

Open Meeting

To	Discretionary & Funding Committee
From	TG Whittaker General Manager Strategy & Support
Date	23 February 2016
Prepared by	L van den Bemd Community Development Coordinator
Chief Executive Approved	Y
DWS Document Set #	1467826
Report Title	Application for Funding – Pokeno Community Hall Committee

I Executive Summary

The purpose of this report is to present an application for funding from the Pokeno Community Hall Committee towards the cost of purchasing new tables and chairs for the community hall.

2 Recommendation

THAT the report of the General Manager Strategy & Support – *Application for funding Pokeno Community Hall Committee* – be received;

AND THAT an allocation of \$_____ is made to the Pokeno Community Hall Committee towards the cost of purchasing new tables and chairs for the community hall;

OR

AND THAT the request from the Pokeno Community Hall Committee towards the cost of purchasing new tables and chairs for the community hall is declined/deferred until _____ for the following reasons:

3 Background

The Pokeno Community Hall Committee wants to replace and upgrade the community hall's tables and chairs as they have been in existence since the nineteen-thirties and are now beyond repair.

The facility houses several church groups, various community committee meetings, sports groups, and various other community gatherings.

The wider community will benefit by having a facility that is well maintained and fully functional. Currently community members have to often bring in their own items (such as tables) for use in the hall.

4 Options Considered

- 1) That the application is approved and an allocation of partial or full funding requested be 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 **\$14,700.00**. The Pokeno Community Committee is seeking funding of **\$11,025.00** towards the cost of purchasing new tables and chairs.

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). The total amount granted is at the discretion of the committee/board to which the grant is assigned. The amount requested exceeds the cap of 75% (75% of **\$14,700.00** amounts to **\$11,025.00**).

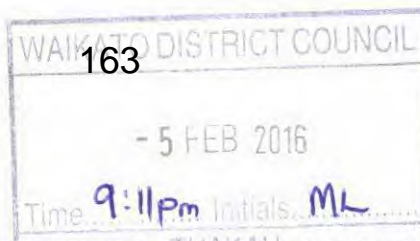
GST Registered	Yes
Set of Accounts supplied	Yes
Previous funding has been received by this organisation	No

6 Conclusion

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

Attachments

Funding application from the Pokeno Community Committee



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

Pokeno Community Hall Committee

What is your organisation's purpose?

Management of Pokeno Hall, manage bookings of the hall, upkeep, maintenance of building & surrounding grounds, report to Water & Facilities Committee.

Address: (Postal)

Great South Rd Pokeno

Address: (Physical if different from above)

Contact name, phone number/s and email address

Hauyai Montgomery Chairperson 029 2549423
hauyai.montgomery@xtra.co.nz

Charities Commission Number: (If you have one)

Are you GST registered? No ☒ Yes ☐ GST Number ____/____/____

Bank account details 381901710291394100

Bank Kiwibank Branch Pukekohe

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)

To equip our Hall with new tables and chairs

Who is involved in your event / project?

Pokeno Community

How many volunteers are involved?

7 on our Committee representing wider Pokeno Community

What other groups are involved in the project?

Te Jitsui Pokeno Brownies Pokeno Residences
Pokeno Girl Guides Sport Groups
Pokeno School Several Church Groups
Business Community

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

The wider community will benefit by hiring facilities that are clean, well maintained, modern, fully functional & not having to bring in their own tables & chairs.

Existing tables & chairs been with Hall since the 30's - well past OK status.

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	\$ <u>14700</u>	\$ _____
Existing funds available for the project Total A	\$ <u>3675</u>	\$ _____

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.	\$	\$
Tables \$2700	\$	\$
\$90ea x 30 75% Cap	\$ 2025	\$
	\$	\$
Chairs \$12000	\$	\$
\$60ea x 200 Chairs 75% Cap	\$ 9000	\$
	\$	\$
Total Funds being sought from WDC Total B	\$ <u>11025</u>	\$

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

a)	\$ _____	\$ _____
b)	\$ _____	\$ _____
c)	\$ _____	\$ _____
d)	\$ _____	\$ _____
Total of other funds being sought Total C	\$ <u>NA</u>	\$ _____

Total Funding Applied for (Add totals A, B & C together to make Total D) Total D	\$ <u>14700</u>	\$ _____
Note : This total should equal the Total Cost of the Project/Event		
Describe any donated material / resources provided for the event/project:		
NIL		

[Trade Tested] Re: Re: [Request received] Quote for Chairs & Tables

Thursday, 21 January, 2016 8:36 AM

From: "Sales (Trade Tested)" <support@tradetested.zendesk.com>

To: "Haupai Montgomery" <haupaimontgomery@xtra.co.nz>



Please do not write below this line ##
Your request (#104835) has been updated.
You can respond by replying to this email.

Sales (Trade Tested)
Jan 21, 08:36

Hi Haupai,

Thanks for getting in touch.

I have the following pricing:

Trestle Table 2.4m are \$90 for any quantity over 30

Folding Chair \$23.90 for for any quantity over 30

Please let me know if you would like to place an order.

Please let me know if you have any further questions or feel free to give us a call on 0800 800 880.

Regards,

Roydon

www.tradetested.co.nz

Ph: 0800 800 880

Haupai Montgomery
Jan 20, 15:33

This is a follow-up to your previous request #102529 "Quote for Chairs & Tables"

Hello,

When could we expect to receive your quote please. I also rang yesterday.

Thank-you,

Haupai Montgomery

092336037

0292549423

On Sun, 3/1/16, Trade Tested <support@tradetested.zendesk.com> wrote:

Subject: [Request received] Quote for Chairs & Tables

To: "Haupai Montgomery" <haupaimontgomery@xtra.co.nz>

Date: Sunday, 3, January, 2016, 1:17 PM

#yiv9572713052 table td {
border-collapse: collapse;}

This email is a service from Trade Tested.

[J6PPEO-WRDN]

30 x \$90 = \$2700 Accepted

40 x \$90 = \$3600

50 x \$90 = \$4500

100 x 23.90 = \$2390

200 x " = \$4780

300 x " = \$7170

Not appropriate
lacking strength

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Inbox (16)

Drafts (5)

Sent

Spam (2) [Empty]

Trash (12) [Empty]

My Folders [Edit]

BOT Matters

Contact

CYFS

Kiwi Weka Netb...

Maurea Poukai

Meridian Share...

Norton emails

PSA (1)

Tamaoho

Te Ahu Ahu (5)

Te Jitsu

Telecom

WAI DC

Westpac Mortga...

RE: Chairs Wednesday, 6 January, 2016 4:02 PM S

From: "WSL Branch Pukekohe" <puk@stationery.co.nz>

To: "'Haupai Montgomery'" <haupaimontgomery@xtra.co.nz>

[Full Headers](#) [Printable View](#)

1 Files 189KB [Download All](#)

PDF 189KB

Pokeno Hall.pdf

[Save](#)


Good Afternoon,

Please find the requested quote attached.

If you have any further questions or would like to order the chairs please do not hesitate to contact us.


Yours Sincerely
Leigh Kenny

WSL Branch Pukekohe | Pukekohe Team | Warehouse Stationery Limited
Phone: +6492391051 | Fax: +6492391054
106 Manukau Road, Pukekohe, 2120
Email: puk@stationery.co.nz | Web: www.warehousestationery.co.nz



**warehouse
stationery**

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 **Please think of the environment before you print this email.**

Yours Sincerely,
Leigh Kenny

From: Haupai Montgomery [<mailto:haupaimontgomery@xtra.co.nz>]
Sent: Wednesday, 6 January 2016 2:16 p.m.
To: WSL Branch Pukekohe
Subject: Re: Chairs

Hello,
Any chance getting a quote please?
Thankyou
Haupai

[Sent from Yahoo Mail on Android](#)

On Sun, 3 Jan, 2016 at 12:52 PM, Haupai Montgomery <haupaimontgomery@xtra.co.nz> wrote:


Hello,

Could you please email us a quote for 100, 200 & 300 Chairs showing GST & any discount you may offer us.

Please quote us for Product No's 74411 & 760479 Black only please.

Thankyou
Haupai Montgomery
Chairperson
Pokeno Community Hall
0273-446-413

[Sent from Yahoo Mail on Android](#)

 Please consider the environment before printing this e-mail

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Apply

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QUOTE FORM



Quote for: Haupai – Pokeno Hall

Chairs only

Sku	Description	RRP Price	Quoted Price	Qty	Total Price
74412	Hilton Klub Black	\$79	\$65	100	\$6500
74412	Hilton Klub Black <i>Accepted,</i>	\$79	\$60	200	\$12000
74412	Hilton Klub Black	\$79	\$55	300	\$16500
760479	Buro Stacker Chair Black	\$89	\$83	100	\$8300
760479	Buro Stacker Chair Black	\$89	\$80	200	\$16000
760479	Buro Stacker Chair Black	\$89	\$75	300	\$22500

This quotation is valid for 90 days. **All prices include GST.** Products are subject to availability and may be swapped for an equivalent if needed.

Leigh Kenny

On behalf of Warehouse Stationery

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Quotes for tables & chairs

Thursday, 21 January, 2016 2:42 PM

From: "Rebecca Bell" <rebecca.bell@megapukekohe.co.nz>

To: "haupaimontgomery@xtra.co.nz" <haupaimontgomery@xtra.co.nz>

Hi Haupai

Thank you for hopefully giving us the opportunity to supply the tables and chairs.

I have worked out the following pricing structure, all three prices will include free delivery to Pokeno.

30 Tables/100 Chairs	40 Tables/200 Chairs	50 Tables/300 Chairs
\$6448 less \$500	\$10596 less \$1000	\$14744 less \$1500

If you would like to go ahead we will need you to come and pay before the order is placed.

Please feel free to contact me if you have any questions.

Thank you

Rebecca Bell
Inventory Manager
Mitre 10 MEGA Pukekohe

12 Wrightson Way, Pukekohe, 2120

M: 0273550806

P: 09 238 5559 Extn 908

E: rebecca.bell@megapukekohe.co.nz W: www.mitre10mega.co.nz



Mitre 10 Proprietary and Confidential

Not accepted

Table \$115 too expensive
Chair \$29.98 - Folding chairs not appropriate, lacking strenght
Small

Open Meeting

To	Discretionary & Funding Committee
From	TG Whittaker General Manager Strategy & Support
Date	25 February 2016
Prepared by	L van den Bemd Community Development Coordinator
Chief Executive Approved	Y
DWS Document Set #	1462620
Report Title	Application for Funding – Karioitahi Community Centre

Executive Summary

The purpose of this report is to present an application for funding from the Karioitahi Community Centre towards the cost of purchasing new tables, chairs and curtains for the community centre.

Recommendation

THAT the report of the **General Manager Strategy & Support – Application for Funding - Karioitahi Community Centre** – be received;

AND THAT an allocation of \$_____ is made to the Karioitahi Community Centre towards the cost of purchasing new tables, chairs and curtains for the community centre;

OR

AND THAT the request from the Karioitahi Community Centre towards the cost of purchasing new tables, chairs and curtains for the community facility is declined/deferred until _____ for the following reasons:

Background

The Karioitahi Community Centre Committee wants to replace and upgrade the centre's tables and chairs (as they are all mixed matched and beyond repair) and to fit out the facility with new curtains. The current user groups are having to use plastic tarpaulins to provide for shade from direct sunlight in summer and for warmth in the winter months.

The facility currently houses the art group, educational training group and the Committee's regular monthly meetings. This is the community's nearest venue for hireage however it is not desired for use in its current standard.

The Committee want to reconnect with prior user groups and new residents to increase the usage of the facility. However funding assistance is required to do so.

Working bees and garage sales are planned for fundraising towards the upgrade.

4. Options Considered

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

5. Financial

Funding is available for allocation for the year.

The project is noted to cost **\$5,619.06**. The Karioitahi Community Centre is seeking funding of **\$5,619.06** towards the cost of purchasing new tables, chairs and curtain for the community facility.

Grants up to \$5000 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 \$5000 a funding cap of 75% applies (whichever is the greater). The amount requested exceeds the cap of 75%-75% of **\$5,619.06** amounts to **\$4,267.95**.

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

7. Conclusion

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

4 Attachments

Application for funding from the Kariotahi Community Centre



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RECEIVED

2 FEB 2016

Waikato District Council



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

KARIOITAHU COMMUNITY CENTRE

What is your organisation's purpose?

To control funds and administer Karioitahi Community Centre
From Draft Mission Statement
"TO MAINTAIN AND PRESERVE THE KARIOITAHU SCHOOL AND
GROUNDS AS A WORKING HERITAGE HALL FACILITY FOR
THE COMMUNITY"

Address: (Postal)

C/- V. LEE

142 PARK ROAD, WAIKUKU 2683

Address: (Physical if different from above)

19 BINNS ROAD

R.D.3 WAIKUKU

Contact name, phone number/s and email address

KAY VINCENT; 021 259 1305;

kayvincent@extra.co.nz

Charities Commission Number: (If you have one)

Are you GST registered? No ☒ Yes ☐ GST Number 1 1 1 1 1 1 1 1 1 1

Bank account details 1 2 3 2 5 2 1 0 1 9 3 8 4 8 1 0 0

Bank ASB Branch WAIKUKU

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 organisation's 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)

See attached.

Purchase of chairs and window blinds

Who is involved in your event / project?

~~See attached~~ The committee (10 people organising and other community members)

How many volunteers are involved?

N/A

What other groups are involved in the project?

N/A

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

see cover letter

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	\$ <u>5619.06</u>	\$ _____
Existing funds available for the project Total A	\$ <u>0</u>	\$ _____

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.	\$	\$
	INC GST	
	\$ <u>2932.50</u>	\$
50 x Titan Chairs @ \$51.00 exc GST	<u>2550.00</u>	\$
1x Chair trolley @ 185 exc GST	<u>212.75</u>	\$
5x folding trestle tables @	<u>983.25</u>	\$
7x roller blinds incl installation	<u>1490.56</u>	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$ <u>5619.06</u>	\$

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

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

Total Funding Applied for (Add totals A, B & C together to make Total D) Total D	\$ <u>5619.06</u>	\$ _____
Note : This total should equal the Total Cost of the Project/Event		

Describe any donated material / resources provided for the event/project:

The committee will pay the delivery costs and anything above the funding cap with funds raised from our upcoming garage sale.

Section 5 – Previous Funding Received from Waikato District Council

N/A.

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

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: *Rincas* Date: 27 January 2016
7 October 2015

Position in organisation (tick which applies)

Chairman ☐

Secretary ☒

Treasurer ☐

Signature: *VR Lee* Date: 27/1/16

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	last year
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	N/A
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	N/A
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.

Application for Discretionary Funding from Kariaotahi Community Centre Committee

Background information to support our application. January 2016

To be able to promote our hall for its widest possible use, Kariaotahi Community Hall committee is applying for discretionary funding to replace and upgrade chairs and trestle tables, and to provide shade and security blinds. These are no longer up to a suitable standard or they are non-existent. Our current stock of chairs and tables are insufficient, mis-matched, unstackable, unbalanced, and they are very old or are past repair. We have no blinds, curtains or window coverings at all, and our current hall hirers have been using a blue plastic tarpaulin for a shade blind; this is not an acceptable look or solution.

The building has a capacity of 50 people, so we believe our facility will be ideal for small groups of users for a wide range of recreational, educational, creative, and social purposes. There are no other community facilities or meeting venues in Kariaotahi.

Our hall has been regularly hired for the past three years by an art group (one day a week), and is currently hired 3 days a week by an educational agricultural training group. The hall is also used for committee meetings and some private functions - but not as many functions as in the past because our facilities are no longer up to a standard expected by potential hirers.

This is our first application for funding. Because we are currently operating on targeted rates from approximately one sixth of our historic community, we would like to apply for 100% of the funding while we work towards reconnecting with our traditional hall community (many of whom are now in the Auckland Council area) and making connections with new residents who are unaware of the facilities and services we could eventually provide.

At our 2015 AGM and subsequent first committee meeting, a new and motivated committee with a wide range of relevant skills investigated developing a strategic plan which will include working towards becoming an incorporated society. As of January 2016, we have a draft strategic plan underway.

We are committed to reconnecting with residents living in the historic Kariaotahi community of the Franklin District Council (now in Auckland City) who currently pay nothing towards the upkeep of the hall. A flyer advertising our recent AGM was delivered to all households in the historic hall community, and this advised locals of the availability of the hall and gave contact details. Since our AGM, some non-Waikato District residents have made a donation in lieu of paying targeted rates, and there are also some past residents and pupils of the school who are keen to support the continuation of the hall by making a donation. We have had monthly committee meetings since the 2015 AGM and have included senior members of the community who have been involved with the upkeep of the hall in the past, so they can pass on some of their local knowledge to new committee members.

One recent committee-led initiative to re-connect the hall with the community was to become an evacuation centre for the local Civil Defence who have provided us with flyers providing relevant information for the local residents, including Auckland City and Waikato District rate-payers.

Other initiatives the committee are working towards include organising a community garage sale and open day on March 19, and a community working bee to bring the grounds and storage areas up to a good standard of maintenance and repair. We have already engaged voluntary help from a group of hall hirers to complete some boundary fence repairs and to remove scrap metal. Further work by these volunteers will include weed spraying and other repairs relevant to their training course.

Interestingly, this group have been renewing community interest in Kariaotahi Hall when they go off-site to do course-related practical skills on local properties.

Because of the unique and historic nature of Kariaotahi School, we are committed to protecting and maintaining the integrity of the original building and the grounds as much as possible, and we are investigating how to apply for historic status to further protect the property. There is considerable good will within the community and beyond, and there is a real desire to see the hall brought back up to standard and used once again as a thriving and accessible community centre.



Above: New gate and fence with funds from school reunion
Below: Interior of hall



Above: 7 windows needing blinds
Below: 2015 AGM using borrowed tables and chairs



Financial Statement

1 July 2014 – 30 June 2015

Cheque Account balance as of 1 July 2014

\$1,264.01

Savings Plus balance as of 1 July 2014

\$8,717.04

Income 2014-2015	
Rent	1100.00
Council	640.71
Interest	342.73
TOTAL	2,083.44

Income 2013-2014	
Rent	1275.00
Council	6349.20
Interest	82.04
TOTAL	7,706.24

Expenditure 2014-2015	
Amin/Supplies	204.97
Repairs	1,093.50
Power	653.74
Council Loan	865.00
Lawns	160.00
Fire Safety	211.63
Capital	
TOTAL	3,188.84

Expenditure 2013-2014	
Admin/Supplies	112.09
Repairs	118.49
Power	787.50
Council Loan	865.00
Lawns	300.00
Fire Safety	10.00
Capital	79.99
TOTAL	2,273.07

Cheque Account balance as of 30 June, 2015

\$ 316.88

Savings Plus balance as of 30 June, 2015

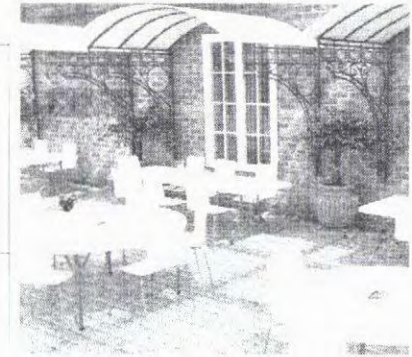
\$8,558.77

Kariotahi Community
Hall

Date: 19 January 2016
Sales Representative: Suzanne

distinction 

Functional Area	Item	Description	Image	Qty	Unit Price	Total
Hall	Titan 6 Chair	Titan 6 Chair- 460mmH Ergonomic design Stackable Available in Charcoal or Blue Weight tested to 150kgs 1 piece polypropylene 100% recyclable 15 year warranty		50	\$51.00	\$2,550.00
Hall	Folding Tables	Folding Polypropylene Tables 2400mm long x 730mmH Heavy duty 40-45mm white polypropylene top Waterproof, UV resistant & easy to clean Commercial grade 25-28mm tubular steel legs 5 Year Warranty		5	\$171.00	\$855.00
Hall	Chair Trolley	Chair Trolley Flat base 2 Wheels Powdercoated frame 10 Year Warranty NZ Made		1	\$185.00	\$185.00
			Delivery to Kariotahi	1	\$195.00	\$195.00
PRICES EXCLUDE GST					TOTAL	\$3,785.00



Roller Blinds Quote No 9861

183

✓ 7 x Roller Blinds

\$1,190.56

Dimensions

7 x 1130 W x 1830 L

*Fabric

Block Out

Chain

Colour Black

Bottom Rail

Colour :Black

Style: Round

Mounting

Position :Outside Frame

- Your blinds have been priced with round shaped bottom rails & white, cream or black chains.



Blinds

Easy Blinds LTD Maria Horn

Easy Blinds
Unit 4 -2 Wagener Place
St Lukes
Auckland 1025
Phone: 09 846 8175

9861

Viv Lee

Maria Horn

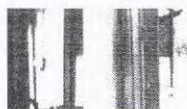
Optional Extra - Child Safe Chain Holders - One Colour only

\$35.00

The chain holder keeps the chain taught. Looks tidy and not dangling freely.

For blinds that are wall-mounted or outside mounted on the frame only.

Please tick the box on the left hand side to select this option



January 22, 2016

March 22, 2016 at 12:16pm

113-249-234

Installation (if required)

\$300.00

Installation includes 2 x site visits as our installer will call to check the measurements prior to manufacture.

Additional charges may apply if:

Any of the fixings are into concrete or metal.

Any of the fixing points are more than 3m off the floor or in stair wells.

Any existing window coverings have not been taken down.

Please tick the box on the Left hand side if you require this option

measure and install brackets only

\$200.00

GST 15%

\$155.29

Total NZD including
GST

\$1,190.56

1490.56

Open Meeting

To	Discretionary & Funding Committee
From	TG Whittaker General Manager Strategy & Support
Date	16 February 2016
Prepared by	L van den Bemd Community Development Coordinator
Chief Executive Approved	Y
DWS Document Set #	1467849
Report Title	Application for Funding - Let's Get Together Huntly

I Executive Summary

The purpose of this report is to present an application for funding from Let's Get Together Huntly (LGTH) towards the cost of hosting the biannual Huntly Wearable Arts event.

2 Recommendation

THAT the report from the General Manager Strategy & Support – *Application for Funding - Let's Get Together* – be received;

AND THAT an allocation of \$_____ is made to Let's Get Together Huntly towards the cost of hosting the biannual Huntly Wearable Arts event;

OR

AND THAT the request from Let's Get Together Huntly towards the cost of hosting the biannual Huntly Wearable Arts event is declined/deferred until _____ for the following reasons:

3 Background

Let's Get Together Huntly (LGTH) – which is an umbrella group under the Waikato Enterprise Agency – is hosting the 2016 biannual Huntly Wearable Arts event.

LGTH wants to bring an array of artists from all over New Zealand to showcase their talent for creating wonderful wearable arts costumes. Previous years entries have come in from as far afield as Australia.

The show will be hosted by comedian Te Radar with entertainment being provided by talented local groups.

The event has gained momentum over previous years and is widely respected by the community of Huntly and the arts community throughout the Waikato.

There are six categories in which participants can enter.

Alongside the show there will be a competition for the best photo by a young person themed "Huntly Let's Get Together".

The event will take place at the Huntly College Hall on Saturday 01 October 2016.

4 Options Considered

- 1) That the application is approved and an allocation of partial or full funding requested be 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 **\$22,917.89**. The Let's Get Together Huntly is seeking funding of **\$4,205.96** towards the cost of advertising, signage and venue hire for the event.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Discretionary & Funding Committee	Ralph Mine Commemorations	August 2014	\$1,258.88
Huntly Community Board	To purchase Xmas flags	November 2015	\$976.50

6 Policy

The application meets the criteria set in the Discretionary Grants 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). The total amount granted is at the discretion of the committee/board to which the grant is assigned.

7 Conclusion

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

Attachment

Application for funding from Let's Get Together Huntly

- 9 FEB 2016



Waikato District Council

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**

Let's Get Together Huntly (Waikato Enterprise Agency)

What is your organisation's purpose?

To support community initiatives that promote the creative aspects of arts, culture and heritage that depicts Huntly and surrounding districts. To encourage participation that is inclusive of all our community.

Address: (Postal)

P.O. Box 54, Huntly

Address: (Physical if different from above)**Contact name, phone number/s and email address**

Kim Bredenbeck kim@waikatodistrict.co.nz
Lianne van den Bemd lianne.trac@xtra.co.nz

Charities Commission Number: (If you have one)

Are you GST registered? No ☐ ☒ GST Number 55 / 961 / 514

Bank account details 03 1570 0414656 00

Bank Westpac

Branch Huntly

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)*

The group Let's Get Together Huntly (LGTH) is organising and hosting the biannual Huntly Wearable Arts event planned for October 2016.

The Huntly Wearable Arts show started in 1999. Until 2012 the event was organised and hosted by the Huntly and Districts Business and Professional Women's Association. In 2014 they enlisted LGTH to (direct) assist with the running of the show. This was such a success that they have now passed the reigns on to them to organise the entire event.

The LGTH group want to bring together an array of artists from all over New Zealand to showcase their talent for creating wonderful wearable art costumes. Participants will each be asked to bring along their own model and assist the show organisers with the back stage preparation for the show. In some circumstances a model can be found.

The event has gained momentum over the previous years and is widely respected by the community of Huntly and the arts community throughout the Waikato and afar.

The show will be hosted by comedian and television personality Te RADAR with entertainment being provided by talented local groups.

The categories for entry are:

Earth – Restyled category

Wind and Weather – Open category

Fire – Open category – featuring Colour and Strength

Water – Open category and

Evoking nature metamorphosis – Open category.

There are three experienced judges who have been invited to judge the costumes. Each category has a prize value of \$500. The overall supreme winner will receive a \$3,000 prize. Alongside the show there will be a competition for the best photo by a young person or group of young persons themed "Huntly Let's Get Together". It is pitched at youth 12yrs to 18yrs and is aimed at Waikato District youth taking a photo that represents the best of Huntly.

Young people will be asked to take a photo of Huntly using their cell phone only and to submit their work online for entry. The winning photos will be put up for display on the night of the show and also promoted through social media. There is no cost to the young people.

The prize value is \$250.

The event will take place at the Huntly ^{College} ~~High School~~ Hall on Saturday 1 October 2016.

Who is involved in your event / project?

The organisers have enlisted groups such as the Huntly Lions, Huntly Garden Club, and Community volunteers etc. to assist with the logistics of running the show.

How many volunteers are involved?

Let's Get Together project team members and many community groups are assisting voluntarily.

What other groups are involved in the project?

N/A

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

- The community and sponsors will benefit from greater exposure through the promotional and marketing that represents the beauty of Huntly through pictures and will be used in on line media, publications and signage all aimed at positively promoting the township of Huntly
- The community have the opportunity to partake in the event.
- Community groups feel their voluntary work is valued.
- The event creates an arts scene for Huntly

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	\$	\$ 22,917.89
Existing funds available for the project Total A (Sales & Sponsorship)	\$	\$ 13,050.00

Funding being sought from Waikato District Council

Project Breakdown (itemised costs of funding being sought) <i>If there is insufficient space below please provide a breakdown of costs on an additional sheet.</i>	\$	\$
Advertising	\$	\$ 1,136.42
Venue hire	\$	\$1,304.35
Signage	\$	\$1,765.19
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$	\$ 4,205.96

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

a)Creative Communities Scheme Fund	\$ _____	\$5,454.16
b)Waikato District Council Mayoral Fund	\$ _____	\$200
	\$ _____	\$
	\$ _____	\$
Total of other funds being sought Total C	\$ _____	\$5,654.16

Total Funding Applied for (Add totals A, B & C together to make Total D) Total D <i>Note : This total should equal the Total Cost of the Project/Event</i>	\$ _____	\$22,910.12 - \$7.77 variance
--	----------	----------------------------------

Describe any donated material / resources provided for the event/project:

N/A


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
Discretionary & Funding Committee – Ralph Mine commemoration	\$1,258.88	2014
Huntly Community Board – Xmas flags	\$9,76.50	2015

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: Gloria Jean Beverland.

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

Signature:  Date: 4/2/2016
Gloria Jean Beverland

Position in organisation (tick which applies)

Chairman ☐

Secretary ☒

Treasurer ☐

Signature: 

Date: 4/2/2016

Position in organisation (tick which applies)

Chairman ☐

Secretary ☐

Treasurer ☒

**Lets Get Together (Waikato Enterprise Agency Budget
For Wearable Arts Show October 2016
For period ended 24 November 2016**

	Budget - GST Excl	Actual	Variance	
Income				
Sales & sponsorships				
Entry Fees - Show 40 x 20 ?	800.00			estimated
Ticket Sales (budget 270 x \$25)	6,750.00			estimated
Event Sponsorship	5,500.00			
	13,050.00			
Grant applications				
Creative Communities	5,454.16			
Mayoral Fund	200.00			
Discretionary & Funding Fund - Event Fund	4,205.96			
Total grant applications	9,860.12	-	-	
Total Budgeted Income	22,910.12	-	-	
Project Costs				
Advertising	1,136.42			Discretionary & Funding Committee
Printing show programs, tickets	869.57			Ticket sales
Videos, dvd's, recording, photography	500.00			Ticket sales
Entertainment/singers - Donation	1,500.00			Ticket sales
Lighting , staging & sound (HCC)	5,454.16			Creative Communities Scheme
Audit review fees	0.00			Donation
Security - Lions Club	300.00			Ticket sales
Prizes	5,500.00			Business / Sponsors
Cleaning -Huntly Garden	200.00			Ticket sales
Judges fees (3 x \$200)??	600.00			Ticket sales 738.20
Presenter fees	1,500.00			Ticket sales
Food for judges/organisers	200.00			Ticket sales
Venue Hire Huntly College	1,304.35			Discretionary & Funding Committee
Gifts - Sponsors -Flower baskets	150.00			Ticket sales
Website development	738.20			Lets Get Together
Stage set cost	1,000.00			Ticket sales - estimated cost. Stage set details yet to be confirmed
Youth Photo Compitition	200.00			Mayoral fund
Signage - \$1064.35 700.84 = 1765.19	1,765.19			Discretionary & Funding Committee
Total expenses	22,917.89	-	-	
Surplus / (Deficit)	(7.77)	-	-	

Lianne Van Den Bemd

To: Jean Beverland
Subject: RE: North Waikato News - Public Notice prices

From: Jean Beverland [<mailto:wribev@clear.net.nz>]
Sent: Friday, 5 February 2016 9:24 a.m.
To: Lianne Van Den Bemd
Subject: Fw: North Waikato News - Public Notice prices

----- Original Message -----

From: Charlotte Hunuhunu
To: wribev@clear.net.nz
Sent: Friday, February 05, 2016 9:04 AM
Subject: North Waikato News - Public Notice prices

Hi Jean,

Thank you for your enquiry. The price for the requested advertisement size via telephone for the public notices is as follows:

10cm deep x 11cm wide (cols)

Mono: \$228.70inc

Full colour: \$326.72GST inc x 4 = 1,306.88 GST excl \$1,136.42

The deadline to place a classified advertisement is 4pm, Monday prior to the publication date, the only exception for changing the deadline is public holidays.

If further assistance is required, please feel free to contact.

Kind Regards

Charlotte Hunuhunu

Customer Service

E charlotte.hunuhunu@fairfaxmedia.co.nz | **P** (07) 828 7484 |
 Fairfax Media, 148 Main Street, Huntly, Waikato, 3740, New Zealand
 PO Box 234

Office hours:
 Monday to Friday
 8:30am - 5:00pm

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Jean Beverland

From: "Kim Bredenbeck" <kim@waikatodistrict.co.nz>
To: "Jean Beverland" <wribev@clear.net.nz>; "Sandra Stewart" <sandra@sjsrealty.co.nz>; "Lianne Van Den Bemd" <Lianne.VanDenBemd@waidc.govt.nz>
Sent: Wednesday, 22 July 2015 10:12 a.m.
Subject: FW: Wearable Arts dates

Hi Ladies see Roses response below we can confirm the charge for the college at \$1,500.00

Cheers

Kim

-----Original Message-----

From: Rosemary Curle [mailto:rosemaryc@huntlycollege.school.nz]
 Sent: Tuesday, 21 July 2015 8:46 p.m.
 To: Kim Bredenbeck
 Cc: Rosemary Fletcher
 Subject: Re: Wearable Arts dates

Many thanks Kim. I will confirm that we will hold at \$1500.00 for the Wearable Arts show in October 2016. The whole show is a wonderful showcase for the Huntly community.

Many thanks

Rosemary Curle
 Acting Principal
 Huntly College
 HUNTLY
 07 828 7152 ext 806
 Mobile 021 614 196

- GST = 1,304.35

"100% All Day Every Day"

On 21 July 2015 at 16:29, Kim Bredenbeck <kim@waikatodistrict.co.nz> wrote:

Hi Rose

Just confirming a price for the hall as we lock in budgets I am aware that we are over a year away but note that BPW paid \$1,500.00 can we assume this will be the charge again? If you are able to respond that would be great.

Many Thanks

Kim

-----Original Message-----

From: Rosemary Curle [mailto:rosemaryc@huntlycollege.school.nz]
 Sent: Friday, 26 June 2015 2:01 p.m.
 To: Kim Bredenbeck
 Subject: Wearable Arts dates

Afternoon Kim...

Lianne Van Den Bemd

From: Jean Beverland <wribev@clear.net.nz>
Sent: Tuesday, 15 December 2015 4:32 p.m.
To: Lianne Van Den Bemd
Subject: Fw: wearable arts sign
Attachments: wearable arts sign.jpg

----- Original Message -----

From: Haven Signz
To: Jean Beverland
Sent: Tuesday, December 15, 2015 9:41 AM
Subject: wearable arts sign

Hi Jean,

The total cost to supply an fit vinyl cut text to client supplied board @ 2400mm x 1200mm will be - \$340 incl. gst.

We will take a 10% discount off for this making the total - \$306 incl.gst $\times 4 = \$1,224.00$

Attached is a draft layout for the sign.

$- GST = 1,064.35$

Kind regards

Paul





PlaceMakers Huntly
498 GREAT SOUTH RD
P O BOX 162
HUNTLY
PH: (07)828-2000
FX: (07)828-9829

E S T I M A T E

E S T I M A T E

Number: 25257

Reprint

P Wright
46 William Street

JOB ADDRESS :
P Wright
46 William Street

Expiry Date:
14/01/16

Huntly

Huntly

ALL PRICES EXCLUDE G.S.T.

Customer Ref	Loc	Source	Date	Time	Salesperson	Account #	
jEAN	313	call	15/12/15	11:09	Tony W	WRIPA	
Product No	Description	Qty	UOM	Price \$	UOM	Selling Pr	Ext. Amt
Note: Poles may incur a freight charge for delivery to store from the supplier.							
3250974	DRICON RAPIDSET BAG 25KG	16	BG	11.56	BG	11.10	177.56
2339335	FENCE RAIL RAD H3.2CCA RS 6.0M 100 X 50MM	8	EA	17.93	EA	16.32	130.53
4548816	LUMBERLOK BLUESCREW PURLIN SCREW 10G 80MM 250PK	1	BX	52.16	BX	37.38	37.38
4510624	SCREW SUREFIX SQ SS T304 8G 50MM 100PK	1	PA	21.78	PA	9.93	9.93
2312361	POLE ROUND H5 3.6M SED 150MM	8	EA	46.43	EA	43.18	345.44

Terms: 1mth o/due @ mthend

Signage

Taxable Amt:

700.84

Plus GST :

105.13

Total:

805.97

Waikato Enterprise Agency

Financial Statements

For the Year ended

30 June 2015

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Waikato Enterprise Agency
Statement of Financial Performance - Agency
For the Year Ended
30 June 2015

	2015	2014
Income		
MSD-CV	4683	9507
WDC	41739	52467
Staff/Misc	16	52
Secretarial Services	380	0
Department of Corrections	211755	266591
Victim Support - National	0	5182
Lease - 30 Main St	1183	1044
Lets Get Together - Huntly	0	3000
Interest - National Bank	695	1546
Philanthropic Funding	340	1142
Total Income	<u>260791</u>	<u>340530</u>
Less Expenses		
Com Max - Training	0	0
Victim Support - Reimbursements	0	2034
Insurance	3049	6577
Wages	228896	280293
Power	556	189
Rates	1865	1733
R & M & Low Value Assets	1272	294
Stationary & Photocopying	14976	21826
Membership Fees	295	312
Telephone & Internet	3003	3082
Vehicle	13389	16426
Marketing & Website	370	1324
Security	0	627
Petty Cash	1540	1995
Tea/Coffee/Rubbish	1029	1190
Trustee Expenses	2171	2075
Legal Fees & Charity Commission Fee	0	-44
Training	4031	3492
Lets Get Together - Huntly	0	3000
Travel Reimbursement	2735	17
Valuation	0	0
Conference	0	957
Staff	1427	4747
Computer	0	0
Philanthropic Grants	0	750
ACC	1166	1105

Audit	345	343
Bank Fees	136	169
Direct Link - Software	357	343
Depreciation	13590	18480
Total Expenses	<u>296196</u>	<u>373334</u>
Net Surplus (Deficit)	<u><u>-35405</u></u>	<u><u>-32804</u></u>

Waikato Enterprise Agency
Statement of Financial Performance - I-Site
For the Year Ended
30 June 2015

		2015	2014
Income			
Sales	42847	55503	
Opening Stock	23182	28400	
Purchases	24527	36917	
Closing Stock	14570	23182	
Total Income		9708	13369
Other Income			
Waikato District Council	62609	60667	
Voucher Income	20991	21828	
Ticket Sales	17412	17961	
Phone & Stamps	2657	3216	
P2D	2326	3048	
Green Cathedral	391	609	
Staff/Misc	1005	2044	
Total Other Income		107391	109373
Total Income		117099	122742
Less Expenses			
Voucher Expenses	15600	23811	
Ticket Costs	7313	1257	
Phone & Stamps	2094	2994	
Green Cathedral Reimbursements	130	348	
Staff/Misc	0	0	
Travel Bookings	12780	9913	
Insurance	1254	0	
Wages	71627	70819	
Repairs & Maintenance	225	759	
Stationary & Photocopying	3325	3677	
Membership	1610	1600	
Telephone & Internet	1605	1795	
Marketing & Website	1889	776	
Petty Cash/Misc	0	0	
Tea/Coffee/Rubbish	0	0	
Legal Fees	0	0	
Uniform	0	537	
Training	30	644	
Conference	75	1685	
Packaging	576	30	
Admin Support (Agency to i-Site)	5354	0	
Eftpos & Equipment Hire	531	709	

Jasons Distribution	0	325
ACC	333	552
Audit	300	298
Bank Charges	0	48
Eftpos/Visa Fees	968	1182
Total Expenses	<u>127619</u>	<u>123759</u>
Net Surplus (Deficit)	<u><u>-10520</u></u>	<u><u>-1017</u></u>

Waikato Enterprise Agency

Statement of Financial Performance - Raglan Information Centre
For the Year Ended
30 June 2015

	2015	2014
Income		
Sales	31005	35265
Opening Stock	32266	21558
Purchases	3784	31044
Closing Stock	<u>11584</u>	<u>32266</u>
Total Income	6538	14929
Other Income		
WDC Grant	73326	60522
Vouchers Proceeds	90287	118709
Commissions	3592	3080
Membership Fees	5652	5257
Phone & Stamps	978	1951
Event Ticketing	22	3738
Staff/Misc	600	1288
Grant Funding	0	0
Travel Booking	7958	12148
Luggage Storage	14	59
Museum	<u>6883</u>	<u>6442</u>
Total Other Income	189312	213194
Total Income	<u>195850</u>	<u>228123</u>
Less Expenses		
Voucher Expenses	78614	110257
Agency Commission	1903	1330
Event Ticketing	0	3783
Phone & Stamps	248	2069
Travel Bookings	7272	10017
Museum	6315	6926
Insurance	1254	0
Wages	80983	82746
Repairs & Maintenance	468	546
Stationery & Photocopying	2711	1606
Marketing & Website	1258	1664
Membership	1748	25
Petty Cash/Misc	0	-7
Tea/Coffee/Rubbish	48	242
Grant Payments	0	3

Uniform	135	747
Training	411	1046
Conference	13	481
Packaging	12	122
Travel	122	167
Eftpos Rental	618	772
Printing	0	0
Telephone	33	0
Admin Support (Agency to Raglan)	13849	0
Power	0	0
ACC	333	368
Audit	300	298
Bank Charges	526	555
Merchant Fees	1788	2041
Total Expenses	<u>200961</u>	<u>227805</u>
Net Surplus (Deficit)	<u><u>-5111</u></u>	<u><u>318</u></u>

Waikato Enterprise Agency
Statement of Movements in Equity
For the Year Ended
30 June 2015

	2015	2014
Opening Balance	238988	272491
Plus		
Net Profit - Agency	-35405	-32804
Net Profit - I-Site	-10520	-1017
Net Profit - Raglan	-5111	318
GST Adjustment	0	0
	<u>-51035</u>	<u>-33503</u>
 Closing Balance	 <u><u>187953</u></u>	 <u><u>238988</u></u>

Waikato Enterprise Agency
Statement of Financial Position
As at 30 June 2015

	2015	2014
Current Assets		
Westpac Raglan - 00	394	4666
National Bank - 00	26132	48697
National Bank Premium Call	16332	14101
National Bank - 03	1643	4553
Westpac Raglan - 01	4986	4688
Float	600	600
GST Account	28	0
Accounts Receivable	46233	39351
Stock on Hand	26153	55448
	122503	172104
Fixed Assets		
As per Schedule	264733	278323
Total Assets	<u><u>387236</u></u>	<u><u>450427</u></u>
Current Liabilities		
Accounts Payable	15516	33141
Credit Card	-49	-1111
GST	22287	17880
	37755	49911
Equity		
Revaluation Reserve	161528	161528
Retained Earnings	187953	238988
	<u><u>387236</u></u>	<u><u>450427</u></u>

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Waikato Enterprise Agency
 Plant Property & Equipment
 For the Year ended 30 June 2015

	Initial Cost	Open WDV	Addtns	Sales	Profit (Loss)	Depn Method	YTD Depn	Acc Depn	Close WDV
Office Furniture & Equipment									
Display	2852	0				8.3% SL	0	2852	0
Computer Table	221	0				10.0% SL	0	221	0
Phone/Fax	222	0				10.0% SL	0	222	0
Display Cabinet	178	0				10.0% SL	0	178	0
Display Cabinet - Raglan	200	0				10.0% SL	0	200	0
Computer Table	164	0				10.0% SL	0	164	0
Work Station	133	0				12.5% SL	0	133	0
Fridge	551	0				8.3% SL	0	551	0
Office Furniture	400	15				8.3% SL	15	400	0
Signs	267	115				5.0% SL	13	165	102
Trestles	297	8				8.3% SL	8	297	0
Ladder	151	0				12.5% SL	0	151	0
Fax Machine	299	0				20.0% SL	0	299	0
Till & iSITE	1069	0				20.0% SL	0	1069	0
Computer	1089	0				25.0% SL	0	1089	0
Computer - Viewsonic PSTO52500060	1163	0				25.0% SL	0	1163	0
Computer - Viewsonic PST052409617	1163	0				25.0% SL	0	1163	0
Data Projector	1060	0				25.0% SL	0	1060	0
Printers (2)	407	0				25.0% SL	0	407	0
Computer - ICM	1585	0				25.0% SL	0	1585	0
Computer - Enterprise Training	848	0				28.8% SL	0	848	0
Computer - Acquire	1235	0				28.8% SL	0	1235	0
Lap Tops - 2	1664	0				25.0% SL	0	1664	0
Computer Components	590	199				12.0% SL	71	462	128
Tables & Chairs - WEA	2485	871				10.0% SL	249	1863	623
HP Computer - Agency	1239	830				36.0% SL	446	855	384
HP Computer - Raglan	1108	742				36.0% SL	399	765	343

Carpet	942	207	28.8% SL	0	942	0
Furniture	969	338	10.0% SL	97	728	241
Washing Machine	543	0	21.6% SL	0	543	0
Television - i-Site	2071	0	28.8% SL	0	2071	0
Blinds	543	0	18.6% SL	0	543	0
Photocopier	969	0	24.0% SL	0	969	0
Computer i-Site	869	0	36.0% SL	0	869	0
Computer - Janie ICM	888	0	36.0% SL	0	888	0
Computer i-Site	973	0	36.0% SL	0	973	0
Samsung Phone, Pad & Cover - Agency	784	411	10.0% SL	78	451	333
HP Touchsmart 310-1110A All in one PC - Agency	1216	0	36.0% SL	0	1216	0
HP Touchsmart 310-1110A All in one PC - Agency	1217	0	36.0% SL	0	1217	0
Independent Computer - Agency	1979	496	36.0% SL	496	1979	0
Road Sign - i-Site	679	370	5.0% SL	34	343	336
eftco. POS System - i-Site	7258	508	36.0% SL	508	7258	0
eftco. POS System - Raglan	5059	52	36.0% SL	52	5059	0
Flags - Raglan	575	67	30.0% SL	67	575	0
Fridge	460	419	8.3% SL	38	79	381
HP Pavillion	789	410	36.0% SL	284	663	126
TV - Raglan	643	348	25.0% SL	161	456	187

<i>Total</i>	<i>52066</i>	<i>6198</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>3015</i>	<i>48883</i>	<i>3183</i>
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Vehicles

Holden Spark (GHT731) - Moroccan Blue	14418	8169	20.0% SL	2884	9132	5286
Holden Spark (GHW644) - Green Cocktail	14418	8169	20.0% SL	2884	9132	5286
Holden Epica (GDN265)	14504	11604	20.0% SL	2901	5801	8703
Nissan Pulsar DGS757	8726	0	20.0% SL	0	8726	0

<i>Total</i>	<i>52066</i>	<i>27943</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>8668</i>	<i>32791</i>	<i>19275</i>
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Land & Buildings

Land	20933	20933	0.0% SL	0	0	20933
Land Revaluation (2006)	149067	149067	0.0% SL	0	0	149067
Buildings	28545	21312	2.0% SL	571	7804	20741
Buildings Revaluation (2006)	12461	10469	2.0% SL	249	2241	10220
Building Plans & Consent	927	756	2.0% SL	19	190	737
Building Plans/Consent for Carpark	474	393	2.0% SL	9	90	384

Security Door	350	174			4.0% SL	14	191	160	
Insulation	1715	1443			2.0% SL	34	306	1409	
Shed	849	724			2.0% SL	17	142	707	
Gate	2067	1776.5			2.0% SL	41	332	1735	
Signs	3894	2480			5.0% SL	195	1609	2285	
Building Alterations	33570	30847			2.0% SL	671	3394	30176	
Building Alterations (Raglan)	2706	2385			2.0% SL	54	375	2331	
Building Alterations (WDIC)	1617	1424			2.0% SL	32	225	1392	
<i>Total</i>	<i>259175</i>	<i>244183</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1907</i>	<i>16900</i>	<i>242275</i>
Total Assets	363307	278323	0	0	0	0	13590	98574	264733

Waikato Enterprise Agency
Notes to the Financial Statements
For the Year Ended
30 June 2015

1 General Accounting Principles

These are the financial statements of the Waikato Enterprise Agency. The Waikato Enterprise Agency is an Association incorporated under the Incorporated Societies Act 1908.

The Financial Statements are prepared in accordance with Generally Accepted Accounting Practice.

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis, are followed by this entity.

2 Statement of Particular Accounting Policies

Accounts Receivable

Accounts receivable are stated at their estimated net realisable value.

Differential Reporting

The Waikato Enterprise Agency qualifies for differential reporting as it is not publicly accountable (as defined for accounting purposes) and by virtue of its size.

The Agency has taken advantage of all the available differential reporting exemptions

Financial Instruments

The Waikato Enterprise Agency does not enter into off balance sheet financial instruments.

Fixed Assets

Fixed assets are stated as cost less aggregate depreciation or net realisable value. Depreciation has been calculated to write off the cost of the assets over their estimated useful lives.

Depreciation Rates

Office Furniture & Equipment	5.0% - 36.0% SL
Motor Vehicles	20.0% SL
Buildings	2.0% - 5.0% SL

GST

The Waikato Enterprise Agency is registered for GST and the accounts have been prepared on a GST exclusive basis with the exception of Payables and Receivables which are stated GST inclusive.

Grants

Grants received which contribute to income are recognised in the Statement of Financial Performance as soon as any obligations attached to the grants have been met.

Taxation

The Waikato Enterprise Agency is an exempt entity for income tax purposes.

3 Changes in Accounting Policies

There have been no changes in accounting policies that would have a significant effect on the determination of profit for the year. All policies have been applied on bases consistent with those used in the previous year.

4 Capital Commitments

The Waikato Enterprise Agency has no contracts for capital expenditure as at 30 June 2015(2014:Nil).

5 Contingent Liabilities

The Waikato Enterprise Agency has no contingent assets or liabilities as at 30 June 2015 (2014:Nil).

6 Subsequent Events

There have been no events subsequent to balance date that require adjustment of or disclosure in the Financial Statements.

"ELEMENTS"

Life on this planet has always been a balancing act – a complex web of interconnectivity – surprisingly fragile. Remove or alter enough key components and that web begins to fray and fall apart....

Category One: Earth – Restyled Category (Prize \$500)

Recycle and protect mother earth – the giver of life – the keeper of Soles – nurturer, protector of all. (Each entry must use a minimum of 3 garments for each creation)

Category Two: - Wind and Weather – Open Category (Prize \$500)

Spirits and Gods carried by currents of wind buffered by forces of nature – Day and Night, Swirling and Swaying

Category Three: - Fire – Open Category – featuring Colour and Strength (Prize \$500)

An explosion of warmth and colour, take a risk - explore your inner being and let it emerge to play

Category Four: - Water – Open Category evoking nature (Prize \$500)

4 hundred million years ago mass extinction struck when most marine life died off, coming within a razors edge of ending all life on earth – but we survived...

Category Five:- Metamorphosis – Open category (Prize \$500)

Explore change in our ever evolving world – limited only by your imagination

Associated Awards**1st time Entrant (Lara Hislop \$250 Prize)**

An overall award encouraging new designers of all ages and abilities

Mayors Choice (Mayor Sanson \$250 Prize)

An award based on visual appeal only

Supreme Award (Dallas \$3,000 Prize)

Chosen from our 5 Category winners.

Photography Section (WEA \$250 Prize)

We are asking all young people aged between 12 and 19 years to take a photo that depicts the community of Huntly. It can be of Whanau, our natural beauty, trees, lakes, walks etc

Open to ages 12 – 19. Photos must be taken via Phone and submitted on line.

To be displayed and voted for online by the Public. Top 4 will be displayed on the night, with final voting closing before the show starts and winner announced at the end.

[Type text]

Lets Get Together Huntly

Wearable Art Competition 2016

P.O. Box 54, Huntly

7th October 2015

Dear Discretionary & Funding Committee

This is to confirm that Huntly will host another Wearable Arts Competition in October 2016. Lets Get Together Huntly (LGTH) for Huntly has taken up the challenge and is gathering a capable group of interested and skilled people from our district community to assist us to develop a world class event that we can all be proud of.

In 2014 BPW Huntly committee contracted LGTH to direct the 2014 show. Huntly and Districts Business and Professional Women's Association have confirmed their long term priorities have changed and support the running of this event to be handed over to LGTH.

LGTH wish to thank BPW for this opportunity and look forward to honouring the work and history of this event for years to come.

There are six elements that will make up the categories for entry.

More detailed information will be distributed as it is developed however we are intending to have a dedicated website designed to provide real time information and begin the process of archiving past event photos etc.

The date has been planned for the 1st of October 2016.

We are seeking costs towards the advertising, signage and hall hireage for the show.

See attached quotes.

Let's Get Together is an umbrella group operating under the Waikato Enterprise Agency

Warm Regards

Kim Bredenbeck kim@waikatodistrict.co.nz

Lianne van den Bemd lianne.trac@xtra.co.nz

New focus for wearable arts show

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NANCY EL-GAMEL

Wearable arts might be a popular attraction in Wellington, but Huntly has had its own successful show since 1999.

And now, Business Professional Women – more commonly known as BPW – are passing on the baton to Let's Get Together Huntly events committee.

The two groups joined forces for the last show in 2014 but now the whole event will be run by committee members, including Jean Beverland.

"It's just something I enjoy

doing and we feel it's an important part of Huntly's arts scene.

"We want to thank BPW for bringing the show to life."

But wearable arts isn't about pretty dresses marching down a runway.

The outfits are designed to be pieces of art and the night includes entertainment from local groups.

"They're art creations as opposed to style creations. They're usually, unusual and over-the-top.

"We've had a taniwha's puff smoke out of its mouth, which I've

never seen done before.

"It allows designers a lot more freedom to experiment with different materials that they normally wouldn't be able to if they were designing for style.

"It's the innovation that good wearable art encourages."

But while having your designs accepted for Wellington's WOW can prove pretty difficult, the smaller scale of Huntly's event gives designers from around the Waikato a chance to try something new.

"You can be one of hundreds submitting designs in Wellington

but this gives you the opportunity to be accepted.

"There are no age restrictions so anybody can enter and they bring and dress their own models.

"It's entertaining and supports artists and designers and gives the locals the chance to step up.

"We don't care if the outfits have been shown before, as long as we get a chance to see something different in Huntly."

Visit wearableartshuntly.co.nz for more information and how to enter.

test based on the Arms Code and when you consider the seven basic rules in Section One, (1B) you will note Rule One is treat every firearm as loaded, Rule Three requires you to only load a firearm when ready to fire and Rule Six requires you to store firearms and ammunition safely and that they should be stored separately, then it's clear some people are ignoring the basics." Mr Plas said while anyone disregarding basic safety requirements can face revocation of their firearms license Police would rather focus on compliance and ensure firearms owners and the public were not put at risk.

Colourplus Long Summer PAINT SALE Save up to 35%

COLOURPLUS ULTRA PREMIUM AQUASUN ROOF PAINT

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NOW \$156.75



SAVE 25%

The ultimate roof coating, specially formulated for New Zealand's unique weather conditions. • Self priming, and provides superior coverage with anti-corrosive properties. • Satin finish and available in 12 standard colours

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NOW \$90.35



SAVE 25%

100% premium acrylic paint that offers extreme sun protection for exterior surfaces • Provides a tough and durable finish • Ideal for weatherboards, concrete, plaster, galvanised iron and more • Available in gloss, satin and low sheen finishes (excludes Aquasun Flexibuild)

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10L RRP \$159.95

NOW \$119.95

4L RRP \$79.95

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SAVE 25%

• A semi-transparent water based stain that allows the natural grain of the timber to show through. • A linseed oil based stain designed for exterior timber surfaces. Available in 7 standard colours

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Open Meeting

To	Discretionary & Funding Committee
From	TG Whittaker General Manager Strategy & Support
Date	23 February 2016
Prepared by	L van den Bemd Community Development Coordinator
Chief Executive Approved	Y
DWS Document Set #	1467803
Report Title	Application for Funding – Turangawaewae Marae Committee

I Executive Summary

The purpose of this report is to present an application for funding from the Turangawaewae Marae Committee towards the cost of the 121st annual regatta event.

2 Recommendation

THAT the report of the **General Manager Strategy & Support – Application for funding - Turangawaewae Marae Committee** – be received;

AND THAT an allocation of \$_____ is made to the Turangawaewae Marae Committee towards the cost of the 121st annual regatta event;

OR

AND THAT the request from the Turangawaewae Marae Committee towards the cost of the 121st annual regatta event is declined/deferred until _____ for the following reasons:

3 Background

The Turangawaewae Marae is hosting the 121st Turangawaewae Regatta - the second oldest regatta of its kind in the South Pacific and Australasia. The main attractions of the event are the array of aquatic events such as the school crews competing in the kopapa racing, and the grand parade of the mighty waka taua (war canoes). Entertainers, local service providers, local businesses and food stall holders are invited to perform, fund raise and to promote their products at the event.

Numbers attending the event continue to increase with 9,000 attending in 2015.

The event is one of New Zealand's most culturally unique experiences and attracts visitors from all over the country. It is being held from 18 to 20 March 2016.

4 Options Considered

- 1) That the application is approved and an allocation of partial or full funding requested be 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 **\$89,130.43**. The Turangawaewae Marae is seeking funding of **\$12,942.50** towards the cost of hireage of AV equipment, safety fencing, portaloos and portacoms, advertising and eftpos machine.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Discretionary & Funding Committee	Regatta event	March 2014	\$7,500.00
Discretionary & Funding Committee	Regatta event	March 2015	\$7,500.00

6 Policy

The application meets the criteria set in the Discretionary Grants 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). The total amount granted is at the discretion of the committee/board to which the grant is assigned.

7 Conclusion

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

Attachment

Funding application from the Turangawaewae Marae Committee



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

Turangawaewae Marae

What is your organisation's purpose?

Turangawaewae Marae is the official residence of Kingi Tuheitia and the headquarters of the Kingitanga. It's purpose is to provide strength & identity for maori and continue to reaffirm the kingitanga values & philosophies to help empower people to succeed socially, economically, environmentally, spiritually and culturally.

Address: (Postal)

P O Box 92, Ngaruawahia

Address: (Physical if different from above)

River Road, Ngaruawahia

Contact name, phone number/s and email address

Delwyn Abraham - 0274582149 - delwyn.abraham@xtra.co.nz OR Vinny Kingi - 078248154 - tt.board@xtra.co.nz

Charities Commission Number: (If you have one)

Are you GST registered? No ☐ Yes ☒ GST Number 12 / 535 / 974

Bank account details 06 / 0377 / 0017806 / 00

Bank ANZ Branch Hamilton

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)

121st Turangawaewae Regatta - 18 & 19 March 2016, River Road, Ngaruawahia at Turangawaewae Marae. This years event marks the 121st Regatta in Ngaruawahia and continues to remain the 2nd oldest regatta in the south pacific & Australia. It's focus is mainly on the aquatic activities on the Waikato River with a number of various cultural & community attractions including marae tours, waka rides, kapa haka, arts exhibition, historic exhibition, stalls, interactive rides and woodchopping.

Who is involved in your event / project?

Turangawaewae Marae manages all event planning and delivery

How many volunteers are involved?

30 volunteers during the planning stage & 100 + volunteers on the main day (19th March 2016)

What other groups are involved in the project?

Stallholders, kapa haka groups (adults), primary schools (waka kopapa racing), secondary schools (waka kopapa and waka ama), waka taua, St Johns, local artists, bands, WDC, Waikato-Tainui, National & International dignitaries, general public

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

The event is open to all local and wider community organisations to promote, showcase, fundraise, compete and perform. Stall costs for clubs, marae & schools are kept at a minimum to enable them to have an opportunity to fundraise to the general public. The event showcases & promotes Ngaruawahia to New Zealand and the world bringing more tourists & non-Waikato residents to the event. Numbers continue to increase with 9000 attending in 2015.

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	\$ _____	\$ 89,130.43
Existing funds available for the project Total A	\$ _____	\$ 76,187.93

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.	\$	\$
Promotion / Advertising	\$	\$ 920.00
AV Equipment	\$	\$ 510
Safety Equipment	\$	\$ 1650
Portacom & Toilet Hireage	\$	\$ 9150
Eftpos Machines	\$	\$ 712.50
	\$	\$
Total Funds being sought from WDC Total B	\$	\$ 12,942.50

Has funding been sought from other funders?

Yes

☐

No

☒

If 'Yes', please list the funding organisation(s) and the amount of funding sought

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

Total Funding Applied for

(Add totals A, B & C together to make Total D)

Total D

\$ _____

\$ 89,130.43

Note : This total should equal the Total Cost of the Project/Event

Describe any donated material / resources provided for the event/project:

Waikato-Tainui donate all marquees & some furniture to the event. Turangawaewae Marae donate maintenance of the site & upkeep to the waka on the river.



2016 Turangawaewae Regatta Actual Summary

EXPENDITURE	Incl GST	Excl GST	Comments
Promotion/Advertising	\$ 6,000.00	\$ 5,217.39	
<i>Installation of Bridge Banner</i>	\$ 1,058.00	\$ 920.00	<i>Funding sort from WDC</i>
Amusement Activities	\$ 15,000.00	\$ 13,043.48	
Stage Entertainment	\$ 6,000.00	\$ 5,217.39	
AV Equipment	\$ 7,000.00	\$ 6,086.96	
<i>Walkee Talkees</i>	\$ 586.50	\$ 510.00	<i>Funding sort from WDC</i>
River Racing Prizes	\$ 2,500.00	\$ 2,173.91	
Waka Kopapa/Ama Maintenance	\$ 9,000.00	\$ 7,826.09	
<i>Water barriers</i>	\$ 1,897.50	\$ 1,650.00	<i>Funding sort from WDC</i>
Waka Taua	\$ 2,000.00	\$ 1,739.13	
Entry Gate Hireage/Costs	\$ 3,000.00	\$ 2,608.70	
Historic Exhibition	\$ 10,000.00	\$ 8,695.65	
Dignatories Catering/Hireage	\$ 5,000.00	\$ 4,347.83	Kai - Turongo, Kimiora & Dias
Barge/Dias Maintenance/hireage	\$ 3,000.00	\$ 2,608.70	Maintenance & Hireage Only
Marae Kai		\$ -	
Wood Chopping	\$ 3,000.00	\$ 2,608.70	
St Johns / Safety / Security	\$ 2,000.00	\$ 1,739.13	
Portacom & Toilet Hireage	\$ 11,000.00	\$ 9,565.22	
<i>Portable Toilets</i>	\$ 10,522.50	\$ 9,150.00	<i>Funding sort from WDC</i>
Eftpos/ATM Hireage	\$ 1,000.00	\$ 869.57	
<i>Eftpos/ATM Hireage</i>	\$ 819.38	\$ 712.50	<i>Funding sort from WDC</i>
Waste/Rubbish Maintenance	\$ 3,500.00	\$ 3,043.48	
Electrical/Plumbing Maintenance	\$ 2,500.00	\$ 2,173.91	
Event Apparel	\$ 5,000.00	\$ 4,347.83	
Kaimahi & Manuwhiri	\$ 6,000.00	\$ 5,217.39	Kai & T-shirts for kaimahi
TOTAL EXPENDITURE	\$ 102,500.00	\$ 89,130.43	

INCOME	Incl GST	Excl GST	Comments
Amusement Activities	\$ 5,000.00	\$ 4,347.83	
River Racing Entries	\$ 3,000.00	\$ 2,608.70	
Wood Chopping	\$ 3,000.00	\$ 2,608.70	
Entry Gate & Parking	\$ 11,000.00	\$ 9,565.22	
Stalls - Food & Craft	\$ 6,000.00	\$ 5,217.39	
Stalls - Government/Iwi	\$ 2,000.00	\$ 1,739.13	
Marae Kai			
Event Apparel	\$ 4,000.00	\$ 3,478.26	
Marae & River Tours	\$ 1,200.00	\$ 1,043.48	
Various Sponsorship	\$ 43,500.00	\$ 37,826.09	
Marae Sponsorship	\$ 23,800.00	\$ 20,695.65	
TOTAL INCOME	\$ 102,500.00	\$ 89,130.43	

Income less Expenditure	\$ -	\$ -
Balance end of event	\$ -	
Monies sought from WDC		\$ 12,942.50

Please note: Costs where funding is sought from WDC, but not highlighted is an apportion of the total costs of that category
i.e. \$586.50 is an apportion of the total cost of \$7,000 for AV equipment


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
2014 Turangawaewae Regatta	\$7500	10/2/2014
2015 Turangawaewae Regatta	\$7500	9/3/2015

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: 4-2-16

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

Signature:  Date: 4-2-16

Position in organisation (tick which applies)

Chairman ☐

Secretary ☐

Treasurer ☒

Signature:  Date: 4-2-16

Position in organisation (tick which applies)

Chairman ☒

Secretary ☐

Treasurer ☐

DRAFT ACCOUNTS

TURANGAWAEWAE MARAE COMMITTEE

FINANCIAL STATEMENTS



FOR THE YEAR ENDED

31 DECEMBER 2014

Turangawaewae Marae Committee
Index to the Financial Statements
For The Year Ended 31 December 2014

DRAFT ACCOUNTS

INDEX

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Statement of Movements in Equity	3
Statement of Financial Position	4
Notes to the Financial Statements	5
Auditors Report	6

**Turangawaewae Marae Committee
Statement of Financial Performance
For The Year Ended 31 December 2014**

DRAFT ACCOUNTS

2013		2014
	Income	\$
185,998	Catering & Accommodation Income	140,224
46,073	Dividends Received - Waikato Raupatu Lands Trust	45,873
8,907	Grants Received - Mighty River Power	0
723	Interest Received	2,731
26,097	Koha Received	42,219
53,273	Regatta Income	66,543
100	Sundry Income	9,249
321,171	Total Income	306,838
	Less Expenses	
1,839	Accountancy	1,379
0	Audit Fee	0
20	Bank Fees	65
70,663	Catering Expenses	55,346
14,149	Cleaning Expenses	4,083
48,496	Electricity & Heating	37,317
1,843	Hire of Equipment	3,685
26,058	Hygiene & Sanitation	40,199
1,700	Koha Paid	1,000
11,418	Laundry	7,231
1,863	Motor Vehicle Expenses	3,110
48,690	Regatta Expenses	58,647
35,231	Repairs & Maintenance	31,022
11,813	Security & Safety Expenses	8,607
1,586	Sundry Expenses	9,647
2,662	Telephone	2,723
278,031	Total Expenses	264,063
43,140	Net Surplus / (Deficit)	42,776

The above information must be read in conjunction with the Notes to the Financial Statements and Audit Report

**Turangawaewae Marae Committee
Statement of Movements in Equity
For The Year Ended 31 December 2014**

2013		2014
	DRAFT ACCOUNTS	
		\$
68,350	Opening Equity	111,490
0	Less Assets Transferred to the Turangawaewae Trust Board	27,770
43,140	Net Surplus / (Deficit)	42,776
<u>111,490</u>	Closing Equity	<u>126,497</u>

The above information must be read in conjunction with the Notes to the Financial Statements and Audit Report


Turangawaewae Marae Committee
Statement of Financial Position
As At 31 December 2013

2013		2014
	DRAFT ACCOUNTS	
		\$
		\$
	<u>Current Assets</u>	
106,703	National Bank Cheque Account	117,754
20,087	National Bank Target Account	0
0	National Bank Capital Account	150,615
0	National Bank Charitable Account	298,674
3,900	Accounts Receivable	0
5,855	GST Refund Due	4,953
<u>136,545</u>	Total Current Assets	<u>571,996</u>
	<u>Non-current Assets</u>	
0	Term Deposit	30,000
<u>136,545</u>	Total Assets	<u>601,996</u>
	<u>Current Liabilities</u>	
25,054	Accounts Payable	28,006
	<u>Non-Current Liabilities</u>	
0	Grants Received in Advance	447,493
	Total Liabilities	475,499
	<u>Accumulated Funds</u>	
111,490	Closing Equity	126,497
<u>136,545</u>	Total Liabilities & Accumulated Funds	<u>601,996</u>

For and on behalf of the Committee:


Chairperson

Date: 10/9/15


Treasurer

Date: 10-9-15

The above information must be read in conjunction with the Notes to the Financial Statements and Audit Report

**Turangawaewae Marae Committee
Notes to the Financial Statements
For The Year Ended 31 December 2014
DRAFT ACCOUNTS**

1 Statement of Accounting Policies

(a) Reporting Entity

These financial statements are for the Turangawaewae Marae Committee, a charitable organisation, established by the Turangawaewae Trust Board under a deed of trust, incorporated under the Charitable Trusts Act 1957, and registered under the Charities Act 2005.

The financial statements have been prepared according to generally accepted accounting practice in New Zealand. The financial statements have been prepared on the basis of historical cost. Accrual accounting has been used to match expenses and revenues. Reliance is placed on the assumption that the entity is a going concern.

(b) Differential Reporting

Turangawaewae Marae Committee qualifies for differential reporting as it is not publicly accountable and is not considered large as defined by the New Zealand Institute of Chartered Accountants Framework for Differential Reporting. The committee has taken advantage of all available differential reporting exemptions.

(c) Fixed Assets

All fixed assets purchased by the Turangawaewae Marae Committee are owned by the Turangawaewae Trust Board.

(d) Revenue

Grants

Grants received are recognised in the statement of financial performance when the requirements under the grant agreement have been met. Any grants received for which the requirements under the grant agreement have not been completed are carried as liabilities until all conditions have been fulfilled.

The Committee received a total of \$447,493 from the Waikato Raupatu Lands Trust. These funds have been set aside for capital purchases and charitable purposes. Refer Grants Received in Advance on page 4.

Investment Income

Interest income is accounted for as earned.

(e) Income Tax

Turangawaewae Marae Committee is a charitable organisation and is exempt from income tax.

(f) Goods and Services Tax

Turangawaewae Marae Committee is registered for GST. The financial statements exclude GST, except for accounts payable and accounts receivable closing balances.

(g) Changes in Accounting Policies

There have been no material changes in accounting policies.

2 Contingent Liabilities

Turangawaewae Marae Committee had no contingent liabilities at 31 December 2014 (2013, nil).

3 Capital Commitments

Turangawaewae Marae Committee had not entered into any significant capital commitments at 31 December 2014 (2013, nil).



CERTIFICATE OF INCORPORATION

TURANGAWAEWAE TRUST BOARD

210957

This is to certify that TURANGAWAEWAE TRUST BOARD was incorporated under the Charitable Trusts Act 1957 on the 1st day of April 1947.

Mandy McDonald

Registrar of Incorporated Societies
6th day of May 2013



For further details visit www.societies.govt.nz

Certificate printed 6 May 2013 14:21:03 NZT



Green Frog
SIGN
& DISPLAY

Unit 7, 671 Te Rapa Rd
Te Rapa, Hamilton
ph 07 849 9014
fax 07 849 9024
info@greenfrog.co.nz

Cash Sale

Date: 10/12/15

Ref: 17112

Quote Date: 10/12/15

Dear Delwyn

Thank you for the opportunity to submit the following for your approval. This quote is valid for 1 month.

Wairere Dr install/remove - Cross bridge banner

Install and remove cross street banner **\$920.00**

Cherry picker access

Traffic management

Subtotal	\$920.00
GST	\$138.00
Total	\$1,058.00

Our payment terms are strictly 7 DAYS from invoice.

20th of the month payment available on completion of Credit Application.

We reserve the right to charge late fees and all debt recovery costs.

To accept please sign here and fax back to 07 849 9024, or confirm by email.

Signature_____ Date_____ Purchase Order No:_____



multiple
award
winner



www.greenfrog.co.nz

DOVE Radio Communications Ltd
Radio Communication Specialists
 89 Church Road Te Rapa
 P O Box 20337, Hamilton
 PH 07 850 8070 FAX 07 850 1183



QUOTATION

Customer: **Turangawaewae Marae**


Address: 29 River Rd
 Ngaruawahia

Date: 19th January 2016

Sales Rep: Aaron Andrew
 email: aaron.a@dovecom.co.nz

Attn: **Delwyn**

Ph: 0274582149

Item	Description	Sell	TOTAL
Quotation for the Supply of Radios for Regatta 2016			
1	GM388 Base Radio includes Power Supply and Antenna	\$ 50.00	\$ 50.00
14	GP328 Handheld Radios	\$ 30.00	\$ 420.00
4	2 Pin Earhook Mics with Adaptors	\$ 10.00	\$ 40.00
(Multi Chargers and Spare Batteries Included at no additional charge)			
Price is Per Day			
			
Dove Radio Standard Terms and Conditions Apply			

SubTotal \$ 510.00

\$ -

15.00% \$ 76.50

TOTAL \$ 586.50

Quote Acceptance

Sign 

Name Delwyn Horahan

Date 19-1-16

Office Use Only

Quote is Valid for 30 days

If you have any questions in regards to the quote please don't hesitate to make contact.

CENTRAL RENT-A-FENCE

W Five Limited trading as Central Rent-A-Fence
Temporary Fencing & Barricade Solutions
10 Clow Place Hamilton
P O Box 34084 Pirongia 3844

Quotation
Ph. 0800 22 33 36

Email: fenceinfo@craf.co.nz

GST No: 117-540-596

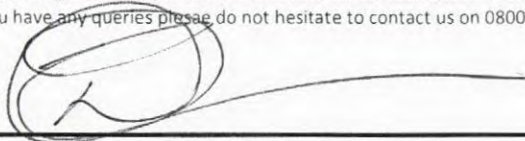
Date: 10/12/2015

To: Turangawaewae Marae
P O Box 92
Ngaruawahia

SALESPERSON	Job	Payment Terms	Quote Expiry
Sandra	2016 Turangawaewae Regatta	14 days following Invoice Date	30 days

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Turangawaewae Regatta		\$ -
	18th - 19th March 2016		\$ -
			\$ -
100	100 metres of 2 metre high Temporary Fencing at \$4.50 per metre for duration of hire period 17th March 2016 to 21st March 2016	\$ 4.50	\$ 450.00
			\$ -
			\$ -
			\$ -
200	200 metres of Crowd Control Barriers at \$5.00 per metre for duration of hire period 17th March 2016 to 21st March 2016	\$ 5.00	\$ 1,000.00
			\$ -
			\$ -
			\$ -
2	Delivery and install 17th March 2016	\$ 50.00	\$ 100.00
2	Dismantle and removal 21st March 2016	\$ 50.00	\$ 100.00
			\$ -
			\$ -
			\$ -
			\$ -
SUBTOTAL			\$ 1,650.00
GST			247.50
TOTAL			\$ 1,897.50

This is a quotation on the goods named, subject to the conditions noted below: Our terms of business require your written acceptance of our proposal and your company/organisation details for invoices. Full payment is required on completion of installation. Cancellation within 48 hours of the event may incur charges. The client shall be liable for any damage to or loss of equipment however caused, and is responsible for insurance of equipment while on site. If you have any queries please do not hesitate to contact us on 0800 223 336.



To accept this quotation,
sign here and return

THANK YOU FOR YOUR BUSINESS



QUOTATION

Quote prepared by: Andy Baylie
Email: Andrew.Baylie@hirepool.co.nz
Phone: 07 8460225
Mobile: 274360506

Quote date: 8/01/2016

[illegible]

NOTES:

Quotes are valid for 30 days

Pricing excludes GST (15%)

Early booking are essential and are subject to availability.

Consumables such as diesel will be charged at hire conclusion.

Terms & Conditions

All prices are exclusive of GST

Placement of Portable toilets need to be within 10m of Truck access.

Delivery & collection is additional to the above pricing and will be quoted separately. Unless specifically detailed within the quote, Rates will vary based on quantity and equipment hired

Hirepools standard hire terms & conditions apply as per reverse side of the hire contract

Supply of equipment is based on normal hire conditions and no restriction to site access or hours of service or freight times have been allowed for at this stage

The cost for any council consent or services required as a result of these consent/s has not been included. Example of services required being fire evacuation reports.

exit signage, exit doors, extinguishers etc.

Site visits are recommended, especially in areas where weather or other environmental concerns could affect placement of toilets

Hire is for the period noted and subject to availability at the time of booking. Any extension to the hire period will incur an additional cost.

For non account holders full payment 3 days prior to delivery & installation is required plus a 50% security deposit refundable at the conclusion of the hire.

XS SERVICES LTD
P O Box 183
NGARUAWAHIA 3742
Phone 07 8245537 Fax 07 8245536
email: admin@xsservices.co.nz

Quote

TURANGAWAEWAE REGATTA
PO BOX 132
NGARUAWAHIA

Date: 19/01/2016

00006377

GST No.: 97-841-152

PO No.: Delwyn

Description	Amount
Hi Delwyn	
Thanks for the opportunity to quote for your upcoming regatta	
The price to hire 25 portable toilets	\$2,108.70
The price to hire 1 x Wheel Chair Access	\$152.17
The price to Service each toilet over 3 days late afternoon	\$1,739.13
Regards	
Alli	

Terms: Net 20th after EOM

ACCOUNTS CAN BE PAID VIA DIRECT CREDIT or
BANK DEPOSIT TO XS SERVICES LTD
ANZ BANK - 06-0317-0858996-00
REF: Name or Inv No

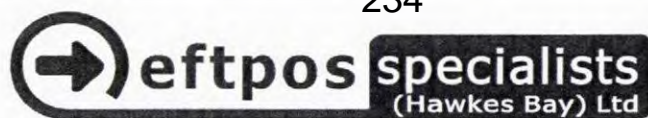
GST:	\$600.00
Total Amount:	\$4,600.00
Amount	\$0.00
Balance Due:	\$4,600.00

Remittance Advice

Return Address

XS Services Ltd
P O Box 183
NGARUAWAHIA 3742
www.xsservices.co.nz
admin@xsservices.co.nz

Customer	TURANGAWAEWAE REGATTA
Invoice	00006377
Amount Due	\$4,600.00
Payment due	20/02/2016
Amount Paid



SHORT TERM RENTAL FORM

Date of Rental	Wednesday 16th March 2016 - Monday 21st March 2016
Delivery Date	Thursday 17th March 2016 . Header: TURANGAWAEWAE MARAE
Event Description/Name	2016 Turangawaewae Regatta - Event date: 18th - 19 March 2016
Credit Card Facilities Needed?	Yes <u>No</u> Bank:
Merchant Number Status	Existing <u>Ours</u> New
Merchant Number	m/n 10477263/01/02/03 <i>If using your own merchant number, please ensure it will be live. This can be checked with your merchant bank.</i>
Name of Business/Club/Group	Turangawaewae Marae
Contact Name for Invoice/Delivery	Delwyn Abraham - Treasurer
Address for Invoice	29 River Road, P O Box 92, Ngaruawahia
Telephone Number	07-834-5958 or 027-458-2149
Email	twawae.xtra.co.nz
Address for Terminal Delivery	437 Te Kowhai Road, RD8, Hamilton
ESHB Rep Customer dealt with	Jo Markham
Rate Quoted	\$250.00 + gst reduced to \$225.00 per unit, \$25 + gst M/n 50% discount
Machine Type	VX610 <u>i7910x3</u> T7Plus IPP VX510 i5100 SC5000
Any other details/specifics/billing requirements	Rate includes mobile transaction fees, delivery, installation, paper use, training and 24/7 on-site service. Our mobile units have a battery life of 3 - 4 hours usage dependant on use. We therefore recommend you have a power source nearby- please confirm. 6 eftpos rolls supplied. Cost as per previous years with E.S. Waikato. \$819.38 incl gst. Delivered to site free of charge (send on Wed 16th) supply return courier label and address. See attached bank slip.

OFFICE USE

Entered Calendar	No
Checked Bank A/C	No

Invoiced	
Entered ACT	

Open Meeting

To	Discretionary & Funding Committee
From	TG Whittaker General Manager Strategy & Support
Date	23 February 2016
Prepared by	L van den Bemd Community Development Coordinator
Chief Executive Approved	Y
DWS Document Set #	I467798
Report Title	Application for Funding – Raglan Returned and Services Association Inc.

I Executive Summary

The purpose of this report is to present an application for funding from the Raglan Returned and Services Association towards the Anzac Day Ceremony in April 2016.

2 Recommendation

THAT the report from the General Manager Strategy & Support – Application for funding Raglan Returned and Services Association Inc. – be received;

AND THAT an allocation of \$_____ is made to the Raglan Returned and Services Association towards the Anzac Day Ceremony in April 2016;

OR

AND THAT the request from the Raglan Returned and Services Association towards the Anzac Day Ceremony in April 2016 *is declined/deferred until* _____ **for the following reasons:**

3 Background

The Raglan Returned and Services Association is hosting the annual Anzac Day Ceremony in April 2016. The organisers envisage that a cross section of the community including the Raglan Fire Brigade and Raglan St John will be in attendance. Representation from the 161 Battery, NZ Army will also be attendance.

Refreshments will be provided for all of those who attend.

The event will take place on 25 April 2016.

4 Options Considered

- 1) That the application is approved and an allocation of partial or full funding requested be 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 **\$1,800.00**. The Raglan Returned and Services Association Inc. is seeking funding of **\$1,800.00** towards the cost of the ANZAC Day ceremony.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Discretionary & Funding Committee	ANZAC 2015		\$1,500.00
Raglan Community Board	ANZAC 2014		\$1,500.00

6 Policy

The application meets the criteria set in the Discretionary Grants 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). The total amount granted is at the discretion of the committee/board to which the grant is assigned.

7 Conclusion

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

Attachment

Funding application from the Raglan Returned and Services Association Inc.

13 JAN 2016

RECEIVED

SCANNED



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

RAGLAN RETURNED AND SERVICES ASSN INC

What is your organisation's purpose?

catering to the needs of Returned and Service members of the Raglan RSA.

Address: (Postal)

PO Box 173, Raglan. 3265.

Address: (Physical if different from above)

40 Raglan Club
22/24 Bow Street. Raglan

Contact name, phone number/s and email address

Noleen McCathie. Sec/Tres.
07 825 8521 nmccathie@xtra.co.nz

Charities Commission Number: (If you have one)

/

Are you GST registered? No ☒ Yes ☐ GST Number ____/____/____

Bank account details 03 / 1563 / 0028351 / 000

Bank WESTPAC Branch RAGLAN

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)

Annual Anzac Day Parade and Ceremony.
Bow Street Cenotaph.
Supplying refreshments to people who attend.

Who is involved in your event / project?

Raglan RSA members, Representation from
161 Battery, NZ Army. General Public.

How many volunteers are involved?

Up to 50.

What other groups are involved in the project?

Maori Wardens. School Students, Pipe Band,
Fire Brigade. St. John.

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

Opportunity for all to pay their
respects to personnel of WW1, WW2,
Korean War, Vietnam War.

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	\$ 1800	\$ _____
Existing funds available for the project Total A	\$ NIL	\$ _____

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.	\$	\$
Catering etc	\$ 1000	\$
Wreath Competition	\$ 300	\$
Sound System	\$ 100	\$
Parade Expenses	\$ 300	\$
Maori Wardens	\$ 100	\$
	\$	\$
Total Funds being sought from WDC Total B	\$ 1800	\$

Has funding been sought from other funders?

Yes

☐

No

☒

If 'Yes', please list the funding organisation(s) and the amount of funding sought

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

Total Funding Applied for

(Add totals A, B & C together to make Total D) **Total D**

\$ 1800

\$ _____

Note : This total should equal the Total Cost of the Project/Event

Describe any donated material / resources provided for the event/project:

Section 5 – Previous Funding Received from Waikato District Council

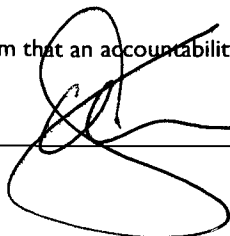
If you have received funding from or through the Waikato District Council for any project in the past two years, please list below:

Project	Amount received	Date
2014 Anzac Parade	1500	15/1/14
2015 Anzac Parade	1500	10/12/14

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:

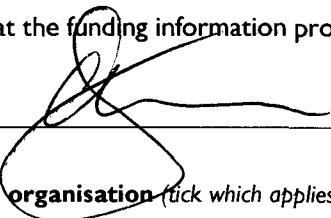


Name:

Colin Hodgkinson

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

Signature:



Date:

11th January 2016

Position in organisation (tick which applies)

Chairman



Secretary



Treasurer



Signature:

Peter McArthur

Date:

11 January 2016

Position in organisation (tick which applies)

Chairman



Secretary



Treasurer

