



**24TH**

**ANNUAL**

**REPORT**

**2011 - 2012**

CAMP ELSDON INC

**Notice is hereby given that the 24th Annual General Meeting of Camp Elsdon Inc will be held in the Education Hall, Camp Elsdon Inc on Thursday 4th October 2012 at 7.00 p.m.**

**Business**

1. Apologies.
2. To receive the minutes of the 2011 Annual General Meeting.
3. Presentation of the Annual Report and the Annual Accounts for year ended 30th June 2012.
- 4: Election of Board Members for 2012/2013.
5. Election of Auditor.
6. Notice of Motion:
  - (a) Annual Financial Membership subscription: \$20  
(Inclusive of GST)  
Date due by: 20 December 2012
7. General Business.

**The regular bi-monthly meeting of Camp Elsdon Inc Board of Management will be held at the conclusion of the AGM.**

## CAMP ELSDON CHAIRMAN'S REPORT FOR YEAR 2012

I understand that, although we have not quite reached a gross income of \$300,000 this year, it is still a record year. The Camp goes from strength to strength. Every time I drive on to the Camp I admire the painted buildings and how clean and tidy the Camp is.

We still have to have the concrete paving done, weather permitting, but the timber retaining wall in front of the cabins has been completed and has greatly improved that area.

Finally I would like to congratulate the Camp staff on a job well done.

Kind regards to all

Bob Moffitt

## MANAGERS ANNUAL REPORT FOR 2011/2012

It has been another good year in terms of overall productivity and physical improvements. It has also been a year of reviews – with the review and rethink of some Camp systems and suppliers.

In terms of improvements, the past year saw the completion of a number of jobs, as follows:

- Powered sites were physically numbered (in time for the Rugby World Cup 2011) which has made for a smoother booking process and less confusion amongst customers.
- The Resource Consent for the flood protection works to protect a section of the Creek bank (running along the western boundary) from further erosion was granted and the works completed in October 2011.
- Cabin 2 was renovated in November 2011 and Cabin 4 was renovated in December 2011.
- A great new welcome sign (erected in December 2011) was designed and kindly donated by local design company Ethos Designs Limited.
- In January the Assistant Manager designed and constructed a new internal chute/key drop box at the front of the office, recycling materials around the Camp, including an outside clear plastic power cover (for an external watertight flap door). The end result is ingenious, original and practical.
- The power house had some water egress issues and was the subject of some extensive repairs in early February 2012 (including exterior cladding, roof and a section of flooring). The end result is fantastic.
- In March/April 2012 various retaining walls were constructed. The first, a small retaining wall in front of the power house. The second, a 40 metre long retaining wall along the driveway adjacent to the Cabin block in March/April 2012. Both have added value to the Camp.
- Another Long Term cabin (5) was relined and refurbished.
- A new drainage pipe was installed behind the main Camp garage in April/May 2012.
- An old grease trap at the back of the 'Campers Kitchen' was re-discovered at the end of May 2012. The grease trap was in poor repair and was promptly repaired and cleaned, satisfying the Council and relevant Trade Waste Bylaw.
- The last of the cabins, Cabin 5 was renovated in May 2012. The electrical power board in the Cabin block was also removed and replaced.

# APPENDIX 1

- A new animal shelter was constructed in May 2012. The shelter is three sided and provides better protection from the elements. It can also accommodate three animals.
- The old shed at the back of the Camp was pulled down in June 2012.

Two new ponies, Amy and Lucy, were introduced in November 2012 to keep Jelly, the surviving donkey, company. The ponies receive a lot of attention, especially on weekends with families visiting to feed them and say hello. As a byproduct Jelly also gets a lot more attention, and despite some female bossiness every now and again, he seems to be happy with the new companions. The ponies have also helped reveal some characteristics in Jelly which we weren't previously aware of. One such example was his display of bravado late one night when he fended off a dog attack by standing in between the cornered ponies and the dog. Jelly he-hawed his heart out, waking the Manager to come to the rescue.

The volatile insurance market saw significant increases in the cost of reinsurance and the withdrawal of our former insurer Ansvar from the NZ market at the end of 2011. After interim insurance with NZI (at a cost of 125% more than the previous year), we looked for alternative/competitive pricing. That exercise was successful and we found a competitive package in a campground facility offered through HAPNZ and Aon with the Central Provident Fund (made up of NZI, Allianz and Vero). We were able to halve the insurance increase to 57% up from insurance costs pre-Christchurch earthquake fallout.

From time to time we have encountered some difficulties with long term residents, which have on a couple of occasions resulted in Police call outs. Whilst most of these types of issues are unforeseeable, a detailed review was carried out of the long term resident process and new vetting procedures implemented to better manage any potential risks.

We have also had a bit of a tidy up in the back van-site area and surplus stuff accumulated by some of the permanent residents has been taken away. The area is now a lot more user friendly.

Sadly we have had a two more break-ins during the year. We have implemented some extra systems to further manage this risk.

Camp rates (with the exception of school rates) were increased from August 2011 to catch up with the 2010 GST increase, inflation and rising supply costs.

In April 2012 the Board hosted the Mayor and Chief Executive and an enjoyable and productive visit was enjoyed by all.

The Managers went on an information gathering trip in May 2012 and brought back a number of fresh ideas (some of which included information distribution, laundry costs, lighting etc).

We would like to thank all staff for their contributions this past year. We would also like to thank the Board of Management for their continued support and the particular members who

visit the camp or ring and offer advice - which is very much appreciated. As previously noted, the Board's voluntary contribution to the Camp is always appreciated.

## **Occupancy Report**

The increase in casual bookings experienced in the first half of 2011 continued through the usually quieter months of July to September 2011, picking up with extra pace through our peak and high peak season of October 2011 to March 2012. The extra increase appears to have been influenced by national events, including the Rugby World cup in New Zealand (September and October 2011). The pace started to settle in April 2012 and dropped to normal/ below-normal off-peak trends in May and June 2012. The 2012 Autumn decline would appear relatively consistent with seasonal trends, although 2011 did appear to see an increased trend in the use of Holiday Parks.

The increase in group bookings at the beginning of 2011 continued through 2011 and early 2012, but then declined to below average levels from about March 2012.

Despite the unusual increases during large chunks of the year, overall both Camping sites and Bed nights were down from last year's Annual report to 55.5% and 29% respectively.

Freddy and Rachel Palu  
Managers

**THE SCHEDULE OF CORE MEMBERSHIP YEAR ENDED 30TH JUNE 2012**

1. Porirua City Council (No representative)
2. Whitireia Community Polytechnic
3. Tawa Community Board
4. Board of Administration of the Methodist Church of New Zealand
5. Lions Club of Tawa

**BOARD OF MANAGEMENT**

Chairmen:	Bob Moffitt Tony Tomlin	Whitireia Community Polytechnic Tawa Lions Club
Secretary:	Alf Levick	
Honorary Treasurer:	Joy Tau David Darroch John Griffin Keith Knox Bruce Twidle	Tawa Community Board Methodist Church of New Zealand
Managers:	Rachel & Freddy Palu	

**OTHER OFFICERS**

Assistant Manager: Colin Pain

Honorary Auditor: Don MacLean

**FINANCIAL MEMBERS**

Grant Baker  
Don Borrie







**ANNUAL  
ACCOUNTS  
2011 - 2012**

A Registered Charitable Entity

## CAMP ELSDON INCORPORATED

INCOME & EXPENDITURE STATEMENT YEAR ENDED 30TH JUNE 2012

<u>2011</u>	<u>Notes</u>	<u>2012</u>
<b><u>INCOME</u></b>		
73,967		88,341
69,052		69,626
103,279		121,221
3,688		3,802
40		40
107		-
1,000	3	-
100	3	100
350		55
110		75
-----		-----
251,693		283,260
<b><u>EXPENDITURE</u></b>		
25,090		29,189
21,661		24,395
11,136		9,092
26,591		52,374
8,266		11,913
3,640		3,680
9,225		9,770
59,969		31,418
2,455		2,423
2,123		2,310
10,385		12,691
449		627
8,369		12,567
27,335		32,560
75,523	4	73,268
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292,217		308,277
-----		-----
\$40,524		-\$25,017
=====		=====

## CAMP ELSDON INCORPORATED

BALANCE SHEET AS AT 30TH JUNE 2012

<u>2011</u>		<u>Notes</u>	<u>2012</u>
<b><u>CURRENT ASSETS</u></b>			
200	Petty Cash		200
97,374	Westpac Bank	3	103,834
48,134	Bank of New Zealand	3	92,574
3,823	Pre-payment Insurance		-
-----			-----
149,531			196,608
<b><u>FIXED ASSETS</u></b>			
1,110,123	Buildings	4	1,045,412
36,501	Furniture, Plant & Equipment	4	32,662
4,424	Plus Additions for year	4	295
-----			-----
\$1,300,579			1,078,369
=====			-----
			\$1,274,977
			=====
<b><u>CURRENT LIABILITIES</u></b>			
5,850	Deposit Payments in advance		3,150
8,977	Accounts Payable		11,092
-----			-----
14,827			14,242
<b><u>ACCUMULATED FUNDS</u></b>			
240,533	Opening Balance		200,009
40,524	Less Deficit for year		25,017
-----			-----
200,009	Sub-total		174,992
1,085,743	Plus increase resulting from Revaluation of Fixed Assets	4	1,085,743
-----			-----
1,285,752	Closing Balance		1,260,735
-----			-----
\$1,300,579			\$1,274,977
=====			=====

## CAMP ELSDON INCORPORATED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2012

## 1. STATEMENT OF ACCOUNTING POLICIES

**Reporting Entity**

Camp Elsdon Inc is a non-profit charitable organisation.

Camp Elsdon Inc is a reporting entity for purposes of the Financial Reporting Act 1993.

Camp Elsdon is a registered Charitable Entity.

**Measurement Base**

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis are followed by the Camp, with the exception that fixed assets have been revalued at 30th June 1997, 30th June 2006 and again at 30th June 2011.. (see Note 4).

**Specific Accounting Policies**

The following specific accounting policies which materially affect the measurement of financial performance and the financial position have been applied.

## \* FIXED ASSETS

Buildings were revalued for insurance purposes at 30th June 1997, 30th June 2006 and again at 30th June 2011. The values were determined on the basis of replacement cost less depreciation and GST. Depreciation on buildings and contents has been deducted at the following rates:

Buildings and Improvements	4% C.P. (Value 30/6/11)
Furniture, Plant & Equipment	As per I R D 265

It is noted that most of the Camp's buildings were moved on site and have been substantially improved. They have an estimated life of 25 years.

## \* TAXATION

The Camp is exempt from Income Tax by Section 61(25) of the Income Tax Act 1976.

## \* GST

The accounts have been prepared on a GST inclusive basis.

## 2. DONATIONS &amp; GRANTS

Donations:- Grant Baker \$100.

## 3. CURRENT BANK ACCOUNTS

	<u>2011</u>	<u>2012</u>
Bank of New Zealand	48,134	92,574
Westpac	16,736	19,742
Westpac Term Investment No 1 A/c	80,638	84,092
	-----	-----
	\$145,508	\$196,408
	=====	=====

# APPENDIX 1

## 4. FIXED ASSETS

	<u>Cost</u>	<u>Revaluation</u>	<u>Total</u> <u>Cost</u>	<u>Book Value</u> <u>1/7/11 Plus</u> <u>Additions</u>	<u>Depreciation</u>	<u>Book Value</u> <u>30/6/12</u>
Buildings	350,081	1,082,900	1,432,981	970,937	57,319	913,618
Field Shower Block	26,707	15,093	41,800	25,052	1,672	23,380
Conservation Centre	14,225	73,775	88,000	65,066	3,520	61,546
Dell Amenities	31,106	23,894	55,000	49,068	2,200	46,868
Furniture Plant & Equipment:						
Maytag W/Machine	2,394		2,394	317	70	247
Lazer Boiling Unit	774		774	133	24	109
Trimmer BC420H	899		899	35	17	18
13 Sets Bunk Beds	6,139		6,139	1,571	283	1,288
1 Vacuum Cleaners	587		587	31	15	16
Lazer Boiling Unit	1,238		1,238	290	52	238
Storage Container	2,109		2,109	510	102	408
Stevens Motor Mower	4,850		4,850	550	220	330
Lazer Boiling Unit	765		765	221	40	181
PCX Phone System	8,513		8,513	1,811	471	1,340
Stoves (7)	4,965		4,965	1,859	279	1,580
Fridge	999		999	384	61	323
Laser Photocopier	552		552	77	31	46
Laser Auto Boiler	955		955	316	63	253
9 Sets Bunk Beds	2,815		2,815	934	187	747
Maytag W/Machine	2,711		2,711	742	185	557
Euroleopard Tractor	10,012		10,012	4,273	555	3,718
Fieldmaster Mower	1,795		1,795	766	100	666
Simpson W/Machine	645		645	196	49	147
Fridge	2,588		2,588	1,227	196	1,031
Freezer	2,250		2,250	1,068	171	897
Stove	749		749	399	64	335
Heat Pumps (3)	9,969		9,969	4,084	817	3,267
Computer - Dell	1,401		1,401	303	121	182
Fridge	1,631		1,631	967	155	812
Maytag W/Machine	2,490		2,490	1,051	263	788
Maytag Dryer	2,156		2,156	910	228	682
Fridge	1,688		1,688	1,001	160	841
Vacuum Cleaner	551		551	189	57	132
Defibrillator	2,981		2,981	1,461	438	1,023
Gas BBQ	13,358		13,358	8,549	1,710	6,839
Vacuum Cleaner	562		562	276	83	193
Canon Mono Laser	505		505	303	121	182
Masport MC750 Mower	925		925	555	222	333
Trailer & Crate	3,018		3,018	2,626	341	2,285
Heater	656		656	525	105	420
Husqvarna 327P Trimmer	830		830	415	207	208
Additions:						
Water Blaster & Hose	589		589	589	294	295
	<u>\$524,733</u>	<u>\$1,195,662</u>	<u>\$1,720,395</u>	<u>\$1,151,637</u>	<u>\$73,268</u>	<u>\$1,078,369</u>

JHTAU  
Honorary Treasurer



To Members of the Board of Camp Elsdon Inc.

**Report on the Financial Statements**

I have audited the financial statements of Camp Elsdon Inc. on pages one to four, which comprise the balance sheet as at June 30, 2012, and the income statement for the year then ended, and a summary of significant accounting policies and other explanatory information.

*Board Responsibility for the Financial Statements*

The Board are responsible for the preparation and fair presentation of these financial statements in accordance with generally accepted accounting practice in New Zealand and for such internal control as the Board determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

*Auditor's Responsibility*

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with International Standards on Auditing (New Zealand) Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. **ISA (NZ) 700** An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the financial statements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion. Other than in my capacity as auditor I have no relationship with, or interests in, Camp Elsdon Inc.

*Qualified Opinion*

In my opinion, In common with other organizations of a similar nature, control over the income from donations and fundraising prior to its being recorded is limited and there are no practical audit procedures to determine the effect of this limited control. My work has been confined to testing receipts once recorded.

I have obtained all the information and explanations I have required.

In my opinion, except for adjustments that might have been found to be necessary had I been able to obtain evidence concerning income from donations, camp deposits, and hire fees, the financial statements on pages one to four present fairly the financial position of Camp Elsdon Inc. as at June 30, 2012, and (of) its financial performance for the year then ended in accordance with generally accepted accounting practice in New Zealand.

My audit was completed on 11 September 2012 and my qualified opinion is expressed that date.

Don Maclean BCA, MBA, CA  
Chartered Accountant  
Wellington

