

## OPTIONAL TEMPLATE FOR APPLYING PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING – CASH (NOT-FOR-PROFIT)

### STEP ONE - BASIC INFORMATION

Please complete the following information for your entity, this will then flow into the Performance Report.

Full name of entity:	Gladstone Tennis Club Incorporated
For the year ended:	31 May 2021

<= Update here

#### **Worksheet protection and password**

This Excel workbook contains a series of worksheets, shown in the tabs to the right. These worksheets contain a number of formulae and other features designed to help you complete them easily. However, to avoid inadvertent overwriting of their functionality, each worksheet has been password protected. The single password is noted below. We recommend you take particular care if you do change anything. Note you have to unprotect each worksheet you want to change individually. You cannot unprotect the whole workbook at once.

To unprotect a single worksheet:

- Right-click on the worksheet tab (at the base of your screen).
- Select 'Unprotect Sheet' from the list that displays.
- Enter the password: xrb (note this password is case sensitive)
- Click OK.

This then unlocks the particular sheet. Make any changes you require.

Once you have completed your changes, repeat the above process to protect or lock the worksheet again. This time select

#### **Page numbering**

To change a page number, you need to select 'Page Layout' (from the menu at top of your screen). Then go into 'Page Setup', where you can change the 'First page number' of the worksheet.

# Gladstone Tennis Club Incorporated

## Performance Report

For the year ended:  
31 May 2021

### Contents

	Page
<b>Non-Financial Information:</b>	
Entity Information	2
Statement of Service Performance	3
<b>Financial Information:</b>	
Statement of Receipts and Payments	4
Statement of Resources and Commitments	5
Notes to the Performance Report	6 & 7
<b>Funders and Supporters:</b>	8



# Gladstone Tennis Club Incorporated

## Entity Information

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

For the year ended:

31 May 2021

Legal Name of Entity:\*

Gladstone Tennis Club Incorporated

Type of Entity and Legal Basis (if any):\*

Registered Charity

Registration Number:

CC42902

Entity's Purpose or Mission: \*

The objective of the Gladstone Tennis Club Incorporated (GTC) is to promote, encourage and advance the game of tennis, and to control and maintain, suitable grounds and premises for this purpose.

Entity Structure: \*

The Gladstone Tennis Club Incorporated (GTC) is governed by a Management Committee comprised of officers and general committee members who are responsible for the general management and control of the affairs of the GTC. The Committee normally meets every month during the summer months and less often during the winter months. Officer roles comprise: the President, Vice-President, Treasurer and Secretarial functions. There are currently five general Committee members. The Head Coach is also an honorary member under the GTC rules and normally attends Committee meetings.

## Gladstone Tennis Club Incorporated

### Statement of Service Performance

"What did we do?"

For the year ended

31 May 2021

#### Description of the Entity's Outcomes:

Gladstone Tennis Club is a family and community focussed club with an objective to provide quality tennis facilities and coaching that is accessible to all. The outputs that Gladstone Tennis Club aspires to deliver to our community and members are belonging (memberships), quality tennis coaching, access to interclub participation, community involvement and provision of facilities with good amenity.

	Actual*	Actual*
Description and Quantification (to the extent practicable) of the Entity's Outputs: *	2021	2020
Adult members (19+ years of age)	169	86
Junior members (18 years & under)	68	90
Resident club coaches	1	1
Attendance at junior club coaching (Term 1 &4, After school Mon & Wed)	~90/week	~80/week
Attendance at free Saturday morning coaching for junior members	~40 - 50 pax/week	~40 - 50 pax/week
Regular attendance at Thursday morning midweek ladies training	15 -20 pax/week	15 -20 pax/week
Regular attendance at Friday morning mens training	6	6
Number of interclub teams (all grades and seasons)	13	8
Number of interclub grade wins (all grades and competitions)	N/A	N/A
Club signage sponsors	21	25

#### Additional Information:

The Club provides for a few special groups who regularly use the courts and pay a monthly fee / annual fee.

Most school holidays there is a holiday programme for juniors for a week. There is a club night every Wednesday, as well as tennisfit for men, women and teens and interclub squad junior coaching. Private lessons for groups and individuals take place most days and there is a tennis ball machine available for hire. The head coach will often employ additional professional / junior coaches to assist with group / private lessons, as required.

Our Clubrooms are hired throughout the year for regular Pilates classes, and on an ad hoc basis for functions such as birthday parties, school events, marketing initiatives & meeting rooms.

Auckland University Tennis Club hire all the courts on most Friday evenings (weather permitting) during term time.

The local Fire Service have complimentary use of the courts as a form of exercise while on duty at Balfour Road.

The Club held a fundraising party, Wimbledon White, which has a local auctioneer auctioning off items donated by a range of local businesses and members. Club events are open to all members, friends and families and are well attended.

During 2020 COVID-19 has had a significant impact on the community with most Tennis clubs being shut for a period of time, this has contributed to a reduced number of Sponsors, but the club remains well supported.

The club however has benefitted from growth in membership numbers as the community looks to complete more activities within thier local area.

# Gladstone Tennis Club Incorporated

## Statement of Receipts and Payments

"How was it funded?" and "What did it cost?"

For the year ended:

31 May 2021

	Notes	Actual* 2021 \$	Actual* 2020 \$
<b>Operating Receipts</b>			
Donations, fundraising and other similar receipts*	5	32,675	71,917
Fees, subscriptions and other receipts from members*		78,805	53,179
Receipts from providing goods or services*	5	32,596	23,617
Interest, dividends and other investment income receipts*		13	27
Other operating receipts		5,380	1,822
GST Received (Net)	1	4,217	5,350
<b>Total Operating Receipts</b>		<b>153,686</b>	<b>155,912</b>
<b>Operating Payments</b>			
Payments related to public fundraising*		4,266	4,035
Volunteer and employee related payments*		1,500	6,000
Payments related to providing goods or services*		3,914	4,851
Grants and donations paid*		-	-
Coaching Expenses	3	29,698	26,360
Affiliation and Interclub Fees		16,593	878
Other Operating Costs	5	44,156	58,246
GST Paid (Net)	1	3,930	-
<b>Total Operating Payments</b>		<b>104,057</b>	<b>100,370</b>
<b>Operating Surplus or (Deficit)</b>		<b>49,629</b>	<b>55,542</b>
<b>Capital Receipts</b>			
Receipts from the sale of resources*		-	-
Receipts from borrowings*		-	-
<b>Capital Payments</b>			
Purchase of resources*	5	41,388	69,903
Repayments of borrowings*	3	-	-
<b>Increase/(Decrease) in Bank Accounts and Cash*</b>		<b>8,241</b>	<b>(14,360)</b>
Bank accounts and cash at the beginning of the financial year*		6,069	20,430
<b>Bank Accounts and Cash at the End of the Financial Year*</b>		<b>14,310</b>	<b>6,069</b>
<b>Represented by:*</b>			
Cheque account(s)		14,310	6,069
Savings account(s)		-	-
<b>Total Bank Accounts and Cash at the End of the Financial Year*</b>		<b>14,310</b>	<b>6,069</b>

**Gladstone Tennis Club Incorporated**  
**Statement of Resources and Commitments**  
 "what the entity owns?" and "what the entity owes?"

As at  
 31 May 2021

SCHEDULE OF RESOURCES	2021 \$	2020 \$
<b>Bank Accounts and Cash (from SRP)*</b>	<b>14,310</b>	<b>6,069</b>
<b>Money Held on Behalf of Others*</b>		
<b>Description*</b>	<b>Amount*</b>	<b>Amount*</b>
Nil	-	-
<b>Money Owed to the Entity*</b>		
<b>Description*</b>	<b>Amount*</b>	<b>Amount*</b>
GST receivable	5,513	4,216
Receipts due as a result of providing goods or services	-	
<b>Other Resources/Fixed Assets*</b>		
	<b>Cost or Current Value*</b>	<b>Cost or Current Value*</b>
<b>Description and Source of Value*</b> (see Note 1)		
Buildings at Cost	716,540	716,540
Tennis Courts & Equipment at Cost	238,987	238,309
Furniture & Fittings at Cost	37,520	32,618
SCHEDULE OF COMMITMENTS	2021 \$	2020 \$
<b>Money Payable by the Entity*</b>		
<b>Description*</b>	<b>Amount*</b>	<b>Amount*</b>
Tennis Auckland	-	5,536
<b>Other Commitments/Guarantees*</b>		
<b>Description*</b>	<b>Amount*</b>	<b>Amount*</b>
Nil	-	-
SCHEDULE OF OTHER INFORMATION	2021 \$	2020 \$
<b>Grants or Donations with Conditions Attached (where conditions not fully met at balance date)*</b>	<b>Amount*</b>	<b>Amount*</b>
Nil	-	-
<b>Resources Used as Security for Borrowings*</b>		
Nil	-	-

# Gladstone Tennis Club Incorporated

## Notes to the Performance Report

For the year ended  
31 May 2021

### Note 1: Accounting Policies "How did we do our accounting"

#### Basis of Preparation\*

Gladstone Tennis Club Incorporated is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis consistent with the Tier 4 standard.

#### Goods and Services Tax (GST)\*

Gladstone Tennis Club Incorporated is registered for GST. The amounts recorded in the Performance Report are inclusive of GST (if any). GST owing or GST refunds due as at balance date are shown in the Statement of Resources and Commitments.

#### Fixed Assets

Fixed assets in the Statement of Resources and Commitments have been restated at original cost. Under Tier 4 reporting, no depreciation is recorded as depreciation is a non-cash cost.

### Note 2: Correction of Errors/Restatements\*

None.

### Note 3: Related Party Transactions\*

Description of Related Party Relationship*	Description of the Transaction (whether in cash or amount in kind)*	2021	2020	2021	2020
		\$	\$	\$	\$
		Value of Transactions*	Value of Transactions*	Amount Outstanding*	Amount Outstanding*
Club Coach	Coaching fees were paid to the Head Coach, coach assistants and coach helpers during the year.	29,698	26,360	0	0
Committee members	Regularly provided their time & skills to the oversight & operation of the club at no charge.	0	0	0	0

### Note 4: Events After the Balance Date\*

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report.



# Gladstone Tennis Club Incorporated

## Notes to the Performance Report

For the year ended  
31 May 2021

### Note 5: Additional Notes

#### Donations, Grants & Fundraising

Grants in 2020/21 were \$2,395 from The Lion Foundation (for furniture upgrades) and \$8,708 from Pub Charity (for the purchase of Tennis Balls). Club fundraising (mostly related to Wimbeldon White) raised \$17,306. Donations in 2020/21 were nil. By comparison, grants in the previous financial year were \$56,000 (lights upgrade) and club fundraising earned \$11,882.

#### Receipts from providing goods or services

Revenue earned from hireage of the clubrooms and courts in 2020/21 was \$8,629 and receipts from signage/advertising was \$18,758. In 2019/20, receipts from these sources was \$7,692 and \$15,925 respectively. It is pleasing to note that club hire to Auckland University is constant and has a relatively low impact on the club resources.

#### GST

In 2021 the Club paid a GST of \$4,217 due to capital purchases made. A refund of \$5,513 is due as at the time of this report.

#### Other Operating Costs

Affiliation and Interclub costs were considerably more in 2021 explained by the fact that Tennis Auckland had not submitted a second invoice to the club in 2020, likely due to the impacts of COVID-19 on Tennis with all clubs being forced to close for a period of time. Affiliation fees are all up to date as at the time of this report.

Coaching costs were largely the same as the previous year, with other running costs reducing.

The club continues to pass the \$40 key cost on to adult members - previously this cost was absorbed by the club. The committee propose to keep the membership fees the same for the coming season. The committee also proposes that where surplus funds are available, that GTC will transfer these to investment fund of medium risk to earn interest and be set aside for future capital projects - such as court resurfacing.

#### Purchase of Resources

None.

#### Land Lease

The club leases the land and related improvements from Auckland City Council. The long-term lease expired on 28 February 2015 and is being provided on an annual basis. The rent is set at \$500 plus GST p.a. and has been paid until February 2022. The club has obligations to regularly paint the pavillion and maintain the property.

The owner of the land is the Crown and the land is subject to ongoing Treaty negotiations between the Crown and the Marutauhu Iwi. The club has been informed that until these negotiations are concluded the lease will be renewed on an annual basis in perpetuity on a "reasonable rental".

The Performance Report for the year ending 31 May 2021 has not been audited.

Approved on behalf of the Committee

---

Geoff Hosking, President

---

Jeremy Skinner, Member














# Gladstone Tennis Club Incorporated

## Supporters

For the year ended  
31 May 2021

### Supporters

Gladstone Tennis Club would like to acknowledge and recognise the support and financial assistance over the past year from all our members, our local businesses, The Lion Foundation, Pub Charity and the Waitemata Local Board. Your contributions help us make tennis great!

**DROP DOWN LISTS**

Below are the drop down lists to assist the user to enter details into the optional notes contained in the template (Notes 2 and 3)  
 These are suggestions only and can be modified by the user.

**Statement of Receipts and Payments**

**Operating Receipts**

**Fundraising receipts [Receipts1]**

*Entity may like to list fundraising campaign or type*

Lighting Project

**Grants and donations [Receipts2]**

Grants not directly related to service delivery

Donations/koha from the public

*Entity may like to list donors and grant providers together with summary of contributions*

**Fees, subscriptions and other receipts from members [Receipts3]**

Fees and subscriptions from members

Donations, koha or offerings from members

Receipts from sales to members

**Receipts from providing goods or services [Receipts4]**

Receipts from grants or contracts for service with central government

Receipts from grants or contracts for service with local government

Receipts from grants or contracts for service with non-governmental agencies

Receipts from sales to the public

Receipts from commercial activities

Lease or rental receipts

Commission received

**Interest, dividends and other investment income receipts [Receipts5]**

Interest

Dividends

**Other receipts [Receipts6]**

Insurance payouts

Royalties received

Net GST

**Operating Payments**

**Payments related to public fundraising [Payment1]**

*Entity may like to list fundraising campaign or type*

**Volunteer and Employee related payments [Payment2]**

Salaries and Wages

Superannuation contributions

ACC Payments

**Statement of Resources and Commitments**

**Resources**

**Bank accounts and cash [Resources1]**

Cheque account(s)

Savings account(s)

Term Deposit account(s)

Cash Floats

Petty Cash

**Money held on behalf of others [Resources2]**

**Money owing to the entity [Resources3]**

Grants owing to the entity

Subscriptions owed by members

Receipts due as a result of providing goods or services

Interest receivable

Dividends receivable

GST receivable

**Other resources [Resources4]**

Land and Buildings at quotable value valuation

Motor vehicles at purchase price

Computers, donated, used current value

Software at cost

Furniture and Fittings at cost

Office Equipment at cost

Investments at cost

Inventory on hand at cost

Assets held on behalf of others at cost

Other assets at cost

**Commitments**

**Money Payable by the entity [Commitment1]**

Unpaid invoices for payments for goods or services

Unpaid invoices

Wages and salaries

ACC levies

PAYE

KiwiSaver

GST payable

Interest payable

Loans payable

Grants payable

**Other commitments [Commitment2]**

Commitments to make future payments under a lease

Commitments to purchase property, plant and equipment

Commitments to provide loans

Commitments to provide grants

Cash received relating to activities to be undertaken in a future period

Tennis Auckland

**Guarantees [Commitment3]**

