no correspondence shall be entered into once it has been communicated.
3. The Museum of New Zealand Te Papa Tongarewa reserves the right to seek more information from the applicant before sending the application to the Museum Hardship Fund Assessment Panel, and will defer if necessary until the panel has received all information requested.


SECTION SIX: DECLARATION

This declaration must be signed by the applicant identified in Section 1 on behalf of their organisation:

By signing below, I/we acknowledge that:

1. The information provided in this application form is true and accurate, and no information has been deliberately omitted or withheld from the application.
2. The information contained in the application and information subsequently generated in relation to the application may be released, if required, under the Official Information Act 1982 (OIA). Further information on the OIA is available here: www.ombudsman.parliament.nz.
3. I/we have the authority to commit to this application and am/are eligible for funding in accordance with the Museum Hardship Fund Eligibility Criteria.
4. Personal information collected as part of the application process will be used for the purposes of administering the fund. In submitting an application, the applicant acknowledges and agrees that the Museum of New Zealand Te Papa Tongarewa may disclose to, or obtain from, any other government department or agency, private person or organisation, personal or other information for the purposes of gaining or providing information for the funding application.
5. Should your organisation be successful in obtaining a grant, details including your organisation's name and address, and the funding allocated will be published on the Museum Hardship Fund pages on the Te Papa website. This information may also appear in media releases that may be published by media outlets.

Sign



Name

K D McGavin

Date

23 Sept. 2020

Chairperson
sign



Name

S B Porter

Date

23 Sept. 2020

Te

Checklist

The following information must accompany this application:

1. Copies of quotes or receipts from supplier if appropriate	NA
2. Your most recent annual accounts	✓
3. A copy of your most recent bank statement	✓
4. Evidence of your legal status (a letter of incorporation, evidence of charitable trust status, etc)	✓
5. If applicable, a copy of the letter from Inland Revenue confirming Tax Exempt status	NA (Registered Charity)

CERTIFICATE OF INCORPORATION

WELLINGTON TRAMWAY MUSEUM INCORPORATED

216766

This is to certify that WELLINGTON TRAMWAY MUSEUM INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 11th day of February 1964.

Neville Harris

Registrar of Incorporated Societies
31st day of August 2010





Certificate of Registration

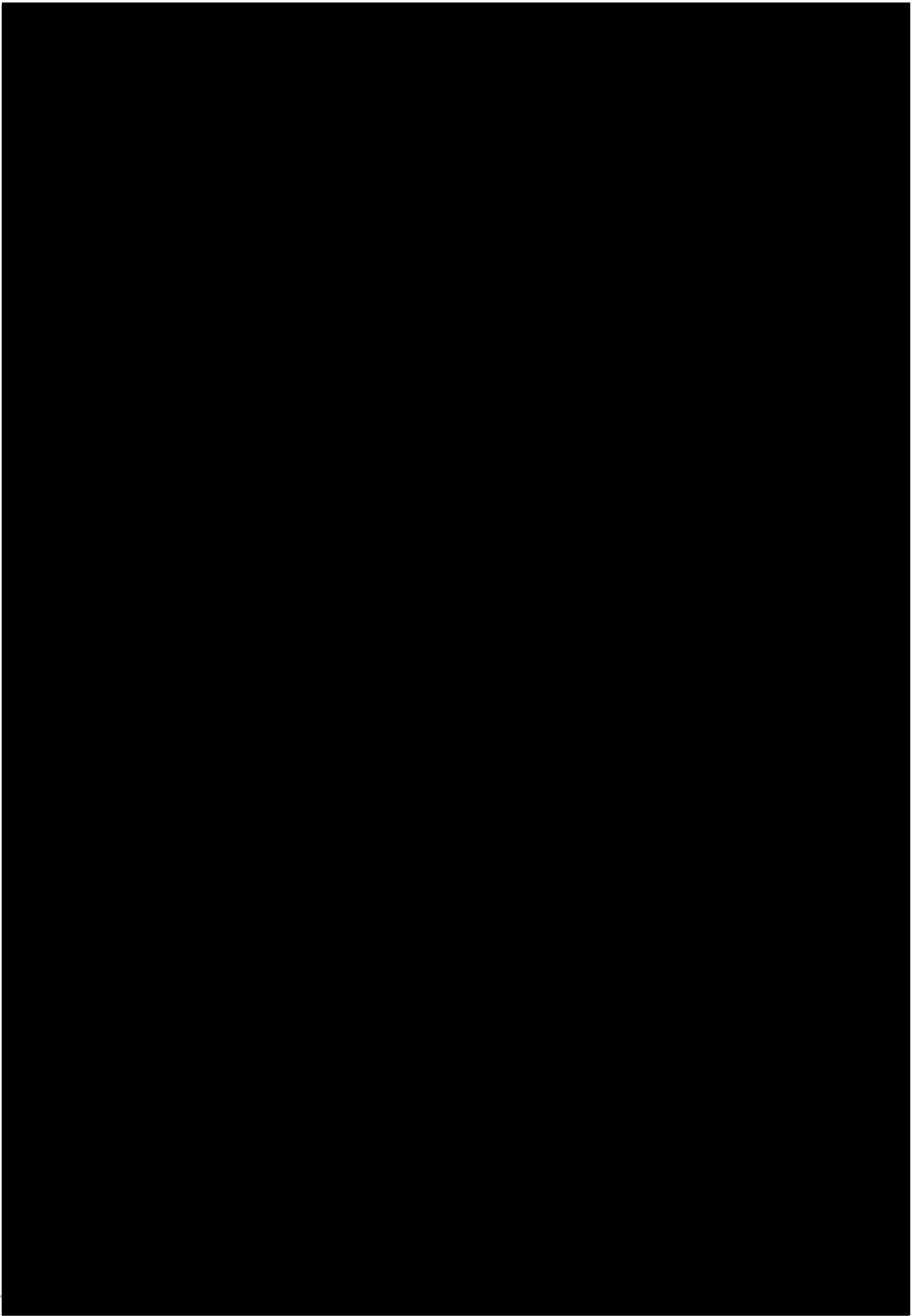
Wellington Tramway Museum Incorporated

This is to certify that Wellington Tramway Museum Incorporated was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.

Registration number: CC38985

Sid Ashton
Chair

Trevor Garrett
Chief Executive





s9(2)(b)(ii)

WELLINGTON TRAMWAY MUSEUM INCORPORATED
ANNUAL REPORT
Including PERFORMANCE REPORT
FOR YEAR ENDED 30TH JUNE 2019



Tram No.17 shown after having just been moved into the workshop on 20th March 2019 to facilitate completion of restoration work.
Photo: Keith McGavin

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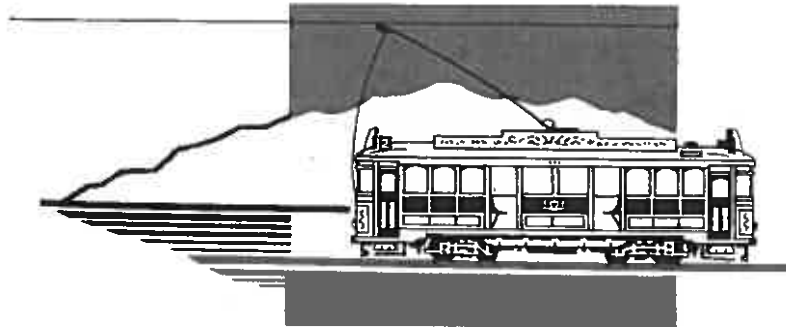
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Wellington Tramway Museum: Significant Events YE 30th June 2019



WELLINGTON TRAMWAY MUSEUM INCORPORATED

Owning and operating the

KAPITI COAST ELECTRIC TRAMWAY

Queen Elizabeth Park, SH1 MacKay's Crossing, Kapiti, New Zealand

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

Website: www.wellingtontrams.org.nz

Email enquiries: info@wellingtontrams.org.nz

Reports compiled by Keith McGavin; Published November 2019.

WELLINGTON TRAMWAY MUSEUM INC.

OUR VISION

Is to present 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.

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, 2018 - 2019

Note: Board members including officers hold office from one Annual General Meeting to the next. The 2018 Annual General Meeting was held on 17th November 2018.

CO-PATRONS

The Mayor of Wellington
The Mayor of Kapiti

Justin Lester
K (Guru) Gurunathan

BOARD

Officers:

President

Stephen Porter

(Note: the President is an ex-officio member on all Committees and sub-Committees)

Vice-President, Maintenance & Engineering

Allan Neilson

Vice-President, Marketing & Operations

Russell Jenkins

Secretary

Henry Brittain

Treasurer

Michael Boyton

Members:

Trevor Burling, Colin Dash, plus Michael Flinn (co-opted, March 2019)

WELLINGTON TRAMWAY MUSEUM INC.

ANNUAL REPORTS FOR Y.E. 30TH JUNE 2019

President's Report – Steve Porter

It is with great pleasure and pride that I present my report to members on the year's activities and achievements.

It is sad to note that during the year we lost two long serving members, Gus Weir and Jim Bentall. Gus and his wife Win (who died a week after him) were both well known to the tramway, Gus having served most recently in the role of Membership Secretary and was also a motorman until his deteriorating health took that pleasure from him. Win had been driving Gus to and from the Tramway and often helped with tram operations while on site. In the same period Jim Bentall also passed. Members will recall Jim's involvement in the restoration of 260 among other workshop activities. All three are sadly missed.

Before getting onto some of the achievements for the year it should be noted that while members have generously responded to the request for funds to help with the Palace replacement, we have not yet been able to advance this project. I am hoping that by next year's report we will have the Stewart Building in place. An engineer for foundation design has started preliminary work.

Last year we were able to report that tram 17's body had returned to the park. This year we can report that the Brill 22e trucks recreated by A & G Price of Thames to drawings made by Leyton Chan are with us in the workshop. We currently anticipate that Tram 17 will be temporarily on its new trucks this month and will be fully functional by mid to late next year.

An opportunity to provide a tram ride and afternoon tea for Grand Pacific Tours was

investigated and tours have commenced. This extra activity does involve more members, and more often, in tram running and the preparation of afternoon teas. I can confirm to members that the extra activity is fun and well worthwhile for the society. The possibility of one or two other group visitors is still being investigated. Members have all responded well when asked to help. On behalf of the tramway I thank you.

Members who have visited the site in recent months will have noticed that our recent efforts to tidy up have been assisted by the removal of many of the taller trees on our eastern boundary. Greater Wellington Regional Council (our Landlord) decided to remove some of the trees as part of their plan to add a second gateway (at Mackays Crossing). We sought permission to have a further two trees removed at our cost. The removal of the trees has reduced the potential of storm damage to our overhead and buildings and allows us to turn the trolley pole to the east side of trams both at the usual Road 6 turning point and also at the arrival road stop.

The amount of work achieved and the happy involvement of so many members in our activities in the past year is very pleasing. I thank you all.

The Board, Maintenance & Engineering and Marketing & Operations Committees along with the Tram 17 Sub-committee continue to serve you well. Many members have during the period, been requested to join or attend one or other of these committees and I thank those who have helped.

Steve Porter
President

Maintenance and Engineering Committee Report

Vice President, Allan Neilson

Introduction

This report formally covers the 12 months period for the 2018-19 year up to the 30 June 2019, and in addition notes a few key events and issues leading up to this AGM.

Track and Corridor

Track inspections were carried out as required and corridor maintenance activity took place, including weed-eating and mowing.

All loose track bolts in open track were identified and most replaced with new galvanised bolts. A start was made to replace track fishplate bolts and grease the joints on the section of 31kg rail installed between the model airfield level crossing and the top of hill siding points.

Tie-bars were installed on identified track holding weak-spots in the railway track sections.

A track database in Microsoft Excel Worksheet format with work log formats was commenced in 2018 to manage the

installation of new track bolts and tie-bars, as well as acting as a future permanent track maintenance work record.

Overhead

Work was carried out to sort and catalogue the inventory stock of spare overhead parts from Wellington Cable Car Ltd (WCCL) as well as the Museum's own spare parts. The sale of selected parts was negotiated with both Beamish and East Anglia Transport Museum, collated and subsequently dispatched to the UK in September 2019. These sales basically covered the cost of the WCCL parts purchase.

Tram Maintenance

The usual cyclic mechanical and electrical checks and servicing was carried out on the operating tramcars, along with minor repairs as necessary. Tram 239 was put back into service in May 2019 after body repairs. 159's pole was repaired after dewirement damage suffered on the 1 Sept 2018.

Tram 17

Work to refurbish and install various ancillary parts continued (e.g. magnetic brakes wound, destination boxes, trolley bridge). Two GE 247A traction motors were cleaned up and sent to A & G Price Ltd Thames together with other parts for



Left:
from left: Allan
Neilson and Steve
Porter (WTM) and
Peter Yates (A & G
Price Ltd. General
Manager) sign the
contract docu-
ments for the re-
construction of
two Brill-type 22E
trucks for Tram
No.17.
12th July 2018.

*Photo: Keith
McGavin*

installation in the bogies.

Manufacture of the 22E bogies by A & G Price Ltd was completed and they were delivered back to the Museum on the 22 August 2019.

Tram 17 completion work was treated as the highest priority project work.

Buildings and Property

Modern metal frame building parts ex Peka Peka (courtesy Les Stewart) were brought back to the Museum in August 2018 and are stored pending finalisation of the consents necessary to re-erect it in place of the existing amenity building (Palace). A temporary plinth for future temporary Palace power was installed beside the palace.

As noted in the last report the sprinkler system was brought back into use in late July 2018.



Above: The 10m x 6m steel frame and metal-clad building ex Peka Peka now dismantled by members for re-erection at the Museum. It will be used as replacement members' amenities and for library and archive purposes.

Photo: Keith McGavin

Trees on the front eastern portion of our depot boundary were cut down by GWRC in mid July 2019. The opportunity was also taken by the Museum to get the same

contractor to remove the big tree by the Kiosk.

Scrap recovery was continued as a part of our aim to clean up the property.

Other issues

The dummy tram front (No 214) was completed for barn display purposes.

The tower was stripped off the Daimler tower wagon, and the vehicle left the museum in March 2019 for a new home.

Extra 230v power outlets were installed in the Workshop and the Kiosk switchboard was upgraded.

General rubbish disposal arrangements were organised and the incinerator de-commissioned.

Safety System

Preparation for an Ordinary Rail Safety Assessment by NZTA (carried out on the 28 July 2019).

Conclusion

A very busy year with a lot of work completed.

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

Allan Neilson

Vice-President, Maintenance & Engineering

Maintenance & Engineering activities



Above: 15th May 2019. Some of the team working on Tram No.17. Front row, from left Trevor Burling, Keith McGavin, Henry Brittain, Steve Porter, Grahame Kitchen. Back row from left: Colin Dash, Trevor Weaver, Allan Neilson, Mike Vash.

Photo: Mike Flinn



Above: In the workshop, 28th November 2018. Electric motors for Tram 17 are in the foreground. In the background members are working on tram 17's magnetic brakes and the restoration of a controller.

Photo: Keith McGavin

Marketing and Operations Committee report

Vice President, Russell Jenkins

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 doesn't get any easier. Thanks also go to those members who put themselves forward to assist with tramway operations.

Tramway Operations

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

	2018-2019	2017-2018
Tram Days Operated	156	144
Passenger Journeys	10,635	11,224
Tram Kms	4,437	4,354

As the table below shows, in 2018-2019 we operated on more days than in the previous year. Weekday charters were up significantly. Weekend numbers were also up, mainly due to a shut down in July and August 2017 while the overhead was upgraded.

Days Trams Operated	2018-2019	2017-2018
Saturdays / Sundays	105	93
Statutory Holidays	10	10
Weekdays	19	27
Weekday Charters	10	1
Maintenance / Training	12	13
Total	156	144

Passenger journeys were down 5% on the 2017-2018 numbers. There is speculation that this drop is partly a result of the

construction work on the Transmission Gully Highway, time will tell. A case for the relocation of the previous signage will be put to the relevant authorities.

Passenger Journeys	2018-2019	2017-2018
Saturdays / Sundays	7,281	8,154
Statutory Holidays	1,223	1,078
Weekdays	1,395	1,191
Weekday Charters	736	81
Total	10,635	11,224

During the 2018-2019 year Tram 239 was out of service for an extended period for body repairs and repainting.

Tram Kilometres	2018-2019	2017-2018
Tram 151	705	74
Tram 159	2,062	1,729
Tram 239	165	1,145
Tram 260	1,505	1,406
	4,437	4,354

A big vote of thanks for this information goes to Keith McGavin and Mike Vash who compile traffic figures each quarter.

Charters and Group Visits

The biggest increase in days on which the trams operated was weekdays. While the number of weekday running days was down on 2017-2018, this figure was more than balanced by an increase in weekday charters.

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

As was reported at the last AGM, the Board was approached by a large Australian based tour operator, seeking to have regular tour groups visit the Tramway Museum.



Above: Inside Tram No.260, 11th July 2018. This was the “Beyond the Page” event where during the school holidays Kapiti Coast libraries combined children’s stories about transportation with a ride in a tram. This event was repeated in 2019. *Photo: Russell Jenkins*



Above: An event on 13th October 2018 was a “Welcome Home to Tram 17” afternoon tea. It included a ride to the Beach and back in tram Nos. 159 and 260, shown here at the Beach with the proprietors of the Wheelwright Shop, Ali and Greg Lang of Gladstone, Wairarapa. The body of Tram 17 was restored at the Wheelwright Shop. *Photo: Allan Neilson*

After a lot of soul searching, the M&O Committee advised the Board that we should take up the offer. An agreement for the 2019-2020 Tourist Season was entered into and as a result over 60 tour groups will be visiting the Museum between September 2019 and May 2020. Our commitment is to

give the groups a tram ride, some time at the beach, afternoon tea and a look around the museum. Up to 50 visitors can be expected on some tours with up to 20 on others.

This venture has put a strain on our operational staff and help from other

members as well as wives and partners is always welcome.

The other major joint venture in the 2018-2019 year was the Daffodil Day Car Rally arranged by the Wellington Vintage Car Club. On the day the trams provided rides for all visitors to the event plus those visiting the Park, with regular tram service to and from the beach. 50% of the tram fares collected on the day (over \$500) was donated to The Cancer Society. Such was the success of this event, it was repeated in 2019 and another is planned for 2020.

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.

Barn Displays

With 207 being moved to the workshop for restoration investigation to be undertaken and Fiducias 235 and 238 moved to the back of roads 1 and 2, we now have room in the barn for all of our operational trams. There will be further movement of non-operational trams when the rear storage building is reconfigured.

The restored body of Tram 17 is now in the Workshop and work continues to complete the restoration work and have the tram readied for certification and service. When this day comes, the Tramway will have something very special for visitors to travel on.

Fiducia Centre

The Fiducia Centre continues to be a useful venue for hosting groups including other park users. A selection of the Graham Stewart photos are now on display and it is intended that, on selected days, to open the room up for to the public to see this fine

collection and the other interesting photos that adorn its walls.

Kiosk

After having to write off over \$500 worth of stock as a result of a power issue, the Kiosk again provided a useful financial contribution to Museum income.

	2018-2019	2017-2018
Income	\$10,535	\$11,047
Net Surplus	\$ 4,016	\$ 4,597

The range of souvenirs stocked has been increased with such things as fridge magnets and mugs featuring photos of our trams being introduced.

Observations indicate that as a result of the increased number of cycling visitors to the park, along with the Kiosk advertising board that we put up at the Cycleway/Tramway crossing, sales of ice cream, drinks and snacks have increased.

The 2019 Tramway Memories Calendar was a good seller with all of the 150 copies produced being sold. Such was the success that a 2020 Calendar is now available. If you haven't bought one for yourselves, plus others for friends and relations, get in quick before they all sell.

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.

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.

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

With a fleet of 4 operational trams and the likely introduction of Tram 17 in the not too distant future, plus increased visitor numbers from overseas tour groups, things are looking good for operations at the Tramway Museum.

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 2019 -2020.

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 2019. As with the last (2018) report, all financial information is contained within the "Performance Report" which is also now filed with the Department of Internal Affairs, Charities Division.

Overall the Museum has had another successful year both in terms of financial result and in the physical progress made on our projects and regular maintenance activities.

Tramway Operations

The Operations account (*Report Page 10*) shows a Surplus of \$7,995 against a Surplus

of \$7,549 for 2018. This year our Operations income decreased by a little over 10%, being \$38,049 down from \$42,675. Fare revenue was a small 4% down on previous year. Revenue from tram hires and tramway public donations increased, but we did not hire out the "Fiducia Centre" this year to any groups. The continued tidying and clean-up of our overall site has seen another quantity of scrap metals go to the scrap yard with \$1,946 of helpful revenue.

On a positive note, operating expenses decreased by 14.5%, from \$35,126 to \$30,054. Your M&E Committee have maintained a tight rein on expenses during the year; a Purchase Order system has been implemented and this has really helped to control our expenses by sending them through for pre-approval before being incurred. Unfortunately there is a continuing increase in the various 'compliance costs' over which we have no control and our kindred organisations are finding the same.

The Museum Shop

In the capable hands of Denys, the shop and publications trading (*Report Page 11*) records a surplus of \$4,016 this year, compared with \$4,597 in 2018. However, during this year we unfortunately lost a quantity of ice-creams through the power being accidentally shut off, so had this not happened, the overall surplus produced would have been very similar. It is good to note that the similar surplus was produced off some \$500 less in sales revenue, thus confirming our stocking policy for the items in the Shop.

Statement of Financial Performance

In the Statement (*Report Page 5*), total revenue for the year amounted to \$456,991. Total expenses were to \$438,590, resulting in a good surplus of \$18,401 for the year. By far the largest item of Revenue was in the "Grants Received" (\$362,691),

being the Lotteries Grants Board grant for Tram 17 Trucks and the final small grant payment on the Body. With the Tram 17 body project essentially completed, and the Trucks project very well underway, there was a considerably lesser amount of specific fund donations received.

The amount of \$357,691 was expensed in the contract payments to A&G Price Ltd under their contract to re-construct the Brill 22-E type bogies for Tram 17. Following the financial year-end, one further contract payment remained to be paid.

The level of member subscriptions received increased a little over 2018; with this well covering the costs incurred in servicing the Museum's membership. A number of specific purpose donations (totalling \$6,560) 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.

Statement of Financial Position

The Statement (*Report Page 6*), records the ongoing financial position of the Museum. Our Working Capital is a very healthy \$138,495, comprising some \$166,000 of cash at bank, accounts receivable of

\$19,109 (GST Refund expected) and other lesser items. On the current liabilities, there were \$8,022 in accounts payable, and the larger value of \$68,309 remaining as 'Grants received in advance'.

Fixed Assets held at Balance Date total \$611,047 including the accumulated depreciation across the asset base.

Specific Purpose Funds to hand at Balance Date (*Report Notes, page 12*) now amount of \$164,313, spread across seven items. Again we record grateful thanks to the various donors of this cash towards our projects fruition.

In summary, I confirm the continuing good financial position of the Museum. Our revenues are holding up well in the public market, and our expenses are being carefully monitored. We are I believe well placed to continue the progress on tram restoration and other improvements that will add to the experience of our visiting public and those members who tirelessly support the Museum.

Michael Boyton
Honorary Treasurer



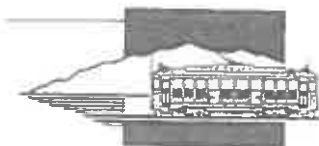
Above: Waitangi Day 6th February 2019 – Three trams await patronage from those attending the Kapiti celebrations held this year in Queen Elizabeth Park.

Photo: Keith McGavin

WELLINGTON TRAMWAY MUSEUM INCORPORATED

PERFORMANCE REPORT

YEAR ENDED 30th JUNE 2019



**WELLINGTON TRAMWAY
MUSEUM INCORPORATED**

PO BOX 2612, WELLINGTON, NEW ZEALAND

Wellington Tramway Museum Incorporated

Performance Report

**For the Year Ended
30 June 2019**

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Wellington Tramway Museum Incorporated

Entity Information

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

For the year ended 30 June 2019

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 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 2019

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 and adjacent to the Ranger Station, 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	approx 30	31
Society Members	73	74
Number of Days trams operated	144	156
Number of Trams in Passenger Service	4	4
Trams - numbers of kilometres run	4,354	4,437
Trams - passenger numbers carried (passenger journeys)	11,224	10,635
Tram Fare Revenue	\$31,208	\$29,940
Surplus from Tramway & Shop Operations	\$12,146	\$12,011

Tram operations ran throughout the whole 12-month period without any significant interruptions due to planned infrastructure maintenance. Following the completion of the overhead catenary and supports replacement programme between June and August 2017, our regular tram running has proven this new infrastructure to be robust and trouble-free.

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.

During the year, Fiducia car 239 was absent from service for some months while repairs were made by our skilled woodworking volunteers to a portion of the bodywork.

The end-of-financial-year results show a small 5% decrease in passenger journeys and corresponding fare revenue. The main Holiday Weekends of Easter and Queens Birthday are crucial to our passenger counts for the April and June months; unfortunately the vagaries of the weather counted against us this year and particularly at Easter, with Easter Sunday usually being one of our busiest days of the year.

Overall tram kilometres run increased over the previous year by 2%. Non-passenger carrying runs for driver training, plus tram testing after maintenance have seen this small increase.

Wellington Tramway Museum Incorporated
Statement of Financial Position



"What we own" and "What we owe"

As at 30 June 2019

2018 \$		Note	2019 \$
Current assets			
21,521	Cash on hand and at bank		80,987
64,079	Bank term deposits		85,000
10,524	Accounts Receivable		19,109
-	Interest Receivable		1,478
1,815	Shop stocks		1,778
-	Expenses incurred in advance		154
29,536	WCCL Overhead Purchased for Resale or Stock		29,536
<u>127,474</u>	Total current assets		<u>218,043</u>
Current liabilities			
18,391	Accounts Payable		8,022
-	Interest Payable		1,208
-	Grants received in advance		68,309
-	Income received in advance		783
933	Member subscriptions in advance		1,226
<u>19,324</u>	Total current liabilities		<u>79,548</u>
<u>108,150</u>	Working Capital		<u>138,495</u>
Non current assets			
622,991	Fixed assets	4	611,047
<u>622,991</u>	Total non current assets		<u>611,047</u>
Non current liabilities			
25,000	Term loans	6	25,000
<u>25,000</u>	Total non current liabilities		<u>25,000</u>
<u>706,141</u>	Net Assets		<u>724,542</u>
EQUITY			
Net assets are funded as follows			
4,107	Asset Revaluation Reserve	3	4,107
607,570	Accumulated Funds	3	556,121
94,463	Specific purpose Funds	3	164,313
<u>706,141</u>	Total Equity		<u>724,542</u>

Approved on behalf of the Board:

Date: 13/10/19


 President

 Secretary

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 2019

2018		2019
\$		\$
	Cash Flows from Operating Activities	
	Cash was received from:	
58,697	Donations, fundraising and other similar receipts	465,200
1,962	Fees, subscriptions and other receipts from members	2,478
52,850	Receipts from providing goods or services	48,253
2,258	Interest, dividends and other investment receipts	9,281
<u>115,767</u>		<u>525,213</u>
(8,540)	Net GST	(9,574)
	Cash was applied to:	
124,383	Payments to suppliers	429,329
(17,156)	Net Cash Flows from Operating Activities	86,310
	Cash flows from Investing and Financing Activities	
	Cash was received from:	
20,921	Movement in Term Deposits	-
100	Repayment of Advances	-
25,000	Loans borrowed from other parties	-
<u>46,021</u>		<u>-</u>
	Cash was applied to:	
-	Movement in Term Deposits	20,922
2,758	Payments to acquire property, plant and equipment	5,922
29,536	Payments to purchase equipment for resale or stock	-
-	Repayments of loans borrowed from other parties	-
<u>32,294</u>		<u>26,844</u>
13,727	Net Cash Flows from Investing and Financing Activities	(26,844)
(3,429)	Net Increase / (Decrease) in Cash	59,466
24,950	Opening Cash	21,521
21,521	Closing Cash	80,987
	This is represented by:	
21,521	Bank Accounts and Cash	80,987

Wellington Tramway Museum Incorporated
Statement of Accounting Policies

"How did we do our accounting?"

For the year ended 30 June 2019

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 2019, 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.

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. In this reported period, the amount of \$782.60 was received from the sale of books prior to receipt of the relevant invoice for same.

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, as is the case at 30 June 2019 with the 'Tram 17 Trucks Project'.

"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 2019

1 Tramway Operations Trading account

2018		2019
\$		\$
	Income	
31,208	Tram Fares	29,940
1,160	Special Tram Hires	1,499
1,680	Tramway Donations	2,079
393	"Fiducia Centre" Hires	-
2,558	Lease of Brisbane Tram 236	2,586
4,466	Sale of Scrap Metals	1,946
1,210	Sale of Surplus Miscellaneous Equipment	-
<u>42,675</u>	Total Income	<u>38,049</u>
	Expenditure	
931	Tram Operating Expenses	418
-	Catering	23
372	Rail Licence Fees & Audits	1,461
1,548	Tram Maintenance	704
831	Eftpos terminal rental	838
398	Credit Card Commissions	313
318	"Palace" Supplies	301
1,489	General Stores	1,602
2,258	Electricity - Tram	2,862
3,334	Electricity - Other	2,551
4,451	Insurance	4,850
1,433	Telephone	1,458
3,199	General Publicity	2,616
452	Museum Display - alterations/renovations	297
1,560	Ground Lease	1,497
5,952	Buildings Maintenance	1,409
1,508	Buildings Maintenance (Compliance)	2,228
78	Track Maintenance	2,400
3,977	Overhead & Power Maintenance	598
383	Motor Vehicles Maintenance & Fuel	472
-	Site Maintenance	347
653	Equipment Maintenance	808
<u>35,126</u>	Total expenditure	<u>30,054</u>
<u><u>7,549</u></u>	Net surplus/ (deficit) on Operations Account	<u><u>7,995</u></u>

2 Shop and Publications Trading account

2018		2019
\$		\$
11,047	Income Sales	10,535
	less Cost of sales	
2,020	Opening stock at 01 July 2018	1,815
6,245	Purchases	5,967
8,265		7,782
1,815	less stock 30 June 2019	1,778
6,450	Cost of goods Sold	6,004
-	Less Stock written off due to damage	516
<u>4,597</u>	Net surplus/(deficit) on Shop trading account	<u>4,016</u>

Wellington Tramway Museum Incorporated
Notes to the Performance Report
For the year ended 30 June 2019

3 Statement of Movements in Equity

2018		2019
\$		\$
	Accumulated funds	
628,160	Funds at 01 July previous year	607,571
(28,452)	Specific donations-transferred to development fund	6,560
(23,314)	Net transfers/payments on museum development funds	(76,410)
<u>31,176</u>	Plus surplus/(less deficit) for year	<u>18,401</u>
<u>607,571</u>	Accumulated funds at 30 June	<u>556,121</u>
	Asset Revaluation Reserve	
<u>4,107</u>	Net revaluation of Trams & Trolleybuses	<u>4,107</u>
	Museum development funds held for Specific Purposes	
42,697	Museum development fund at 01 July previous year	94,463
28,452	Plus specific fund donations **	6,560
23,314	Net transfers/payments on museum development funds	63,290
<u>94,463</u>	Museum development fund at 30 June	<u>164,313</u>
<u>706,141</u>	Total Equity	<u>724,542</u>
	Specific Funds are held for:	
\$		\$
13,128	Restoration of tram 17 Body Fund	2,386
67,779	Restoration of tram 17 Trucks Fund	141,980
9,828	Restoration of Tram 207 Fund	14,159
928	Restoration of Daimler Tower Wagon	928
-	Sleeper Replacement Fund	1,765
-	Amenities & Archives Building Fund	295
2,800	Workshop Building Extension Fund	2,800
<u>94,463</u>	Total Specific Purpose Funds	<u>164,313</u>

** Tram 17 Trucks Fund \$1,531.67; Tram 207 Restoration \$2,968.00
Sleeper Replacement Fund \$1,765.00; Amenities Building \$295.00

Wellington Tramway Museum Incorporated
Notes to the Performance Report
For the year ended 30 June 2019

4 Property, Plant and Equipment

Details of Fixed Assets are as follows:

This Year	Opening Cost	add:	Transfers/ Disposals/ Revaluations	Accum Depreciation	Closing Carrying Amount
	1/07/2018	Purchases	30/06/2019	30/06/2019	30/06/2019
	\$	\$	\$	\$	\$
Buildings	810,292	-	-	256,296	553,995
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	-	336,260	611,047

Addition to the value of Plant was \$5,922.00 in 2019:

Rail Drill 5,922.00

Last Year	Opening Cost	add:	Transfers/ Disposals/ Revaluations	Accum Depreciation	Closing Carrying Amount
	1/07/2017	Purchases	30/06/2018	30/06/2018	30/06/2018
	\$	\$	\$	\$	\$
Buildings	810,292	-	-	241,182	569,109
Motor Vehicles	1,400	-	(1,400)	-	-
Permanent Way (Track)	20,022	-	4,224	20,022	4,224
Overhead & Substation	42,314	1,668	(172)	11,590	32,220
Other Development	4,465	-	(4,465)	-	-
Plant	50,946	1,090	-	45,599	6,437
Heritage Assets (Trams/Buses)	6,893	-	4,107	-	11,000
TOTAL	936,332	2,758	2,294	318,393	622,991

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.

	2018		2019	
	\$	\$	\$	\$
	Income	Grant Received in Advance	Income	Grant Received in Advance
Grants for Other than Capital purposes				
New Zealand Lottery Grants Board			5,000	
New Zealand Lottery Grants Board	36,179	-	307,691	68,309
			5,000	
			20,000	
			5,000	
			20,000	
<i>Total - Grants for other than Capital Purposes</i>	<i>36,179</i>	<i>-</i>	<i>362,691</i>	<i>68,309</i>
TOTALS	36,179	-	362,691	68,309

The New Zealand Lottery Grants Board and Others

Reconstruction of new trucks for Tram 17

Following a call by the Museum to receive tenders from suitable engineering businesses to re-construct a set of two Brill-type 22E trucks (bogies) for Tram 17, tenderer A&G Price Ltd of Thames was selected to undertake the work. A grant application was submitted by Wellington Tramway Museum Incorporated to The New Zealand Lottery Grants Board under the Board's standard funding framework and terms. Upon receipt of advice from the Lottery Grants Board that the application was approved, a Contract Agreement with A&G Price Ltd was let on 12 July 2018 in the amount of \$460,520.00 plus variations. A grant of \$376,000.00 was received by the Museum from the Lotteries Grant Board on 01 August 2018.

Over and above moneys already held by the Museum through member and public donations received plus allocations from the Museum's reserves, additional applications were made to a number of other organisations for funding. The following applications were approved: Infinity Foundation, \$5,000; Lion Foundation, \$20,000; The TG McCarthy Trust, \$20,000; Air Rescue Services Ltd., \$5,000.

During the current period, the amount of grant moneys expended on the contract was \$357,691.17, leaving the amount of \$68,308.83 held as yet unspent as "Grants received in advance".

The Wellington Tramway Museum Incorporated very sincerely acknowledges and thanks The New Zealand Lotteries Grants Board, Infinity Foundation, Lion Foundation, The TG McCarthy Trust and Air Rescue Services Limited for their respective funding towards our project. The completed pair of trucks for the tram are expected to arrive at the Museum site in the latter part of 2019. After all finishing work on the tram body and the trucks is completed, the result will see an original 1904 Wellington tramcar again taking to the rails and delighting all who ride in it.

Wellington Tramway Museum Incorporated
Notes to the Performance Report
Grants Received - Page 2

The New Zealand Lottery Grants Board

Restoration of Tram 17 Body

A grant of \$289,600.00 to Wellington Tramway Museum Incorporated was approved by The New Zealand Lottery Grants Board on 16 October 2013 towards the restoration of the body of Wellington Tram No. 17.

The grant will be paid in three instalments; two of \$142,300 each, and a final payment of \$5,000.

The first instalment grant payment of \$142,300 was received on 09 December 2013 and at Balance Date 2014 was held as a Grant Received in Advance as none of these funds had yet been used on the project.

During the 2014/2015 Period, the amount of \$138,386.59 was expensed on the project, leaving a small residual balance of \$3,913.41 held 'in advance'. The second instalment grant payment of \$142,300 was received on 08 September 2015.

During the 2015/2016 Period the residual balance held 'in advance' from 2015 year had been expensed and the second instalment of \$142,300 received, part of which is held 'in advance'.

During the 2016/2017 Period, a further \$26,659.64 has been expensed on the Project, leaving the amount of \$36,179 held 'in advance

During the 2017/2018 period, a further \$42,285.12 has been expensed on the Project, utilising all moneys previously held 'in advance' (\$36,179.27) at previous Balance Date.

During the current period, the final Grant instalment of \$5,000.00 was received on 12 September 2018, effectively bringing the restoration project to a close.

6 Term Loans

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

This loan from a member was authorised by Special General Meeting held on 24 February 2018. The purpose is 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. The term of the loan is 24 (twenty-four) months, which may be extended subject to the consent of both parties. Interest on the loan is at market deposit rates, payable on the full amount of the loan for the loan period of 24 months, but which may be discounted at the lender's discretion. Repayment of the loan will be made as and when moneys are received from various other organisations which have expressed desire to purchase sets of equipment items.

As at Balance Date, firm commitments to purchase had been received from two overseas based organisations and their respective packages of materials were in the course of being prepared. Payment from these two organisations was expected to be received early in the new Financial Year. Expressions of interest to purchase equipment have also been received from a number of other organisations but as yet have not been quantified.

It is the intention of the Museum to repay the \$25,000 loan in full as soon as possible after receipt of the payments from the two overseas organisations. These payments are expected early in the new Financial Year.

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

A&G Price Limited, Thames

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

The Wheelwright Shop, Gladstone, Wairarapa

2018 \$12,326.69, Balance of contract for Tram No. 17 Body Restoration.
This was paid on 03 August 2018.

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:

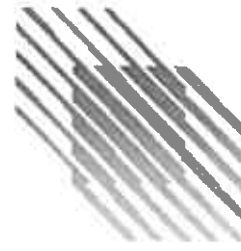
None

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 2019, 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; and
- the financial position of Wellington Tramway Museum Incorporated as at 30 June 2019 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; 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.

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

13 October 2019

Wellington Tramway Museum Incorporated
Significant Events and Achievements, year ended 30th June 2019

12 th July 2018	WTM and A&G Price Ltd., Thames, sign contract for the reconstruction of two Brill-type 22E trucks for tram No.17.
July – August 2018	Dismantling of steel framed 10 metre by 6 metre building donated by member Les Stewart for removal to the Museum completed. The parts were moved to the Museum on 15 th August.
September 2018	WTM receives a COTMA “outstanding achievement” award for “the retrieval and distribution of overhead equipment from the Wellington trolleybus system.
13 th October 2018	“Welcome Home” event re Tram No.17 held at the Museum. Guests included our patron the Mayor of Kapiti, Guru Gurnathan and also Geoffrey Moss and his son David whose family were instrumental in buying the tram body in the 1940’s.
17 th November 2018	Annual General Meeting. Michael Flinn and Allan Neilson elected as Honorary Life Members.
19 th December 2018	Motors, wheel sets, magnetic brakes and other parts for Tram 17’s trucks leave WTM for A & G Price Ltd at Thames.
March 2019	Major work on “B” end cab of tram 239 and partial repainting completed. Tram returned to service after testing on 29 th May.
3 rd March 2019	Daimler tower wagon – part of the Museum since 1964 – departs the Museum. “Sebastion” now forms part of member Peter Beale’s vehicle collection.
20 th March 2019	Tram No.17 (on sammy trucks) moved from the barn display area into the workshop to facilitate completion work. Tram No.207 moved from barn to workshop pending restoration assessment.
3 rd April 2019	Mock-up tram front known as tram No.214 nearing completion and moved to public display area.
May-June 2019	Display panels in barn rearranged.
Over the Year (special projects)	<ul style="list-style-type: none"> • Reconstruction of 2 x Brill-type 22E trucks for tram No.17 by A & G Price Ltd. at Thames • Work on various components for Tram No.17 including destination, coloured light, and route No. boxes restoration and installation, trolley pole base and tower, resistor banks, and controllers. • Programme implemented for installing tie-bars on selected areas of track where railway-profile rail has been laid. • Programme also implemented for fishplate, and fishplate bolt maintenance. • Sorting out of overhead parts and cataloguing. Parts sorted for despatch to Beamish (Yorkshire) and the East Anglia Transport Museums. • Cleaning and classifying of the Museum’s point stocks.

WELLINGTON TRAMWAY MUSEUM INCORPORATED

Owning and operating the KAPITI COAST ELECTRIC TRAMWAY

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

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