

c) Income Recognition

Government grants

Operational grants are recorded as income as received. Teachers' salaries grants are not received in cash by the School but are paid directly to teachers by the Ministry of Education (the Ministry). They are recorded as income in the salary period they relate to. Other grants are recorded as income as received unless there are unfulfilled conditions attaching to the grant, in which case the amount relating to the unfulfilled conditions is recognised as a liability and released to income as the conditions are fulfilled.

Grants for the use of land and buildings are also not received in cash by the School as they equate to the deemed expense for using the land and buildings which are owned by the Crown. Use of land and buildings grants are recorded as income in the period the School uses the land and buildings.

Donations

Donations are recorded as income when their receipt is formally acknowledged by the School.

Interest income

Interest income on cash and cash equivalents and investments is recorded as income in the period it is earned.

d) Use of Land and Buildings Expense

The property from which the School operates is owned by the Crown and managed by the Ministry on behalf of the Crown. The School's use of the land and buildings as occupant is based on a property occupancy document as gazetted by the Ministry. The expense is based on an assumed market rental yield on the value of land and buildings as used for rating purposes. This is a non-cash expense that is offset by the grant received from the Ministry.

e) Operating Lease Payments

Payments made under operating leases are recognised in the Statement of Comprehensive Income on a straight line basis over the term of the lease.

f) Finance Lease Payments

Finance lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charge is allocated to each period during the lease term on an effective interest basis.

g) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, bank balances, deposits held at call with banks, and other short term highly liquid investments with original maturities of three months or less, and bank overdrafts.

The carrying amount of cash and cash equivalents represent fair value.

h) Accounts Receivable

"Accounts receivable" represents items that the School has issued invoices for, but has not received payment for at year end. They are initially recorded at fair value and subsequently recorded at the amount the School realistically expects to receive. A provision for impairment of accounts receivable is established where there is objective evidence the School will not be able to collect all amounts due according to the original terms of the debt.

i) Inventories

Inventories are consumable items held for sale, for example stationery and school uniforms. They are stated at the lower of cost and net realisable value. Cost is determined on a first in, first out basis. Net realisable value is the estimated selling price in the ordinary course of activities less the estimated costs necessary to make the sale. The write down from cost to net realisable value is recorded as an expense in the Statement of Comprehensive Income in the period of the write down.

j) Investments

Investments are held with registered trading banks and classified as current assets if they have maturities between three months and one year. Those with maturities greater than 12 months after the balance date are classified as non-current assets.

After initial recognition investments are measured at amortised cost using the effective interest method less impairment.

At balance sheet date the School assesses whether there is any objective evidence that an investment is impaired. Any impairment loss is recorded as an expense in the Statement of Comprehensive Income.

The School has met the requirements under section 73 of the Education Act 1989 in relation to the acquisition of securities.

k) Property, Plant, and Equipment

Land and buildings owned by the Crown are excluded from these financial statements. The Board's use of the land and buildings as "occupant" is based on a property occupancy document.

Improvements to buildings owned by the Crown are recorded at cost, less accumulated depreciation and impairment losses.

Property, plant and equipment are recorded at cost or, in the case of donated assets, fair value at the date of receipt, less accumulated depreciation and impairment losses. Cost or fair value as the case may be, includes those costs that relate directly to bringing the asset to the location where it will be used and making sure it is in the appropriate condition for its intended use.

Property, plant and equipment with individual values under \$500 are not capitalised. They are recognised as an expense in the Statement of Comprehensive Income.

Gains and losses on disposals (i.e. sold or given away) are determined by comparing the proceeds received with the carrying amounts (i.e. the book value). The gain or loss arising from the disposal of an item of property, plant and equipment is recognised in the Statement of Comprehensive Income.

Leased Assets

Leases where the School assumes substantially all the risks and rewards of ownership are classified as finance leases. The assets acquired by way of finance lease are measured at an amount equal to the lower of their fair value and the present value of the minimum lease payments at inception of the lease, less accumulated depreciation and impairment losses. Leased assets and corresponding liability are recognised in the Statement of Financial Position and leased assets are depreciated over the period the School is expected to benefit from their use or over the term of the lease.

Depreciation

Property, plant and equipment except for library resources are depreciated over their estimated useful lives on a straight line basis. Library resources are depreciated on a diminishing value basis. Depreciation of all assets is reported in the Statement of Comprehensive Income.

The estimated useful lives of the assets are:

Classroom and office furniture	10 years
Classroom and office equipment	5 years
Computer equipment	4 years
Textbooks	5 years
Adventure playground	10 years
Other equipment	5-20 years
Building improvements - Crown	20 years
Library resources	12.5% diminishing value

l) Intangible Assets**Software costs**

Computer software acquired by the School is capitalised on the basis of costs incurred to acquire and bring to use the specific software. Costs associated with subsequent maintenance or licensing of software are recognised as an expense in the Statement of Comprehensive Income when incurred.

Computer software with individual values under \$500 are not capitalised. They are recognised as an expense in the Statement of Comprehensive Income when incurred.

The carrying value of software is amortised on a straight line basis over its estimated useful life of four years. The amortisation charge for each period is recorded in the Statement of Comprehensive Income.

m) Accounts Payable

"Accounts payable" represents liabilities for goods and services provided to the School prior to the end of the financial year which are unpaid. Accounts payable are recorded at the amount of cash required to settle those liabilities. The amounts are unsecured and are usually paid within 30 days of recognition.



n) Employee Entitlements

Salary Accruals

Salary accruals mainly reflect annual leave owing to teachers and ancillary staff and are recognised in respect of employees' services to balance date and are measured at the amounts expected to be paid when the liabilities are settled. There is a corresponding teachers' salaries grant receivable from the Ministry to fund the liability.

Leave Accruals

No provision is required to be recognised for sick leave for any teachers, irrespective of whether a school is above its teaching entitlement as in practice most teacher sick leave is grant funded by the Ministry.

For non-teaching staff, the school is required to report a liability in dollar terms for the relevant leave types, where this information is readily available. Any liability is reported in the school's Current Accounts Payable note to the Financial Statements.

o) Provision for Cyclical Maintenance

The property from which the School operates is owned by the Crown, and is vested in the Ministry. The Ministry has gazetted a property occupancy document that sets out the Board's property maintenance responsibilities. The Board is responsible for maintaining the land, buildings and other facilities on the School site in a state of good order and repair.

Cyclical maintenance, which involves painting the interior and exterior of the School, makes up the most significant part of the Board's responsibilities outside the day-to-day maintenance. The provision for cyclical maintenance represents the obligation the Board has to the Ministry and is based on the Board's 10-year property plan.

p) Financial Assets and Liabilities

The School's financial assets comprise cash and cash equivalents, accounts receivable, GST receivable and investments. All of these financial assets, except for investments which are shares, are categorised as "loans and receivables" for accounting purposes in accordance with financial reporting standards.

Investments that are shares are categorised as "available for sale" for accounting purposes in accordance with financial reporting standards.

The School's financial liabilities comprise accounts payable, funds held on behalf of the Ministry of Education, painting contract liability, provision for cyclical maintenance and GST payable. All of these financial liabilities are categorised as "financial liabilities measured at amortised cost" for accounting purposes in accordance with financial reporting standards.

q) Goods and Services Tax (GST)

The financial statements have been prepared on a GST exclusive basis with the exception of accounts receivable and accounts payable which are stated as GST inclusive.

r) Budget Figures

The budget figures are extracted from the School budget that was approved by the Board of Trustees.

	2014 Actual \$	2014 Budget \$	2013 Actual \$
2. Government grants			
Operational grants	336,248	334,827	316,960
Teachers salaries grant	1,057,890	960,000	1,050,631
Use of land and buildings grant	281,526	290,000	282,506
Other government grants	54,713	54,500	49,723
	<u>1,730,377</u>	<u>1,639,327</u>	<u>1,699,820</u>

3. Local fundraising

Local funds raised within the School's community are made up of:

Income

Charitable Donations	20,744	15,000	-
Other Donations	54,319	28,000	32,722
Fundraising	16,544	10,000	5,913
	<u>91,607</u>	<u>53,000</u>	<u>38,635</u>

Expenditure

Fundraising expenses	<u>7,239</u>	<u>-</u>	<u>1,951</u>
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Net surplus for the year

	<u>84,368</u>	<u>53,000</u>	<u>36,684</u>
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4. Other income

Income

Activities	53,703	43,400	41,538
Trading	8,655	7,250	8,444
	<u>62,358</u>	<u>50,650</u>	<u>49,982</u>

Expenditure

Trading	<u>7,834</u>	<u>6,700</u>	<u>7,090</u>
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Net surplus for the year

	<u>54,524</u>	<u>43,950</u>	<u>42,892</u>
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5. Learning resources

Curricular	33,157	49,300	21,039
Repairs and maintenance	589	3,500	1,801
Extra-curricular activities	65,102	43,600	47,905
Library resources	1,579	1,000	1,781
Employee benefits - salaries	1,140,686	1,060,000	1,166,914
Staff development	24,947	23,500	5,608
	<u>1,266,060</u>	<u>1,180,900</u>	<u>1,245,048</u>



	2014 Actual \$	2014 Budget \$	2013 Actual \$
6. Administration			
Audit fees	2,985	2,985	2,915
Board of Trustees fees	3,725	3,000	3,425
Board of Trustees expenses	866	2,100	2,543
Communication	5,955	6,000	4,003
Consumables	15,630	13,750	14,667
Operating lease	2,563	4,000	3,202
Postage	1,066	600	712
Other	8,906	8,350	8,362
Employee benefits - salaries	58,205	58,700	65,668
Insurance	4,587	4,200	3,991
Service providers, contractors, consultancy	4,700	4,700	4,600
	<u>109,188</u>	<u>108,385</u>	<u>114,088</u>

7. Property maintenance

Caretaking and cleaning consumables	7,157	5,500	6,780
Consultancy and contract services	21,500	23,000	22,623
Cyclical maintenance provision	-	11,367	4,500
Grounds	25,394	13,500	24,817
Heat, light, and water	14,820	11,000	13,718
Rates	295	500	295
Repairs and maintenance	29,837	23,257	35,967
Use of land and buildings	281,526	290,000	282,506
Employee benefits - salaries	20,556	22,500	20,414
	<u>401,085</u>	<u>400,624</u>	<u>411,620</u>

The use of land and buildings figure represents 8% of the school's total property value. Property values are established as part of the nation-wide revaluation exercise that is conducted every 30 June for the Ministry of Education's year-end reporting purposes. Following consultation, certain changes to the revaluation methodology were adopted as part of the 30 June 2012 revaluation exercise. These changes improved the previous revaluation methodology, and have resulted in an improvement to the quality of calculations. These improvements will be carried forward into future revaluations.

8. Depreciation

Administration furniture & equipment	498		2,186
Building improvements - Crown	670		670
Classroom furniture & equipment	13,089		10,903
Library resources	3,076		3,048
Textbooks	33		-
Other fixed assets	8,309		6,974
	<u>25,675</u>	<u>23,000</u>	<u>23,781</u>

9. Cash and Cash Equivalents

ASB Cheque account	109,235	-	-
WPT Cheque account	5,394	23,286	23,286
ASB Savings on Call account	988	-	-
WPT Bonus Saver account	2	16,943	62,409
Short term deposits with maturity less than 3 months	61,300	-	61,779
	<u>176,919</u>	<u>40,229</u>	<u>147,474</u>



	2014 Actual \$	2014 Budget \$	2013 Actual \$
10. Accounts Receivable			
Debtors	16,697	1,084	1,084
Interest accrued	1,065	2,939	2,939
Teachers salaries grant	95,983	85,183	86,183
GST receivable	-	5,182	5,182
	<u>113,745</u>	<u>94,388</u>	<u>95,388</u>

11. Investments

Short term deposits with maturities between three months and one year	<u>202,193</u>	<u>136,429</u>	<u>136,429</u>
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12. Property, Plant and Equipment

	Cost	Accumulated Depreciation	Net Book Value
2014			
Administration furniture & equipment	40,797	40,230	567
Building improvements - Crown	13,382	6,638	6,744
Classroom furniture & equipment	197,564	136,050	61,514
Library resources	69,442	47,909	21,533
Textbooks	992	33	959
Other fixed assets	234,132	164,807	69,325
	<u>556,309</u>	<u>395,667</u>	<u>160,642</u>
2013			
Administration furniture & equipment	40,797	39,732	1,065
Building improvements - Crown	13,382	5,968	7,414
Classroom furniture & equipment	167,188	127,982	39,206
Library resources	66,278	44,941	21,337
Other fixed assets	183,219	159,447	23,772
	<u>470,864</u>	<u>378,070</u>	<u>92,794</u>
Net book value reconciliation		2014 \$	2013 \$
Net book value at start of year		92,794	95,138
Less disposals at book value		2,478	702
Less depreciation charge for the year		25,675	23,781
Add asset acquisition at cost		96,001	22,139
Net book value at end of year		<u>160,642</u>	<u>92,794</u>

	2014 Actual \$	2014 Budget \$	2013 Actual \$
13. Accounts Payable			
Creditors	20,260	17,431	17,431
GST payable	1,935	-	-
Employee benefits - salaries accrual	100,163	90,803	90,803
Employee benefits - leave accrual	10,805	11,435	11,435
	<u>133,163</u>	<u>119,669</u>	<u>119,669</u>

The carrying value of payables approximates their fair value



	2014 Actual \$	2014 Budget \$	2013 Actual \$
14. Income Received in Advance			
2015 Tryathlon fees	829	-	-
Other	-	-	21,980
	<u>829</u>	<u>-</u>	<u>21,980</u>

15. Provision for Cyclical Maintenance

Provision at the start of the year	100,000	100,000	95,500
Increase to the provision during the year	-	11,367	4,500
Use of the provision during the year	-	97,000	-
Recover cyclical maintenance over-provided	(50,683)	-	-
Provision at the end of the year	<u>49,317</u>	<u>14,367</u>	<u>100,000</u>
Current liability	36,192	-	97,000
Non current liability	13,125	14,367	3,000
	<u>49,317</u>	<u>14,367</u>	<u>100,000</u>

The School has a cash management plan to ensure that sufficient cash is available to meet all maintenance obligations as they fall due over the next 10 years. The amount recognised as a provision is the best estimate of the expenditure required to settle the present obligations at the balance sheet date. The provision has not been adjusted for inflation and the effect of the time value of money.

16. Funds Held for Capital Works Projects

During the year the school received and applied funding from the Ministry of Education for the following capital works projects:

	2014	Opening Balance \$	Receipts from MOE \$	Payments \$	Closing Balance \$
A Block and Multipurpose (in progress)		-	139,000	31,336	107,664
Block E Re-roof (in progress)		-	7,248	-	7,248
		<u>-</u>	<u>146,248</u>	<u>31,336</u>	<u>114,912</u>
	2013	Opening Balance \$	Receipts from MOE \$	Payments \$	Closing Balance \$
Block E / Room 5 (completed)		-	21,478	21,478	-
Skylight / heatpump (completed)		-	5,320	5,320	-
		<u>-</u>	<u>26,798</u>	<u>26,798</u>	<u>-</u>



17. Related Party Transactions

The school is an entity controlled by the Crown, and the Crown provides the major source of revenue to the school. The school enters into transactions with other entities also controlled by the Crown, such as government departments, state owned enterprises and other Crown entities. Transactions with these entities are not disclosed as they occur on terms and conditions no more or less favourable than those it is reasonable to expect the school would have adopted if dealing with that entity at arm's length.

The husband of Board member Jane Savage operates Landscaped. During the year the school purchased landscaping, maintenance and repair work to the value of \$19,523 (GST excl) from Landscaped on normal trade terms.

18. Remuneration

Board of Trustees and Committee members

The total value of the remuneration paid or payable to trustees of the Board and Committee members was as follows:

	2014 Actual \$	2013 Actual \$
Board of Trustees	3,725	3,425
Committee members	-	-
	<u>3,725</u>	<u>3,425</u>

Principal

The total value of remuneration paid or payable to the Principal is in the following bands:

		2014 Actual \$000	2013 Actual \$000
Salaries and other short term benefits:			
Salary and other payments	(a)	110 - 120	100 - 110
	(b)	Nil	30 - 40
Benefits and other emoluments		Nil	Nil
Termination benefits		Nil	Nil
Other Employees			
Salary and other payments		Nil	110 - 120

19. Compensation and Other Benefits Upon Leaving

The total value of compensation or other benefits paid or payable to persons who ceased to be trustees, committee members, or employees during the financial year in relation to that cessation and number of persons to whom all or part of that total was as follows:

	2014 Actual	2013 Actual
Total value	Nil	Nil
Number of people	Nil	Nil



20. Contingencies

There are no contingent liabilities and no contingent assets as at 31 December 2014 (Contingent liabilities and assets at 31 December 2013 - nil).

21. Commitments

(a) Capital Commitments

As at 31 December 2014 the Board had had entered into a building contract with Barnard Construction Limited (signed 18 December 2014) for the A Block remodel and the D Block upgrade. The anticipated cost for the project is \$383,594 of which \$31,336 has been incurred prior to 31 December 2014. The project is being funded by Ministry of Education.

(Capital commitments at 31 December 2013 - nil).

(b) Operating Commitments

As at 31 December 2014 the Board has entered into an operating lease for teachers laptops.

	2014 Actual \$	2013 Actual \$
Not later than one year	2,395	1,769
Later than one year and no later than five years	2,329	1,543
Later than five years	-	-
	4,724	3,312

22. Events After Balance Date

At the date of signing the audit report, there are no matters or events that have arisen, or been disclosed, subsequent to balance date that would require adjustment, or disclosure in, these financial statements. (2013 - nil)



Puketaha School

Members of the Board of Trustees

for the year ended 31 December 2014

Name	Position	How position on Board gained	Term expires
Scott Brownlee	Parent Rep Chairperson	Elected May 2013	May 2016
Geoff Booth	Principal		
Katherine Dixon	Staff Rep	Elected May 2013	May 2016
Warwick Macdonald	Parent Rep	Re-elected May 2010	May 2016
Alistair Grigg	Parent Rep	Elected May 2013	May 2016
Christine Keen	Parent Rep	Elected May 2013	May 2016
Jane Savage	Parent Rep	Elected May 2013	May 2016
Ross Moratti	Parent Rep	Elected May 2013	May 2016

Puketaha School

Kiwisport Note

for the year ended 31 December 2014

Kiwisport is a Government initiative to support students' participation in organised sport. In 2014, the school received total Kiwisport funding of \$3,497 (excluding GST). The funding was spent on the purchase of sports equipment. (2013 - \$3,121)



Annual Report 2014

Strategic Plan Review

Introduction:

On behalf of the Puketaha School Community it gives us great pleasure to present our 2014 Annual Report in respect of the operation of the Puketaha School Year ending December 2014.

Puketaha School is a semi rural school situated on the corner of Puketaha and Sainsbury Road, only 5 minutes from the popular and ever growing Hamilton North hub of Rototuna and Huntington, and only 10 minutes from the Chartwell Westfield Shopping Centre.

Our rural context allows us to provide rich, rigorous and real personalised learning experiences where our children are central to all we do.

Building student's learning capacity through developing and nurturing their unique gifts and talents is the core element to our school vision. This vision drives us all in the responsibility we collectively share as educators, parents, extended family and wider community with preparing our children for their future.

At Puketaha we aim to motivate and activate the minds of our students through making a clear connection between having fun and learning. This, together with our vision is achieved through our absolute commitment in developing the Puketaha Learner, which is defined by our 6 C's.

- Confident Communicator
- Courageous
- Creative, Critical & Caring Thinkers
- Contributors
- Curious
- Collaborative



Here at Puketaha School we are fortunate to be very well resourced. I am proud to say that our best resource is our staff. All of our staff are caring, committed professionals who frequently go beyond the expectation to ensure our children are successfully developing their potential through the 6C's.

the most significant factors in improving learning outcomes for students. This year we made it our goal (where possible) to eliminate the amount of distance marking to provide feedback as the research tells us this has little if any effect on improving learning outcomes for students, "children's understanding is often absent and only the most confident children ask the teacher to explain the comments to them" (Clarke et al., 2003). As a result we explored the '**Success Improvement Model**' (Clarke et al., 2003) as a way to ensure that our students were receiving quality feedback that made direct links to the intended learning. Support, through walk in's and professional learning sessions were frequent and in 2015 this way of providing quality feedback/feed forward will be evident throughout the school.

Our 2013 EOY data showcased there was a need to support a growing portion of our students with their spelling and understanding of the spelling rules. Their limited knowledge we believed was impacting their ability to write with clarity and in turn impacting on their engagement with writing. Purchasing the '**Spelling under Scrutiny**' and '**Switch onto Spelling**' resources by Joy Alcock have made a significant impact on both teacher practice and the way in which we support students with becoming more knowing of the spelling rules, their spelling needs and in turn increased engagement with their writing. We have continued to use this resource as a way of gathering more specific data on children's spelling knowledge and sound awareness.

Ensure we have a range of quality **assessment practices and tools** were a priority for us at the start of the 2014 year. In our visit from ERO in 2013 it was encouraged that we develop an assessment schedule outlining the various assessments, timelines and purpose for assessment. Collectively as a staff we viewed our current tools and practices and developed our current Assessment Schedule. This schedule ensured we had regular, purposeful and up to date assessment information on our students throughout the year.

Reporting to parents in writing twice a year on their children's progress and achievement is a critical part of building learning partnerships with our families and involving our families in the learning of their children. These written reports run in conjunction with our Learner Led Conferences we hold twice a year. In 2015 we will be starting a consultation process with our community to ensure our reporting to parents is one: informative, and two: easy to understanding. We will take guidance from our families with what they would like in their child's report and how it can be best presented.

In 2013 Puketaha School was fortunate enough to have the SNUP upgrade. This gave us fibre broadband to our classes and improves our ability to access the online and Web 2.0 learning environments. In 2014 our goal was to start a three-year journey with building our wardrobe of digital devices. In consultation with our students, community and staff we purchased an additional 10 Ipads, 30 Mini Ipads and 5 refurbished laptops. This has given us now a ratio of 1:5 with digital devices. In addition we have also allowed for BYOD, increasing the ratio of device per child. These resources have allowed us to fully utilise the many educational apps for learning across all levels. A significant impact has been our ability to

addition we have Footsteps in Term 4, where children learn the skills of dance and movement in a fun and engaging way.



Professional Learning with our staff is an on-going focus for our learning context. This year we spent just over \$20,000.00 on the on-going professional growth of all our staff. A significant portion of this was having all teaching staff attend Ulearn. This professional learning opportunity provided a fantastic context for teachers to collaborate, reflect and challenge each other about current practice. A large focus for this conference was learning to operate in the new flexible

learning environments. As a staff we gained an enormous amount from what this looks like and further more how to bring our community with us and ensure they share in the journey. From this we also employed the services of Mark Osborne from Core Education. He spent 4 days with our staff helping coach and support us through the 7 Co Teaching Models. The various spaces for learning, how to best engage our community and fundamentally ensuring we have a solid foundation as to why we are moving into these flexible learning environments. This will continue to be a focus as we move into these spaces for the 2015 calendar year.

Furthermore, we grew our relationship with the Waikato Literacy Association and hosted an Alison Davis workshop evening with hundreds of teaching colleagues attending. We look forward to this relationship continuing and hosting another workshop evening in 2015.

This year we sought the external support of Rose Boyce to facilitate our Kapahaka and Tikanga learning. As this was a prototype initially we only offered it to the Year 3 and 4 students. Due to its success we have now asked Rose to provide a Tikanga programme for all students across the school for the 2015 year.

Supporting our **priority learners** is a high priority for us here at Puketaha School. We believe in early intervention and that our systems should support us with identifying students early and providing the support as and when needed. We are fortunate to have a couple **highly experienced Reading Recovery and Intervention Teachers** who take small or one to one need based learning groups to give them the support and confidence in taking on their next learning challenge by bringing them closer if not up to the required learning and achievement standard for their year group. In addition to this we provided **Teacher Aide support** into our Junior Classrooms to ensure as much one to one support was offered. As a result many of our less confident children made accelerated progress.

Strategic Priority Two:

- Ensure that all students are achieving their potential in relation to the New Zealand Curriculum Standards in Reading, Writing and Mathematics.

- **AoV – EoY data (Please find attached)**

Nag 3: Personnel**Strategic Priority Seven:**

- Teachers are empowered, through a combination of support and challenge, to improve pedagogy, resulting in improved student learning outcomes.

Strategic Priority Nine:

- To ensure that we provide a secure and equitable environment

We are fortunate to have a well-rounded balanced staff whom understands the value in putting the needs of our learners first. We have a staff of 16 teachers, 5 support staff, an Office Manager and Caretaker.

A robust appraisal process supports all staff to be empowered and challenged to improve pedagogy. Through regular professional learning sessions, engaging in professional readings (responsive to needs) and using the Puketaha Reflective Practice model, ensures that at all times staff are saturated in a system that seeks and strives for continuous improvement.

Puketaha School at all times ensures they are a school that follows and exceeds their expectations of the Equal Employment Opportunities (EEO) guidelines.

Nag 4: Finance and Property**Strategic Priority Eight:**

- To create a physical learning environment that reflects our ethos in being a 21st Century Rural Learning Community.

- **Finances (please find attached)**



In 2014 the BOT started an extensive process in planning the rebuild and refurbishment of most of the school to create flexible learning spaces and ensure that our physical spaces are continuing to be responsive to the needs of all our learners. Our 5YA funding has allowed us to recreate spaces for learning and in turn re imagine learning inside and outside the classroom. 2014 has been very much the year of planning, designing and finalising contracts, and we look forward to 2015 seeing much of the time an energy being put into the construction of the spaces and operating within these flexible learning environments.

Nag 6: Legislation***Strategic Priority Ten:***

- To review all governance and management of our school.

The Puketaha School Board of Trustees is fortunate to be effectively guided and led. Each **Board member has clear and specific roles/portfolios** that link to their contribution with the overall governance of the school.

The Principal and BOT took the guidance from ERO to employ a consultant to do the Principal's Appraisal. Allan Bull from Te Toi Tupu was employed and a very rigorous process was followed, where the Principal and BOT gained some valuable learning.

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Te Awamutu

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karen@hammondandmoir.co.nz

INDEPENDENT AUDITOR'S REPORT

To the readers of Puketaha School's Financial Statements
for the year ended 31 December 2014

The Auditor-General is the auditor of Puketaha School (the School). The Auditor-General has appointed me, Michael Moir, using the staff and resources of Hammond and Moir, to carry out the audit of the financial statements of the School on her behalf.

We have audited the financial statements of the School on pages 2 to 15 that comprise the statement of financial position as at 31 December 2014, the statement of comprehensive income, statement of changes in equity for the year ended on that date, and the notes to the financial statements that include accounting policies and other explanatory information.

Opinion

In our opinion the financial statements of the School on pages 2 to 15:

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect the Schools:
 - financial position as at 31 December 2014; and
 - financial performance for the year ended on that date.

Our audit was completed on 18 May 2015. This is the date at which our opinion is expressed.

The basis of our opinion is explained below. In addition, we outline the responsibilities of the Board of Trustees and our responsibilities, and we explain our independence.

Basis of opinion

We carried out our audit in accordance with the Auditor-Generals Auditing Standards, which incorporate the International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and carry out our audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Material misstatements are differences or omissions of amounts and disclosures that, in our judgement, are likely to influence readers overall understanding of the financial statements. If we had found material misstatements that were not corrected, we would have referred to them in our opinion.

An audit involves carrying out procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgement, including our assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the Schools preparation of financial statements that fairly reflect the matters to which they relate. We consider internal control 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 Schools internal control.

An audit also involves evaluating:

- the appropriateness of accounting policies used and whether they have been consistently applied;
- the reasonableness of the significant accounting estimates and judgements made by the Board of Trustees;
- the adequacy of all disclosures in the financial statements; and

- the overall presentation of the financial statements.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements. Also we did not evaluate the security and controls over the electronic publication of the financial statements.

During our audit we assessed the risk of material misstatement arising from the Novopay payroll system that was introduced by the Ministry of Education in August 2012. Our assessment of risk acknowledges that the financial statements may contain errors arising from the Novopay payroll system, but that the cumulative effect of the errors is unlikely to influence readers overall understanding of the financial statements. We performed audit procedures that included:

- assessing the extent to which school staff, and the Board of Trustees, have examined the year end Novopay payroll reports to satisfy themselves that the payroll total for the year, and the associated payroll related disclosures that are included in the financial statements, are materially correct; and
- carrying out other independent audit tests and procedures to examine the payroll total for the year, and the associated payroll related disclosures, as reported in the financial statements.

As a result of these audit tests and procedures we have obtained all the information and explanations we have required, including obtaining sufficient information about the payroll totals and the associated payroll related disclosures, and we believe we have obtained sufficient and appropriate audit evidence to provide a basis for our opinion.

Responsibilities of the Board of Trustees

The Board of Trustees is responsible for preparing financial statements that:

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect the Schools financial position and financial performance.

The Board of Trustees is also responsible for such internal control as it determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. The Board of Trustees is also responsible for the publication of the financial statements, whether in printed or electronic form.

The Board of Trustees responsibilities arise from the Education Act 1989.

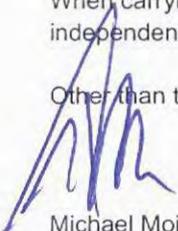
Responsibilities of the Auditor

We are responsible for expressing an independent opinion on the financial statements and reporting that opinion to you based on our audit. Our responsibility arises from section 15 of the Public Audit Act 2001 and the Education Act 1989.

Independence

When carrying out the audit, we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the External Reporting Board.

Other than the audit, we have no relationship with or interests in the School.



Michael Moir
Hammond and Moir
On behalf of the Auditor-General
TE AWAMUTU, New Zealand

Open Meeting

To	Discretionary & Funding Committee
From	TG Whittaker General Manager Strategy & Support
Date	18 April 2016
Prepared by	L van den Bemd Community Development Coordinator
Chief Executive Approved	Y
DWS Document Set #	1502778
Report Title	Application for Funding – Couple for Christ (New Zealand) Global Mission Incorporated

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from Couple for Christ (New Zealand) Global Mission Incorporated towards the cost of transporting participants during their bi-annual Youth for Christ National Conference.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support – Application for Funding - Couple for Christ (New Zealand) Global Mission Incorporated –** be received;

AND THAT an allocation of \$..... is made towards the cost of transporting participants during their bi-annual Youth for Christ National Conference;

OR

AND THAT the request from **Couple for Christ (New Zealand) Global Mission Incorporated** towards the cost of transporting participants during their bi-annual Youth for Christ National Conference is declined / deferred until for the following reasons:

3. BACKGROUND

The Youth for Christ is hosting the biennial National Youth for Christ Conference.

The event forms part of a developing leadership programme that promotes the moral and spiritual growth of the members of youth ranging from 13-21 years of age. The youth will organise dance, music, media and art competitions. The workshop will also be held in the same categories as above.

They are supported by 15 youth leaders from the YFC membership and a team of 25 adults who all do this work voluntarily.

The event is open to YFC members, families and friends from across New Zealand.

There are 52 active members in the Waikato District Council area.

The event will take place from 15 – 17 July 2016 at the Christian Youth Camp, Waingarō Road, Ngaruawahia.

4. OPTIONS CONSIDERED

- 1) That the application is approved and an allocation of partial or full funding requested by made.
- 2) That the application is declined.
- 3) That the application is deferred.

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$64,500.00. The Couple for Christ (New Zealand) Global Mission Incorporated is seeking funding of \$6,800.00 towards the cost of transporting participants during their bi-annual Youth for Christ National Conference.

GST Registered	No
Set of Accounts supplied	Yes
Previous funding has been received by this organisation	No

6. POLICY

The application meets the criteria set in the Policy – one of which is that grants up to \$5,000.00 can be funded up to 100% at the discretion of the relevant Community Board or Committee or Council's Discretionary & Funding Committee.

For grants above \$5,000.00 a funding cap of 75% of the total project cost applies (whichever is the greater) and other funding needs to be sought.

Funds cannot be uplifted until all sufficient funds for the project are approved.

7. CONCLUSION

Consideration by the Discretionary & Funding Committee is required with regard to this funding request.

8. ATTACHMENTS

Application for Funding



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- It is recommended that, prior to submitting your application, you contact the Waikato District Council's community development co-ordinator, on 07 824 8633 or 0800 492 452, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Please read the Guidelines for Funding Applications document to assist you with completing this application form.
- Please note that incomplete applications WILL NOT be considered. All parts of the application MUST be completed and all supporting information supplied.
- All applications must be on this application for funding form. We will not accept application forms that have been altered.
- Please ensure you complete the **checklist on page 5**.

Which fund are you applying to: (Please tick appropriate box)

Discretionary and Funding Committee

Project



Event

OR

Community Board / Committee Discretionary Fund

Raglan

Taupiri

Onewhero-Tuakau

Ngaruawahia

Huntly

Te Kauwhata

Meremere

Section I – Your details

Name of organisation

Couples for Christ (New Zealand) Global Mission Incorporated

What is your organisation's purpose?

To advance, uphold, strengthen and foster the development and improvement and spiritual formation of married couples and their children throughout the world. Foster and strengthen the family's growth with genuine moral and human values and enhance the dignity of the human being as much as the quality of life and general well-being of the nation.

Address: (Postal)

*1 Pitt Avenue, Clendon Park
Auckland 2014*

Address: (Physical if different from above)

Same as above

Contact name, phone number/s and email address

*Julienne Calambuhay
CFC – Youth for Christ Waikato Coordinator
Mobile: 021-02729657
julienne9820@yahoo.com*

Charities Commission Number: (If you have one) **CC39033**

Are you GST registered? No Yes GST Number ___/___/___

Bank account details **03/0285/013998800/50**

Bank WESTPAC Branch TAKAPUNA

The following documentation is required in support of your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- Encoded deposit slip to enable direct credit of any grant payment made
- A copy of any documentation verifying your organisations legal status

Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

(See the guidelines sheet for more information on this section).

Social Economic Cultural Environmental

Which of the five community outcomes for the Waikato district does this project contribute to?

(See the guidelines sheet for more information on this section.)

Accessible Safe Sustainable Thriving Vibrant

Section 3 – Your event/project

What is your event / project, including date and location ? (please provide full details)

Youth for Christ National Conference
15 – 17 July 2016
Christian Youth Camp
Waingaro Road, Ngaruawahia

The Youth for Christ National Conference is held every 2 years and is attended by YFC members, families and friends from across New Zealand. This year it will be held in NGARUAWAHIA and will be led and hosted by the youth from Auckland and Waikato.

There are 52 active members in YFC Waikato.

Who is involved in your event / project?

The event is for youth with age ranging from 13 – 21 years old. This is a project of the Couples for Christ (CFC) and Youth for Christ (YFC). The involvement is the wider membership of the YFC and the CFC.

How many volunteers are involved?

The service team for this event are 25 adults from the CFC and 15 youth leaders from the YFC membership.

Other YFC volunteers will also be called as needed.

What other groups are involved in the project?

Singles for Christ are helping in the media and technical committee
CFC and YFC members from other parts of the country
Various YFC groups to completes in the dance, music and media categories

How will the wider community benefit from this event/project?

This event will foster the spiritual and moral well-being of the youths. It is an experience which will afford the youth the opportunity to know their faith in a deeper and personal level and build strong relationships with other youths. It is likewise an opportunity for them to show their talents through friendly dance, band, chorale, spoken word, or media competitions. The aim is to build youth with strong moral and community values while enjoying their freedom to become who they are, good children and useful in their service in the community.

Waikato will also benefit from the attendance of other participants from outside Waikato. The estimated number of participants and families based on the previous conferences and interest is 450.

Section 4 – Funding requirements

Note : Please provide full details of how much your event/project will cost, how much you are seeking from the Waikato District Council and other providers, details of other funding and donated materials/resources being sourced, and current funds in hand to cover the costs of the event/project.

Please complete all of the following sections	GST Inclusive Costs (use this column if you are not GST registered)	GST Exclusive Costs (use this column if you are GST registered)
TOTAL COST OF THE PROJECT/EVENT	\$ 64,500.00	
Existing funds available for the project Total A (Registration Fees)	\$ 57,700.00	

Funding being sought from Waikato District Council

Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	
	\$	\$
Transportation costs (please see budget breakdown)	\$ 6,800.00	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$ 6,800.00	\$

Has funding been sought from other funders? Yes No
 If 'Yes', please list the funding organisation(s) and the amount of funding sought

a) Nil	\$ _____	\$ _____
b)	\$ _____	\$ _____
c)	\$ _____	\$ _____
d)	\$ _____	\$ _____
Total of other funds being sought Total C	\$ _____	\$ Nil _____

Total Funding Applied for (Add totals A, B & C together to make Total D) Total D	\$ 64,500.00	
<i>Note : This total should equal the Total Cost of the Project/Event</i>		

Describe any donated material / resources provided for the event/project:
Various members of CFC and YFC and other family ministries will be donating their time and talent towards the success of this event.

--

Section 5 – Previous Funding Received from Waikato District Council

If you have received funding from or through the Waikato District Council for any project in the past two years, please list below:

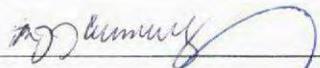
Project	Amount received	Date
NOT APPLICABLE		

Please confirm that a 'Funding Project Accountability' form has been completed and returned to Waikato District Council for the funds listed above. Note : this will be checked and confirmed by council staff.

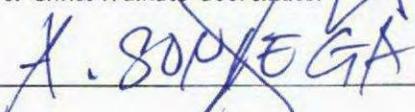
I confirm that an accountability statement has been completed and returned

Signed: _____ Name: _____

I certify that the funding information provided in this application is correct.

Signature:  Date: 21/04/2016

Position in organisation (tick which applies) Chairman Secretary Treasurer
 CFC – Youth for Christ Waikato Coordinator

Signature:  Date: 21/04/16

Position in organisation (tick which applies) Chairman Secretary Treasurer

Checklist

Please ensure you have completed all parts of the funding application form by marking the boxes below and include copies of all accompanying documentation required.

Please also ensure you attach the completed checklist with your application.

Items Required	Enclosed ✓
Read and understood the guidelines for funding applications document	✓
Discussed your application with the Waikato District Council community development co-ordinator	✓
Nominated the fund you are applying for	✓
Completed Section 1 – Your details	✓
Enclosed a full copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club	✓
Enclosed an encoded deposit slip to enable direct credit of any grant payment made	✓
Enclosed a copy of any documentation verifying your organisations legal status	✓
Included copies of written quotes	✓
Completed Section 2 - community wellbeing and outcomes	✓
Completed Section 3 – details of your event/project	✓
Completed Section 4 – Funding requirements	✓
Completed Section 5 where funding has been received in the previous 2 years	✓
Obtained two signatures on your application	✓

Please note: Incomplete applications will not be considered. Applicants will be requested to submit relevant outstanding information within 5 days or their application will be returned.

**FINANCIAL REPORT
YFC NATIONAL CONFERENCE 2014
11-13 JULY 2014
CAMP ADAIR PAPAURA**

FUNDS RECEIVED

Registration Fee	57,700.00		
Mass collection	354.60		
TOTAL			58,054.60

EXPENSES

	ACTUAL	BUDGET	VARIANCE	
Venue and Food	42,020.70	43,470.00	(1,449.30)	
Conference kit	2,214.13	3,600.00	(1,385.87)	
Marketing - banner	200.00	200.00	-	
Stage/chairs/lighting hire	5,002.90	5,669.50	(666.60)	
Speakers airfare and allowance	963.58	2,500.00	(1,536.42)	
Program	1,201.55	1,000.00	201.55	
Liturgy	666.48	600.00	66.48	
Transportation and snacks	728.19	1,200.00	(471.81)	
Projector hire	2,276.01	-	2,276.01	
Miscellaneous	-	800.00	(800.00)	
	55,273.54	59,039.50	(3,765.96)	55,273.54

SURPLUS**2,781.06****NOTES:**

1. Of \$57,700.00 \$798.35 is still to be collected(net of offset)
2. projector hire was approved after budget submission to CFC Finance
3. Liturgy budget was increaSed to \$850.00 after budget submission

I have reviewed the accounts for the 2014 CFC - Youth for Christ Conference.
The accounts and receipts are in order and there are no discrepancies to the report.

Reviewed by:

Date reviewed:

A. ZURBEGA
9/9/14

YFC NATIONAL CONFERENCE 2016 BUDGET**15-17 July 2016****Christian Youth Camp****Waingaro Road, Ngaruawahia**

	BUDGET	Notes
Accommodation and venue - please see quote	24,300.00	camp charge of 450 heads @ \$27 per head
Food / snacks	13,500.00	\$5/meal x 6 meals x 450 heads
Transportation for participants	10,000.00	please see quote and breakdown below
Conference kit	3,000.00	based on 2014 costs
Stage/chairs/lighting hire	6,000.00	based on 2014 costs
Projector /stand hire	2,000.00	based on 2014 costs
Venue / Program / stage / lights	3,000.00	includes decorations
Speakers' airfare and allowance	1,000.00	based on 2014 costs
Liturgy	700.00	based on 2014 costs
Miscellaneous	800.00	include cleaning materials
Marketing - banner	200.00	based on 2014 costs
	<u>64,500.00</u>	
Estimated registration fee	57,700.00	based on 2014 income
Estimated shortfall	<u>6,800.00</u>	

Transportation for participants		
Barry Curtis park to Ngaruawahia	\$ 2,041.00	120 participants
Ngaruawahia to Barry Curtis park	\$ 2,041.00	
Smales Farm park to Ngaruawahia	\$ 2,493.00	120 participants
Ngaruawahia to Smales Farm park	\$ 2,493.00	
Petrol vouchers (20 cars x \$30)	\$ 800.00	80 participants
Miscellaneous	\$ 132.00	
	<u>\$10,000</u>	

Christian Youth Camps Inc.

P.O. Box 86 Ngaruawahia 3742
 Tel: 07 8248 495 Fax: 07 8248 475
 Email: info@cyc.org.nz
 Web: www.cyc.org.nz
 GST No: 10 092 914

**BOOKING FORM AND HIRE AGREEMENT**

BOOKING REF: 1293
 BOOKING DATE: 5/01/2016
 Printed On:- 26-Jan-16

NAME OF GROUP: Youth For Christ
 CONTACT NAME: Nilo Alazas
 ADDRESS: 0000000000, 0000000000, 0
 PHONE: (Bus) (AH) Mob/Cell: 021 1903081
 Fax: Email: Nilo.Alazas@skf.com
 ACCOMMODATION: Camp 1 & 2 Self Catered
 DATES: In 15/07/2016 Out 17/07/2016
 ARRIVAL TIME: 4:00 p.m. Catered: No
 DEPARTURE TIME: 3:00 p.m.
 ANTICIPATED NUMBERS: TOTAL: 400 Min. No/Charge: 200 Max. No/Charge: 450
 TARIFF: Self Catered

	Est Nos	Price	GST/Tax	Price Incl GST/Ta	No Days	Period	
Camp One per night	0	\$23.48	\$3.52	\$27.00	2	Per Night	Per Person
Camp One 3 - 10 years	0	\$14.78	\$2.22	\$17.00	2	Per Night	Per Person
Camp One 0 - 2 years	0	\$0.00	\$0.00	\$0.00	2	Per Night	Per Person
Family Cabins	0	\$26.09	\$3.91	\$30.00	2	Per Night	Each
Day Camper	0	\$6.96	\$1.04	\$8.00	1	Per Day	Per Person

Prices are quoted based upon current rates and are subject to change without notice. Please check for current prices.

DEPOSIT: \$2,000.00

AGREEMENT:**PAYMENT:**

A deposit is required to confirm this booking. It is not refundable or transferable but will be deducted from the account if the camp is left clean and tidy.

Please make cheques payable to Christian Youth Camps Inc.

LIABILITY:

We understand that while everything practical is done to ensure both the comfort and safety of the members of our group, and whilst due care will be exercised by the staff of Christian Youth Camps Inc, the said staff, will not incur any responsibility or liability whatsoever for any accident or sickness to any member or damage to any member's property which may happen through any circumstance. We also undertake not to organise or run any activities without gaining prior authorisation from Christian Youth Camps Inc.

CANCELLATION:

A full refund of the deposit will be given if the booking is cancelled before 12 months of the date of the camp. No Refund of the deposit will be given if the camp is cancelled within 11 months of date of the camp booking.

NOTES:

I have read the information above and the group and I agree to abide by them. I also acknowledge it is my responsibility to inform the group of these conditions.

Signed for Youth For Christ Date: .../.../... Position Held

Please accept my deposit payment of \$ _____ Cheque/money order

EFT (please credit to Account below)

Bank: ANZ Bank

BSB:

Branch: Ngaruawahia

A/C No: 06 0377 0061946 00

A/C Name: Christian Youth Camps Inc.

Reference: Deposit for Booking Ref 1293

*to identify sender

PLEASE RETURN THIS FORM WITH THE DEPOSIT TO THE ADDRESS BELOW BY:- 19/01/2016

Postal Address :- P.O Box 86 Ngaruawahia 3742

PLEASE KEEP A COPY FOR YOUR RECORDS.

Family Cabins

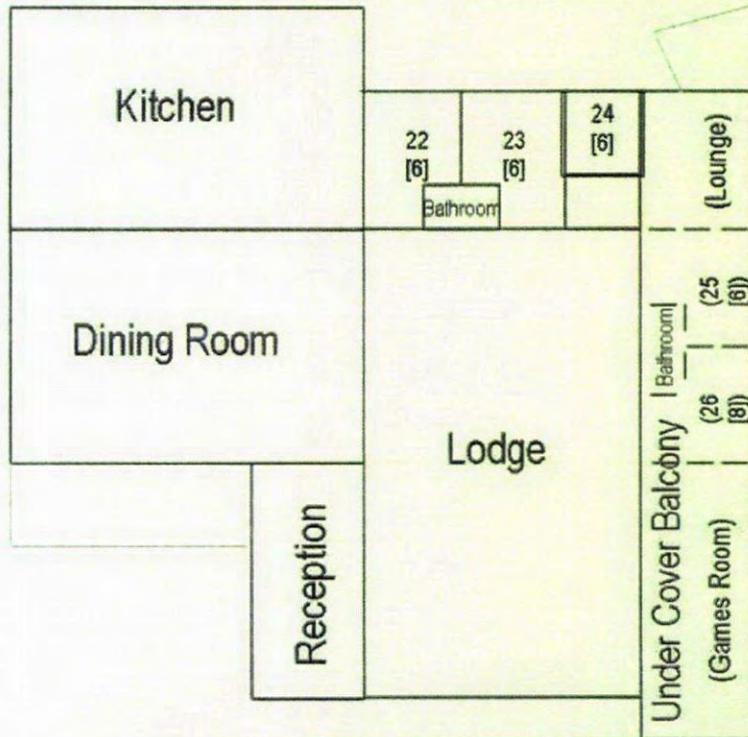
21 [4 single 1 Queen]	20 [4 single 1 Queen]	19 [4 single 1 Queen]	18 [4 single 1 Queen]
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Toilet Block

Laundry
Drying Room

Bath- room	7 [10]	8 [10]	9 [10]	10 [10]	11 [10]	12 [10]
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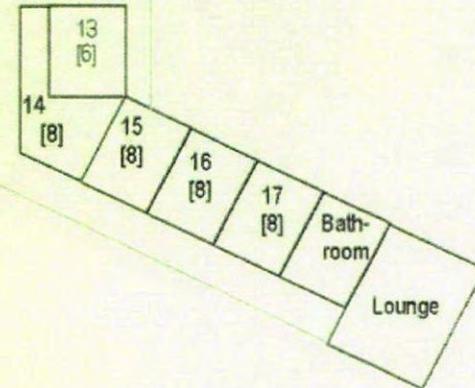
1 [10]	2 [10]	3 [10]	4 [10]	5 [10]	6 [10]	Bath- room
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christianyouthcamps

Camp 1 layout

[] Beds in each room
() Downstairs

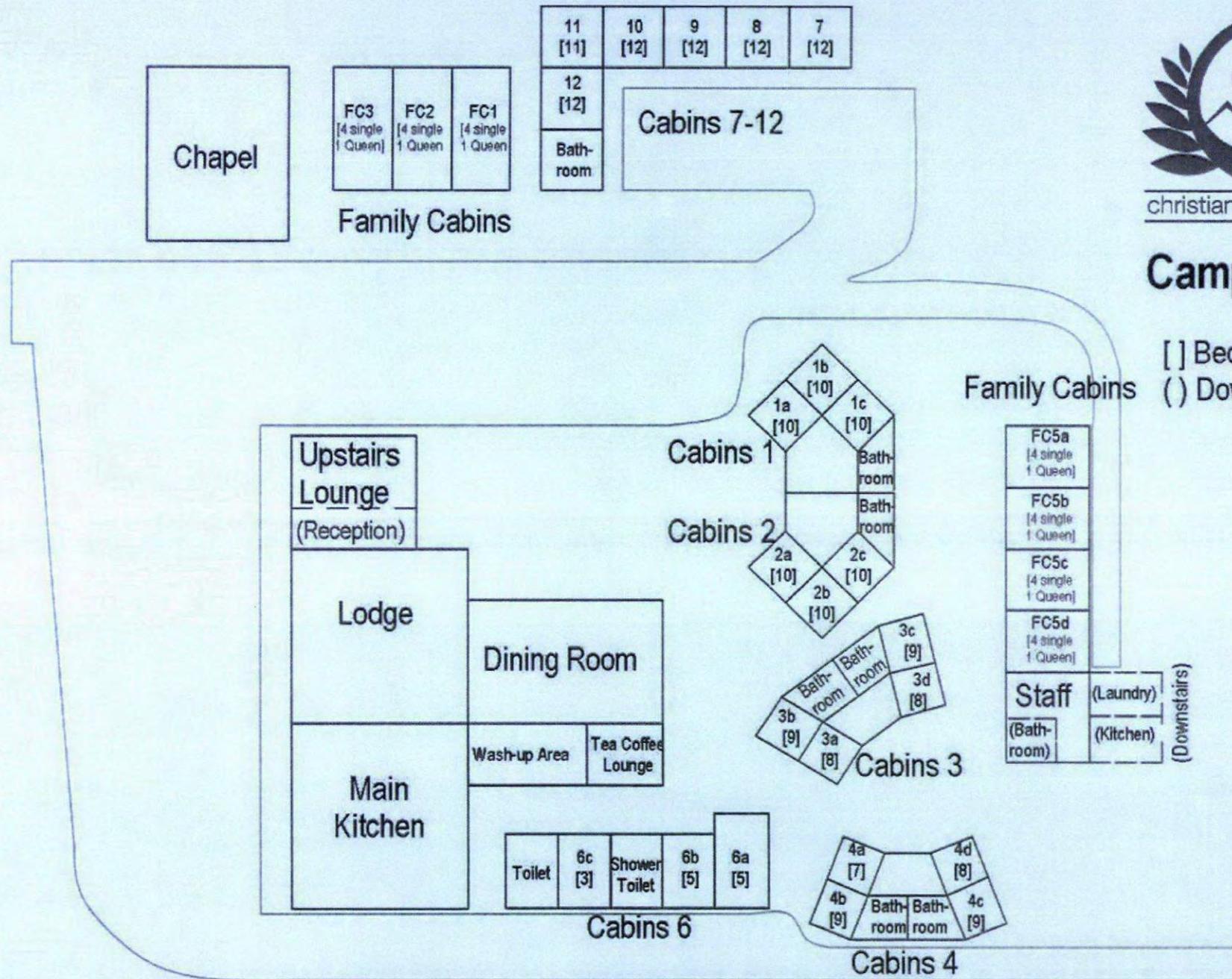




christianyouthcamps

Camp 2 layout

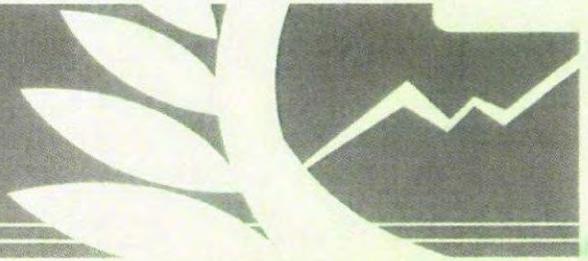
[] Beds in each room
() Downstairs





christianyouthcampsinc.

Camp 1 Kitchen Utensils Inventory



S/No	Description	Size	Qty	Pre check by Recorded	-/+	Post check by Camp Staff	Remarks
1	Bread Knife		1				
2	Cooks Knives 25 cm	25cm	6				
3	Paring Knife		2				
4	Plastic Spatula		2				
5	Chopping Boards	510x380x13mm	5				
6	Stainless Steel Scraper	26cm	2				
7	Sharpening Steel		1				
8	PVC handled Tongs	240mm	6				
9	Serving Spoons (6+6)		12				
10	Ladles Small	59 MI	2				
11	Ladles Big		2				
12	Fish Slice	350mm	2				
13	Ice Cream Scoop		1				
14	Wisk S/S		1				
15	Carving Fork		2				
16	Pots Large (L-2, M-1, S-2)		5				
17	S/S Stock pot + Lid		1				
18	S/S Saucepan + Lid		1				
19	Frying Pans		6				
20	Stainless Steel Tray Large		2				
21	Aluminium Tray		10				
22	Aluminium Tray Large		2				
23	Rolling Pin Wooden		1				
24	Egg Beater		2				
25	Hand Grater		2				
26	Plastic Strainer		1				
27	Wooden Spoon		3				
28	Mixing Bowl S/S	8 Ltr	2				
29	Mixing Bowl S/S	10 Ltr	2				
30	Mixing Bowl S/S	13 Ltr	2				
31	Mixing Bowl S/S	17 Ltr	2				
32	Colander S/S	13 Ltr	1				
33	Pyrex Jug		1				
34	Plastic measuring jug		1				
35	Tray Plastic Blue		6				
36	Tray Plastic Small Brown		6				
37	Plastic Bowls		12				
38	S/S Small Bowl		10				
39	Toast Holders		6				
40	Water Jugs		36				
41	Cutlery Tray S/S		4				
42	S/S Jugs		4				
43	Kettle		4				
44	Gastrom Tray		10				
45	Steaming Pans		6				
46	Containers		2				

Pre Check by Staff/Date _____ Post Check by Staff/Date _____

Group/Sign _____



christianyouthcamps

Bush Walks

Waterfall Track/ Glow worm track

From the entrance of camp, head towards Camp 1 on the cobblestone road. Go straight into the BMX and Paintball paddock. Hug the fence heading towards Camp 1. Go up through the gates and follow the tracks up the steep hill. At the end of the paddocks, enter the bush over the sty. Stay on the track.

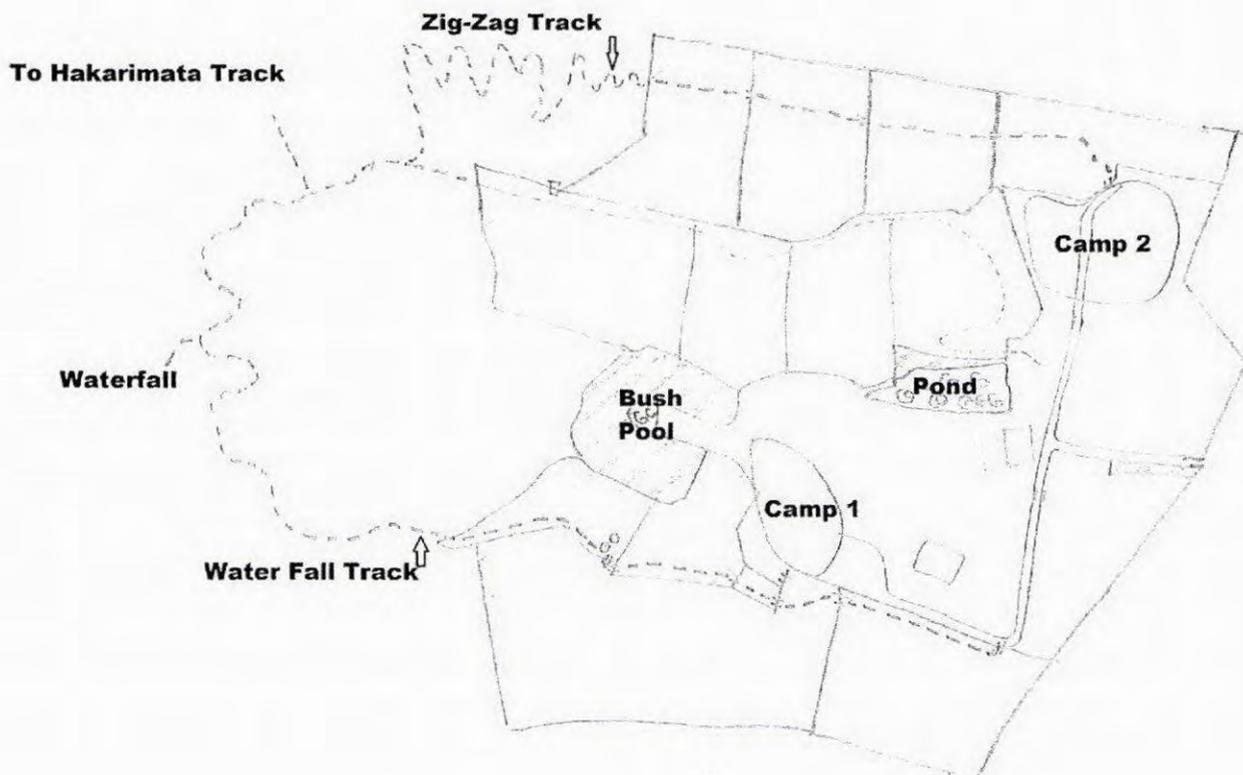
This walk will come out at the Hay Barn on the middle ridge line of camp. To combine with the Zig-zag Track, veer left 30m before the hay barn paddock.

If walking this track to view the glow worms, please have the guide walk the track in daylight.

Zig-zag Track

From the children's playground in front of the Pond, follow the track through the farm paddock. Go past the lookout, the pigs and the hay barn. Take a sharp right 30m into the bush. Stay on the track.

This will come out at the north end of camp if the track is followed back to camp 2.





Ph: 09 268 6620
Fax: 09 268 6623

WE COVER NEW ZEALAND
COACH & TOUR OPERATORS
P O Box 72 599, Papakura

Quote Number:

A144091

Trip Ref:

Ngaruawahia Christian Camp

Trip Date:

15 Jul 2016

Friday

To Cash: Martin
Charge To Cash
Attention

Phone
Group / Tour
Fax
Email martin4189@gmail.com

From Quotation Team

Date 19/04/2016

Pages 1 of 2

QUOTATION

Quote Number A144091
Trip Ref Ngaruawahia Christian Camp
Date of Trip Friday 15 July 16
Passengers / Seating 120
Number of vehicles 3

Itinerary

Itinerary and price are based on the following:

Pickup Point Smales Farm
Takapuna
Destination Ngaruawahia Christian Camp
148 Waingaro Road
Ngaruawahia
Pickup Time 13:00
Departure Time From Destination
Final Drop Off Time OWT

Price is for 3 x 45 seater charter coaches with luggage space.
One way transfer from Smales Farm, Takapuna to Ngaruawahia Christian Camp, Ngaruawahia

If Quote is confirmed :
50% deposit is required upon confirmation of Quote. Balance to be paid prior to travel date.
We accept : Cash, Cheques (to be received 1 week prior to date of travel), EFTPOS, Credit Card, Mastercard and Visa.
Murphy Buses Auckland
BNZ Account # : 020404-0187908-00

TOTAL PRICE**\$2,493.00**

(Includes GST)

**Any variation to the times or Km's
quoted will incur an additional charge**



Ph: 09 268 6620
Fax: 09 268 6623

WE COVER NEW ZEALAND
COACH & TOUR OPERATORS
P O Box 72 599, Papakura

Quote Number:

A144091

Trip Ref:

Ngaruawahia Christian Camp

Trip Date:15 Jul 2016
Friday

To Cash: Martin
Charge To Cash
Attention

Phone
Group / Tour
Fax
Email martin4189@gmail.com

From Quotation Team

Date 19/04/2016
Pages 2 of 2

Check Quote Details, Sign and Return for Trip Confirmation

Quote Date 19/04/2016

Quote Number A144091

Confirmed Date of Travel 15 Jul 16

Name _____

Confirmed Number of Passengers 120

Position _____

Number of Vehicles Required 3

Order Number _____

Style of Vehicle Charter Coach

Postal Address _____

Invoice To _____

Signature _____

A Late Cancellation fee of \$150.00 + GST will be charged for each vehicle dispatched from depot prior to cancellation

Return Fax: 09 268 6623

I accept the quotation for travel as specified and agree to your terms and conditions of hire.



Ph: 09 268 6620
Fax: 09 268 6623

WE COVER NEW ZEALAND
COACH & TOUR OPERATORS
P O Box 72 599, Papakura

Quote Number:

A144092

Trip Ref:

Ngaruawahia Christian Camp

Trip Date:

17 Jul 2016

Sunday

To Cash: Martin
Charge To Cash
Attention

Phone
Group / Tour
Fax
Email martin4189@gmail.com

From Quotation Team

Date 19/04/2016

Pages 1 of 2

QUOTATION

Quote Number A144092 Passengers / Seating 120
Trip Ref Ngaruawahia Christian Camp
Date of Trip Sunday 17 July 16 Number of vehicles 3

Itinerary

Itinerary and price are based on the following:

Pickup Point Ngaruawahia Christian Camp Destination Smales Farm
148 Waingaro Road Takapuna
Ngaruawahia

Pickup Time 15:00

Departure Time From Destination

Final Drop Off Time

OWT

price is for 3 x 45 seater charter coaches with luggage.
one way transfer from Ngaruawahia Christian Camp, Ngaruawahia to Smales Farm, Takapuna

If Quote is confirmed :

50% deposit is required upon confirmation of Quote. Balance to be paid prior to travel date.

We accept : Cash, Cheques (to be received 1 week prior to date of travel), EFTPOS, Credit Card, Mastercard and Visa.

Murphy Buses Auckland

BNZ Account # : 020404-0187908-00

TOTAL PRICE**\$2,493.00**

(Includes GST)

Any variation to the times or Km's
quoted will incur an additional charge



Ph: 09 268 6620
Fax: 09 268 6623

WE COVER NEW ZEALAND
COACH & TOUR OPERATORS
P O Box 72 599, Papakura

Quote Number:

A144092

Trip Ref:

Ngaruawahia Christian Camp

Trip Date:17 Jul 2016
Sunday

To Cash: Martin
Charge To Cash
Attention

Phone
Group / Tour
Fax
Email martin4189@gmail.com

From Quotation Team

Date 19/04/2016
Pages 2 of 2

Check Quote Details, Sign and Return for Trip Confirmation

Quote Date 19/04/2016

Quote Number A144092

Confirmed Date of Travel 17 Jul 16

Name _____

Confirmed Number of Passengers 120

Position _____

Number of Vehicles Required 3

Order Number _____

Style of Vehicle Charter Coach with

Postal Address _____

Invoice To _____ Luggage

Signature _____

A Late Cancellation fee of \$150.00 + GST will be charged for each vehicle dispatched from depot prior to cancellation

Return Fax: 09 268 6623

I accept the quotation for travel as specified and agree to your terms and conditions of hire.



Ph: 09 268 6620

Fax: 09 268 6623

WE COVER NEW ZEALAND
COACH & TOUR OPERATORS
P O Box 72 599, Papakura

Quote Number:

A144089

Trip Ref:Transfer to Ngaruawahia Christian
Camp**Trip Date:**

15 Jul 2016

Friday

To Cash: Martin
Charge To Cash
Attention

Phone
Group / Tour Ngaruawahia Christian Camp
Fax
Email martin4189@gmail.com

From Quotation Team
Date 19/04/2016
Pages 1 of 2

QUOTATION

Quote Number A144089 **Passengers / Seating** 120
Trip Ref Transfer to Ngaruawahia Christian Camp
Date of Trip Friday 15 July 16 **Number of vehicles** 3

Itinerary**Itinerary and price are based on the following:**

Pickup Point	Barry Curtis Park Chapel Road Flat Bush	Destination	Ngaruawahia Christian Camp 148 Waingaro Road Ngaruawahia
Pickup Time	13:00	Departure Time From Destination	
		Final Drop Off Time	OWT

Price is for 3 x 45 seater charter coaches with luggage space
One way transfer from Barry Curtis Park to Ngaruawahia Christian Camp

If Quote is confirmed :

50% deposit is required upon confirmation of Quote. Balance to be paid prior to travel date.

We accept : Cash, Cheques (to be received 1 week prior to date of travel), EFTPOS, Credit Card, Mastercard and Visa.

Murphy Buses Auckland

BNZ Account # : 020404-0187908-00

TOTAL PRICE**\$2,041.00**

(Includes GST)

**Any variation to the times or Km's
quoted will incur an additional charge**