



Annual Report 2019

Sugarfoot Stomp Incorporated

DECEMBER 2019



Introduction & Background

This financial report provides an overview of Sugarfoot Stomp Incorporated's performance from the start date of the financial year (1st January 2019) until the end of the financial year (31 December 2019) for the Charities Performance Report.

This report has been prepared by Amy Burt, (who is an appointed Treasurer of Sugarfoot Stomp Incorporated at the 2019 Sugarfoot Stomp AGM for the 2020 year), in absence of the Sugarfoot Stomp Treasurer for 2019.

Due to the early resignation of our 2019 Treasurer in late December 2019, an independent person was approved by the Sugarfoot Stomp Board to prepare the financial statements for 2019 in January 2020. This decision was due to the urgent nature of the Financial Report needing to be prepared before the February 2020 AGM and the time restraints that presented. This independent person worked closely with Board Member, Amy Burt, who provided the necessary information to collate the financial statements and produce the report. The Financial Report was presented, motioned on, and accepted unanimously at the Sugarfoot Stomp AGM on Saturday 22nd February. An explanation is attached later in this document.

The Sugarfoot Stomp Board is currently reviewing its financial processes to ensure this situation is avoided in future.

Sugarfoot Stomp 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.

Sugarfoot Stomp Incorporated is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).



Entity Information

Name: Sugarfoot Stomp Incorporated

Charitable Purpose

Educate the public on swing dancing, African American vernacular dancing, and vintage dancing;

Increase the public's understanding and appreciation of swing dancing, African American vernacular dances, and vintage dances by providing performances of an artistic nature.

Entity Structure

The Society is administered, managed, and controlled by a Board. Our rules require the Board to have a minimum of 3 and a maximum of 10 Board Members. We currently have 4 Board Members, including two Board Members who are designated as Treasurers. The Treasurers are responsible for managing the Society's financial affairs. The Chair for Board Meetings is decided on a rotating basis.

A membership register is kept.

The main sources of cash are from dance classes to educate the public and semi-regular dance events to promote the activity of Swing Dancing. The dance events involve musicians from the local Wellington Jazz scene. Any excess revenue from these activities (after costs are covered) goes straight back into the organisation to cover running costs and to fund future Swing Dancing events.

Sugarfoot Stomp is run by a group of passionate volunteers who are involved in the Swing Dancing Scene in Wellington. Sugarfoot Stomp Members are able to take up roles within the organisation to promote our aims and purposes as set out in our constitution. They give their time to promote swing dance activities around the Wellington region.



Statement of Service Performance

What did we do?

Overview of 2019

Our 2019 year has been focused around establishing Sugarfoot Stomp in the dance community and finding our feet as an organisation. There have been a variety of successes in our focus areas, however, there have been a number of challenges throughout 2019 the Board has had to navigate.

This overview covers what we have achieved since 26.1.2019, the date of Sugarfoot Stomp's first Board meeting of 2019 until the 1.1.2020.

2019 Achievements

The role of the Board is to oversee the governance and organisation of Sugarfoot Stomp.

Our 3 key focus areas during 2019 have been:

1. Learning How To

Beginner Classes, Improver Classes, Jump Factory, Introductions into other Dance Styles.

2. Building and Connecting the Community

Saturday Shake-Ups, Sunday Sessions, Members Meet-Ups, Participating in Wellington, National and International Events, Summer Hop.

3. Keeping it all Running

Board Meetings, Working Bees, Code of Conduct Committee, Marketing Materials, Summer Hop Meetings.

Summary of our 2019 Achievements in each of those areas

1. Learning How To

1a. Classes

Sugarfoot Stomp regular classes ran for 5 week blocks with 1 week break in between each block

Class Type	Day and Venue	Frequency
Lindy Hop Beginner Classes	Wednesday at Tarrant Dance Studios	8 Blocks
Lindy Hop Beginner Classes	Tuesday at Newtown	5 Blocks
Lindy Hop Improver Classes	Wednesday at Tarrant Dance Studios	3 Blocks
Solo Charleston Classes	Monday at Webb Street Dance Studios	4 Blocks

1b. Jump Factory

Sugarfoot Stomp ran a total of 6 Jump Factories throughout 2019. Each Jump Factory was aimed at Intermediate / Advanced dancers.

Class Type	Day and Venue	Teacher
Jump Factory #1 Blues	Saturday at Tarrant Dance Studios January	Vicci and Adamo International Guest Teachers
Jump Factory #2 Lindy Hop Intermediate/Advanced X2 Workshops	Saturday at Tarrant Dance Studios March	Jen and Dave
Jump Factory #3 Star Wars Special Edition- May the 4th Lindy Hop Intermediate/Advanced x1 Workshop Jedi Mix n Match Competition	Saturday at Tarrant Dance Studios May	Amy B and Hamish
Jump Factory #4 World Lindy Hop Day Special Collegiate Shag Open Class Lindy Hop Advanced	Saturday at Tarrant Dance Studios May	Amy B and Dave
Jump Factory #5 Collegiate Shag x2 Workshops	Saturday at Tarrant Dance Studios July	Peter Schubert International Guest Teacher Assistant: Amy B
Jump Factory #6 Lindy Hop Swingouts and Fast Lindy Hop x2 Workshops	Saturday at Tarrant Dance Studios September	Shieva Peter Schubert International Guest Teacher

1c. One off Workshops

Wanna Learn the Shim Sham?

Wednesday 13 March

Teacher: Jen

1d. Performance Troupe (Dance Dance Troupe)

Sugarfoot Stomp has also involved a separate performance troupe (Dance Dance Troupe) operating outside of the organisation to perform routines at a variety of events throughout 2019.

2. Building and Connecting the Community

2a. Saturday Shake Ups

Sugarfoot Stomp organised 5 Saturday Shake Ups involving a variety of jazz musicians from around Wellington. Discounts on tickets were available to financial members of Sugarfoot Stomp for each live music event.

	Date and Venue	Jazz Band
Saturday Shake Up #1	February The Third Eye- Tuatara's Temple of Taste	Sharp Fours
Saturday Shake Up #2	April The Third Eye- Tuatara's Temple of Taste	Lauren Armstrong & Friends
Saturday Shake Up #3 World Lindy Hop Day & Sugarfoot Stomp's 1st Birthday	May Thistle Hall Cuba Street	Ambassadors of Swing
Saturday Shake Up #4	July Aro Valley Community Hall	Dan Yeabsley 4 piece Band
Saturday Shake Up #5	September The Third Eye- Tuatara's Temple of Taste	High Society

2b. Sunday Sessions

Sugarfoot Stomp organised 5 Sunday Sessions throughout the year at a variety of Wellington Venues.

	Date	Venue
Sunday Session #1	March	Heyday
Sunday Session #2	April	Whistling Sisters Beer Co.
Sunday Session #3 Winter Warmer Live Music from Ol' King Cole	June	Wellington Chocolate Factory
Sunday Session #4 With Lindy Hop Taster Class taught by Amy B and Dave	August	The Southern Cross Garden Bar and Restaurant
Sunday Session #5	November	Heyday

2c. Special Event Collaborations

The Twist' Citrus APA Launch

Collaboration with Heyday Brewery

July

With Lindy Hop Taster Class taught by Amy B and Hamish

2d. Members Meet Ups

Members Meet Ups aim to connect the financial members of Sugarfoot Stomp to grow the ties within the membership of the community. We held 3 Members Meet Ups during 2019.

	Date	Venue
Members Meet Up #1 Autumn	Saturday 4th May	Hamish's House
Members Meet Up #2 Midwinter	Saturday 10th August	The Southern Cross Garden Bar and Restaurant 'The Lounge'
Members Meet Up #3 Christmas	Saturday 14th December	Hamish's House

2e. Participating in Wellington, National and International Events

Sugarfoot Stomp has been involved in a variety of events throughout 2019

Event	Date	Venue
CubaDupa x2 Flash Mobs x1 Live music workshop with Lauren Armstrong Jazz Band Teachers: Amy B, Dave, Jen, Shieva x1 Performance at San Fran with the Tap Ladies and Dance Dance Troupe	March	Glover Park Hannah Courtyard San Fran
International Dance Day Performance by some Dance Dance Troupe representative members Hamish, Harriet and Jen	April	Te Papa

Sugarfoot Stomp has also been present at dance festivals around New Zealand

Mid Winter Mess Around in July: Auckland

Pocket Change Exchange in November: Christchurch

2f. Festival Organisation: Summer Hop 2019

3 Day Dance Festival held from 30th December 2019 to 1st January 2020.

Event	Date	Venue	Band / DJ Music
Sweet As Round 1	Monday 30th December	HeyDay	DJ Music Nathan (Christchurch) Amy B
The Brewball and DJ Battle	Monday 30th December	The Third Eye- Tuatara's Temple of Taste	DJ Music Amy B DJ Battle Participants Rebecca, Carla, Patrick, Dave, Nathan, Andrew, Chris Winner: Chris Runners Up: Rebecca & Patrick
Sweet As Round 2: Afternoon Brews and Grooves	Tuesday 31st December	Whistling Sisters	DJ Music Amy B Rebecca
The Summer Ball	Tuesday 31st December	Aro Valley Community Centre	The Mint Juleps with Lauren Armstrong DJ Music: Dave MC: Hugo Grrrl
The Late Night	Wednesday 1st January	Vlatko's Ballroom	Dan Yeabsley 5 piece band DJ Music: Sascha
Sweet As Round 3: Afternoon Brews and Grooves	Wednesday 1st January	Whistling Sisters	The Mint Juleps with Lauren Armstrong DJ Music: Amy B Richard (Auckland)
The Beach Ball	Wednesday 1st January	The Southern Cross Garden Bar and Restaurant	O! King Cole 3 piece band (Double Bass, Piano, Drums) DJ Music: Amy B

3. Keeping it all Running

3a. Board Meetings

Board Meeting	Date	Special Notes
Board Meeting #1	Saturday 26 January 2019	2018 Snapshot Overheads presented Current Expenses per month and per year presented Platforms Review presented Annual Report 2018 Presented
Board Meeting #2	Sunday 24 February 2019	Systems Review Presented
Board Meeting #3	Sunday 7 April 2019	
Board Meeting #4	Wednesday 5 June 2019	
Board Meeting #5	Saturday 20 July 2019	
Board Meeting #6	Saturday 21 September 2019	

3b. Working Bees

x5 working bees held throughout 2019

3c. Code of Conduct Committee

Meetings have been held throughout the year to discuss Code of Conduct issues.

3d. SFS Taskforce

Established in 2019. The taskforce is made up of members who carry out background information research for Sugarfoot Stomp.

Meeting #1 in July

3e. Marketing Materials

- a. Members' Newsletters sent out from Mailchimp to all financial members with a summary / photos of past events and advertising upcoming events.

	Date
Members' Newsletter #1	March 2019
Members' Newsletter #2	April 2019
Members' Newsletter #3	May 2019
Members' Newsletter #4	June 2019
Members' Newsletter #5	July 2019
Members' Newsletter #6	August 2019

Document Prepared by Amy Burt
January 2020



Statement of Receipts and Payments

How was it funded? What did it cost?

Operating receipts (money in)

Our primary source of revenue is from providing goods and services (running classes and events), with additional revenue from membership fees. We also received a nominal amount of money from interest payments.

Operating receipts	This year (actual \$)	Last year (actual \$)
Donations, fundraising and other similar receipts	492.20	880.00
Fees, subscriptions and other receipts from members	799.96	400.00
Receipts from providing goods or services	21,724.40	17,054
Interest, dividends and other investment income	0.09	5.00
Other operating receipts	3,438.52	-
Total operating receipts	26,455.17	18,339.00

Operating payments (money out)

The majority of expenditure in this financial year was for costs related to costs related to providing goods and services - generally hiring spaces to run events and classes, paying teachers and musicians, and paying to use electronic sales platforms. This amount also includes the overheads we have incurred for the year.

Operating receipts	This year (actual \$)	Last year (actual \$)
Payments related to public fundraising	-	-
Volunteer and employee related payments	-	-

Payments related to providing goods or services	18,925.14	11,814.00
Grants and donations paid	-	-
Other operating payments	1,071.38	108.00
Total operating payments	19,996.52	11,922.00

As a result of our operations, Sugarfoot Stomp has a substantial operating surplus at the time of producing this report.

Total operating surplus (deficit)	6,458.65	6,417.00
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Capital receipts and payments

Capital receipts	This year (actual \$)	Last year (actual \$)
Receipts from the sale of resources	-	-
Receipts from borrowings	-	-

Capital payments	This year (actual \$)	Last year (actual \$)
Purchase of resources	-	191
Repayments of borrowings	-	-

End of year financial position

	This year (actual \$)	Last year (actual \$)
Bank accounts and cash at the end of the financial year	9,684.44	6,226.00
Represented by:		
- Cheque account	8,909.35	2,450.00
- Savings account	0.09	3,418.52
- Stripe transaction account	-	-
- Petty cash	55.00	356.78
- Cash on hand- G & S waiting to be banked	720.00	
Total bank accounts and cash at the end of the financial year	9,684.44	6,226.00



Statement of resources and commitments

What do we own? What do we owe?

Schedule of resources

Resource	This year (amount \$)	Last year (amount \$)
Money held on behalf of others	-	-
Money owed to the entity		
- Receipts due as a result of providing goods and services	1,363.00	1,768
Other resources	-	-

Schedule of commitments

Commitment	This year (amount \$)	Last year (amount \$)
Money payable by the entity		
- Unpaid invoices for payments for goods or services	6,722.54	4,425
Other commitments	-	-
Guarantees	-	-

Schedule of other information

Commitment	This year (amount \$)	Last year (amount \$)
Grants or donations with conditions attached (where conditions not fully met at balance date)	-	-
Resources used as security for borrowings	-	-

Maxine Burt

48 OHOKA MEADOWS DRIVE RD2

KAIAPOI 7692

11/2/20

TO THE MEMBERS OF SUGARFOOT STOMP INCORPORATED

I was asked by the Board members to prepare a financial statement for Year ending 31 December 2019. These accounts have not been peer reviewed or audited.

I was given access to the Society Xero account however on examination found that a lot of transactions had not been reconciled to produce the figures needed for the end of year financials. I understand the Board needs to make decisions around who is doing the bookkeeping moving forward.

My brief look at the Xero account showed me that although I am given to understand the society is not registered for GST, Tax Invoices with a GST component have been issued by the Society. In my opinion this is not correct practice and needs to be changed moving forward.

If you are going to use the Bills area, any bills you create can only have a GST exclusive bill if the Supplier is registered for GST and the original invoice reflects it.

Xero is a good way of keeping everything together in one place and a great application. To be an effective tool for the Board when looking at the financial position of the Society during the year and producing the

essential end of year figures, it needs to be used correctly and updated frequently as the bank feed arrives into it. It is costing you annually \$621.00 so it is worth using properly.

So without the use of Xero, to help prepare something for the AGM, I requested and was given the following information:

Copy of Bank Statements for the 00 account covering 1-1-19 to 31-1-20

Copy of Bank Statements for the 00 account covering 5-12-18 to 3-1-19

Copy of Balance history of STRIPE account for the financial year

Copy of previous Statement of Receipts and Payments filed with

Charities Copy of previous Annual Report presented at the AGM on 8

December 2018 Verbal information and confirmation of Petty cash total at 31 December 2019

Verbal information and confirmation of questions I had on what payments and expenses were for if not obvious from the Bank Statements.

Note: The 01 account which had a large amount transferred from it to the 00 account on 3/1/19 has earned a small amount of interest which is included in the final statements. This account will need to be closed properly and the 9 cents transferred to the 01 account.

Using the resources I asked for I established the opening Balance of the 00 account at 1-1-19 and proceeded to create a Cashbook spreadsheet with Transactional entries to match the Bank Statements. I then categorized each transaction to the best of my ability in the Cashbook. The totals of each category in the cashbook were then set up to

automatically update to the second sheet with the Financial Income & Expenditure account.

All totals you need to file with Charities (as per the example from YE 2018) are here on this second sheet in the Excel workbook.

The Debtors and Creditors totals (i.e. what the entity owed and was owed at 31 December 2019) were taken from the Bank Statement and also verbally communicated to me. Amy Burt helped to categorize any payment in and out during January and early February into which Financial year they belonged i.e. 2019 or 2020. She and the other three Board members established the Petty cash amount and also the Cash on hand for Goods & Service provided by Sugarfoot Stomp at balance date.

Thank you Maxine Burt

Ex Treasurer/Secretary Mercedes-Benz Club of New Zealand
Incorporated 2011-2017

Company Director and Financial Controller - Kevin Burt Ltd – 1986-
present

Partner - K & M Burt Partnership – Commercial Rental Properties –
1997- present