



Six-monthly Report 2015/16  
1 January 2016 – 30 June 2016

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## AUDIENCE

	Q1	Q2	Q3	Q4	YTD	Target
<b>Audience satisfaction</b>	96%	85%	98%	95%	93.5%	90.0%
<b>Audience size</b>	141,735	150,137	58,815	72,553	423,240	800,000
<b>Collection use</b>	2,944	2,409	1,973	3,132	10,458	10,000

### Major KPI Variances

Visitors have been highly satisfied with programmes offered by Ngā Taonga, exceeding the annual KPI target of 90% for audience satisfaction. The overall audience size KPI was not reached, however of a possible 25,680 cinema seats in Wellington, over 11,000 were filled, which is a respectable 43% occupancy. There are numerous reasons for not reaching the target. The previous measuring tool used to measure audience size over-inflated figures because it did not distinguish between real people and bots. A mid-year switch to Google Analytics means a more reliable picture of the numbers of real people using the site has been achieved, however this had a significant negative impact on the audience size achieved. Low uptake in some key programmes and the lack of robust ways to measure social media interaction are some of the key contributing factors in not meeting the audience size target.

### Departmental Activities and Achievements

The Audience team hosted new and ongoing screenings such as the inaugural New Zealand Bicycle Film Festival in April 2016. In May the third annual Siapo Cinema festival was held. A special screening of *Moana: A Romance of the Golden Age* was hosted by Ngā Taonga. The screening was for invited guests, all of whom trace their lineage to Safune [in Samoa], the place where the film was shot.

### Significant Risks and Opportunities

The Archive was approached by Te Puni Kōkiri staff who had noticed the organisation's bilingual signage and wanted permission to use Ngā Taonga as a case-study in guidelines they are preparing for all government departments.

### External Partnerships

Partnerships with Wellington City Council were strong through the quarter with WCC giving financial support to both Siapo Cinema and the Bicycle Film Festival. A reinvigorated programme of Māori focussed screenings saw partnerships with Te Kura Kaupapa o Ngā Mokopuna, Waikato ki Roto o Poneke and Dunedin City Public Library.

STANDARDS

	Q1	Q2	Q3	Q4	YTD	Target
Digital Titles Added	4,981	4,790	4,744	4,815	19,330	20,000
Digital Collection	13.8%	13.8%	14%	14.1%	14.1%	10.0%
Approved Storage Conditions	71%	72%	73%	72%	73%	70.0%

**Major KPI Variances**

Digital titles were added consistently throughout the year, and while the target was narrowly missed, the focus has been on ensuring that the work completed is of a high quality.

**Departmental Activities and Achievements**

The rehousing and accessioning of the Pacific Films documentation collection was completed, as well as major acquisitions, including New Zealand music from a former TVNZ cameraman. The Hilda Brodle-Smith collection was digitally preserved and featured in the *Decades of Colour* television series. The *Bastion Point Day 507* documentary was fully preserved and colour graded. A special screening of the documentary was hosted by Ngāti Whātua o Ōrakeri in Auckland in May.

**Significant Risks and Opportunities**

Extensive research into different scanning machines has resulted in the purchase of two models of Lasergraphics Scan Stations for Te Anakura and Avalon.

**External Partnerships**

A Ngā Taonga employee attended the Joint Technical Symposium in Singapore in March. The symposium showcased the latest thinking and advances in audiovisual archiving. Ngā Taonga was also represented at the Digital Asset Symposium in New York and the Nitrate Picture Show at George Eastman Museum in Rochester. In March, the Chief Executive visited counterparts in Canberra and this was followed by a trip in May by two senior staff to Canberra and Sydney. These visits provide opportunities to further strengthen ties and explore ways of sharing and working together.

PARTNERSHIP

	Q1	Q2	Q3	Q4	YTD	Target
TVNZ & RNZ Service Agreements Compliance	Met	Met	Met	Met	Met	100%

**Major KPI Variance**

Partnership met its KPI targets. In January, the Sound collection website and database was incorporated into the Ngā Taonga corporate website and third party access to collections and response times to client requests have improved.

**Departmental Activities and Achievements**

Work on separating Ngā Taonga's staff from RNZ was completed in May. This allows two major broadcast collections, the Sound Archives and Ngā Taonga Kōrero, to be fully integrated under the Ngā Taonga banner. In April, a digitisation trial commenced at Avalon. This was part of Stage 1 of a full Digitisation Project that will see 'at risk' formats and high-priority content from the TVNZ Collection preserved and added to Ngā Taonga's digital archive.

**Effective relationships with stakeholders**

The Partnership team has continued to build and strengthen its relationships with funders, primarily RNZ and TVNZ by meeting and complying with the agreement specifications.

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TAHA MĀORI

TAHA MĀORI	Q1	Q2	Q3	Q4	YTD	Target
Iwi Engagements	0	0	0	0	0	8
<b>TE MĀNGAI PĀHO</b>						
Television Harvest	552	584	302	682	2,120	4,000 hours
Television Archiving	117	197	129	198	641	610 hours
Radio Harvest	22,776	3,500	45,624	60,648	132,548	30,000 hours
Radio Archiving	100.0	190.25	160.46	198.14	649.25	500 hours

**Major KPI Variances**

Taha Māori has achieved most and in some cases exceeded its KPI targets with a particularly strong performance in the last quarter, which has been encouraging. In terms of TV harvest, it was determined that Māori Television did not broadcast 4,000 hours of new material in the financial year therefore it was never going to be possible to meet this target. While Ngā Taonga did not engage in formal discussions with iwi on relationship matters, it has delivered programmes and engaged with iwi about current and future opportunities to work together.

**Departmental Activities and Achievements**

Two key developments have refreshed and strengthened Ngā Taonga's approach to being a bicultural organisation, in line with the Strategic Plan 2016-2024. Firstly, the Board approved a kaupapa-centred approach to organisational development, outlined in a paper presented in March 2016. Secondly, an Iwi Engagement Strategy was developed in Q3, outlining engagement activities and projects to realise genuine and effective partnership with iwi and Māori.

**Significant Risks and Opportunities**

Ngā Taonga has been reviewing the outputs for the television harvest work. Television archiving output will increase as the archive actively acquires master materials directly from production companies and from improvements in the reporting of the work and gaps in the material being captured.

**External relationships**

Ngā Taonga worked in partnership with Creative New Zealand to develop a programme for the 2016 Festival of Pacific Arts held in Guam in May and June. The festival included a programme of screenings and presentations of archival audiovisual material and working with selected artists to use film to present their work.

OPERATIONS

	Q1	Q2	Q3	Q4	YTD	Target
Non-government income	14.0%	9.0%	8.0%	11.0%	10.0%	8%
Improvement in staff engagement	16.9%	0	0	1.7%	18.6%	20%

**Major KPI Variances**

The KPI for non-government income was exceeded, which was particularly strong in Q4. This is a direct result of the three year fundraising strategy and recruitment of a fundraising manager. The staff engagement target was not met, however the 18.6% improvement is a positive step. Employee engagement is now at 24.6% up from 6% in 2014.

**Departmental Activity and Achievements**

A new Strategic Plan 2016-2024 has been developed, including significant and extensive external consultation and feedback. This new plan sets a broad and ambitious path for the coming eight years. As a consequence, there has been a restructure of the organisation to align with the strategic direction, and ensure the best possible chance of achieving the desired outcomes.

Extensive research and due diligence was carried out, including market building valuations and other possible accommodation options, as part of exploring seismic strengthening and redevelopment options for Ngā Taonga's Taranaki Street building, Te Anakura.

An HR strategy has been developed to align with and support the Ngā Taonga strategic plan. The HR strategy has a focus on inbedding HR best practice into Ngā Taonga and developing Leadership skills across the organisation. A Health and Safety management system was also designed and implemented to ensure Ngā Taonga is compliant with the Health and Safety at Work Act 2015 legislation. In addition, a new remuneration framework in consultation with the PSA was developed and implemented.

A new auditor, BDO, was appointed in April and a new finance system, Xero was introduced in June.

De-coupling from the TVNZ and RNZ networks was completed by May, resulting in all staff operating on our own network. Work on an internal and external communications strategy also commenced.



NGĀ TAONGA  
SOUND & VISION

Summary of Finance Jan-June 2016

\*See attachments

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NGA TAONGA SOUND & VISION  
REVENUE and EXPENDITURE SUMMARY  
June 2015/16

	NOTE	MONTH ACTUAL	MONTH BUDGET	MTH VAR	YTD ACTUAL	YTD BUDGET	YTD VAR	ANNUAL BUDGET
Lottery Grants Board		246,508	261,383	-14,875	936,023	975,000	-38,977	975,000
Ministry for Culture & Heritage	1	22,000	0	22,000	3,086,000	3,020,000	66,000	3,020,000
MCH - TVNZ Transfer		0	0	0	2,000,000	2,000,000	0	2,000,000
TVNZ - Production Library Service		14,250	14,250	0	286,908	171,000	115,908	171,000
WW1 project grant		0	0	0	50,750	10,000	40,750	10,000
Sponsorship, Grants		87	5,000	-4,913	5,967	60,000	-54,033	60,000
Mediaplex Trading		7,221	8,500	-1,279	132,254	110,000	22,254	110,000
Te Mangal Paho		0	0	0	575,000	575,000	0	575,000
Archive services		38,322	18,125	20,197	214,726	217,500	-2,774	217,500
Interest earned		2,141	1,500	641	55,396	25,000	30,396	25,000
Recovered expenses		0	2,083	-2,083	252	25,000	-24,748	25,000
Other Income	2	201,160	0	201,160	224,030	0	224,030	0
<b>TOTAL INCOME</b>		<b>531,688</b>	<b>310,841</b>	<b>220,848</b>	<b>7,567,306</b>	<b>7,188,500</b>	<b>378,806</b>	<b>7,188,500</b>
		<b>MONTH ACTUAL</b>	<b>MONTH BUDGET</b>	<b>MTH VAR</b>	<b>YTD ACTUAL</b>	<b>YTD BUDGET</b>	<b>YTD VAR</b>	<b>ANNUAL BUDGET</b>
AUDIENCE Department		91,023	76,365	-14,658	998,389	1,003,900	5,511	1,003,900
STANDARDS Department		158,679	152,682	5,997	1,769,925	1,961,800	191,873	1,961,800
PARTNERSHIP Department		230,513	102,329	-128,184	1,168,853	1,300,500	131,647	1,300,500
TAHA MAORI		118,363	46,037	-72,326	747,388	585,000	162,388	585,000
OPERATIONS Department		334,386	261,387	-72,999	3,035,440	3,312,400	276,960	3,312,400
LESS Depreciation	3	-15,220	56,667	71,887	520,435	680,000	159,565	680,000
<b>TOTAL EXPENDITURE</b>		<b>917,744</b>	<b>695,467</b>	<b>-222,277</b>	<b>8,240,430</b>	<b>8,843,600</b>	<b>603,170</b>	<b>8,843,600</b>
<b>SURPLUS/(DEFICIT)</b>		<b>-386,056</b>	<b>-384,626</b>	<b>-1,429</b>	<b>-573,124</b>	<b>-1,655,100</b>	<b>981,976</b>	<b>-1,655,100</b>

NOTES

1. Additional YTD \$66k Revenue released from Income Received In Advance to cover activity on the tvl Radio Archiving Project
2. Additional YTD \$224k Revenue released from Income Received In Advance to cover the purchase of the scanners and net logger under our Digitisation Project
3. Depreciation this month includes write offs of \$35k for assets no longer in use/or identifiable as well as a write back of Depreciation doublecounted in May16. The Fixed Asset Register has been fully reconciled as at 30 June to ensure we have a correct year end position. Year end Depreciation should be \$480k pre- write offs of \$35k

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**Nga Taonga Sound & Vision**

**Balance Sheet**

**As at 30 June 2016**

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**CAPITAL**

This Year

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Accumulated Funds	3,186,154.18
Profit and Loss	3,098,990.13

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6,285,144.31

Plus Current Year Operating Surplus/(Deficit)	-662,703.63
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<b>TOTAL CAPITAL FUNDS</b>	<b>5,622,440.68</b>
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**REPRESENTED BY**

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**CURRENT ASSETS**

Main Bank Account – 00 – BNZ	20,622.44
BNZ Call Account – 25	2,362.61
Accounts Receivable	54,639.70
Cash on Hand	800
Stock on Hand–Food & Beverages	945.49
Stock on Hand–Liquor	1,654.48
Stock on Hand–Merchandise & Retail	3,835.59
BNZ Term Deposits	0
GST Clearing account	0
GST Paid	114,127.02
Suspense	260.5

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199,247.83

**LESS CURRENT LIABILITIES**

Accounts Payable	228,555.21
Annual Leave Accrual	261,566.16

Sundry Accruals	72,490.56
Income received in advance	171,690.00
PAYE	26,627.64
Student Loans	0
Kiwisaver – Employee deductions	0
Kiwisaver – Employer contributions	0
ESCT Deductions	0
GST Received	53,579.69

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814,509.26

**NET WORKING CAPITAL**

-615,261.43

**FIXED ASSETS**

Taranaki Street Land	495,000.00
Plimmerton Land	253,590.00
Taranaki Street Building	2,191,014.00
Plimmerton Building	579,902.17
Whitireia Building	366,228.79
Accum Depn Taranaki St Building	-577,107.01
Accum Depn Plimmerton Building	-59,923.22
Accum Depn Whitireia Building	-17,559.13
Office Equipment	1,012,845.67
Office Furniture	75,116.36
Office Fittings	10,043.42
AV Equipment – Film & Video Materials	103,684.50
Accum Depn Office Equipment	-430,765.67
Accum Depn Office Furniture	-46,835.95
Accum Depn Office Fittings	-5,908.12
Accum Depn AV Equipment	-5,740.22
Motor Vehicle	8,358.33
Accum Depn Motor Vehicle	-8,358.33
IT Hardware	686,600.58
IT Website	123,694.89
Accum Depn IT Hardware	-93,282.37
Buckle Street Refurbishment	37,215.28
Accum Depn Buckle Street Fit Out	-37,215.28
Taranaki Street Refurbishment	577,011.96
Accum Depn Taranaki Street Fit Out	-381,705.23
Equipment	0
Accum Depn Equipment	0
Assets under \$500	0
Accum Depn Assets under \$500	0
Furniture	0
Accum Depn Furniture	0
Fittings	0
Accum Depn Fittings	0
Motor Vehicle	0
Accum Depn Motor Vehicle	0
LFS Equipment	0
Accum Depn Last Film Search	0
Plimmerton Storage Development	0
Accum Depn Plimmerton Building	0
Nitrate Film Store	0

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Accum Depn Nitrate Store	0
Radio CAPEX	276,976.11
Accum Depn Radio CAPEX	-48,669.00
SANTK Assets	297,937.00
Accum Depn SANTK Assets	-274,016.30
CAPEX – TV Digitisation	0
Accum Depn TV Digitisation	0
CAPEX – Iwi Radio	23,869.08
Accum Depn Iwi Radio	-9,273.45
CAPEX TVNZ Card Catalogue	121,384.70
Accum Depn TVNZ Card Catalogue	-1,416.15
Land – Taranaki Street	0
Building – Taranaki Street	0
Accum Depn Building Taranaki Street	0
Taranaki St Bldg E/Quake Strengthng	53,489.71
TARANAKI STREET STAGE 11	135,899.25
Building	274,218.10
Mechanical	39,040.10
Electrical	104,417.46
Paint	78,394.82
Flooring	53,066.33
Plumbing	34,655.21
Fire, security	25,222.96
Fittings, Furniture	260,540.81
Stage 1 Work	6,451.00
Earthquake	126,699.24
Fees	185,971.56
Contingencies	30,762.98
Openings	28,862.88
Accum Depn Taranaki St Stage 11	-924,091.26
Auckland Office Fitout	0
Furniture-ASB	0
Equipment-ASB	0
Fees-ASB	0
Accum Depn Akld Office Fitout	0
Medialaboratory	1,057,454.04
Accum Depn Medialaboratory	-576,050.49
JDL Research Library Fitout	40,083.78
Accum Depn – JDL Research Library	-40,083.78

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6,237,702.11

LESS TERM LIABILITIES

SANTK Assets Finance Lease	0
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0

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**NET ASSETS**

5,622,440.68

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# Board of Trustees Agenda

The New Zealand Archive of Film, Television and Sound  
Ngā Taonga Whitiāhua me Ngā Taonga Kōrero



Meeting #: 209  
 Date: Friday 13 October 2017  
 Time: 9.30 am to 1.00 pm  
 Place: Board Room, Level 1, Ngā Taonga Sound & Vision  
 Apologies: Lisa Bates  
 Notes: The Board will be joined by Henry McClintock (BDO Audit Partner) for Agenda Item 1.1 via Vidyo.  
 The Board will also be joined by Paul James (CE for the Ministry for Culture & Heritage) for Agenda Item 7 at 10:30am.

## Karakia

## Committee Time – 40 Minutes

1	Committee Time	
1.1	Update from Auditor (via Vidyo)	25
1.2	Elections	10

## Standing Items – 25 Minutes

2	Apologies	1
3	Interests Register and Declaration of Interests	1
4	Minutes of the Previous Board Meeting (#208)	2
5	Board Work Programme	1
6	Reports	
6.1	Report from the Chair (verbal)	10
6.2	Report from the Chief Executive	10

## External Meeting – 30 Minutes

7	Meeting with Paul James	30
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## For Decision – 40 Minutes

8	Audit 2016/17	10
8.1	Approval of Financial Statements	10
8.2	Finance Report	10
9	Approval of Annual Report	5
10	Approval of E-Signatures	5

## For Discussion – 80 Minutes

11	Engagement Survey	10
12	Patronage Campaign Update (incl. AV presentation)	25
13	Summary Strategic Plan Engagement	10
14	Legal Advice re: Trust Establishment	15
15	Property Update	20

## For Information – 0 Minutes

16	Reports from Committees	
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OFFICIAL INFORMATION ACT

**For Information – 0 Minutes**

16.1	Assurance & Risk	
16.2	Fundraising Workshop	
16.3	Property	
17	Correspondence	
18	Fundraising Activity Report	
19	MOU Compliance & Contractual Obligations Report	
19.1	TMP End of Year Report: Māori Broadcast Archiving Project	
19.2	MCH MoU Extension	
20	Health & Safety Incident & Hazard Register Variance Report	
21	Risk Register Variance Report	
22	Policy Development Work Programme Report	

**General Business – 10 Minutes**

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**Next Meetings**

Patronage Event	Thursday 19 October 2017	
A&R	Thursday 9 November 2017	
#210	Friday 8 December 2017	

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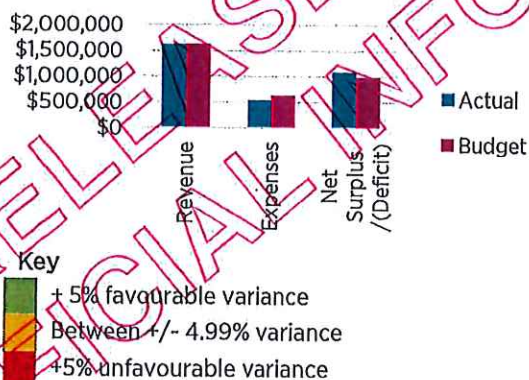


From:	Tania Vincent Finance and Reporting Manager – Poutaki Take Pūtea
To:	Board of Trustees
Date:	28 September 2017
Subject:	Financial Report July and August 2017

**Purpose:** The purpose of this report is to provide an update to the Board on the organisation's financial status.

**July Financial Report**

**July Month and YTD Actual v Budget**



	Actual	Budget
Revenue	1,630,855	1,632,653
Expenses	545,238	635,864
Net Operating Surplus/ (Deficit)	1,085,618	996,789

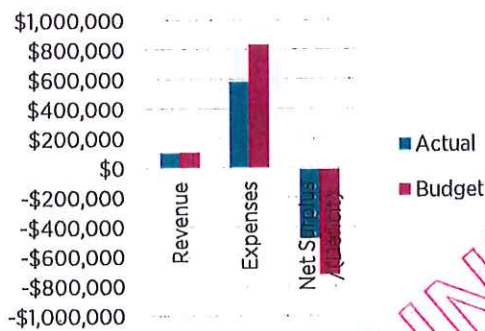
**Discussion**

- The Revenue for July of \$1,630k, is \$2k less favourable than expected. This was driven by less revenue than anticipated from Grants and Ticket Sales.
- Overall expenditure was \$545k for the month which is under budget by \$90k. This is mainly driven by savings in Salaries as there were a number of vacancies in the month. There was also a number of small savings across a lot of expense categories.
- The net operating surplus in July was \$1,086k, \$59k higher than this time last year mainly driven by an increase in revenue (from a change in accounting practice for the Lottery Grants Board wash-up – now accrued in June (not July as in 2016)),

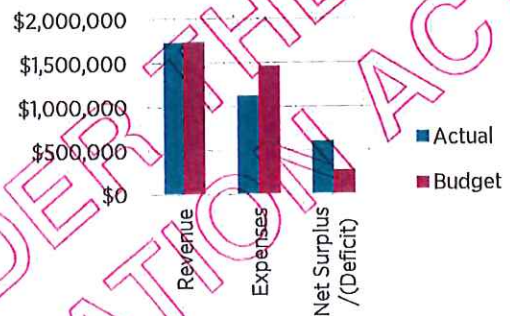
AGENDA ITEM: 8.2

August Financial Report

August Actual v Budget



YTD Actual v Budget



Month	Actual	Budget
Revenue	102,967	108,562
Expenses	581,283	833,026
Net Operating Surplus/(Deficit)	(478,315)	(724,464)

YTD	Actual	Budget
Revenue	1,733,722	1,741,215
Expenses	1,127,707	1,468,650
Net Operating Surplus/(Deficit)	606,016	272,325

Key

<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	+5% favourable variance
<span style="background-color: #FFD700; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	Between +/- 4.99% variance
<span style="background-color: #FF0000; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	+5% unfavourable variance

Discussion

- The net operating deficit for August of \$478k is \$246k more favourable than expected. This was driven by savings in anticipated expenditure of \$252k.
- Revenue is lower than expected by \$5k. This is mainly driven by no Grants revenue of \$20k being received in the month. We are kicking off our Patronage Campaign in October and we would hope to see the proceeds of this campaign soon after that. On a positive note, we saw more revenue from Front of House (including Ticket Sales and Food & Beverage Sales) this month mainly from the proceeds of the NZIFF and other events held in the month.
- Overall expenditure was \$581k for the month which is under budget by \$252k. This is mainly driven by savings in Salaries and Kiwisaver Contributions as one August pay cycle was accrued in July, and we have a number of vacancies (\$26k).



AGENDA ITEM: 8.2

- The overall YTD operating surplus is \$606k which is significantly more favourable than expected by \$333k. This has mainly resulted from YTD expenditure savings of \$341k.
- Our current cash flow position is more favourable than expected as there has been less expenditure to date in this financial year, as well as finishing last year in a significantly more favourable position. It is early days in the financial year and we should continue to be prudent at this stage.

Current FTEs as of 30 September 2017

Group	Current FTEs <sup>1</sup>
Collection Services	26.2
Corporate Services	9.8
Information Services	12.2
Office of the Chief Executive	3.0
Outreach & Engagement	11.0
Pou Ārahi	1.0
Subtotal	63.2
Vacancies	8.0
TOTAL	71.2

This month we have increased our FTE number by 2.7 as we have filled some of our vacancies, although we still have a number of vacancies outstanding.

Two of the vacancies are currently filled by contractors which are not included in the count above.

Attached:

July 2017 Management Report  
August 2017 Management Report  
Profit and Loss This Year v Last Year  
Cash flow Forecast

Recommendations:

That the Board:  
**Notes** the contents of this report.  
**Notes** the Management Reports.

<sup>1</sup> FTE numbers include fixed term employees, and one employee on variable hours with a 40 hour per week cap (counted as 1.0 FTE).