

Agenda for a meeting of the Waikato District Community Wellbeing Trust to be held in the Te Piringa Boardroom, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 29 MAY 2017** commencing at **3.00pm**.

1. **APOLOGIES AND LEAVE OF ABSENCE**
2. **CONFLICT OF INTEREST AND DISCLOSURES**
3. **CONFIRMATION OF MINUTES** (to be circulated)
Meeting held on 13 February 2017
4. **ADOPTION OF THE 2018 STATEMENT OF INTENT** 2
5. **GMI FUND PERFORMANCE TO 31 MARCH 2017** 22
6. **QUARTERLY CERTIFICATE OF COMPLIANCE FOR PERIOD ENDING 31 MARCH 2017** 27
7. **AUDIT ARRANGEMENTS** 29
8. **GRANT APPROVAL AND PAYMENT RECONCILIATION** 55
9. **FEEDBACK AND PHOTOS FROM SITE VISIT DAY OUT** (To be tabled at meeting)
10. **GENERAL**

Open Meeting

To	Waikato District Community Wellbeing Trust
From	Alison Diaz Finance Manager
Date	18 May 2017
Chief Executive Approved	Y
Reference #	CVN0102
Report Title	Waikato District Community Wellbeing Trust Statement of Intent for the year ended 30 June 2018

I. EXECUTIVE SUMMARY

Pursuant to section 64 of the Local Government Act 2002, a Council Controlled Organisation is required to provide a draft Statement of Intent to its shareholder (Council) by 01 March each year. Council has had an opportunity to provide feedback on the draft and the Trust must now provide a completed Statement of Intent to the shareholder by 30 June.

Since the draft Statement of Intent was prepared Gareth Morgan Investments Limited (GMI) has responded to queries regarding portfolio diversification and caps relating to any one investment. The investment guidelines that GMI has in place ensures that the fund is well diversified and provides protection of both capital and liquidity. Based on this advice, it is proposed to remove the reference to the 2% cap in both the Investment Portfolio and Distribution Policy and the Statement of Intent.

2. RECOMMENDATION

THAT the report from the Finance Manager be received.

AND THAT the Waikato District Community Wellbeing Trust approve the Statement of Intent for the year ended 30 June 2018 for release to Waikato District Council.

AND FURTHER THAT the Waikato District Community Wellbeing Trust approve the Investment Portfolio and Distribution Policy with the removal of the 2% cap on any single investment.

3. BACKGROUND

The Trustees of the Wellbeing Trust are required to present a Statement of Intent for the year. The 2018 Statement of Intent retains the principles developed in the inaugural Statement of Intent which are:

- Ensure the real (inflation adjusted) value of the fund is protected;
- Ensure the total grants distributed do not exceed 50% of the accumulated retained net income after allowing for the CPI movement and expenses;
- Ensure no more than 10% of the capital is distributed in any one year;
- Identify opportunities to grow the fund;
- Have a process for promoting the fund availability and allocating the fund;
- Monitor performance of investments by receiving and considering financial information.

The Statement of Intent has been prepared based on a long term return on investment of 6.88 per cent as per previous years. The grant distributions are based on the formula above, which reflects the discussions between trustees and Gareth Morgan Investments, whereby in future distributions will be based on the understood long term sustainable return (6.88 per cent). Hence, distributions will not increase in years where the return is higher than 6.88 per cent, which will also support distributions in years where returns are lower than 6.88 per cent or even negative. This is a continuation of the practice adopted last year.

The Investment Portfolio and Distribution Policy provides guidance to the Trustees in terms of the management and distribution of the fund. A compliance issue experienced over the past year following a structural change to the way in which investments are made by GMI was considered by the Trustees at the February 2017 meeting. Specifically, this relates to the PIE Investment Framework whereby investments in excess of the 2% cap are sometimes experienced. It is suggested that this cap is now removed from the Investment Portfolio and Distribution Policy as further information provided on the GMI Fixed Interest Fund demonstrates GMI, within their own investment guidelines, are able to maintain appropriate risk parameters for the Trustees.

The draft Statement of Intent was considered by the Strategy & Finance Committee at the 22 February 2017 meeting and following feedback from GMI on portfolio diversification the 2018 Statement of Intent can be updated and finalised.

4. OPTIONS CONSIDERED

The Trustees could approve the 2018 Statement of Intent for presentation to Council, or ask for further amendments to be made prior to 30 June 2017.

5. CONCLUSION

The Trust is asked to consider approving the 2018 Statement of Intent for the Waikato District Community Wellbeing Trust for provision to Council.

6. ATTACHMENTS

- Waikato District Community Wellbeing Trust Draft Statement of Intent for the year ended 30 June 2018
- Amended Investment Portfolio and Distribution Policy
- GMI advice regarding portfolio diversification (from Sumati Govind)

Waikato District Community Wellbeing Trust

Statement of intent

For the year ending 30 June 2018

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

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Waikato District Community Wellbeing Trust

Statement of intent

For the year ending 30 June 2018

Introduction

This Statement of Intent (SOI) is presented by the Waikato District Community Wellbeing Trust (the Trust) as required by Section 64(1) of the Local Government Act 2002.

The SOI forms the basis for the accountability of the Trustees of the Trust to Waikato District Council, and sets out the objectives, scope of activities undertaken, and performance targets by which the Trust will be measured.

The purpose of this statement of intent is to:

- State publicly the activities and intentions of this council controlled organisation for the year and the objectives to which those activities will contribute;
- Provide a basis for accountability and transparency.

This Statement of intent covers the year to 30 June 2018 and also includes prospective financial information for the following two financial years.

Jacqui Church (Chair)

Entity information

Legal name

Waikato District Community Wellbeing Trust.

Type of entity and legal basis

The Trust was incorporated on 1 November 2010 under the Charitable Trust Act 1957 and is domiciled in New Zealand. On the same date the Trust was registered in accordance with the Charities Act 2005 to give it charitable status.

The Trust was established by Waikato District Council (WDC) and is a council-controlled organisation as defined under section 6 of the Local Government Act 2002, by virtue of WDC's right to appoint the Trustees.

Waikato District Community Wellbeing Trust

Statement of intent

For the year ending 30 June 2018

Objectives of the Trust

The principal activities of the Trust are undertaken to:

- Promote the social, environmental and cultural wellbeing of the Waikato district and its communities;
- Deliver on the aspirations and community outcomes of the Waikato district as identified and promoted by the community; and,
- Fund projects identified by Council's planning documents.

Governance

The Trust will be governed in accordance with the terms of the Trust Deed.

Objective

1. To comply with the terms of the Trust Deed and in particular with the duties of the Trust as set out in clause 11 of the Deed.

Clause 11 of the Deed lists the Trust's objectives as:

- a) To consider and approve projects submitted by Waikato District Council (Council);
- b) To publicise the projects and activities of the Trust;
- c) To actively promote the work of the Trust with a view to ensuring the long term operations of the Trust;
- d) To ensure information about the Trust's activities and objectives is available to people within the area and fosters a sense of community achievement and betterment;
- e) To develop appropriate funding allocation mechanisms; and,
- f) To be guided by a clearly defined set of principles.

Performance measure

1. Undertake an annual legal review of compliance with the Trust Deed; no later than two months after the end of the financial year.

Investment

The Trust will, in accordance with the Trust Deed, invest or reinvest part or parts of the Trust Fund not immediately required for the purposes of the Trust (whether income or capital) in investments or securities, as the Trust Board considers beneficial to the Trust Fund. The Trust will also seek other opportunities and avenues for growing the trust Fund. The intention of the Trustees is that the real value of the Trust Fund is preserved.

Objective

1. To adhere to the Trust's *Management of Investment Portfolio and Distribution Policy*.
2. To review, on an annual basis, the investment mandate and the performance of the portfolio manager.

Performance measure

1. At each quarterly meeting, review compliance with the Trust's *Management of Investment Portfolio and Distribution Policy* during that quarter.

Waikato District Community Wellbeing Trust

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Fund disbursement

The Trust will, as appropriate, disburse funds towards projects that meet the Trust's criteria and meet the objectives of the Trust Deed...

Objective

1. As per the *Management of Investment Portfolio and Distribution Policy*, to distribute total grants that do not exceed 50% of the accumulated net income after allowing for accumulated expenses, inflation movements and prior year distributions.

Performance measures

1. A distribution process is undertaken that distributes the annual fund to eligible recipients in accordance with funding targets set up by the Trustees in accordance with the *Management of Investment Portfolio and Distribution Policy* for the current year
2. Six monthly reports are received from all successful applicants within the required time frames.

Portfolio and distribution policy compliance

Agreed targets

1. Ensure that the real (inflation adjusted) value of the Fund is protected.
2. Ensure that no more than 10% of the capital is distributed in any one year.
3. Ensure there is diversification of investments
4. The portfolio investment manager will report regularly to the Trustees.
5. The Trustees will annually review the performance of the portfolio manager.

Structure of the Trust's operations, including governance arrangements

The Trust comprises a Board of five Trustees who oversee the governance of the Trust.

The operation and administration of the Trust are undertaken by staff of WDC. Those staff are: Finance Manager, PA to the General Manager-Strategy & Support, Community Development Coordinator and Financial Accountant.

The Trustees are:

Mayor	Allan Sanson
Councillor	Jacqui Church (Chair)
Councillor	Rob McGuire
WDC appointee	Eileen Bateup
WDC appointee	Judi Muru

Main sources of the Trust's cash and resources

The Trust's introductory fund was provided by distribution of the capital fund of the Waikato Foundation Trust.

The proceeds of that distribution are invested in a portfolio of financial assets managed by Gareth Morgan Investments. The returns from the portfolio are the Trust's source of continuing revenue.

Waikato District Community Wellbeing Trust

Statement of intent

For the year ending 30 June 2018

Prospective statement of financial performance

		2016/17 Budget	2016/17	2017/18 Forecasts	2018/19 Forecasts	2019/20 Forecasts
	Note	\$	\$	\$	\$	\$
Revenue						
Finance income	1,2	53,105	50,294	52,582	52,282	54,325
Dividend income from portfolio of investments managed by Gareth Morgan Investments (GMI)	2	25,288	24,237	25,340	25,196	26,180
Gains and losses	2	174,483	167,844	175,481	174,479	181,296
Total revenue		252,876	242,375	253,403	251,957	261,801
Expenses						
Audit fees		7,200	7,500	7,500	7,500	7,500
Portfolio management fees	3	23,891	23,375	24,439	24,299	25,249
Other expenditure	4	1,252	1,051	1,272	1,267	1,299
Grants	5	75,630	241,297	75,842	73,748	76,728
Total expenses		107,973	273,223	109,053	106,814	110,776
Surplus (deficit) for the year		144,903	(30,848)	144,350	145,143	151,025

Prospective statement of financial position

		2016/17 Budget	2016/17	2017/18 Forecasts	2018/19 Forecasts	2019/20 Forecasts
	Note	\$	\$	\$	\$	\$
Assets						
Current assets						
Bank accounts and cash	6, 8	333,968	310,373	308,564	320,539	333,441
Other financial assets	7, 8	3,367,112	3,373,778	3,354,531	3,485,594	3,626,775
Accrued interest		-	1	-	-	-
Total current assets		3,701,080	3,684,152	3,663,095	3,806,133	3,960,216
Total assets		3,701,080	3,684,152	3,663,095	3,806,133	3,960,216
Liabilities						
Current liabilities						
Creditors and other payables	9	85,232	251,191	85,784	83,679	86,737
Accrued expenses	10	7,240	7,540	7,540	7,540	7,540
Total current liabilities		92,472	258,731	93,324	91,219	94,277
Total liabilities		92,472	258,731	93,324	91,219	94,277
Net assets		3,608,608	3,425,421	3,569,771	3,714,914	3,865,939
Equity						
Introductory fund	12	2,579,899	2,579,899	2,579,899	2,579,899	2,579,899
Capital maintenance fund	11	335,006	334,856	403,364	474,759	549,057
Accumulated funds		693,703	510,666	586,508	660,256	736,983
Total net assets / equity		3,608,608	3,425,421	3,569,771	3,714,914	3,865,939

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Prospective statement of cash flows

	2016/17 Budget	2016/17	2017/18 Forecasts	2018/19	2019/20
Note	\$	\$	\$	\$	\$
Cash flows from operating activities					
Cash received from:					
Interest receipts	54,118	50,294	52,582	52,282	54,325
Dividends received	25,288	24,237	25,340	25,196	26,180
Cash applied to:					
Payments to donees	(196,596)	(50,984)	(241,297)	(75,842)	(73,748)
Payments to suppliers	(31,703)	(31,142)	(33,162)	(33,077)	(33,110)
Net cash flows from operating activities	(148,893)	(7,595)	(196,537)	(31,441)	(26,353)
Cash flows from investing and financing activities					
Cash was received from (applied to):					
Sale (acquisition) of investments	151,070	36,279	194,728	43,416	39,255
Net cash flows from investing and financing activities	151,070	36,279	194,728	43,416	39,255
Net increase (decrease) in cash for the year	2,177	28,684	(1,809)	11,975	12,902
add: opening bank accounts and cash	331,791	281,689	310,373	308,564	320,539
Closing bank accounts and cash	333,968	310,373	308,564	320,539	333,441

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Waikato District Community Wellbeing Trust

Statement of intent

For the year ending 30 June 2018

Statement of accounting policies

Basis of preparation

The Board of Trustees has elected to apply PBE SFR-A (PS) *Public Benefit Entity Simple Format Reporting – Accrual (Public Sector)* for Tier 3 entities on the basis that the Trust does not have public accountability (as defined) and has total annual expenses of less than \$2million.

Notwithstanding the comments above, the following Tier 2 PBE accounting standards have been applied:

PBE IPSAS 4 The effects of changes in foreign exchange rates; and,
PBE IPSAS 29 Financial instruments: recognition and measurement.

All transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements are prepared on the assumption that the Trust will continue to operate in the foreseeable future.

Goods and services tax

The Trust is not registered for GST. All amounts in the performance report are inclusive of GST.

Significant accounting policies

Interest and dividend revenue

Interest revenue is recognised as it is earned during the year.
Dividend revenue is recognised when the dividend is declared.

Foreign currency transactions

Foreign currency transactions are translated into New Zealand Dollars using the exchange rate prevailing at the dates of the transactions. Foreign exchange gains and losses, resulting from the settlement of such transactions and from the translation at the end of the period exchange rates of monetary assets and liabilities denominated in foreign currencies, are recognised in surplus (deficit) for the year.

Grant expenditure

All grants made by the Trust are classified as discretionary.

Discretionary grants are those grants where the Trust has no obligation to award on receipt of the grant application. Such grants are recognised as expenditure when approved without condition by the Board and the approval has been communicated to the applicant. Discretionary grants made subject to conditions are recognised as expenditure when all conditions have been met.

Income tax

The Trust has charitable status and is exempt from income tax.

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Bank accounts and cash

Bank accounts and cash comprises cash on hand and deposits held at call with financial institutions.

Investment portfolio

Components of the investment portfolio are classified as financial assets at fair value through surplus (deficit) for the year. The reason for this classification is that the portfolio is comprised of identified financial instruments which are managed together and for which there is evidence of short-term profit-taking.

All financial assets in the portfolio are classified as a current asset.

After initial recognition, financial assets in this category are measured at their fair values with gains or losses on re-measurement recognised in the surplus (deficit) for the year.

Creditors and accrued expenses

Creditors and accrued expenses are measured at the amount owed.

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Notes to the prospective performance statement

1. Finance income

Finance income comprises the interest component of portfolio income plus an allowance for interest received on the BNZ account.

2. Portfolio income

		2016/17	2017/18	2018/19	2019/20
		Forecasts			
		\$	\$	\$	\$
Interest	(21% of total)	50,293	52,581	52,281	54,324
Dividends	(10% of total)	24,237	25,340	25,196	26,180
Gains (losses)	(69% of total)	167,844	175,481	174,479	181,296
Total portfolio income		242,374	253,402	251,956	261,800

3. Portfolio management fees

Management fees are calculated at 0.66% of the portfolio market value at the end of the previous year.

4. Other expenditure

		2016/17	2017/18	2018/19	2019/20
		Forecasts			
		\$	\$	\$	\$
Other portfolio expenses		579	821	816	848
Advertising		300	300	300	300
Annual return fee		51	51	51	51
Miscellaneous expenditure		121	100	100	100
Total other expenditure		1,051	1,272	1,267	1,299

Waikato District Community Wellbeing Trust **Statement of intent** **For the year ending 30 June 2018**

5. Grants expenditure

Forecast grants expenditure for 2017 comprises:

Grants paid July-December 2017

Bush Tramway Club	15,548
Ngaruawahia United Football Club Inc	15,000
Raglan Mountain Bike Club	20,000
Pukemokemoke Bush Trust	17,000
Ngaruawahia Community House	13,556
Taupiri Rugby Football Club	7,500
Turangawaewae Rugby League Club	7,500

Grants outstanding at 31 December 2016

Glen Afton Pukemiro Society Inc	20,000
Te Kauwhata Events Committee Inc	40,000
Onewhero Old School Building Group	35,000
Pukemokemoke Bush Trust	193
Taupiri Rugby Football Club	7,500
Turangawaewae Rugby League Club	7,500
Menzshed	10,000
Ngaruawahia Community Board	10,000
Whitikahu Hall Committee	15,000
Forecast total grant expenditure 2016/2017	241,297

Forecast grant expenditure for the years 2018-2020
is calculated as:

Surplus before grants

Less: capital maintenance charge (see note 11)

X 50%

220,192	218,891	227,753
68,508	71,395	74,298
75,842	73,748	76,728

6. Bank accounts and cash

BNZ account

Opening balance

Fees and charges

Interest

Closing balance

2016/17	2017/18	2018/19	2019/20
Forecasts			
\$	\$	\$	\$
1,031	987	943	899
(45)	(45)	(45)	(45)
1	1	1	1
987	943	899	855
309,386	307,621	319,640	332,586
310,373	308,564	320,539	333,441

Cash investments managed by GMI (see note 8)

Total bank accounts and cash

7. Other financial assets

Fixed interest investments

Equity instruments

Total other financial assets

2016/17	2017/18	2018/19	2019/20
Forecasts			
\$	\$	\$	\$
1,642,691	1,633,320	1,697,134	1,765,875
1,731,087	1,721,211	1,788,460	1,860,900
3,373,778	3,354,531	3,485,594	3,626,775

Waikato District Community Wellbeing Trust

Statement of intent

For the year ending 30 June 2018

8. Managed portfolio

	2016/17	2017/18	2018/19	2019/20
	Forecasts			
	\$	\$	\$	\$
Opening balance	3,522,871	3,683,164	3,662,152	3,805,234
plus Income (return of 6.88% on opening portfolio value)	242,374	253,402	251,956	261,800
less Management fees (@ 0.65% of opening portfolio value)	(23,232)	(24,350)	(24,311)	(25,171)
less Other portfolio expenses	(579)	(821)	(816)	(848)
Plus(minus) Contributions (withdrawals)	(58,270)	(249,243)	(83,747)	(81,654)
Closing portfolio value	3,683,164	3,662,152	3,805,234	3,959,361
Closing portfolio is made up of:				
Cash investments (9%)	309,386	307,621	319,640	332,586
Fixed interest (44%)	1,642,691	1,633,320	1,697,134	1,765,875
Equity instruments (47%)	1,731,087	1,721,211	1,788,460	1,860,900
Total portfolio value	3,683,164	3,662,152	3,805,234	3,959,361

9. Creditors and other payables

	2016/17	2017/18	2018/19	2019/20
	Forecasts			
	\$	\$	\$	\$
<i>Creditors</i>				
1/12 th portfolio management fee	1,948	2,037	2,025	2,104
<i>WDC payable</i>				
Opening balance	58,270	249,243	83,747	81,654
plus Audit fees and other expenditure	7,946	7,905	7,906	7,905
plus Grant payments	241,297	75,842	73,748	76,728
less Repayments	(58,270)	(249,243)	(83,747)	(81,654)
Total WDC payable	249,243	83,747	81,654	84,633
Total creditors and other payables	251,191	85,784	83,679	86,737

10. Accrued expenses

	2016/17	2017/18	2018/19	2019/20
	Forecasts			
	\$	\$	\$	\$
Audit fee and disbursements	7,500	7,500	7,500	7,500
Bank audit and confirmation fee	40	40	40	40
Total accrued expenses	7,540	7,540	7,540	7,540

11. Capital maintenance charge

A capital maintenance charge has been allowed at 2% of total opening equity.

Waikato District Community Wellbeing Trust

Statement of intent

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12. Introductory fund

The Trust was established with an initial capital contribution resulting from the transfer of 35% of funds previously held by the Waikato Foundation Trust as at 31 January 2012. This was recognised as revenue in that year and transferred to the introductory fund.

An allowance for capital maintenance, of no less than the CPI, will be made each year. (see note 11)

Other financial disclosures

Ratios

The Local Government Act 2002 requires a statement of intent to include the projected ratio of equity to total assets.

The ratio of equity to total assets is forecast as follows:

2016/17	93.0%
2017/18	97.5%
2018/19	95.7%
2019/20	95.7%

Compensation

The Trustees will not seek any fees or expenses for work undertaken on behalf of Waikato District Community Wellbeing Trust.

Information to be provided to the Trustees

The Trustees will be provided with the following information:

- Within four months of the end of the financial year the audited financial statements plus a summary of how the Trust has performed against its objectives and performance targets;
- Quarterly reports on the performance of investments; and,
- A draft statement of intent for consideration in February of each year.

Waikato District Community Wellbeing Trust

Investment Portfolio and Distribution Policy

Investment Manager

The Trustees have appointed Gareth Morgan Investments Ltd as a portfolio investment manager to attend to all matters relating to the investment of the trust funds.

The Trustees have agreed an investment mandate under which the manager will operate namely 45% of the total portfolio to be invested in New Zealand fixed interest securities and 55% to be diversified across a range of equities both in New Zealand and overseas.

The mandate determines that the degree of investment risk that the Trustees are prepared to accept, is medium to low.

The Trustees instruct that there is to be a diversification of investments.

The portfolio investment manager will report regularly to the Trustees, the reports covering the following:

- Market conditions and trends
- Schedule of investments held showing cost price, current market value and % of individual investments to the total portfolio.
- Schedule showing income received

The Trustees will advise the portfolio manager of an anticipated amount that they wish to have available for distribution at least three months before distribution date.

The Trustees will annually review the performance of the portfolio manager but as a general principle would regard a three year average as a preferred measure of performance.

Trustees' Accounting Policy

In determining the annual return on the investment portfolio the total of dividends and interest received plus any growth in the value of investments will be taken into account.

The Trustees shall each year add to the base capital an amount equivalent to the annual rate of inflation such that the "real value" of the investment fund is protected.

Each year the Trustees will record a new base capital being the original capital received plus the amount of inflation reserve added in previous years. Each year the calculation for the inflation adjustment will be made on the new base capital figure.

Trustees' Distribution Policy

In determining the level of funds available for distribution in any one year the Trustees have taken advice from the portfolio manager as to what a five year average return per annum after fees could conservatively be expected from the mandated portfolio. The figure provided was 6.88% per annum.

The Trustees have agreed that the total grant disbursement will not exceed 50% of the accumulated net income after allowing for accumulated expenses, inflation movements and prior year distributions.

The Trustees will ensure that no more than 10% of the capital is distributed in any one year and have regard to growing the fund when determining the distribution.

The Trustees recognise that investment returns will fluctuate from year to year and will have regard to this before determining whether to distribute up to the maximum allowed under the policy in any one year. The Trustees would seek to have an amount in retained profits equal to at least a one year distribution in accordance with this policy.

GMI advice regarding portfolio diversification (from Sumati Govind)

- Your fixed interest strategy (45% of portfolio allocation/mandate) is in the GMI Fixed Interest Fund. Being in a fund means, your interest in the fund is pooled together with many investors, and then investments are purchased and the portfolio is actively managed.
- All investors in the fund are unitholders and share in the interest of the investments, they do not directly own the investments. We are unable to apply specific investment restrictions for each investor (only the supervisor, The Public Trust, who technically owns the investments can do so).
- The Board needs to consider the investment guidelines of the Fund, see if they are comfortable with the risk parameters, diversification guidelines, adequate spread of investments by sector, regional, specific investments, exposure to issuers, credit limits etc. If they are comfortable then issue resolved.

If they conclude the guidelines do not meet their risk management approach, then regrettably they may need to consider other alternatives.

- Most, highly respected NZ fixed interest managers, only offer options to invest in a fund and are most likely to have similar guidelines.

By investing in the GMI Fixed Interest Fund, it offers:

- Our main priority is **managing risk**. This means we focus on:
 - Diversification – investing broadly across a large number of sectors, geographical areas, industries and issuers;
 - Liquidity – being able to sell investments in a reasonable timeframe without material adverse effect on the price; and
 - Long-term investing - we take a long-term approach to investing, identifying strong fixed interest issuers with long-term potential to generate cash to meet their obligations.
- An **active management style**: This means we adjust the asset allocation of the Fund to maturity and asset class, within the permitted limits, according to the team's view of market conditions. They also look to add quality assets at an appropriate price through active investment selection.
- **Global investment focus**: we focus and prefer global bond issuers, because investments in global markets helps diversify investment risk and aid liquidity.
- The GMI Fixed Interest Fund (Fund) summarised:
 - **Investment strategy** – The Fund invests primarily in a diversified portfolio of Global and New Zealand fixed interest investments of varying maturities with a view to generating steady income with some capital growth over the medium to long-term. Foreign currency will usually be hedged back to NZ dollars.
 - **Investment Objectives** – The Fund's investment objective is to outperform the NZ Government Bond Index in NZ dollars

In addition, the team has an internal investment objective: most of the time, to maintain an average quality portfolio of AA- or close to (please note this can change at any time).

- The **investment guidelines** (given the range of assets and issuers and in some case the complex relationships that exist in financial markets, it is important to see the below as guidelines rather than rigid rules and limits) are:
 - Direct exposure to a single commonly recognised investment manager (including any related parties of that investment manager) is limited to 50% of the Fund's assets
 - Direct exposure to any one underlying security is limited to 7.5% of the Fund's assets. Cash and derivatives are excluded but remain subject to the diversification principle

- Direct exposure to fixed interest securities of any one underlying issuer (eg banks or corporate) is limited to 15% of the Fund's assets, unless the issuer is either of
 - The NZ Government or
 - The NZ Local Government Funding Agency Limited, in which event direct exposure to fixed interest securities is limited to 50% of the Fund's assets
- Broader exposure (eg cash and derivatives) to any one underlying issuer is limited to 50% of the Fund's assets
- We will limit exposure to non-investment grade credit to no more than 25% of the Fund's assets.
- Hedging policy – all of the Fund's assets will be either denominated in NZ Dollars, or usually hedged back to NZ Dollars using a combination of either forward contracts or cross currency swaps.
- **In summary:**
 - The GMI Fixed Interest Fund is well diversified and provides considerable protection of capital and liquidity, two factors that are very important in investing in fixed interest investments. Something that is often overlooked when investors directly hold a few investments.

It also offers a well-balanced blend of both NZ and global investments in the one portfolio, so investors are not exposed to any one region (eg NZ only), which offers diversification and liquidity.

- I hope I have demonstrated, the Fund approach offers even more risk controls than your 2% cap.
- By investing in the GMI Fund you have technically accepted the guidelines, so I would suggest seek confirmation of the guidelines, say annually, and review any changes. This approach is really simple.

Sumati Govind

Authorised Financial Adviser
Gareth Morgan Investments

P: 0800 427 384

M: +64 27 246 0595

E: sumati@gmi.co.nz

W: www.gmi.co.nz

Level 15, 171 Featherston St, Wellington 6011
 PO Box 10068, Wellington 6143, New Zealand

Open Meeting

To	Waikato District Community Wellbeing Trust
From	Alison Diaz Finance Manager
Date	18 May 2017
Chief Executive Approved	Y
Reference #	CVN0102
Report Title	GMI Fund Performance to 31 March 2017

I. EXECUTIVE SUMMARY

The Trust is required to review the performance of the investment fund on a quarterly basis; September, December, March and June. However, where meeting dates allow a more up to date position is presented on the most recent month end.

The investment fund performance for the quarter ended 31 March 2017 was 3.6% against a benchmark performance of 3.6%. The total return since inception is now 59.9% or 9.5% on an annualised basis.

The results for March provide a return of 1.8% against a benchmark performance of 1.7% an improvement of 0.1%.

The results for April are also attached to the is report to ensure the most up to date information is provided to the Trust. This should only be referred to in terms of the performance for the month.

The Trustees are familiar with the fact that the investment objectives and investment portfolio do assume that the performance for some months may be negative. As the markets have been turbulent in recent times, a long term view of the fund needs to be taken.

2. RECOMMENDATION

THAT the report from the Finance Manager be received.

3. ATTACHMENTS

GMI Fund Performance to 31 March 2017

GMI Fund Performance to 30 April 2017 – for an updated Monthly position

Waikato District Community Wellbeing Trust

Investment Mandate

This is a balanced portfolio split 45/55 fixed interest/growth shares investments

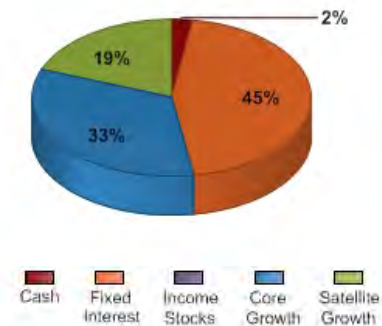
This mandate was last reviewed on 30 October 2015.

Asset Class	Ultimate Allocation	Target NZD Exposure
Cash	0.0%	
Fixed Interest	45.0%	100.0%
Income Stocks	0.0%	100.0%
Core Growth	27.5%	50.0%
Satellite Growth	27.5%	50.0%
Total	100.0%	

Portfolio Position

As at 31 March 2017, the total value of your investment portfolio is \$3,797,691. Your net contributions since inception in January 2012 have totalled \$2,344,807 (\$2,514,078 deposits less \$169,271 withdrawals).

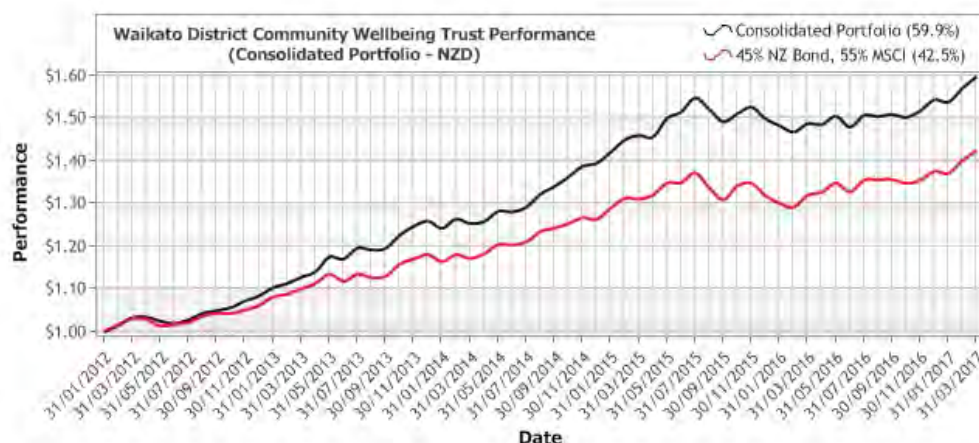
Asset Class	Actual Value	Actual Allocation
Cash	\$90,514	2.4%
Fixed Interest	\$1,712,871	45.1%
Income Stocks	\$0	0.0%
Core Growth	\$1,268,966	33.4%
Satellite Growth	\$725,340	19.1%
Total	\$3,797,691	100.0%



Portfolio Performance

The GMI Growth PIE rose 2.6% after fees and taxes in March, compared to the benchmark, which rose 2.8% for the month. A sharp bounce in European shares, driven by stronger economic data from the region, was a strong contributor to returns. Our top three performing shares for the month were all European: ING Bank, Société Générale and Vinci. We also saw further gains in large technology names like Apple and Amazon. Our bank positions came under particular pressure from the failure of Trump's healthcare policy to pass Congress, which brought into question his ability to drive fiscal stimulus, and the more dovish outlook from the US Federal Reserve. Our relatively low exposures to emerging market shares also detracted from Growth performance compared to the wider market, as these investments did significantly better than world shares overall.

The GMI Fixed Interest PIE rose 0.4% after fees and taxes in March, slightly outperforming the New Zealand Government Bond Index, which rose 0.3%. Performance was aided by particularly strong company bond markets, notably in New Zealand. This was almost balanced out by the portfolio's relatively low exposure to longer-maturity interest rates in New Zealand, which detracted from relative performance.



Your return for the month of March was 1.8% against a benchmark of 1.7%. Your net contributions since 31 January 2012 have totalled \$2,344,807 (\$2,514,078 deposits less \$169,271 withdrawals). As of 31 March 2017 the total value of your portfolio is \$3,797,691. This is a simple return of 62.0%. The total return on each dollar invested at inception is 59.9% (after withholding tax, brokerage, and fees), or 9.5%

	Loss/Gain				
	Last Month	Last 3 Months	Last 12 Months	Since Inception	Annualised
Consolidated Portfolio Inception date (31/01/2012)	1.8%	3.6%	7.4%	59.9%	9.5%
45% NZ Bond, 55% MSCI	1.7%	3.6%	7.9%	42.5%	7.1%
Cash Inception date (31/01/2012)	0.2%	0.1%	1.9%	16.5%	3.0%
45% NZ Bond, 55% MSCI	1.7%	3.6%	7.9%	42.5%	7.1%
Fixed Interest Inception date (31/01/2012)	0.6%	1.7%	3.5%	35.1%	6.0%
100% NZ Bond	0.3%	0.8%	0.3%	12.6%	2.3%
Core Stocks Inception date (31/01/2012)	2.5%	5.5%	13.6%	77.7%	11.8%
MSCI	2.8%	5.8%	14.4%	71.3%	11.0%
Satellite Stocks Inception date (31/01/2012)	3.7%	6.1%	11.8%	134.3%	17.9%
MSCI	2.8%	5.8%	14.4%	71.3%	11.0%

Investment Strategy

Market Review

Economic activity is strengthening globally, with Europe especially showing vigour. For the first time since the end of the global financial crisis all the major economies are experiencing rising economic trends. The US Federal Reserve raised its Funds Rate for the second time in three months, while signalling that there could be two more rises to come this year. Other major central banks are holding to highly accommodative policies for now, but money markets are not expecting this to continue indefinitely.

Global share markets were up solidly in March, with the MSCI All Countries Index up 1.3% in US dollar terms. European and emerging share markets led the gains, while Japan lagged. Markets took solace in better-than-expected economic activity and stable interest rates and largely shrugged off Trump's difficulties in getting his policies through the US Congress.

Interest rates swung around during March, but generally ended up near where they started the month. Modest inflation, cautious central banks, and scaled-back expectations of US government stimulus kept a lid on the cost of borrowing. The interest rate on a New Zealand 10-year government bond fell marginally in April to end the month at 3.23%, largely on signs of cooling domestic activity and repeated assurances from the Reserve Bank that it is unlikely to change the Official Cash Rate for a considerable period.

Portfolio Changes

We continued to move positions overall marginally toward Europe and are now overweight European shares in Growth portfolios compared to the benchmark. In absolute terms, however, US shares remain our largest exposure. On a sector basis, we marginally reduced our holdings in financials, as the fading of the "Trump trade" and stabilisation of interest rates takes some of the gloss off this part of the market. On the flip-side, we increased our holdings in consumer discretionary and industrials, as these sectors should continue to benefit from general improvement in the global economy.

In Fixed Interest, we had a relatively quiet month. This was due to credit spreads (the extra interest rate you get for owning a company bond over a government) continuing to crunch in, leading to fewer opportunities. We increased our position in German Telecom giant, Deutsche Telekom (BBB+) and added a new issue from Meridian Energy (BBB+). This latter deal was welcome, as New Zealand credit spreads have lately been attractive compared to global spreads. We also added a small position (0.5%) in the short-maturity bonds of European cable company, UPC (B).

Waikato District Community Wellbeing Trust

Investment Mandate

This is a balanced portfolio split 45/55 fixed interest/growth shares investments

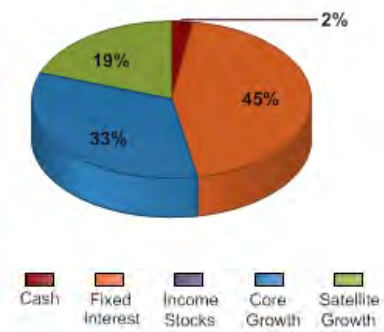
This mandate was last reviewed on 30 October 2015.

Asset Class	Ultimate Allocation	Target NZD Exposure
Cash	0.0%	
Fixed Interest	45.0%	100.0%
Income Stocks	0.0%	100.0%
Core Growth	27.5%	50.0%
Satellite Growth	27.5%	50.0%
Total	100.0%	

Portfolio Position

As at 30 April 2017, the total value of your investment portfolio is \$3,861,549. Your net contributions since inception in January 2012 have totalled \$2,344,807 (\$2,514,078 deposits less \$169,271 withdrawals).

Asset Class	Actual Value	Actual Allocation
Cash	\$94,640	2.5%
Fixed Interest	\$1,722,934	44.6%
Income Stocks	\$0	0.0%
Core Growth	\$1,292,724	33.5%
Satellite Growth	\$751,251	19.5%
Total	\$3,861,549	100.0%



Portfolio Performance

The GMI Growth PIE rose 2.4% after fees and taxes in April, compared to the benchmark, which rose 2.2% for the month. In the Core part of portfolios, our energy and materials holdings led gains, while our healthcare holdings were a negative for monthly performance. The Satellite portfolio had a strong month as the French election result and a succession of solid earnings results from a broad range of companies boosted our holdings.

The GMI Fixed Interest PIE rose 0.4% after fees and taxes for the month, compared to the New Zealand Government Bond Index, which rose 0.5%. Underperformance was due to the interest on longer maturity bonds being driven lower (and therefore their prices higher) by geopolitical and growth concerns. We have a very low allocation to longer-dated bonds because we believe that central banks around the world are removing their extraordinary stimulus amidst a stronger global growth picture.



Your return for the month of April was 1.7% against a benchmark of 1.4%. Your net contributions since 31 January 2012 have totalled \$2,344,807 (\$2,514,078 deposits less \$169,271 withdrawals). As of 30 April 2017 the total value of your portfolio is \$3,861,549. This is a simple return of 64.7%. The total return on each dollar invested at inception is 62.6% (after withholding tax, brokerage, and fees), or 9.7% p.a. on an annualised basis.

	26 Loss/Gain				
	Last Month	Last 3 Months	Last 12 Months	Since Inception	Annualised
Consolidated Portfolio Inception date (31/01/2012)	1.7%	5.6%	9.4%	62.6%	9.7%
45% NZ Bond, 55% MSCI	1.4%	5.4%	8.9%	44.6%	7.3%
Cash Inception date (31/01/2012)	-1.9%	-1.6%	-0.3%	14.3%	2.6%
45% NZ Bond, 55% MSCI	1.4%	5.4%	8.9%	44.6%	7.3%
Fixed Interest Inception date (31/01/2012)	0.6%	2.0%	3.6%	35.9%	6.0%
100% NZ Bond	0.5%	1.3%	0.6%	13.2%	2.4%
Core Stocks Inception date (31/01/2012)	2.3%	8.6%	17.0%	81.8%	12.1%
MSCI	2.2%	8.8%	16.0%	75.1%	11.3%
Satellite Stocks Inception date (31/01/2012)	3.7%	11.2%	16.6%	142.8%	18.4%
MSCI	2.2%	8.8%	16.0%	75.1%	11.3%

Investment Strategy

Market Review

The month started inauspiciously with US airstrikes in Syria, followed soon after by North Korean missile tests and assertive rhetoric from both the country's leader Kim Jong-un and US President, Donald Trump. Coupled with signs that the US economy had slowed in the first few months of the year, share markets generally displayed cautiousness. In the back-end of the month, geopolitical tensions faded a little. Some decent first quarter corporate earnings results and a market-friendly first-round election result in France consequently swayed markets back to a more optimistic mood. Global shares ended up solidly for the month, with the MSCI All Countries Index up 1.6% in US dollar terms. Meanwhile, interest rates generally edged down, with the yield on a US 10-year government bond falling 11 basis points to 2.28%.

Portfolio Changes

In Growth portfolios during the month we marginally added to our financial holdings, which continue to offer good growth prospects at reasonable prices, and should benefit from a rising interest rate environment. At a regional level, we tilted back a little toward US shares, due to the balance of individual investment opportunities over the month. Relative to our benchmark our largest overweight positions are in consumer discretionary, banks, and real estate, while our largest underweights are in industrials and healthcare. The US remains our largest country exposure, both relative to benchmark and in absolute terms.

We spent most of April searching for bargains in the New Zealand company bond market, adding to local stalwarts like **Fonterra** (A-), **Transpower** (AA-) and **Christchurch Airport** (BBB). These bonds are trading cheaply, relative to global company bonds. This is because some New Zealand banks are currently seeing high demand for capital to fund loans, but as their Australian parents have been told to repatriate cash back home, they don't have enough available capital. To plug that gap, banks have been forced to raise term deposit (TD) rates far higher than other countries. This in turn forces New Zealand companies to pay higher interest rates to borrow money to compete against TDs.

Open Meeting

To	Waikato District Community Wellbeing Trust
From	Alison Diaz Finance Manager
Date	18 May 2017
Chief Executive Approved	Y
Reference #	CVN0102
Report Title	Quarterly Certificate of Compliance for period ending 31 March 2017

I. EXECUTIVE SUMMARY

The Trust's Statement of Intent requires the Trustees to consider certain compliance obligations. These obligations are considered by the Trustees at each meeting from performance reporting and associated discussion.

This report provides a quarterly certificate of compliance using the information that has been considered by the Trustees for each quarter of this financial year.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

Quarterly Certificate of Compliance for period ending 31 March 2017

Waikato District Community Wellbeing Trust

Quarterly Certificate of Compliance

for period ending 31 March 2017

	Actual	Per Policy
Benchmark Portfolio (fixed interest : equities)	45 : 55	>45 : <55
Cap on value of single investments	Compliant	<2%
Grant distribution limit as % of net income after inflation	Compliant	<50%
Grant distribution cap as a % of capital	Compliant	<10%
Review of investment mandate (within last year)	Yes – at 13 February 2017 meeting	Annual
Applicant accountability reports received	Yes	Required upon completion of project

.....
Chairperson

Open Meeting

To	Waikato District Community Wellbeing Trust
From	Alison Diaz Finance Manager
Date	18 May 2017
Chief Executive Approved	Y
Reference #	CVN0102 / 1727210
Report Title	Audit arrangements letter for year ending 30 June 2017

I. EXECUTIVE SUMMARY

To provide the Trust with the audit arrangements letter for the year ending 30 June 2017 signed by the Chairperson.

2. RECOMMENDATION

THAT the report from the Finance Manager be received.

3. ATTACHMENTS

Audit Arrangements Letter for Year Ending 30 June 2017

20 April 2017

Level 6
280 Queen Street
PO Box 1165, Auckland 1140
www.auditnz.govt.nz
Fax: 09 366 0215

Jacqui Church
Chairperson
Waikato District Community Wellbeing Trust
c/- Waikato District Council
Private Bag 544
Ngaruawahia 3742

Dear Jacqui

Audit for the year ending 30 June 2017

I am writing to outline our arrangements for the audit of Waikato District Community Wellbeing Trust for the year ending 30 June 2017. This letter has two main sections – an agreement to be signed, and details of the audit.

Agreement to be signed

On the next page is an agreement that you need to sign. Your signature confirms that the details of the audit match your understanding of the arrangements for this year's audit.

Please sign and return one copy of the agreement, along with a copy of the details of the audit, by 26 May 2017.

Details of the audit

Here we set out the proposed arrangements for this year's audit. These include:

- areas of emphasis for the audit and our audit response; and
- logistics (such as our audit team, timing, and fees).

Additional information attached

We have attached an Appendix 1 with additional information about the audit for your information.

Please take the time to read this document thoroughly before returning the signed agreement. If there are additional matters that should be included, or any matters requiring clarification, please contact me.

Yours sincerely



Leon Pieterse
Director
Audit New Zealand

Agreement to be signed

I acknowledge that the details of the audit set out here are in keeping with my understanding of the arrangements for the audit.

Signed



Jacqui Church
Chairperson

Date

8/5/17

Details of the audit

1 Introduction

This document sets out the arrangements for the audit of Waikato District Community Wellbeing Trust (The Trust) for the year ending 30 June 2017. These include:

- areas of emphasis for the audit and our audit response; and
- logistics (such as our audit team, timing, and fees).

2 Your business risks/issues and our audit response

Based on the planning work and discussions that we have completed to date, we have identified the areas which we consider require audit emphasis. This includes business risks and issues facing the Trust that may result in risks of material misstatement in the Trust's financial statements and/or service performance reporting.

As part of the wider public sector audit, we are also required to be alert to issues of effectiveness and efficiency, waste and a lack of probity or financial prudence (as set out in the Audit Engagement Letter dated 20 April 2017).

2.1 Areas of audit emphasis

The table below sets out the business risks and issues that we have identified in line with the above requirements and how we plan to respond to these during the audit.

Your risk or issue	Our audit response
Process for grants	
<p>As part of the grant application process the Trust should ensure that arrangements for making grants are appropriate.</p> <p>We recommend that the Trust consider guidance provided in the Auditor-General's <i>"Public sector purchases, grants and gifts: Managing funding arrangements with external parties"</i> report.</p>	<p>During our review of grants approved during the year, we will consider whether adequate processes have been followed with the approval of grants. This will include checking that:</p> <ul style="list-style-type: none"> • there is a fair and systematic process for considering applications or requests for funding so that Trustees can be, and can be seen to be, impartial in their decision making; • there is a specific assessment of the basis for the amount of the grant sought; • there is clear documentation of the terms of the grant and what is being funded; • clear and appropriate conditions are set to manage risk and ensure suitable accountability;

Your risk or issue	Our audit response
	<ul style="list-style-type: none"> • there is clear documentation of the conditions and what has been met; and • reporting (or other checks) and monitoring arrangements are put in place that are appropriate to the risk, scale and nature of the relationship so that the Trust can assess achievements against the purpose of the grant.
Management override	
Management is in a unique position to perpetrate fraud because of management's ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk is nevertheless present in all entities. Due to the unpredictable way in which such override could occur, it results in a risk of material misstatement due to fraud.	<p>We will test the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements.</p> <p>We will review accounting estimates for biases and evaluate whether the circumstances producing the bias, if any, represent a risk of material misstatement due to fraud.</p> <p>For any significant transactions that are outside the normal course of business, or that otherwise appear to be unusual given our understanding of the entity and its environment and other information obtained during the audit, we will evaluate whether the business rationale (or the lack thereof) of the transactions suggests that they may have been entered into to engage in fraudulent financial reporting or to conceal misappropriation of assets.</p>

2.2 Other issues

We also consider the following issues to be relevant to the Trust.

Your risk or issue	Our audit response
Conflicts of interest	
Conflicts of interest are an area of concern because of probity and the potential for matters to gain a high profile. The Auditor-General continues to receive many queries, and requests for inquiries, about conflicts of interest. A conflict of interest that is not well managed can create significant legal and reputational risks.	It is primarily the responsibility of public bodies to identify and manage conflicts of interest and we will not be doing additional audit work in this area. However, in the course of our usual audit work we will remain generally alert for conflicts of interest.

Your risk or issue	Our audit response
The 2007 report on <i>Managing conflicts of interest: guidance for public entities</i> sets out the Auditor-General's view of what constitutes good practice in the public sector.	Where we identify possible conflicts of interest that may not have been well managed, or that may create significant risks, we will discuss these with management and if necessary include these in our management report.
Fraud	
<p>The auditing standard ISA (NZ) 240, <i>The auditor's responsibilities relating to fraud in an audit of financial statements</i>, issued by the External Reporting Board requires that we make enquiries of:</p> <ul style="list-style-type: none"> • entity management; and • those charged with governance, <p>on matters such as their assessment of the risk of fraud and the accounting and internal control systems designed to prevent and detect frauds.</p> <p>We have previously explained to the Board the representation we will ask them to sign near the completion of the audit in relation to fraud. We will continue to require this representation.</p>	<p>We will undertake formal discussions with the Chair and senior managers on matters concerning fraud risk awareness, identification of susceptible areas and the mitigating controls that the Trust has put in place.</p> <p>Please notify us without delay of any serious fraud suspected or discovered. When considering the Trust's system of internal control to prevent and detect fraud, we will also consider the:</p> <ul style="list-style-type: none"> • quality of documented delegations, authorisation and approval procedures and whether these are followed in practice; • adequacy of procurement policies and procedures particularly around how any conflict of interest is detected and managed; and • quality of documented sensitive expenditure policies and whether these are followed.

We will also follow up on progress made by the Trust in its response to our previous recommendations.

Please tell us about any additional matters that we should be aware of as your auditor, and any specific significant business risks that we have not covered.

3 Logistics

3.1 Our audit team

The Audit New Zealand staff involved in the audit are:

Leon Pieterse	Director
Maree Procter	Audit Manager
Flora Wang	Auditor In-charge

3.2 Important dates in the audit process

Our proposed timetable is:

	Date
Grant expense testing begins	11 July 2017
Draft financial statements available for audit	14 August 2017
Final audit visit begins	17 August 2017
Final financial statements, performance information and any other information (full annual report) provided	4 September 2017
Verbal audit clearance given	15 September 2017
Draft management report issued	15 September 2017
Management comments received	29 September 2017
Audit opinion issued	TBC
Final detailed management report issued	With opinion

3.3 Our final audit visit

Our final audit is scheduled to start on 17 August 2017 and is expected to last two weeks. During this visit we will be auditing the balances, disclosures, and other information included in your financial statements.

3.4 Professional fees

Our audit fee estimate for the year ending 30 June 2017 is \$6,633 plus disbursements (GST exclusive). This is as agreed in the Audit Proposal Letter dated 20 April 2017.

The fee is an estimate and assumes that the expectations discussed in Appendix 1 will be met. If this does not occur, or the scope of the audit changes, we will discuss this further with you.

We propose to bill the full amount in September 2017.

To ensure we can complete the audit within the proposed time frame (see section 3.2) and agreed fee, it is critical that you make appropriate supporting documentation available to us on a timely basis. If this is not the case, it is likely to result in cost overruns, which we will seek to recover from you.

4 Health and safety

The Auditor-General and Audit New Zealand take seriously their responsibility to provide a safe working environment for audit staff. Under the Health and Safety at Work Act 2015, we need to make arrangements with you to keep our audit staff safe while they are working at your premises. We expect you to provide a work environment for our audit staff that is without risk to their health and safety. This includes providing adequate lighting and ventilation, suitable desks and chairs, and safety equipment where required. We also expect you to provide them with all information or training necessary to protect them from any risks they may be exposed to at your premises. This includes advising them of emergency evacuation procedures and how to report any health and safety issues.

Appendix 1: Additional information about the audit

Our reporting protocols

Management reports

We will provide a draft of all management reports to management for discussion/clearance purposes. In the interests of timely reporting, we ask management to provide their comments on the draft within 10 working days. Once management comments are received the report will be finalised and provided to the Board.

Reporting of misstatements

We will include details of all uncorrected misstatements in our management report. Misstatements are differences in, or omissions of, amounts and disclosures that may affect a reader's overall understanding of the Trust's financial statements.

During the audit, we will provide details of any such misstatements we identify to an appropriate level of management. We will ask for each misstatement to be corrected in the Trust's financial statements. Where management does not wish to correct a misstatement we will seek written representations from representatives of the Trust's governing body that specify the reasons why the corrections will not be made.

Our expectations of you to enable an efficient audit

To enable us to carry out our audit efficiently within the proposed audit fee, we expect that:

- the Trust will provide us with access to all relevant records and provide information in a timely manner;
- your staff will provide an appropriate level of assistance;
- the financial statements will be available at the start of the final audit, include all relevant disclosures, and be fully supported by a detailed workpaper file; and
- the annual report and financial statements (including the statement of service performance) will be subjected to appropriate levels of quality review before submission for audit.

Our audit fee is based on the assumption that we will review no more than two sets of the draft annual report, one printer's proof copy of the annual report, and one copy of the electronic version of the annual report for publication on the Trust's website.

How we consider your compliance with statutory authority

As part of the Auditor-General's mandate, we carry out an audit of compliance with statutory authority. Our audit is limited to obtaining assurance that you have complied with certain laws and regulations that may directly affect the Trust's financial statements or general accountability. Our audit does not cover all of the Trust's requirements to comply with statutory authority.

Our approach to this aspect of the audit will mainly involve assessing the systems and procedures that are in place to ensure compliance with certain laws and regulations that we consider to be significant. We will also complete our own checklists covering the key requirements of significant legislation. In addition, we will remain alert for any instances of non-compliance that come to our attention. We will evaluate the relevance of any such non-compliance to our audit.

20 April 2017

Ref: EN/CCO/2-0076
 H248

Level 6
 280 Queen Street
 PO Box 1165, Auckland 1140
www.auditnz.govt.nz
 Fax: 09 366 0215

Jacqui Church
 Chairperson

Waikato District Community Wellbeing Trust
 c/- Waikato District Council
 Private Bag 544
 Ngauruawahia 3742

Copy: Director Auditor Appointments
 Office of the Auditor-General
 PO Box 3928
 Wellington

Dear Jacqui

Proposal to conduct the audit of Waikato District Community Wellbeing Trust on behalf of the Auditor-General for the 2017, 2018 and 2019 financial years

1 Introduction

The Auditor-General has appointed me to carry out the audit of your organisation for the next three years. As required by the Office of the Auditor-General (OAG), I set out below information relating to the audit for the three financial years ending 30 June 2017, 2018 and 2019. The purpose of this proposal is to provide information on:

- the statutory basis for the audit and how audit fees are set;
- the entities covered by this proposal;
- key members of the audit team;
- the hours we plan to spend on the audit and reasons for any change in hours;
- our proposed fees for the audit for the financial years ending 30 June 2017, 2018 and 2019 and reasons for any change;
- assumptions relating to the proposed audit fees, including what we expect of your organisation;
- what the OAG overhead charge provides;
- certification required by the Auditor-General; and
- our commitment to conduct the audit in accordance with the Auditor-General's Auditing Standards.

2 Statutory basis for the audit and how audit fees are set

The audit of your organisation is carried out under section 15 of the Public Audit Act 2001, which states that “the Auditor-General must from time to time audit the financial statements, accounts, and other information that a public entity is required to have audited”.

Fees for audits of public entities are set by the Auditor-General under section 42 of the Public Audit Act 2001. However, your Board of Trustees and I have the opportunity to reach agreement first and recommend those fees for approval. The Auditor-General, with assistance from the OAG, will set audit fees directly only if we fail to reach agreement.

Our proposed audit fees are set out in this letter and include an estimate of the reasonable cost of disbursements (including travel and accommodation where necessary).

3 Entities covered by this proposal

This proposal covers the audit of the Waikato District Community Wellbeing Trust.

4 Key members of the audit team

Appointed Auditor	Leon Pieterse
Audit Manager	Maree Procter

5 Estimated audit hours

We estimate that the following hours will be required to carry out the audits (compared to budgeted and actual data from the previous financial year):

Audit team member	2016 budget	2017	2018	2019
Appointed Auditor	2	3	3	3
Audit Manager	6	8	8	8
Other audit staff	40	37	37	37
Total audit hours	48	48	48	48

5.1 Reasons for changes in audit hours

The total audit hours remain the same as previous years. The change in the staff mix is a result of additional hours required for Audit Director's and Audit Manager's review.

6 Proposed audit fees

Our proposed fees for the next three audits (compared to budgeted and actual data from the previous financial year) are:

Structure of audit fees	2016 budget \$	2017 \$	2018 \$	2019 \$
Net audit fee (excluding OAG overhead and disbursements)	6,050	6,237	6,286	6,370
OAG overhead charge	384	396	407	420
Total audit fee (excluding disbursements)	6,434	6,633	6,693	6,790
Estimated disbursements	100	300	300	300
Total billable audit fees and charges	6,534	6,933	6,993	7,090
GST	870	1,040	1,049	1,064
Total (including GST)	7,514	7,973	8,042	8,154

The audit fees allow for the audit team to carry out specific tasks identified in the OAG Sector Brief and for the OAG overhead charge. We have also estimated the reasonable cost of disbursements (including travel and accommodation where necessary). Disbursement costs are indicative only and will be charged on an actual and reasonable basis.

6.1 Reasons for changes in audit fees

The main changes in cost components for future audits are:

Reasons for increased or decreased audit fees compared to previous period <i>budgeted</i> fees.	2017	2018	2019
Predicted staff salary cost movements (included change in team mix)	199	60	97
Total increase (decrease) in audit fees	199	60	97

7 Assumptions relating to our audit fee

Our proposed audit fees are based on the following assumptions:

- You will provide to us in a timely manner the complete information required by us to conduct the audit.
- Your staff will provide us with an appropriate level of assistance.
- Your organisation's annual report and financial statements (including Statements of Service Performance) will be subject to appropriate levels of quality review before being submitted to us for audit.
- Your organisation's financial statements will include all relevant disclosures.

- We will review up to two sets of draft annual reports, one printer's proof copy of the annual report, and one copy of the electronic version of the annual report (for publication on your website).
- There are no significant changes to the structure and/or scale of operations of the entities covered by this proposal (other than as already advised to us).
- There are no significant changes to mandatory accounting standards or the financial reporting framework that require additional work.
- There are no significant changes to mandatory auditing standards that require additional work other than items specifically identified in the tables above.
- There are no significant changes to the agreed audit arrangements (set out in an annual letter we will send you) that change the scope of, or disbursements related to, this audit.

If the scope and/or amount of work changes significantly, we will discuss the issues with you and the OAG at the time.

8 What the OAG overhead charge provides

Parliament has indicated that it expects the full cost of annual audits under the Public Audit Act (including an OAG overhead charge) to be funded by public entities.

The OAG overhead charge partially funds a range of work that supports auditors and entities, including:

- development and maintenance of auditing standards;
- technical support for auditors on specific accounting and auditing issues;
- ongoing auditor training on specific public sector issues;
- preparation of sector briefs to ensure a consistent approach to annual audits;
- development and maintenance of strategic audit plans; and
- carrying out quality assurance reviews of all auditors, and their audits and staff on a regular (generally, three-year) cycle.

Appointed Auditors are required to return the OAG overhead charge portion of the audit fee, to the OAG.

9 Certifications required by the Auditor-General

We certify that:

- the undertakings, methodology, and quality control procedures that we have declared to the OAG continue to apply;

- our professional indemnity insurance policy covers this engagement; and
- the audit will be conducted in accordance with the terms and conditions of engagement set out in the audit engagement agreement and schedules.

10 Conclusion

As the Appointed Auditor, I am committed to providing you and the Auditor-General with the highest level of professional service. I intend to work with you, the OAG, and the Auditor-General in a partnership environment to resolve any issues that may arise.

If you require any further information, please do not hesitate to contact me.

Please counter-sign this letter (below) to confirm that you, and the governing body of your organisation, agree with its contents. This letter will then form the basis for a recommendation to the Auditor-General on the audit fee that should be set. The schedules of audit hours and fees will also be incorporated into my audit engagement agreement with the Auditor-General to carry out the audit of your organisation as the agent of the Auditor-General.

Yours sincerely



Leon Pieterse
Director
Audit New Zealand

I accept the audit fees for the audit of the three financial years as stated above.

Full name: Jacqui Church Position: Chairperson

Authorised signature:  Date: 8/5/17

Entity name: Waikato District Community Wellbeing Trust

Actions to take when agreement has been reached:

- 1 Keep a copy of this signed proposal for your file.
- 2 Send the original to: Leon Pieterse
Audit New Zealand
PO Box 1165
Auckland 1140

20 April 2017

Level 6
 280 Queen Street
 PO Box 1165, Auckland 1140
www.auditnz.govt.nz
 Fax: 09 366 0215

Jacqui Church
 Chairperson
 Waikato District Community Wellbeing Trust
 c/- Waikato District Council
 Private Bag 544
 Ngaruawahia 3742

Dear Jacqui

Audit engagement letter

This audit engagement letter is sent to you on behalf of the Auditor-General, who is the auditor of all “public entities”, including the Waikato District Community Wellbeing Trust (the Trust) under section 14 of the Public Audit Act 2001 (the Act). The Auditor-General has appointed me, Leon Pieterse, using the staff and resources of Audit New Zealand, under sections 32 and 33 of the Act, to carry out the annual audits of the Trust’s financial statements and performance information. We will be carrying out these annual audits on the Auditor-General’s behalf, for the years ending 30 June 2017, 30 June 2018 and 30 June 2019.

This letter outlines:

- the terms of the audit engagement and the nature, and limitations, of the annual audit; and
- the respective responsibilities of the Board of Trustees and me as the Appointed Auditor for the financial statements and performance information.

The objectives of the annual audit are:

- to provide an independent opinion on the Trust’s financial statements and performance information; and
- to report on other matters relevant to the Trust’s financial and other management systems that come to our attention, need improvement or are significant (for example, non-compliance with statutory obligations or a lack of probity).

We will carry out the audit in accordance with the Auditing Standards issued by the Auditor-General, which incorporate the International Standards on Auditing (New Zealand). They require that we comply with ethical requirements, and plan and perform the audit to obtain reasonable assurance about whether the Trust’s financial statements and performance information are free from material misstatements.

Your responsibilities

Our audit will be carried out on the basis that the Board of Trustees acknowledges that it has responsibility for:

- preparing the financial statements and performance information in accordance with legal requirements and financial reporting standards;
- having such internal control as you determine is necessary to enable you to prepare financial statements and performance information that are free from material misstatement, whether due to fraud or error; and
- providing us with:
 - access to all information of which the Trust is aware that is relevant to preparing the financial statements and performance information such as records, documentation, and other matters;
 - additional information that we may request from the Trust for the purpose of the audit;
 - unrestricted access to Board of Trustees members and employees that we consider necessary; and
 - written confirmation concerning representations made to us in connection with the audit.

The Board of Trustees' responsibilities extend to all resources, activities, and entities under its control. We expect that the Board of Trustees will ensure:

- the resources, activities and entities under its control have been operating effectively and efficiently;
- it has complied with its statutory obligations including laws, regulations, and contractual requirements;
- it has carried out its decisions and actions with due regard to minimising waste;
- it has met Parliament's and the public's expectations of appropriate standards of behaviour in the public sector in that it has carried out its decisions and actions with due regard to probity; and
- its decisions and actions have been taken with due regard to financial prudence.

We expect the Board of Trustees and/or the individuals within the Trust with delegated authority to immediately inform us of any suspected fraud, where there is a reasonable basis that suspected fraud has occurred regardless of the amount involved. Suspected fraud also includes instances of bribery and/or corruption.

The Board of Trustees should have documented policies and procedures to support its general responsibilities. It should also regularly monitor performance against its objectives.

The Board of Trustees has certain responsibilities relating to the preparation of the financial statements and performance information and in respect of financial management and accountability matters. These specific responsibilities are set out in Appendix 1. We assume that members of the Board of Trustees are familiar with those responsibilities and, where necessary, have obtained advice about them.

Our responsibilities

Carrying out the audit

We are responsible for forming an independent opinion on whether the financial statements and performance information of the Trust:

- comply with generally accepted accounting practice; and
- presents fairly, in all material aspects its position and performance.

An audit involves obtaining evidence about the amounts and disclosures in the financial statements and performance information. How we obtain this information depends on our judgement, including our assessment of the risks of material misstatement of the financial statements and performance information, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the financial statements and performance information.

We do not examine every transaction, nor do we guarantee complete accuracy of the financial statements and performance information. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with the Auditing Standards.

During the audit, we consider internal control relevant to the Board of Trustees' preparation of the financial statements and performance information, but not for the purpose of expressing an opinion on the effectiveness of the Board of Trustees' internal controls.

Please note that the audit does not relieve the Board of Trustees of its responsibilities. The Auditor-General expects members of the Board of Trustees to be familiar with those responsibilities and, where necessary, to have obtained advice about them.

However, we will communicate to you in writing any significant deficiencies in internal control relevant to the audit of the financial statements and performance information that we have identified during the audit.

The audit team is required to be alert for issues of:

- effectiveness and efficiency – in particular, how the Board of Trustees and the Trust have carried out their activities;
- non-compliance with laws, regulations, and contractual requirements;
- waste – in particular, whether the Board of Trustees obtained and applied the resources of the Trust in an economical manner and whether any resources are being wasted;

- a lack of probity – in particular, whether the Board of Trustees and the Trust have met Parliament's and the public's expectations of appropriate standards of behaviour in the public sector; and
- a lack of financial prudence.

Our independence

It is essential that the audit team and Audit New Zealand remain both economically and attitudinally independent of the Trust (including management and the Board of Trustees). This involves being, and appearing to be, free of any interest that might be regarded, whatever its actual effect, as being incompatible with integrity, objectivity, and independence.

To protect our independence, specific limitations are placed on us in accepting engagements with the Board of Trustees other than the annual audit. We may accept certain types of other engagements, subject to the requirements of the Auditing Standards. Any such other engagements must be the subject of a separate written arrangement between the Board of Trustees and me or Audit New Zealand.

Reporting

We will issue an audit report that will be attached to the financial statements and performance information. This report contains an opinion that provides readers with reasonable assurance on whether the financial statements and performance information have been prepared in accordance with legal requirements, are free from material misstatements, and comply with financial reporting standards. It may also contain comment on matters such as compliance with statutory obligations and other matters that we consider may be of interest to the readers of the audit report.

We will also issue a management letter that will be sent to the Board of Trustees. This letter communicates any matters that come to our attention during the audit that, in our opinion, are relevant to the Board of Trustees (for example, internal control weaknesses, probity matters, or compliance with statutory obligations). We may also provide other management letters to the Trust from time to time. We will inform the Board of Trustees of any other management letters we have issued.

Please note that the Auditor-General may publically refer to matters that are identified in the annual audit, in keeping with section 21 of the Public Audit Act 2001.

Next steps

Please acknowledge receipt of this letter and the terms of the audit engagement by signing the enclosed copy of the letter in the space provided and returning it to me. The terms will remain effective until a new Audit Engagement Letter is issued.

Appendix 2 contains some additional “other” responsibilities for the audit.

If you have any questions about the audit generally, or have any concerns about the quality of the audit, you should contact me as soon as possible. If after contacting me you still have concerns, you should contact the Director of Auditor Appointments at the Office of the Auditor-General on (04) 917 1500.

If you require any further information, or wish to discuss the terms of the audit engagement further before replying, please do not hesitate to contact me.

Yours faithfully



Leon Pieterse

Director

On behalf of the Auditor-General

I acknowledge the terms of this engagement and that I have the required authority on behalf of the Board of Trustees.

Signed



Jacqui Church
Chairperson

Date

8/5/17

Appendix 1: Respective specific responsibilities of the Board of Trustees and the Appointed Auditor

Responsibilities of the Board of Trustees	Responsibilities of the Appointed Auditor
Responsibilities for the financial statements and performance information	
<p>You are required by legislation to prepare financial statements and, where appropriate, other accountability statements that comply with generally accepted accounting practice in New Zealand and that present fairly, in all material respects the activities of the Trust during the year, and its financial position at the end of the year.</p> <p>You must also ensure that any accompanying information in the annual report is consistent with that reported in the audited financial statements and performance information.</p> <p>You are required by legislation to prepare the financial statements and performance information and provide that information to the appointed auditor before the statutory reporting deadline. It is normal practice for you to set your own timetable to comply with statutory reporting deadlines.</p>	<p>We are responsible for carrying out an annual audit, on behalf of the Auditor-General, and to form an opinion on whether the Trust's financial statements and performance information have been prepared in accordance with legal requirements, comply with generally accepted accounting practice in New Zealand, and presents fairly, in all material respects the position and performance of the Trust.</p> <p>We will also read other accompanying information to the financial statements and performance information to identify whether there are material inconsistencies with the audited financial statements and performance information.</p> <p>Materiality is one of the main factors affecting our judgement on the areas to be tested and on the timing, nature, and extent of the tests and procedures performed during the audit. In planning and performing the annual audit, we aim to obtain reasonable assurance that the financial statements and performance information do not have material misstatements caused by either fraud or error. Material misstatements are differences or omissions of amounts and disclosures that, in our judgement, are likely to influence a reader's overall understanding of the financial statements and performance information.</p> <p>If we find material misstatements that are not corrected, they will be referred to in the audit opinion. The Auditor-General's preference is for you to correct any material misstatements and avoid the need for them to be referred to in the audit opinion.</p> <p>An audit also involves evaluating:</p> <ul style="list-style-type: none"> the appropriateness of accounting policies used and whether they have been consistently applied; the reasonableness of the significant accounting estimates and judgements made by those charged with governance;

Responsibilities of the Board of Trustees	Responsibilities of the Appointed Auditor
	<ul style="list-style-type: none"> the appropriateness of the content and measures in any non-financial accountability statements; the adequacy of all disclosures in the financial statements and performance information; and the overall presentation of the financial statements and performance information. <p>We will ask you for written confirmation of representations made to us about the financial statements and performance information. In particular, we will seek confirmation that:</p> <ul style="list-style-type: none"> the adoption of the going concern assumption is appropriate; all material transactions have been recorded and are reflected in the financial statements and performance information; all instances of non-compliance or suspected non-compliance with laws and regulations have been disclosed; and uncorrected misstatements noted during the audit are immaterial to the financial statements and performance information. <p>Any representation made does not in any way reduce our responsibility to perform appropriate audit procedures and enquiries.</p>
Responsibilities for the accounting records	
<p>You are responsible for maintaining accounting and other records that:</p> <ul style="list-style-type: none"> correctly record and explain the transactions of the Trust; enable you to monitor the resources, activities, and entities under its control; enable the Trust's financial position to be determined with reasonable accuracy at any time; enable you to prepare financial statements and performance information that comply with legislation (and that allow the financial statements and performance information to be readily and properly audited); and are in keeping with the requirements of the Commissioner of Inland Revenue. 	<p>We will perform sufficient tests to obtain reasonable assurance as to whether the underlying records are reliable and adequate as a basis for preparing the financial statements and performance information.</p> <p>If, in our opinion, the records are not reliable or accurate enough to enable the preparation of the financial statements and performance information and the necessary evidence cannot be obtained by other means, we will need to consider the effect on the audit opinion.</p>

Responsibilities of the Board of Trustees	Responsibilities of the Appointed Auditor
Responsibilities for accounting and internal control systems	
<p>You are responsible for establishing and maintaining accounting and internal control systems (appropriate to the size of the Trust), supported by written policies and procedures, designed to provide reasonable assurance as to the integrity and reliability of financial and, where applicable, non-financial reporting.</p>	<p>The annual audit is not designed to identify all significant weaknesses in your accounting and internal control systems. We will review the accounting and internal control systems only to the extent required to express an opinion on the financial statements and performance information. We will report to you separately any weaknesses in the accounting and internal control systems that come to our notice and that we consider may be relevant to you. Any such report will provide constructive recommendations to assist you to address those weaknesses.</p>
Responsibilities for preventing and detecting fraud and error	
<p>The responsibility for the prevention and detection of fraud and error rests with you through the implementation and continued operation of adequate internal control systems (appropriate to the size of the Trust) supported by written policies and procedures.</p> <p>We expect you to formally address the matter of fraud, and formulate an appropriate policy on how to minimise it and (if it occurs) how it will be dealt with. Fraud also includes bribery and corruption.</p> <p>We expect you to consider reporting all instances of actual, suspected or alleged fraud to the appropriate law enforcement agency, which will decide whether proceedings for a criminal offence should be instituted. We expect you to immediately inform us of any suspected fraud, where you, and/or any individuals within the Trust with delegated authority have a reasonable basis that suspected fraud has occurred, regardless of the amount involved.</p>	<p>We design our audit to obtain reasonable, but not absolute, assurance of detecting fraud or error that would have a material effect on the financial statements and performance information. We will review the accounting and internal control systems only to the extent required for us to express an opinion on the financial statements and performance information, but we will:</p> <ul style="list-style-type: none"> • assess the effectiveness of internal control systems and procedures for preventing and detecting fraud and error; and • report to you significant weaknesses in internal control systems and procedures for monitoring the prevention and detection of fraud and error that come to our notice and that we consider could be relevant to you. <p>We are required to immediately advise the Office of the Auditor-General of all instances of actual, suspected or alleged fraud.</p> <p>As part of the audit, you will be asked for written confirmation that you have disclosed all known instances of actual, suspected or alleged fraud to us.</p> <p>If we become aware of the possible existence of fraud, whether through applying audit procedures, advice from you or management, or by any other means, we will communicate this to you with the expectation that you will consider whether it is appropriate to report the fraud to the appropriate law enforcement agency. In the event that you do not report fraud to the appropriate law enforcement agency, the Auditor-General will consider doing so if it is appropriate for the purposes of protecting the interests of the public.</p>

Responsibilities of the Board of Trustees	Responsibilities of the Appointed Auditor
Responsibilities for compliance with laws and regulations	
<p>You are responsible for ensuring that the Trust has systems, policies, and procedures (appropriate to the size of the Trust) to ensure that all applicable legislative, regulatory, and contractual requirements that apply to the activities and functions of the Trust are complied with. Such systems, policies, and procedures should be documented.</p>	<p>We will assess whether you have systems, policies, and procedures to ensure compliance with those legislative, regulatory, and contractual requirements that are relevant to the audit. We will either perform specific audit tests to assess whether you have complied with statutory requirements that are relevant to the audit or will maintain an awareness for possible non-compliance that may be relevant to the audit.</p> <p>The way in which we will report instances of non-compliance that come to our attention will depend on considerations of materiality or significance. We will report to you and to the Auditor-General all material and significant instances of non-compliance.</p> <p>We will also report to you any significant weaknesses that we observe in internal control systems, policies, and procedures for monitoring compliance with laws, regulations, and contractual requirements that we consider may be relevant.</p>
Responsibilities to establish and maintain appropriate standards of conduct and personal integrity	
<p>You should at all times take all practicable steps to ensure that your members and employees maintain high standards of conduct and personal integrity. You should document your expected standards of conduct and personal integrity in a "Code of Conduct" and, where applicable, support the "Code of Conduct" with policies and procedures.</p> <p>The expected standards of conduct and personal integrity should be determined by reference to accepted "Codes of Conduct" that apply to the public sector.</p>	<p>We will have regard to whether you maintain high standards of conduct and personal integrity. Specifically, we will be alert for significant instances where members and employees of the Trust may not have acted in accordance with the standards of conduct and personal integrity expected of them.</p> <p>The way in which we will report instances that come to our attention will depend on significance. We will report to you and to the Auditor-General all significant instances of departure from expected standards of conduct and personal integrity.</p> <p>The Auditor-General, on receiving a report from us, may, at their discretion and with consideration of its significance, decide to conduct a performance audit of, or an inquiry into, the matters raised. The performance audit or inquiry will be subject to specific terms of reference, in consultation with you. Alternatively, the Auditor-General may decide to publicly report the matter without carrying out a performance audit or inquiry.</p>

Responsibilities of the Board of Trustees	Responsibilities of the Appointed Auditor
Responsibilities for conflicts of interest and related parties	
<p>You should have policies and procedures to ensure that your members and employees carry out their duties free from bias.</p> <p>You should maintain a full and complete record of related parties and their interests. It is your responsibility to record and disclose related-party transactions in the financial statements and performance information in accordance with generally accepted accounting practice.</p>	<p>To help determine whether your members and employees have carried out their duties free from bias, we will review information provided by you that identifies related parties and will be alert for other material related-party transactions. We will check that you have complied with any statutory requirements for conflicts of interest and whether these transactions have been properly recorded and disclosed in the financial statements and performance information.</p>
Responsibilities for publishing the audited financial statements on a website	
<p>You are responsible for the electronic presentation of the financial statements and performance information on the Trust's website. This includes ensuring that there are enough security and controls over information on the website to maintain the integrity of the data presented.</p> <p>If you intend to publish or reproduce the financial statements and performance information, together with the audit report, on a website, you must, before publication, provide us with a draft version of the documents to read and must obtain our approval to include the audit report with the information you intend publishing on the website.</p> <p>If the audit report is reproduced in any medium, you should present the complete financial statements, including notes and accounting policies as well as any other accountability statements.</p> <p>If you intend to post any new material not previously read by us, you must advise us before posting the new material.</p>	<p>We will perform procedures to satisfy ourselves that the information you intend including on your website is consistent with the audited financial statements and performance information and that the audit report will not be inappropriately associated with any information that has not been audited.</p> <p>Examining the controls over the electronic presentation of audited financial statements and performance information, and the associated audit report, on your website is beyond the scope of the annual audit.</p> <p>We will review the material on initial posting and on notification from you that new material has been posted on the website. We do not carry out ongoing monitoring of the material on your website.</p>

Appendix 2: Other responsibilities

To meet the reporting deadlines, we are dependent on receiving the Trust's financial statements and performance information ready for audit and in enough time to enable the audit to be completed. "Ready for audit" means that the financial statements and performance information have been prepared in accordance with legal requirements, comply with generally accepted accounting practice and present fairly, in all material respects, the activities and position of the Trust and are supported by proper accounting records and complete accounting records and complete evidential documentation.

We will ensure that the annual audit is completed by the reporting deadline or, if that is not practicable because of the non-receipt or condition of the financial statements and performance information, or for some other reason beyond our control, as soon as possible after that.

The workpapers that we produce in carrying out the audit are the property of the Auditor-General. Workpapers are confidential to the Auditor-General and subject to the disclosure provisions in section 30 of the Public Audit Act 2001.

The Auditor-General and Audit New Zealand take seriously their responsibility to provide a safe working environment for audit staff. Under the Health and Safety at Work Act 2015 we need to make arrangements with you to keep our audit staff safe while they are working at your premises. We expect you to provide a work environment for our audit staff that is without risks to their health and safety. This includes providing adequate lighting and ventilation, suitable desks and chairs, and safety equipment, where required. We also expect you to provide them with all information or training necessary to protect them from any risks they may be exposed to at your premises. This includes advising them of emergency evacuation procedures and how to report any health and safety issues.

Open Meeting

To	Waikato District Community Wellbeing Trust
From	Tony Whittaker General Manager Strategy & Support
Date	22 May 2017
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference #	CVN0102/CDR0502
Report Title	Project Report - Grant Approval and Payment Reconciliation 2017

I. EXECUTIVE SUMMARY

To provide the Trust with a summary of the grant approval and payment reconciliation to date.

The report includes the project status for the unspent grants and the project accountability forms for completed grants.

Unspent Grants

Organisation	Project	Amount Funded
Onewhero Old School Building Committee.	To recite the original Old School Building off Council land back to the Onewhero Area School grounds site.	\$35,000.00
Menzshed Huntly	To build a new workshop premises to house the Menzshed in Huntly	\$10,000.00
Glen/Afton Pukemiro Communities Committee	To recite the historic Glen Afton mine monument onto Council reserve land in Glen Afton	\$20,000.00
Te Kauwhata events committee, Whangamarino walkway	To build stage one of the Whangamarino walkway in Te Kauwhata	\$40,000.00

Project Accountability Forms

Organisation	Project	Amount Funded
David Johnstone Pukemokemoke Bush Trust	To build a new boardwalk track at the Pukemokemoke Bush Reserve	\$17,193.00
Taupiri Rugby Club	To upgrade the communal toilet facilities at the Taupiri Rugby clubrooms	\$15,000.00 Project only required \$7500.00
Ngaruawahia United Football Club Inc.	To upgrade the kitchen facility at the	\$30,500.00
Raglan Mountain Bike Club	To build a new mountain bike track at Wainui Reserve	\$20,000.00

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received.

3. ATTACHMENTS

1. Project Status – Unspent Grants
2. Project Accountability Forms

Wellbeing Trust Grant Project Status Update

Applicant Name: Alan J Rowe on behalf of the Onewhero Old School Building Inc.		
Total Cost of Project: \$140,000	Waikato Community Wellbeing Trust Grant: \$35, 000	Other Funding Sought: Nil
In Hand: \$ 13,100		
<p>Project Status: Full details of where your project is to date (Please include timeframes for future progress of the project).</p> <p><i>There has been little or no change in the status of this project since the last report, dated February 2017. This is because we are in discussion between the architect and the Council with a view to making a formal application for building consent to move the building.</i></p> <p><i>We had a meeting with a Council rep (Cameron Aplin) in Tuakau in December of 2016. The result of that meeting was that Cameron will review all the paper work for a pre-application as submitted by the architect to make sure it meets Council guidelines. The purpose of this review is to speed the progress of the application through Council. My understanding is that the pre-application is required to ensure that a full consent application is not a waste of time.</i></p> <p><i>Since that meeting nothing formal has happened and I understand that the hold up is with the architect. Our last contact with him was to say that he was very busy, but was working on it and hoped to get papers to the Council shortly.</i></p> <p><i>The committee would like to be able to break the whole project into stages and to address each stage as an entity. That would mean that we would move the building and then do the renovating before moving to the third stage which would be to deal with the environmental issues – garden layout etc. If we were to do that, and if the Wellbeing funds could be applied, then we have enough money to complete stage one. The Committee would like some feedback from the Trust as to the Trust's view on that proposal.</i></p>		
<p>Full list of what funders you are or have applied for funding from –including timeframes and expected outcomes.</p> <ol style="list-style-type: none"> <i>To date we have received formal funding from the Waikato District Council Discretionary Fund through the Onewhero-Tuakau Local Community Board. This funding was applied for to assist the OSB Inc to get the preliminary work done towards obtaining Council approval and amounted to \$5175. To date just under \$4000 of this has been spent on the approval process.</i> <i>Donations have been received from private individuals. This funding amounts to \$11,800.</i> <i>No other funding has been sought or received.</i> <i>The reason why no other funding has been sought, after being initially turned down by three Trust groups, is that one of the groups required us to have Council approval before they would fund us, and the other two told us that we do not fit into their criteria. This left us in a dilemma as the quotes we had obtained had a three month validity and the committee felt that it couldn't keep going back to the contractors to update their quotes (which we had already done twice) when there was little likelihood of an imminent start on the project.</i> <p><i>The current situation then is this:</i></p> <ul style="list-style-type: none"> <i>In the bank: \$13,100 which includes donations from interested people and the community grant from the Waikato District Council.</i> <i>From Wellbeing Trust a promise of \$35,000</i> <i>We are awaiting confirmation of the success of the application process before we start applying to other groups for further funding.</i> <i>Expected outcomes: see above</i> 		

Issues i.e. consents, shortfalls in funding requirements etc.

- *Getting the necessary applications from the architect to the Council.*
- *Lianne, can you please liaise with Cameron Aplin to assess the progress on the application process?*
- *Gaining approval to apply the Wellbeing funding to stage one of this project. This is the major stage – once the building has been moved, people will see that things are happening and it will be easier to get the necessary quotes and work done for the renovations.*
- *Being able to get to the stage where we can use up-to-date quotes to apply for further funding from the various charity groups to do the renovations to the building.*

Staff Comments:

Lianne will liaise with Cameron Aplin to assess the progress of the application.

Wellbeing Trust Grant Project Status Update

Applicant Name: Menzshed Huntly Incorporated		
Total Cost of Project: \$75,000 In Hand: \$14755.00	Waikato Community Wellbeing Trust Grant: \$10000.00	Other Funding Sought: \$49506.00 Lotteries Community Facilities Fund
<p>Project Status: Full details of where your project is to date (Please include timeframes for future progress of the project).</p> <p>Menzshed Huntly project update.</p> <p>We hope to start the project in June 2017.</p> <p>Mary Wilson from Department of Internal Affairs Lotteries Fund met with us late last year and recommended we apply to the community facility fund. In order to do this we need a third of the final amount of the project funds in hand. She encouraged members to visit other Menzshed facilities and really make sure the resulting Huntly Shed will be purpose built and meet all the needs of the Menzshed.</p> <p>From these visits members have made some adjustments to the plan of the final workshop, this has increased the cost to \$75000.00.</p> <p>With the WDC Wellbeing fund and other fundraising and grants received we have \$25000.00 to contribute to the shed and will be applying to the Lotteries Community Facilities Fund for the remaining \$50000.00.</p> <p>If this application is successful we will start the building process in May/ June 2017.</p>		
<p>Full list of what funders you are or have applied for funding from – including timeframes and expected outcomes</p> <p>Planned funding: Lotteries Community Facility Fund: The closing date for this is the 8th March with results of application coming out in May.</p> <p>Funding secured Trust Waikato \$4000.00 Lion Foundation \$7500.00 Fundraising \$2505.00 WDC Mayoral Fund \$750.00 WDC Wellbeing fund \$10000.00</p> <p>Menzshed Huntly did receive \$15000.00 from Pub charity but had to return it due to not completing the project within the 3 month time frame. We did request an extension but it was declined.</p>		

Issues i.e. consents, shortfalls in funding requirements etc.
Staff Comments: The appropriate Council Staff will need to be advised prior to commencement of the project.

Wellbeing Trust Grant Project Status Update

Applicant Name: Glen Afton/Pukemiro Communities Society Incorporated		
Total Cost of Project: In Hand: \$38,000.00	Waikato Community Wellbeing Trust Grant: \$20,000.00	Other Funding Sought: Nil at present
<p>Project Status: Full details of where your project is to date (Please include timeframes for future progress of the project).</p> <p>Over the past 2 years, we have managed to progress the projects on the mine haulages by engaging Terra Firma to excavate the site, to carry out structural repairs, sand blast, and to paint the haulages.</p> <p>To this end the smaller McDonald Mine haulage has had all the above work completed and simply awaits concrete plinth to be constructed at the agreed site so it can be established there.</p> <p>The site, in which the haulages will sit, has been agreed to between Council and GAP/SINC and has been tested for stability by an engineer.</p> <p>Before the haulage can be moved, there is an issue with the site chosen, the ground appears to have been filled, this has created Health and Safety aspects concerning the weight of the structures, hence the need for an engineered solution, which has been sourced, engaged and undertaken, this has slowed the project down.</p> <p>This engineering solution has been handed to the Council by our contractor, who now needs to provide their own Health and Safety documentation to Council before they will allow us/the contractor to proceed.</p> <p>The Contractor has been informed of this requirement and we are awaiting confirmation from them and Council that all is as should be.</p> <p>We are keeping in contact with the contractor to make sure he is aware of the importance of the Council's requirements.</p> <p>We are waiting for some feedback from both Contractor and Council and are hoping to resolve this matter ASAP.</p> <p>As a Community group we would like to see the project completed with a 12-24 month time frame. Our overall goal as a non-profit Community group is to complete the memorial structure, so we can honour the 11 miners who lost their lives in the Glen Afton mine on the 24th September 1939.</p> <p>Financially we are depending on funding from the Wellbeing Trust to advance our project. This money will be spent on completing the second haulage and the plinths which they will sit on. This project has been very lengthy to say the least, but it is the communities hope that the Council will allow us to move forward by granting permission to move the haulages onto the site.</p>		

Full list of what funders you are or have applied for funding from –including timeframes and expected outcomes

Waikato District Council, Wel Energy Trust, Fonterra, Trust Waikato, and Donations from the Community. As a community group we have been at the mercy of the Council's regulations and requirements, so our project has been prolonged. The funders that required a time frame have been informed of our situation and fully understand our predicament.

Issues i.e. consents, shortfalls in funding requirements etc.

Issue with Health and Safety, agreed site ground instability and associated documentation of our contractor waiting on both Contractor and WDC to make a decision or to give feedback.

Staff Comments:

Wellbeing Trust Grant Project Status Update

Applicant Name: Te Kauwhata events committee, Whangamarino walkway		
Total Cost of Project: \$300k In Hand: \$120,000	Waikato Community Wellbeing Trust Grant: \$40,000	Other Funding Sought: For stage 2 \$180k
<p>Project Status: Full details of where your project is to date (Please include timeframes for future progress of the project).</p> <p>Stage 1 has started with access from the rail end and a start on the Blunt Road access. These two ends will be joined through the paper road that runs between the two ends.</p> <p>Completion will take about 6 weeks once the weather settles. Expected to be completed by end of June 2017.</p>		
<p>Full list of what funders you are or have applied for funding from – including timeframes and expected outcomes</p> <p>Funding for stage 1 from WDC \$55k, Wellbeing \$40k, TKCC \$25k. Stage 2 applications for funds will be applied for once we make substantial progress on stage 1 – so we can show photos of what we have achieved. We have the list of walkway/environmental supporters and will soon apply to them for funds.</p> <p>We also have in kind offers from the local school and Lions for enhancing the planting on the track once it has been formed.</p>		
<p>Issues i.e. consents, shortfalls in funding requirements etc.</p> <p>Only issue is some consistent weather, once the cyclones have passed.</p>		
<p>Staff Comments:</p>		



RECEIVED

04 MAY 2017

Waikato District Council



Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from ___ Community Wellbeing Trust _____

committee/board

Organisation/ Initiative name David Johnstone Pukemokemoke Bush

Trust _____

Postal address _C/o Perpetual Guardian_ PO Box 1375

Hamilton _____

Physical address _Tauhei Rd Tauhei _____

Contact person _Warwick Silvester _____ Phone _____

_0276818426 _____

Amount of funding you received from Waikato District Council \$ _17,193.00 _____

How the funding received was spent _Building 400m raised wooden walkway through kauri forest at Pukemokemoke _____

Please provide receipts for all associated cost.

When did your event/project take place October 2016 to April 2017 _____

How many people attended your event/project 30 or more volunteer workers _____

Comment on the success of your event/project and describe the benefits for those involved:

The walkway will provide safe raised access through the kauri part of the bush at Pukemokemoke thus preventing transmission of the soil borne pathogen that causes kauri dieback.

The work has stimulated enormous interest amongst local users of the bush and has heightened people's awareness of the danger of the die-back disease.

An added benefit has been the addition of a number of volunteers who have come on board just to work on the boardwalk. _____

How did your project contribute to the community's wellbeing *(ie social, economic, environmental and/or cultural wellbeing) (See overleaf)*

An enormous environmental benefit has been provided by significantly reducing the risk of kauri dieback disease entering the bush.

A secondary benefit is the raised awareness that walkers now have of the vulnerability of kauri to disease and the richness of the forest generally, with its lack of predators and splendid birdsong.

A major added benefit has been the rerouting and upgrading of the track making the climb through the bush so much more enjoyable. The walk for those 400m is now an easy grade with nonslip nylon mesh on the boardwalk.

Which of the nine Community Outcomes for the Waikato District did this project contribute to and how: (See Information below)

Accessible, active, educated, green, safe, sustainable, thriving, vibrant and well, so we believe that the work contributes to all the outcomes.

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name Warwick Silvester

Position in organisation Trust chair

Signature 

Date 29/04 2017

WAIKATO DISTRICT - COMMUNITY OUTCOMES

ACCESSIBLE WAIKATO - A district where the community's access to infrastructure, transport and technology meets its needs.

ACTIVE WAIKATO - A district that provides a variety of recreation and leisure options for the community.

EDUCATED WAIKATO - A district where education options are varied, and allow our community to be skilled for work and life.

GREEN WAIKATO - A district where our natural resources are protected, developed and enhanced for future generations.

SAFE WAIKATO - A district where people feel safe and supported within their communities, and where crime is under control.

SUSTAINABLE WAIKATO - A district where growth is effectively managed.

THRIVING WAIKATO - A district where business and industry are encouraged and supported and employment contributes to a successful local economy.

VIBRANT WAIKATO - A district where our heritage and culture are recognised, protected and celebrated.

WELL WAIKATO - A district where people can access quality community health and care services.

WAIKATO DISTRICT - COMMUNITY WELLBEINGS

SOCIAL - The Royal Commission on Social Policy defined 'social well being' as concerned with ensuring people have 'a voice in their future, choice in their lives, and a sense of belonging that affirms their dignity and identity'.

ECONOMIC

Examples of the types of impacts and activities include:

- the allowable use of land through the District Plan
- the provision of infrastructure and regulation of certain activities
- the establishment of, and support for, a regional tourism organisation

CULTURAL - For the Ministry for Culture and Heritage, cultural well-being is defined as: The vitality that communities and individuals enjoy through:

- participation in recreation, creative and cultural activities; and the freedom to retain, interpret and express their arts, history, heritage and traditions.

ENVIRONMENTAL - Environmental wellbeing under the LGA is defined by what environmental outcomes your community wants to achieve, and how they prioritise the actions to achieve them

0800 492 452

■ If calling from overseas +64 7 824 8633

■ publicenquiries@waikato.govt.nz

■ www.waikatodistrict.govt.nz

■ www.facebook.com/WaikatoDistrictCouncil

Postal Address

Waikato District Council
Private Bag 544
Ngaruawahia 3742

Huntly Office

142 Main Street
Huntly

Ngaruawahia Office

15 Galileo Street
Ngaruawahia

Raglan Office

7 Bow Street
Raglan

Te Kauwhata Office

1 Main Road
Te Kauwhata

Tuakau Office

2 Dominion Road
Tuakau

Broadwalk payments ~~ht~~,
highlighted

\$31,143 at 2~~9~~ 3/17

PUKEMOKEMOKE BUSH TRUST

CAPITAL ACCOUNT DRAFT

PAGE 1

STATEMENT OF ACCOUNT FOR THE PERIOD 01 APR 16 TO 31 MAR 17

19956800 / EJS	DETAILS	PAYMENTS	RECEIPTS
BALANCE FROM LAST STATEMENT			47366.61
RECEIPTS #####			
DONATIONS			

WAIKATO DISTRICT COUNCIL ON 15 JUN 16			
GRANT RE KAURI WALKWAY	3200.00		
WAIKATO REGIONAL COUNCIL ON 20 JUN 16			
GRANT RE KAURI WALKWAY	12000.00		
WAIKATO DISTRICT COUNCIL ON 12 OCT 16			
ADDITIONAL GRANT - 1ST INSTALMENT			
RE KAURI BOARD WALK	10000.00		
DAVID JOHNSTONE CHARITABLE TRUST			
ON 14 DEC 16			
PURCHASE LAWNMOWER	6000.00		
WAIKATO DISTRICT COUNCIL ON 20 DEC 16	7000.00		
BRYANT TRUST ON 20 JAN 17	450.00		
WAIKATO DISTRICT COUNCIL			
ON 01 MAR 17 - FINAL INSTALMENT			
RE KAURI BOARD WALK	193.00		
KJB & A MCCARTHY DONATION	30.00		
	-----		38873.00
PAYMENTS			
#####			
GENERAL PAYMENTS			

VIVID IMAGES ON 04 MAY 16			
BROCHURES	828.00		
THOMSONS TIMBER SUPPLIES LTD			
ON 13 MAY 16			
HEXAGONAL NETTING	143.58		
FULL BLOOM NURSERY ON 06 JUL 16			
STAKES & WEED MAT	256.45		
FULL BLOOM NURSERY ON 06 JUL 16			
132 TREES	474.95		
FULL BLOOM NURSERY			
ON 5 AUG 16			
180 NATIVE TREES	645.15		

CARRIED FORWARD	2348.13	0.00	86239.61

PUKEMOKEMOKE BUSH TRUST

CAPITAL ACCOUNT DRAFT

PAGE 2

STATEMENT OF ACCOUNT FOR THE PERIOD 01 APR 16 TO 31 MAR 17

19956800 / EJS	DETAILS	PAYMENTS	RECEIPTS
BROUGHT FORWARD	2348.13	0.00	86239.61
WARWICK SILVESTER ON 12 AUG 16 REIBURSMENT RE CONTAINER FROM CONTAINER CO INV HS67008	2070.00		
FULL BLOOM NURSERY ON 5 SEPT 16 170 TREES	616.40		
GA HUGHES & ASSOCIATES (2005) LTD ON 26 SEP 16 DESIGN FOR KAURI BOARDWALK	483.00		
JOCK CRAWFORD ON 26 SEP 16 TOOLS RE KAURI BOARDWALK	401.00		
NOEL SANFORD ON 26 SEP 16 FUEL & TOOLS RE KAURI BOARDWALK	207.44		
WARWICK SILVERSTER ON 4 OCT 16 \$55.20 THORBURN ENGINEERING \$150.61 BUNNINGS \$50.00 JULANE SUTTON RE PHONE	255.81		
THOMSONS TIMBER ON 05 OCT 16 MATERIALS RE KAURI DIEBACK PREVENTION	21377.35		
WARWICK SILVESTER ON 21 OCT 16 \$1048.80 GEOFABRICS NZ \$100.00 PHONE EXP FOR JULANE SUTTON	1148.80		
FULL BLOOM NURSERY LTD ON 25 OCT 16	13.80		
NOEL SANDFORD ON 27 OCT 16 REIMBURSE RE KAURI BOARDWALK \$11.12 FUEL GENERATOR \$27.75 FUEL, GREASE, BOLTS & CHAINS	963.45		
NOEL SANDFORD ON 17 NOV 16 REIMBURSMENT FOR KAURI BOARDWALK PROJEC	467.34		
JOCK CRAWFORD ON 05 DEC 16 EQUIPMENT RE KAURI BOARDWALK PROJECT	181.87		
WARWICK SILVESTER ON 05 DEC 16 MATERIAL RE KAURI BOARDWALK PROJECT	125.42		
FULL BLOOM NURSERY ON 08 DEC 16 12 TREES & SHRUBS	77.00		
WASTE MANAGEMENT LTD ON 14 DEC 16 HIRE & REMOVAL OF BIN & DISPOSAL OF RUBBISH	353.90		
PIZZINI TRUST ON 14 DEC 16 DIGGER WORK SHIFTING ROCK AT ENTRANCE	138.00		
CARRIED FORWARD	31228.71	0.00	86239.61

PUKEMOKEMOKE BUSH TRUST

CAPITAL ACCOUNT DRAFT

PAGE 3

STATEMENT OF ACCOUNT FOR THE PERIOD 01 APR 16 TO 31 MAR 17

19956800 / EJS	DETAILS	PAYMENTS	RECEIPTS
BROUGHT FORWARD	31228.71	0.00	86239.61
PIZZINI TRUST ON 15 DEC 16			
PLACING ROCK IN RESERVE	207.00		
GORDONTON ENGINEERING SUPPLIES			
ON 13 JAN 16	1021.75		
THOMSONS ITM ON 19 JAN 17			
MATERIALS RE KAURI BOARDWALK	387.28		
USA 4 U LIMITED ON 23 JAN 17			
TORO SW5000 RIDE ON LAWN MOWER	6800.00		
NOEL SANDFORD ON 10 MAR 17			
MATERIAL RE KAURI BOARDWALK PROJECT	469.93		
WARWICK SILVESTER ON 10 MAR 17			
MATERIAL RE KAURI BOARDWALK PROJECT	620.55	40735.22	

DISTRIBUTIONS			

FULL BLOOM NURSERY LTD ON 23 FEB 17			
1X TREE		14.95	
OUR FEES			

PHILANTHROPY SERVICES FEE	425.00		
ACCOUNTING FEE	460.00		
SPECIAL FEES PROFESSIONAL SERVICES RE:			
INVOICE NO. 323958	480.00		
SPECIAL FEES PROFESSIONAL SERVICES RE:			
INVOICE NO. 333933	826.50		
SPECIAL FEES PROFESSIONAL SERVICES RE:			
INVOICE NO. 337201	387.29		
SPECIAL FEES PROFESSIONAL SERVICES RE:			
INVOICE NO. 337209	2736.00		
SPECIAL FEES PROFESSIONAL SERVICES RE:			
INVOICE NO. 339697	399.00		
SPECIAL FEES PROFESSIONAL SERVICES RE:			
INVOICE NO. 341464	85.50	5799.29	

CARRIED FORWARD		46549.46	86239.61

PUKEMOKEMOKE BUSH TRUST

CAPITAL ACCOUNT DRAFT

PAGE 4

STATEMENT OF ACCOUNT FOR THE PERIOD 01 APR 16 TO 31 MAR 17

19956800 / EJS	DETAILS	PAYMENTS	RECEIPTS
BROUGHT FORWARD		46549.46	86239.61
GST ON OUR FEES		869.90	
		47419.36	86239.61
CREDIT CLOSING BALANCE			38820.25

PUKEMOKEMOKE BUSH TRUST

INCOME ACCOUNT DRAFT

PAGE 1

STATEMENT OF ACCOUNT FOR THE PERIOD 01 APR 16 TO 31 MAR 17

19956800 / EJS	DETAILS	PAYMENTS	RECEIPTS
RECEIPTS #####			
GUARDIAN TRUST GROUP INVESTMENT FUNDS =====			
INTEREST ON DAILY BALANCES			557.85
PAYMENTS #####			
OUR FEES -----			
INCOME COLLECTION CHARGE	27.89		
SPECIAL FEES PROFESSIONAL SERVICES RE:			
INVOICE NO. 344093	342.00		
RECOVERY CHARGES	300.00	669.89	

GST ON OUR FEES		96.30	

		766.19	557.85

DEBIT CLOSING BALANCE		208.34	

PUKEMOKEMOKE BUSH TRUST

PAGE 1

STATEMENT OF ASSETS & LIABILITIES AS AT 31 MAR 17

19956800 / EJS	DETAILS LIABILITIES	ASSETS
ACCOUNT BALANCES		
CAPITAL ACCOUNT	38820.25	
INCOME ACCOUNT	-208.34	38611.91
REALTY		
PUKEMOKEMOKE RESERVE		
NOTICE OF VALUATION AS AT 01 JUL 14		137000.00
SUNDRY ASSETS		
TRACTOR		5000.00
	0.00	180611.91
EXCESS OF ASSETS OVER LIABILITIES		180611.91



RECEIVED
07 DEC 2016
Waikato District Council

3 Dec 2016

Waikato District Council
Private Bag 544
Ngaruawahia 3742

Taupiri Rugby Club – Funding Project Accountability

Please find attached the accountability document and supporting information for the Audit of the money granted to the Taupiri Rugby Club to upgrade the mens and womens bathrooms.

Originally we were granted \$15,000 but we only uplifted \$7,500 as this was enough complete the project . We also received grants from the Grassroots Trust and Lion Foundation and Club Members also supplied voluntary labour to keep the final costs down.

The final invoiced cost of the project was \$36,176 (excl) which was funded as below.

• Grassroots Trust	\$ 10,000
• Waikato District Community Wellbeing Trust	\$ 7,500
• Lion Foundation	<u>\$ 18,676</u>
	\$ 36,176

The project was completed by Thomas Curle Plumbing and paid in two invoices:

First Installment	- Inv 2530: 26 Jul 2016	\$18676
Final Payment	- Inv 2592: 28 Oct 2016	<u>\$17,500</u>
		\$36,176 (excl)

Once again thank you for your support and as our Club is used by various community groups in our area we are very proud of new bathrooms

Regards

Tony Burgess
Funding Coordinator, Taupiri Rugby Club

email: tonyburgess@xtra.co.nz
phone: 021930982

Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from Waikato District Community Wellbeing committee/board
 Organisation/ Initiative name Taupiri Rugby Club, Bathroom upgrades
 Postal address Cl- RD 1 Taupiri 3791
 Physical address Murphy Lane, Taupiri
 Contact person Tony Burgess Phone 021930982

Amount of funding you received from Waikato District Council \$ 7,500
 How the funding received was spent Funding used to upgrades & repair the mens and womens bathrooms at the Club.
 Please provide receipts for all associated cost. attached.

When did your event/project take place Completed in October 2016
 How many people attended your event/project N/A

Comment on the success of your event/project and describe the benefits for those involved:

The Club is used for a number of different community events. The bathrooms were in need of repair and are now fit for purpose and we are very pleased with the final results

How did your project contribute to the community's wellbeing (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

We are able to provide a facility that can be used by various groups in our community.

Which of the nine Community Outcomes for the Waikato District did this project contribute to and how: (See Information below)

Active Waikato

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name Tony Burgess

Position in organisation Funding Coordinator

Signature [Signature] Date 2/12/2016

WAIKATO DISTRICT - COMMUNITY OUTCOMES

ACCESSIBLE WAIKATO - A district where the community's access to infrastructure, transport and technology meets its needs.

ACTIVE WAIKATO - A district that provides a variety of recreation and leisure options for the community.

EDUCATED WAIKATO - A district where education options are varied, and allow our community to be skilled for work and life.

GREEN WAIKATO - A district where our natural resources are protected, developed and enhanced for future generations.

SAFE WAIKATO - A district where people feel safe and supported within their communities, and where crime is under control.

SUSTAINABLE WAIKATO - A district where growth is effectively managed.

THRIVING WAIKATO - A district where business and industry are encouraged and supported and employment contributes to a successful local economy.

VIBRANT WAIKATO - A district where our heritage and culture are recognised, protected and celebrated.

WELL WAIKATO - A district where people can access quality community health and care services.

WAIKATO DISTRICT - COMMUNITY WELLBEINGS

SOCIAL - The Royal Commission on Social Policy defined 'social well being' as concerned with ensuring people have 'a voice in their future, choice in their lives, and a sense of belonging that affirms their dignity and identity'.

ECONOMIC

Examples of the types of impacts and activities include:

- the allowable use of land through the District Plan
- the provision of infrastructure and regulation of certain activities
- the establishment of, and support for, a regional tourism organisation

CULTURAL - For the Ministry for Culture and Heritage, cultural well-being is defined as: The vitality that communities and individuals enjoy through:

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ENVIRONMENTAL - Environmental wellbeing under the LGA is defined by what environmental outcomes your community wants to achieve, and how they prioritise the actions to achieve them

0800 492 452

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Raglan Office

7 Bow Street
Raglan

Te Kauwhata Office

1 Main Road
Te Kauwhata

Tuakau Office

2 Dominion Road
Tuakau

Thomas Curle Plumbing 2016

11 The Crescent

TAUPIRI

07 828 6633

GST No: 099-002-506

TAX INVOICE

TAUPIRI RUGBY CLUB
C/O MURRY GIBB
DRIVER RD
RD1
TAUPIRI

Tax Invoice 2530
Date 26-Jul-2016
Customer code TRC
Reference
Page 1

Code	Description	Unit	Quantity	Each	Backorder	GST	Total
JD	FIRST INSTALLMENT FOR WORK ON TOILET UPGRADE.		1	18676.	0	2,801.48	21,478.04

This invoice includes GST of \$ 2,801.48

AMOUNT DUE

21,478.04

BANK ACC: 06 0369 0116011 00

10/11/2016

Transaction History Report



Transaction History Report

Printed 10:09 a.m. 11 Oct 2016

Account Number
12-3492-0029451-00

Account Name
Society Cheque

Page 1 of 1

Transactions from 01 Aug 2016 to 31 Aug 2016

Date	Other Party	Part	Code	Ref	Withdrawals	Deposits	Balance
01 Aug 2016	Opening Balance						14,701.39
02 Aug 2016		OVERDRAFT FA	CILITY FEE		18.00		14,683.39
02 Aug 2016	SPARK NZ TRADING		021917447061	160718160802	58.45		14,624.94
03 Aug 2016				329479	540.16		14,084.78
03 Aug 2016				329481	253.98		13,830.80
04 Aug 2016	61 Taupiri Tavern				1,928.00		11,902.80
04 Aug 2016	61 Thomas Curle Plum				21,478.04		9,575.24 OD
12 Aug 2016	Deposit	C M	Thompson			500.00	9,075.24 OD
12 Aug 2016				329482	1,250.00		10,325.24 OD
12 Aug 2016	ANZ CARDS	MRCH CHARGES		130029523	20.00		10,345.24 OD
15 Aug 2016	31489100 13/08	UP 0.00	MC 0.00	VC 169.00		1,584.50	8,760.74 OD
15 Aug 2016	NEW ZEALAND DEFENCE	NZDF	INV 589453	HIREAGE		3,450.00	5,310.74 OD
19 Aug 2016	63 Lion Foundation	Repay grant			2,364.13		7,674.87 OD
19 Aug 2016				329483	694.33		8,369.20 OD
22 Aug 2016	ANIMAL HEALTH CENTRE	ANEXA		ANEXA		2,875.00	5,494.20 OD
22 Aug 2016	Genesis Energy		E0034101512	8341780710	336.52		5,830.72 OD
24 Aug 2016	EFTPOS NZ		233548	EFTPOS NEW Z	75.85		5,906.57 OD
29 Aug 2016	EVOLUTION CYC			evo cycles		3,000.00	2,906.57 OD
31 Aug 2016	Closing Balance						2,906.57 OD

Overdraft interest rates apply. Refer to your overdraft agreement. If your overdraft is unarranged the interest rate is 22.50%p a. Interest rates are subject to change.

Transactions processed outside normal business hours may not appear on your Statement until the next business day, although they will appear immediately on your available balance.

* The exchange rate selected by Visa from a range of available wholesale rates or, if applicable, the government mandated rate to convert currency on the overseas cash withdrawal or other overseas transaction.

** The Offshore Service Margin is 1.10% for a FastCash overseas withdrawal and 2.10% for a Visa Debit overseas transaction.

*** The Retail Exchange Margin of 0.70% charged on cash withdrawals made using a Commonwealth Bank of Australia ATM.

(The Retail Exchange Margin only applies to cash withdrawals made prior to 30 October 2012.)

Thomas Curle Plumbing 2016

11 The Crescent

TAUPIRI

07 828 6633

GST No: 099-002-506

TAX INVOICE

TAUPIRI RUGBY CLUB
C/O MURRY GIBB
DRIVER RD
RD1
TAUPIRI

Tax Invoice 2592
Date 28-Oct-2016
Customer code TRC
Reference FINAL ACCOUNT F
Page 1

Code	Description	Unit	Quantity	Each	Backorder	GST	Total
JD	FINAL ACCOUNT FOR TOILET UPGRADES.		1	17500.	0	2,625.00	20,125.00

This invoice includes GST of \$ 2,625.00

AMOUNT DUE**20,125.00**

BANK ACC: 06 0369 0116011 00

11/25/2016

ASB FastNet Business

Printed 08:41 a.m. 25 Nov 2016

**Direct Credit Bulk Payment – Detail**

Client ID: 216677

Payment Number 70
Withdrawal Account 12-3492-0029451-00
Due Date 23 Nov 2016

Payment Name October Bills
Payment Total 21688.44
Status Fully processed

Particulars
Code
Reference

Debit Type Bulk
Date Created 23 Nov 2016
Date Modified
Payment Check Total 47CE2681F307D767C555D03E7E8D1C9B0CEC9FCD
Import File Check Total

Authorised By lloydj14,taupir12

Payee Description	Account Number	Amount	Particulars	Code	Reference	Due Date	Internal Ref.
OnGas	12-3113-0129111-00	\$4.94	991148998		Taupiri RFC	23 Nov 2016	
Waikato District Council	02-0316-0246517-00	\$282.00	Taupiri RFC	17923	21056+21047	23 Nov 2016	Liquor Lic
✖ DirectGroup	03-1318-0152754-00	\$1,276.50	Taupiri Rugb			23 Nov 2016	
✖ Thomas Curle Plumbing	06-0369-0116011-00	\$20,125.00	Taupiri RFC		Toilets	23 Nov 2016	



Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from Waikato District Community Wellbeing Trust committee/board
 Organisation/ Initiative name Ngaruawahia United AFC
 Postal address PO Box 16, Ngaruawahia
 Physical address Kia Toa Street, Ngaruawahia
 Contact person Jared Williams Phone 021 222 9750

Amount of funding you received from Waikato District Council \$ 35,000.00

How the funding received was spent Towards the cost of upgrading the kitchen facilities

Please provide receipts for all associated cost. See attached

When did your event/project take place 2016 - year - finalising currently

How many people attended your event/project N/A

Comment on the success of your event/project and describe the benefits for those involved:

The new facilities are a big improvement it has made volunteering and hosting sports teams from outside the area much easier and has improved our facility. We were also able to host wedding receptions for local people from the community and after which created economic benefits for the town.

The kitchen facilities have been brought up to current standards and ensures the clubrooms will be part of the community going forward.

How did your project contribute to the community's wellbeing (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

Cultural - supporting the club and developing its facilities means that we are able to keep the community engaged in recreational activities like football.

Which of the nine Community Outcomes for the Waikato District did this project contribute to and how: (See Information below)

Active Waikato - By upgrading this facility, it will continue to be the community hub for football leading to increased health outcomes as we encourage more participation in football

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name JARED WILLIAMS

Position in organisation PRESIDENT

Signature J. Williams

Date 22-05-2017

WAIKATO DISTRICT - COMMUNITY OUTCOMES

ACCESSIBLE WAIKATO - A district where the community's access to infrastructure, transport and technology meets its needs.

ACTIVE WAIKATO - A district that provides a variety of recreation and leisure options for the community.

EDUCATED WAIKATO - A district where education options are varied, and allow our community to be skilled for work and life.

GREEN WAIKATO - A district where our natural resources are protected, developed and enhanced for future generations.

SAFE WAIKATO - A district where people feel safe and supported within their communities, and where crime is under control.

SUSTAINABLE WAIKATO - A district where growth is effectively managed.

THRIVING WAIKATO - A district where business and industry are encouraged and supported and employment contributes to a successful local economy.

VIBRANT WAIKATO - A district where our heritage and culture are recognised, protected and celebrated.

WELL WAIKATO - A district where people can access quality community health and care services.

WAIKATO DISTRICT - COMMUNITY WELLBEINGS

SOCIAL - The Royal Commission on Social Policy defined 'social well being' as concerned with ensuring people have 'a voice in their future, choice in their lives, and a sense of belonging that affirms their dignity and identity'.

ECONOMIC

Examples of the types of impacts and activities include:

- the allowable use of land through the District Plan
- the provision of infrastructure and regulation of certain activities
- the establishment of, and support for, a regional tourism organisation

CULTURAL - For the Ministry for Culture and Heritage, cultural well-being is defined as: The vitality that communities and individuals enjoy through:

- participation in recreation, creative and cultural activities; and the freedom to retain, interpret and express their arts, history, heritage and traditions.

ENVIRONMENTAL - Environmental wellbeing under the LGA is defined by what environmental outcomes your community wants to achieve, and how they prioritise the actions to achieve them

0800 492 452

■ If calling from overseas +64 7 824 8633
■ publicenquiries@waikato.govt.nz

■ www.waikatodistrict.govt.nz
■ www.facebook.com/WaikatoDistrictCouncil

Postal Address
Waikato District Council
Private Bag 544
Ngaruawahia 3742

Huntly Office
142 Main Street
Huntly

Ngaruawahia Office
15 Galileo Street
Ngaruawahia

Raglan Office
7 Bow Street
Raglan

Te Kaurwhata Office
1 Main Road
Te Kaurwhata

Tuakau Office
2 Dominion Road
Tuakau







BUILDERS LTD

TAX INVOICE

Ngaruawahia soccer club

Invoice Date

24 May 2016

Latham Builders Limited

14 Fuchsia Av

Invoice Number

INV-0129

Pukete

Hamilton 3200

Reference

progress payment 1

NEW ZEALAND

GST Number

115-178-199

Description	Quantity	Unit Price	Amount NZD
Kitchen materials to date. includes all cavity sliders gib and framing.	1.00	4,121.89	4,121.89
2 x bins	2.00	350.00	700.00
		Subtotal	4,821.89
		TOTAL GST 15%	723.28
		TOTAL NZD	5,545.17

Due Date: 31 May 2016

Please pay us using internet banking, our details are:

Latham Builders Limited
06-0230-0206952-00

Thank you for your business.

PA chg #
101283
25 May

Description	Quantity	Unit Price	Discount	Amount NZD
switch mod 32amp	2.00	12.85		25.70
Flush box	6.00	1.25		7.50
conduit 25mm solid	9.00	21.60		194.40
flexible conduit	9.00	13.80		124.20
1mm twin and earth	69.00	0.90		62.10
2.5mm twin and earth	129.00	1.72		221.88
4.0mm twin and earth	13.00	3.10		40.30
6mm conduit wire	33.00	2.90		95.70
mounting block deep	8.00	9.00		72.00
male plug 10amp	1.00	7.33		7.33
HRC fuses 16amp 20 amp and 25amp	9.00	6.89		62.01
Cherry picker	1.00	280.00		280.00
Travel Mileage Ngaruawahia	10.00	25.00	50.00%	125.00
Labour	29.00	65.00	30.00%	1,319.50
Labour apprentice	8.00	32.00		256.00
Subtotal (includes a discount of 690.50)				6,414.48
TOTAL GST 15%				962.22
TOTAL NZD				7,376.70

Due Date: 20 Sep 2016

Please pay by Bank Transfer, Deposit or Cheque to:

Waikato Wide Electrical

Acc No. 12-3454-0089517-00

Insert your name as reference when paying by bank transfer or Deposit

Any overdue invoices will incur penalties of 8% per month

Materials remain the property of Waikato Wide Electrical LTD until paid for in full.

pd 29/9 \$2,000
 27/10 \$2,000
 1/02/17 \$2,000
 1,376.70 remaining

PAYMENT ADVICE

To: Waikato Wide Electrical Limited
 29 Shelley Jane Place,
 Dinsdale
 Hamilton 3204
 Waikato
 NEW ZEALAND
 Phone: 027 8662213

Customer Foot ball Cub Ngaruawahia
 Invoice Number INV-0475
 Amount Due 7,376.70
 Due Date 20 Sep 2016
 Amount Enclosed

Enter the amount you are paying above



TAX INVOICE

Foot ball Cub Ngaruawahia

Invoice Date	12 Sep 2016	Waikato Wide Electrical Limited
Invoice Number	INV-0475	29 Shelley Jane Place,
Reference	0475	Dinsdale
GST Number	116567849	Hamilton 3204
		Waikato
		NEW ZEALAND
		Phone: 027 8662213

Description	Quantity	Unit Price	Discount	Amount NZD
Button LED Halcyon	2.00	67.89		135.78
switch 32amp single pole	1.00	49.22		49.22
enclosure	1.00	16.89		16.89
Junction box 1 way 2 way and 3 way	12.00	4.77		57.24
1500w mh Ballast	2.00	415.00		830.00
cord set 10 amp male	2.00	11.89		23.78
4.0mm 4 core rubber flex	1.00	33.00		33.00
Lamp MH 1500watt	8.00	133.41		1,067.28
saddle half 25mm	20.00	0.55		11.00
Sunset switch 10amp 1p56	1.00	105.95		105.95
Elbow 25mm bend	15.00	5.27		79.05
Batten LED 65Watt	2.00	234.12		468.24
Junction box	3.00	14.90		44.70
PIR Arow head	3.00	26.40		79.20
Alarm Kit Arow Head	1.00	290.00		290.00
Tube 8watt 300mm	1.00	8.66		8.66
outlet double	6.00	17.73		106.38
Grid and plate	3.00	6.63		19.89
double switch	1.00	13.17		13.17
single switch	3.00	12.60		37.80
outlet single 15 amp	1.00	21.80		21.80
plug 15amp male	1.00	7.33		7.33
conduit clamp	5.00	2.90		14.50



Your transactions

Ngaruawahia United Assoc. Foot
Trading as

Account number 03 1571 0008297-00
Last Summary date 31 January 2017
This Summary date 28 February 2017
Summary number 269
OPENING BALANCE \$21,031.78

MTS	NAME OF OTHER PARTY	PARTICULARS	CODE	REFERENCE	WITHDRAWAL	DEPOSIT	DATE	BALANCE
BP	Hamilton Print	Hamilton	Print	21:07-00094	87.57		01 Feb	20,944.21
BP	6450New World	New World	BILL PAYMENT	21:05-80313	400.34		01 Feb	20,543.87
BP	7850Waikato Wide Ele	Electrical	KitchenUpgra	13:19-17456	2,000.00		01 Feb	18,543.87
BP	Jelaca Plumbing Ltd	Gas Services	KitchenUpgra	13:17-97674	2,932.19		01 Feb	15,611.68
BP	3230JA & LE Williams	Expense	Reimburse	20:47-77511	121.99		02 Feb	15,489.69
PS	Ngaruawahia United A	106158620	03Feb17	All Cards		88.00	03 Feb	15,577.69
AP	Saunders, Eliz	E. Saunders	2016 subs	ladies team		10.00	07 Feb	15,587.69
AP	Crosby H M	Crosby Hm	Subs	womens		20.00	08 Feb	15,607.69
DC	wdc		4120	waikato Dc		2,297.70	08 Feb	17,905.39
				101291	350.00		08 Feb	17,555.39
PS	Ngaruawahia United A	106158620	10Feb17	All Cards		50.00	10 Feb	17,605.39
AP	Air Liquide NZ Ltd	Air Liquide			20.73		10 Feb	17,584.66
DD	Smartpay NZ	R0136120	R0136120	Ngaruawahia	49.96		13 Feb	17,534.70
BP	JA & LE Williams	Domain Name	Renewal	09:51-99860	52.89		13 Feb	17,481.81
BP	Eminar Charters	WBC Internet	One Time Pmt	10:50-94493	1,500.00		15 Feb	15,981.81
DD	Westpac	Merchant Fee		3331940635	25.53		15 Feb	15,956.28
PS	Ngaruawahia United A	106158620	16Feb17	All Cards		38.00	16 Feb	15,994.28
DC	Crosby S A	club hire		S.Crosby		285.00	16 Feb	16,279.28
DC	Eminar Charters	NUAFC	Repayment	of loan		1,500.00	16 Feb	17,779.28
PS	Ngaruawahia United A	106158620	17Feb17	All Cards		34.00	17 Feb	17,813.28
BP	Eminar Invest	Loan	Repayment	10:16-16588	1,500.00		17 Feb	16,313.28
DD	Genesis Energy	8340535810	E0036044200	8340535810	235.70		20 Feb	16,077.58
DD	Genesis Energy	8340535810	E0036044200	8340535910	346.07		20 Feb	15,731.51
AP	Saunders, Eliz	E. Saunders	2016 subs	ladies team		10.00	21 Feb	15,741.51
DC	I.R.D. 017-809-929	D168804352#	Gst	31/01/2017		70.58	21 Feb	15,812.09
AP	Crosby H M	Crosby Hm	Subs	womens		20.00	22 Feb	15,832.09

continued on next page

CR Credit
DD Direct debit

OD Overdrawn
PS Eftpos

AP Automatic payment

BP Bill Payment

DC Direct credit

Balance from previous page

\$1,753.64

MTS	NAME OF OTHER PARTY	PARTICULARS	CODE	REFERENCE	WITHDRAWAL	DEPOSIT	DATE	BALANCE
DC	Morell T A	Tui Morell				498.00	21 Oct	2,251.64
DD	Gilmours Hamilton		304211000073	801242-Gilmo	484.50		21 Oct	1,767.14
DC	wdc		4120	Waikato Dc		2,297.70	26 Oct	4,064.84
DD	Spark NZ Trading		21917810753	161011161026	70.21		26 Oct	3,994.63
BP	7850 Waikato wide Ele	Electrical	kitchenUpgra	13:11-59072	2,000.00		27 Oct	1,994.63
BP	JA & LE Williams	DomainName	& Backup	13:56-84592	726.09		28 Oct	1,268.54
As soon as you receive this statement, please check the transactions and let us know if anything is incorrect. Any transactions that have been listed under deposits or withdrawals within the last few business days of this summary may be subject to clearance. If any of these items are not paid, your balance will be adjusted, and you will be advised in your next statement.								CLOSING BALANCE
								\$1,268.54

CR Credit

OD Overdrawn

BP Bill Payment

DC Direct credit

DD Direct debit

Reconciling your account: The final balance on your Non - Profit Organisation summary may differ from your own records because of unrepresented items. To reconcile, take the closing balance on this summary, add deposits made after the date of this summary and take away any withdrawals that are outstanding.

If you have any questions please call us on 0800 400 600, 7am to 11pm, seven days a week.
To report lost or stolen cards or PINs (Personal Identification Number) phone 0800 888 111, 24 hours a day.



Your transactions continued

Ngaruawahia United Assoc. Foot
Trading as

Account number 03 1571 0008297-00
Last Summary date 31 August 2016
This Summary date 30 September 2016
Summary number 264
Balance from previous page \$4,155.52

MTS	NAME OF OTHER PARTY	PARTICULARS	CODE	REFERENCE	WITHDRAWAL	DEPOSIT	DATE	BALANCE
BP	7850Waikato wide Ele	Electrical	KitchenUpgra	10:44-43092	2,000.00		29 Sep	2,155.52
	Credit Interest	\$0.29	Less W/Tax	\$0.10		0.19	30 Sep	2,155.71
				101287	460.00		30 Sep	1,695.71

As soon as you receive this statement, please check the transactions and let us know if anything is incorrect. Any transactions that have been listed under deposits or withdrawals within the last few business days of this summary may be subject to clearance. If any of these items are not paid, your balance will be adjusted, and you will be advised in your next statement.

CLOSING BALANCE \$1,695.71

CR Credit

OD Overdrawn

BP Bill Payment

Reconciling your account: The final balance on your Non - Profit Organisation summary may differ from your own records because of unrepresented items. To reconcile, take the closing balance on this summary, add deposits made after the date of this summary and take away any withdrawals that are outstanding.

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Your transactions

Ngaruawahia United Assoc. Foot
Trading as

Account number
Last Summary date
This Summary date
Summary number
OPENING BALANCE

03 1571 0008297-00
29 July 2016
31 August 2016
263
\$2,861.02

MTS	NAME OF OTHER PARTY	PARTICULARS	CODE	REFERENCE	WITHDRAWAL	DEPOSIT	DATE	BALANCE
PS	Ngaruawahia United A	106158620	31Jul16	All Cards		643.50	01 Aug	3,504.52
BP	Latham Builde	Ben L		Ben L		2,500.00	01 Aug	6,004.52
BP	6780Van Dyk Furnishe	Vinyl	KitchenUpgra	13:49-50622	3,751.00		01 Aug	2,253.52
AP	Isaac Tetteh	Coaching	Per Contract		100.00		01 Aug	2,153.52
AP	Sam French	Coaching	per Contract		150.00		01 Aug	2,003.52
		bar takings				250.00	02 Aug	2,253.52
DE	Function ltd	007122DpsA2A	Clothing Dir	CD Online Or	272.67		02 Aug	1,980.85
BP	Isaac Tetteh	Coaching	ONE TIME PMT	20:25-44373	645.00		02 Aug	1,335.85
		bar takings				975.00	03 Aug	2,310.85
DC	Wdc		1616	0000113673		15,000.00	03 Aug	17,310.85
BP	M M & E Temete			MargoTemete		10.00	04 Aug	17,320.85
BP	I A Barclay	isaac b fees				40.00	04 Aug	17,360.85
DC	Bryant A S	Lexy Bryant	L. Bryant	Lexy Bryant		80.00	04 Aug	17,440.85
BP	5790A L Rowe	Plastering	KitchenUpgra	10:17-12780	120.00		04 Aug	17,320.85
BP	1820Waikato DC Build	Building	WOF	11:59-95913	145.00		04 Aug	17,175.85
BP	2810Waikato DC Alcoh	Club Licence	Annual Fee	11:57-76122	161.00		04 Aug	17,014.85
BP	2490Hamilton Print	Hamilton Pri nt		12:07-75085	180.00		04 Aug	16,834.85
BP	3800Forte Stainless	SlessSteel	KitchenUpgra	10:38-10872	1,090.20		04 Aug	15,744.65
PS	Ngaruawahia United A	106158620	05Aug16	All Cards		289.00	05 Aug	16,033.65
DD	Gilmours Hamilton		304211000023	801242-Gilmo	901.28		05 Aug	15,132.37
PS	Ngaruawahia United A	106158620	07Aug16	All Cards		109.50	08 Aug	15,241.87
AP	Isaac Tetteh	Coaching	Per Contract		100.00		08 Aug	15,141.87
AP	Sam French	Coaching	per Contract		150.00		08 Aug	14,991.87
AP	Saunders,Eliz	E. Saunders	2016 subs	ladies team		20.00	09 Aug	15,011.87
BP	Nicholas Windleborn	PlumbingServ	ONE TIME PMT	15:29-95381	377.00		09 Aug	14,634.87
AP	Crosby H M	Crosby Hm	Subs	womens		10.00	10 Aug	14,644.87

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CR Credit
DD Direct debit

OD Overdrawn
DE Direct entry

AP Automatic payment
PS Eftpos

BP Bill Payment

DC Direct credit



Your transactions

Ngaruawahia United Assoc. Foot
Trading as

Account number 03 1571 0008297-00
Last Summary date 30 June 2016
This Summary date 29 July 2016
Summary number 262
OPENING BALANCE \$9,802.78

MTS	NAME OF OTHER PARTY	PARTICULARS	CODE	REFERENCE	WITHDRAWAL	DEPOSIT	DATE	BALANCE
PS	Ngaruawahia United A	106158620	01Jul16	All Cards		37.00	01 Jul	9,839.78
PS	Ngaruawahia United A	106158620	03Jul16	All Cards		314.00	04 Jul	10,153.78
BP	9590Ryan Kerr-Bell	YouthDevelop	Coach	21:14-02264	150.00		04 Jul	10,003.78
BP	1740C&S Joinery Ltd	KitchenUpgra	Cabinetry&SS	21:09-42877	7,656.16		04 Jul	2,347.62
BP	Matt Williams	Expense	Reimbursemen	20:32-06239	229.83		05 Jul	2,117.79
BP	2400Fleet Australasi	Blinder 20L	BILL PAYMENT	11:05-22310	258.75		05 Jul	1,859.04
BP	3230JA & LE Williams	Expense	Reimburse	10:58-95107	434.99		05 Jul	1,424.05
		bar takings				350.00	06 Jul	1,774.05
DC	Bryant A S	Lexy Bryant	L. Bryant	Lexy Bryant		5.00	07 Jul	1,779.05
BP	J M Wall	LHardimanfee		LHardiman		10.00	07 Jul	1,789.05
BP	M M & E Temete			MargoTemete		10.00	07 Jul	1,799.05
PS	Ngaruawahia United A	106158620	08Jul16	All Cards		43.50	08 Jul	1,842.55
DD	Gilmours Hamilton		304211000011	801242-Gilmo	50.38		08 Jul	1,792.17
PS	Ngaruawahia United A	106158620	11Jul16	All Cards		143.00	11 Jul	1,935.17
PS	Ngaruawahia United A	106158620	10Jul16	All Cards		811.00	11 Jul	2,746.17
DD	Smartpay NZ	R0136120	R0136120	Ngaruawahia	49.96		11 Jul	2,696.21
DD	Smartpay NZ	M0010084	M0010084	Ngaruawahia	69.40		11 Jul	2,626.81
AP	Air Liquide NZ Ltd	Air Liquide			18.85		11 Jul	2,607.96
AP	Sam French	Coaching	per Contract		150.00		11 Jul	2,457.96
AP	Saunders,Eliz	E. Saunders	2016 subs	ladies team		20.00	12 Jul	2,477.96
AP	Crosby H M	Crosby Hm	Subs	womens		10.00	13 Jul	2,487.96
BP	J C Mason	J mason	Women's	Soccer fees		20.00	13 Jul	2,507.96
DC	Crocker A N	Michael	Crocker	12th grade		45.00	13 Jul	2,552.96
		bar takings				840.00	13 Jul	3,392.96
DC	Bryant A S	Lexy Bryant	L. Bryant	Lexy Bryant		5.00	14 Jul	3,397.96
BP	M M & E Temete			MargoTemete		10.00	14 Jul	3,407.96

continued on next page

CR Credit
DD Direct debit

OD Overdrawn
PS Eftpos

AP Automatic payment

BP Bill Payment

DC Direct credit

Page 2 of 4



Your transactions

Ngaruawahia United Assoc. Foot
Trading as

Account number
Last Summary date
This Summary date
Summary number
OPENING BALANCE

03 1571 0008297-00
31 August 2016
30 September 2016
264
\$7,762.10

MTS	NAME OF OTHER PARTY	PARTICULARS	CODE	REFERENCE	WITHDRAWAL	DEPOSIT	DATE	BALANCE
PS	Ngaruawahia United A	106158620	02Sep16	All Cards		25.00	02 Sep	7,787.10
DD	Gilmours Hamilton		304211000047	801242-Gilmo	283.87		02 Sep	7,503.23
PS	Ngaruawahia United A	106158620	05Sep16	All Cards		167.50	05 Sep	7,670.73
PS	Ngaruawahia United A	106158620	04Sep16	All Cards		1,229.00	05 Sep	8,899.73
AP	Isaac Tetteh	Coaching	Per Contract		100.00		05 Sep	8,799.73
AP	Sam French	Coaching	per Contract		150.00		05 Sep	8,649.73
AP	Saunders, Eliz	E. Saunders	2016 subs	ladies team		20.00	06 Sep	8,669.73
DC	Mr M Scott	m scott fees				250.00	06 Sep	8,919.73
AP	Crosby H M	Crosby Hm	Subs	Womens		10.00	07 Sep	8,929.73
BP	M M & E Temete			Margo Temete		10.00	08 Sep	8,939.73
DC	Southern Hospitality	Refund	Scn0020714	104749		858.19	08 Sep	9,797.92
BP	Elite Building Compl	Bldg WOF	ONE TIME PMT	21:31-54283	345.00		08 Sep	9,452.92
BP	9830Smith Plumbing L	PlumbingSvcs	KitchenUpgra	21:34-74086	408.60		08 Sep	9,044.32
BP	2490Hamilton Print	Hamilton Print		12:14-05272	36.00		09 Sep	9,008.32
BP	6120Awards Trophies	WBC Internet	Bill Payment	16:00-81264	520.25		09 Sep	8,488.07
BP	8840Cross Country Re	Bus Hire	Takapuna	19:48-73546	536.80		09 Sep	7,951.27
DD	Gilmours Hamilton		304211000052	801242-Gilmo	3,214.69		09 Sep	4,736.58
PS	Ngaruawahia United A	106158620	10Sep16	All Cards		46.00	12 Sep	4,782.58
PS	Ngaruawahia United A	106158620	12Sep16	All Cards		133.00	12 Sep	4,915.58
		bar takings				950.00	12 Sep	5,865.58
PS	Ngaruawahia United A	106158620	11Sep16	All Cards		1,196.30	12 Sep	7,061.88
DD	Smartpay NZ	R0136120	R0136120	Ngaruawahia	49.96		12 Sep	7,011.92
BP	8760Isaac Tetteh	Coaching	Per Contract	10:04-82158	100.00		12 Sep	6,911.92
BP	9750Sam French	Coaching	per Contract	10:03-82154	150.00		12 Sep	6,761.92
BP	Smith Plumbing Ltd	PlumbingSvcs	KitchenUpgra	11:05-56496	2,826.13		12 Sep	3,935.79
				101289	1,000.00		12 Sep	2,935.79

continued on next page

CR Credit
DD Direct debit

OD Overdrawn
PS Eftpos

AP Automatic payment

BP Bill Payment

DC Direct credit

Page 2 of 4

Balance from previous page

\$14,644.87

MTS	NAME OF OTHER PARTY	PARTICULARS	CODE	REFERENCE	WITHDRAWAL	DEPOSIT	DATE	BALANCE
BP	Katherine Overwater	Ngaruawahia	United	Subs		50.00	10 Aug	14,694.87
AP	Air Liquide NZ Ltd	Air Liquide			18.85		10 Aug	14,676.02
BP	J C Mason	J mason	Women's	Soccer fees		10.00	11 Aug	14,686.02
BP	M M & E Temete			MargoTemete		10.00	11 Aug	14,696.02
DC	Bryant A S	Lexy Bryant	L. Bryant	Lexy Bryant		40.00	11 Aug	14,736.02
BP	Latham,Andrea	Jeff Latham	21st party	Deposit		100.00	11 Aug	14,836.02
DC	Stewart K T	Keegan				250.00	11 Aug	15,086.02
DD	Smartpay NZ	R0136120	R0136120	Ngaruawahia	49.96		11 Aug	15,036.06
PS	Ngaruawahia United A	106158620	12Aug16	All Cards		23.50	12 Aug	15,059.56
BP	9590Ryan Kerr-Bell	YouthDevelop	Coach	13:22-95586	100.00		12 Aug	14,959.56
DD	Gilmours Hamilton		304211000038	801242-Gilmo	428.44		12 Aug	14,531.12
BP	Kerr-Bell,Rya	Ryan KB		Subs		50.00	15 Aug	14,581.12
PS	Ngaruawahia United A	106158620	15Aug16	All Cards		104.50	15 Aug	14,685.62
PS	Ngaruawahia United A	106158620	14Aug16	All Cards		1,025.00	15 Aug	15,710.62
BP	2490Hamilton Print	Hamilton Print		14:15-38695	90.00		15 Aug	15,620.62
DD	Westpac	Merchant Fee		3331940635	36.97		15 Aug	15,583.65
AP	Isaac Tetteh	Coaching	Per Contract		100.00		15 Aug	15,483.65
AP	Sam French	Coaching	per Contract		150.00		15 Aug	15,333.65
				101284	230.00		16 Aug	15,103.65
BP	6450New World	New world	BILL PAYMENT	14:49-86612	154.67		17 Aug	14,948.98
BP	5210Waibop Football	Wai BOP	BILL PAYMENT	14:50-06387	1,117.00		17 Aug	13,831.98
BP	M M & E Temete			MargoTemete		10.00	18 Aug	13,841.98
PS	Ngaruawahia United A	106158620	19Aug16	All Cards		7.00	19 Aug	13,848.98
PS	Ngaruawahia United A	106158620	22Aug16	All Cards		52.00	22 Aug	13,900.98
DC	I.R.D. 468336643000	017-809-929	Tax Gst	31/07/2016		2,228.72	22 Aug	16,129.70
DD	Genesis Energy	8340535810	E0034096546	8340535910	318.01		22 Aug	15,811.69
DD	Genesis Energy	8340535810	E0034096546	8340535810	398.89		22 Aug	15,412.80
BP	C&S Joinery Ltd	KitchenUpgra	Cabinetry&SS	20:16-10404	5,545.05		22 Aug	9,867.75
AP	Isaac Tetteh	Coaching	Per Contract		100.00		22 Aug	9,767.75
AP	Sam French	Coaching	per Contract		150.00		22 Aug	9,617.75
BP	J C Mason	J mason	Women's	Soccer fees		10.00	23 Aug	9,627.75
AP	Saunders,Eliz	E. Saunders	2016 subs	ladies team		20.00	23 Aug	9,647.75

continued on next page

CR Credit
DD Direct debitOD Overdrawn
PS Eftpos

AP Automatic payment

BP Bill Payment

DC Direct credit

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Your transactions

Ngaruawahia United Assoc. Foot
Trading as

Account number
Last Summary date
This Summary date
Summary number
OPENING BALANCE

03 1571 0008297-00
31 May 2016
30 June 2016
261
\$15,660.87

MTS	NAME OF OTHER PARTY	PARTICULARS	CODE	REFERENCE	WITHDRAWAL	DEPOSIT	DATE	BALANCE
AP	Crosby H M	Crosby Hm	Subs	Womens		10.00	01 Jun	15,670.87
BP	Katherine Overwater	K Overwater		Womens Team		50.00	01 Jun	15,720.87
BP	Rathod B B &	Dev Vansia	fee	Registration		90.00	01 Jun	15,810.87
BP	J M Wall	LHardimanfee		LHardiman		10.00	02 Jun	15,820.87
DC	Bryant A S	Lexy Bryant	L. Bryant	Lexy Bryant		10.00	02 Jun	15,830.87
BP	J C Mason	J mason	Women's	Soccer fees		15.00	03 Jun	15,845.87
PS	Ngaruawahia United A	106158620	03Jun16	All Cards		21.00	03 Jun	15,866.87
BP	Parnwell&Payn	Bex Parnwell		Womens Fees		250.00	07 Jun	16,116.87
BP	J M Wall	LHardimanfee		LHardiman		10.00	09 Jun	16,126.87
BP	M M & E Temete			MargoTemete		10.00	09 Jun	16,136.87
DC	Bryant A S	Lexy Bryant	L. Bryant	Lexy Bryant		10.00	09 Jun	16,146.87
PS	Ngaruawahia United A	106158620	10Jun16	All Cards		19.00	10 Jun	16,165.87
BP	9590Ryan Kerr-Bell	YouthDevelop	Coach	12:18-97802	100.00		10 Jun	16,065.87
BP	3230JA & LE Williams	Expense	Reimburse	12:13-38428	298.00		10 Jun	15,767.87
DD	Hamilton Cash N Carr		Gilmours Ham		693.94		10 Jun	15,073.93
BP	Van Dyk Furnishers L	Vinyl	KitchenUpgra	12:13-38414	3,751.00		10 Jun	11,322.93
AP	Air Liquide NZ Ltd	Air Liquide			18.85		10 Jun	11,304.08
PS	Ngaruawahia United A	106158620	13Jun16	All Cards		41.00	13 Jun	11,345.08
		bar takings				1,195.00	13 Jun	12,540.08
PS	Ngaruawahia United A	106158620	12Jun16	All Cards		1,329.00	13 Jun	13,869.08
DD	Smartpay NZ	M0010084	M0010084	Ngaruawahia	57.96		13 Jun	13,811.12
BP	Hamilton Print	Hamilton Print		16:01-79007	60.00		13 Jun	13,751.12
				101281	500.00		13 Jun	13,251.12
AP	Saunders,Eliz	E. Saunders	2016 subs	ladies team		20.00	14 Jun	13,271.12
BP	Parnwell&Payn	Tanya Parnwe		Womens Fees		75.00	14 Jun	13,346.12
BP	3720Southern Hospita	Kitchen	Equipment	19:49-48015	8,194.04		14 Jun	5,152.08

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CR Credit
DD Direct debit

OD Overdrawn
PS Eftpos

AP Automatic payment

BP Bill Payment

DC Direct credit

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Your transactions continued

Ngaruawahia United Assoc. Foot
Trading as

Account number 03 1571 0008297-00
Last Summary date 29 April 2016
This Summary date 31 May 2016
Summary number 260
Balance from previous page \$17,653.05

MTS	NAME OF OTHER PARTY	PARTICULARS	CODE	REFERENCE	WITHDRAWAL	DEPOSIT	DATE	BALANCE
BP	2160The Soccer Shop	WBC Internet	Bill Payment	13:08-97532	229.84		24 May	17,423.21
BP	6450New World	New World	BILL PAYMENT	13:06-77734	497.07		24 May	16,926.14
BP	Whangarei Top10 Camp	Group Accom	Inv 1256	08:41-55469	648.00		24 May	16,278.14
BP	Raymond Pooley	Coaching	Coordinator	09:32-02226	2,000.00		24 May	14,278.14
DE	HeathcoteAppliances	009374DpsA2A	Heathcote	WEB00124864	4,619.00		24 May	9,659.14
DC	Withers, C L					90.00	25 May	9,749.14
DC	wdc		1616	0000112214		15,500.00	25 May	25,249.14
BP	J M wall	LHardimanfee		LHardiman		10.00	26 May	25,259.14
DC	Bryant A S	Lexy Bryant	L. Bryant	Lexy Bryant		10.00	26 May	25,269.14
BP	walker, Kevin	Kevin walker		Waikato B		250.00	26 May	25,519.14
BP	Nicholas Windleborn	KitchenUpgra	Plumbing	18:56-50570	343.77		26 May	25,175.37
BP	3720Southern Hospita	Kitchen	Equipment	18:52-30746	4,097.02		26 May	21,078.35
	LATHAM BUILDER'S			101283	5,545.17		26 May	15,533.18
DD	Spark NZ Trading		21917810753	160511160526	58.45		26 May	15,474.73
PS	Ngaruawahia United A	106158620	27May16	All Cards		79.50	27 May	15,554.23
DD	Hamilton Cash N Carr		Gilmours Ham		698.62		27 May	14,855.61
PS	Ngaruawahia United A	106158620	29May16	All Cards		1,158.50	30 May	16,014.11
BP	3230JA & LE Williams	Expense	Reimburse	18:19-38267	150.00		30 May	15,864.11
BP	M M & E Temete			MargoTemete		10.00	31 May	15,874.11

continued on next page

CR Credit
DE Direct entry

OD Overdrawn
PS Eftpos

BP Bill Payment

DC Direct credit

DD Direct debit



Your transactions

**Ngaruawahia United Assoc. Foot
Trading as**

Account number **03 1571 0008297-00**
 Last Summary date **29 April 2016**
 This Summary date **31 May 2016**
 Summary number **260**
OPENING BALANCE **\$30,903.98**

MTS	NAME OF OTHER PARTY	PARTICULARS	CODE	REFERENCE	WITHDRAWAL	DEPOSIT	DATE	BALANCE
BP	Parnwell&Payn	Tanya Parnwe	fees	T Parnwell		75.00	02 May	30,978.98
BP	Fagan J & Cro	Nina & Anita	5th grade	Womens		300.00	02 May	31,278.98
BP	Peter Taylor	Hot Water	Cylinder	20:07-55303	30.00		02 May	31,248.98
BP	3230JA & LE Williams	Expense	Reimburse	20:07-75082	290.00		02 May	30,958.98
BP	M M & E Temete			MargoTemete		10.00	03 May	30,968.98
AP	Saunders,Eliz	E. Saunders	2016 subs	ladies team		20.00	03 May	30,988.98
BP	Kerr-Bell,Rya	Ryan KB		Subs		50.00	03 May	31,038.98
DC	Overwater K E	Womens Team	Subs	K Overwater		50.00	03 May	31,088.98
AP	Crosby H M	Crosby Hm	Subs	Womens		10.00	04 May	31,098.98
BP	D M Bright	Donna Bright	Womens Team	Fees		50.00	04 May	31,148.98
BP	Simon Milner	Matt	milner	Matt milner		250.00	04 May	31,398.98
BP	1090R. Duffull	Coaching Fee	Per contract	16:48-22013	2,000.00		04 May	29,398.98
BP	J C Mason	J mason	Women's	Soccer fees		50.00	05 May	29,448.98
PS	Ngaruawahia United A	106158620	05May16	All Cards		80.00	05 May	29,528.98
DC	Trust Waikato			Kitchen Upgr		7,000.00	05 May	36,528.98
BP	9590Ryan Kerr-Bell	YouthDevelop	Coach	18:56-22421	100.00		05 May	36,428.98
PS	Ngaruawahia United A	106158620	06May16	All Cards		137.00	06 May	36,565.98
DD	Hamilton Cash N Carr		Gilmours Ham		459.41		06 May	36,106.57
PS	Ngaruawahia United A	106158620	09May16	All Cards		143.00	09 May	36,249.57
BP	Lee,Toni Huia	Peate 9&10		Peate		180.00	09 May	36,429.57
BP	M M & E Temete			MargoTemete		10.00	10 May	36,439.57
BP	Spicer&Eastwo	J Eastwood	10th Grade			90.00	11 May	36,529.57
DD	Smartpay NZ	M0010084	M0010084	Ngaruawahia	57.96		11 May	36,471.61
BP	Perennial Ltd	Inv 6620	Goals	12:06-64841	12,983.71		11 May	23,487.90
DC	Sportingpulse P			E260341		90.00	12 May	23,577.90
DC	Lion Nathan Finance		1D460855	Lion Nathan		1,150.00	12 May	24,727.90

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CR Credit
DD Direct debit

OD Overdrawn
PS Eftpos

AP Automatic payment

BP Bill Payment

DC Direct credit

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Kitchen Upgrade - Costs

Date	Supplier	Services	Actual	Budgeted	Variance
02.05.16	Peter Taylor	Hot Water Cylinder	\$30.00		
24.05.16	Heathcote Appliances	Oven, 3 x rangehoods	\$4,619.00		
26.05.16	Nicholas Windleborn	Plumbing	\$343.77		
26.05.16	Southern Hospitality	Equipment	\$4,097.02		
26.05.16	Latham Builders	Building Services	\$5,545.17	12500	-\$1,017.17
10.06.16	Van Dyks Flooring	Vinyl	\$3,751.00		
14.06.16	Southern Hospitality	Equipment	\$8,194.04	18500	\$1,589.94
04.07.16	C&S Joinery	Cabinetry	\$7,656.16	8500	-\$5,791.41
01.08.16	Van Dyks Flooring	Vinyl	\$3,751.00		
04.08.16	A L Rowe	Plastering	\$120.00		
04.08.16	Forte Stainless	Stainless Steel	\$1,090.20		
09.08.16	Nicholas Windleborn	Plumbing	\$377.00		
21.08.16	C&S Joinery	Cabinetry	\$5,545.05		
08.09.16	Smith Plumbing	Plumbing	\$408.60		
12.09.16	Smith Plumbing	Plumbing	\$2,826.13	3000	-\$3,917.69
29.09.16	Waikato Wide Electrical	Electrical	\$2,000.00	3500	-\$3,876.70
27.10.16	Waikato Wide Electrical	Electrical	\$2,000.00		
01.02.17	Jelaca Plumbing	Gas Fitting	\$2,932.19		
01.02.17	Waikato Wide Electrical	Electrical	\$2,000.00		
08.02.17	Kamal	Bricklayer (kitchen wall)	\$350.00		
	<i>Other Minor costs</i>			1000	
			\$57,636.33	\$47,000.00	

Exc GST

\$50,118.55

TO Pay:

	Waikato Wide Electrical	Electrical	\$7,376.70
Less	29.09.16		-2000
	27.10.16		-2000
	01.02.17		-2000
		remaining	\$1,376.70

Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from _____ committee/board

Organisation/ Initiative name RAGLAM MOUNTAINBIKING CLUB

Postal address 10 BANKART STREET - RAGLAM 3225

Physical address 10 BANKART STREET - RAGLAM 3225

Contact details:

Name DIRK DE RUYSSCHER

Email DIRKDERUYSSCHER@YAHOO.CO.NZ Phone 021 238 0818

Amount of funding you received from Waikato District Council \$ 20000

How the funding received was spent CONSTRUCTION OF TE ARA KAKARIKI MOUNTAINBIKE TRAILS AT THE WAIHUI RESERVE, RAGLAM.

NOTE:

- Provide receipts or Bank statements for all associated cost.
- Tax invoices not accepted
- Please make sure that all receipts are clear and readable, unclear accountability will be returned.

When did your event/project take place? TRAILS OPENED EARLY DECEMBER 2016

How many people attended your event/project HUNDREDS

Comment on the success of your event/project and describe the benefits for those involved:

(Please provide photo documentation of project undertaken)

TRAILS ARE BEING USED BY HUNDREDS OF PEOPLE, SKILLED RIDERS AND FAMILIES WITH CHILDREN
THEY RECEIVE LOTS OF POSITIVE FEEDBACK.

How did your project contribute to the community's wellbeing (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

THE TRAILS PROJECT PROVIDE A SAFE ENVIRONMENT FOR PEOPLE TO RIDE BICYCLES AND BE ACTIVE.

how: (See Information below)

ACTIVE WAIKATO - VIBRANT ¹⁰⁰ WAIKATO - THRIVING WAIKATO

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name Dirk De Ruyssecker

Position in organisation TREASURER

Signature [Signature]

Date 17/5/2017

WAIKATO DISTRICT - COMMUNITY OUTCOMES

ACCESSIBLE WAIKATO - A district where the community's access to infrastructure, transport and technology meets its needs.

ACTIVE WAIKATO - A district that provides a variety of recreation and leisure options for the community.

EDUCATED WAIKATO - A district where education options are varied, and allow our community to be skilled for work and life.

GREEN WAIKATO - A district where our natural resources are protected, developed and enhanced for future generations.

SAFE WAIKATO - A district where people feel safe and supported within their communities, and where crime is under control.

SUSTAINABLE WAIKATO - A district where growth is effectively managed.

THRIVING WAIKATO - A district where business and industry are encouraged and supported and employment contributes to a successful local economy.

VIBRANT WAIKATO - A district where our heritage and culture are recognised, protected and celebrated.

WELL WAIKATO - A district where people can access quality community health and care services.

WAIKATO DISTRICT - COMMUNITY WELLBEINGS

SOCIAL - The Royal Commission on Social Policy defined 'social well being' as concerned with ensuring people have 'a voice in their future, choice in their lives, and a sense of belonging that affirms their dignity and identity'.

ECONOMIC

Examples of the types of impacts and activities include:

- the allowable use of land through the District Plan
- the provision of infrastructure and regulation of certain activities
- the establishment of, and support for, a regional tourism organisation

CULTURAL - For the Ministry for Culture and Heritage, cultural well-being is defined as: The vitality that communities and individuals enjoy through:

- participation in recreation, creative and cultural activities; and the freedom to retain, interpret and express their arts, history, heritage and traditions.

ENVIRONMENTAL - Environmental wellbeing under the LGA is defined by what environmental outcomes your community wants to achieve, and how they prioritise the actions to achieve them

RAGLAN MOUNTAIN BIKING CLUB, INC.

FINANCIAL STATEMENTS

AS AT
31 MARCH 2017

RAGLAN ACCOUNTING AND TAX, LIMITED

4316-C STATE HWY 23 RAGLAN NEW ZEALAND

T: 021 949 237

E: ALEXKIRBYINC@GMAIL.COM

11 May 2017

Raglan Mountain Biking Club, Incorporated
Raglan, New Zealand

To the members:

On the basis of information provided we have compiled the financial statements of Raglan Mountain Biking Club, Incorporated as at 31 March 2017 and for the year then ended. As described in the financial statements, these financial statements are a special purpose report for the internal management.

Our compilation was limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the financial statements referred to above and accordingly, do not express an opinion or any other form of assurance on them.

These financial statements presented differ from generally accepted accounting principles. Management has elected to omit substantially all of the disclosures required by generally accepted accounting principals and the notes to the financial statements. If the omitted disclosures were made they may influence the readers conclusions. Accordingly these financial statements are not designed for those who are not informed about such differences.

Alex D. Kirby
Raglan Accounting and Tax, Limited

RAGLAN MOUNTAIN BIKE CLUB, INC.

Balance Sheet

As at 31 March 2017

CAPITAL	This Year	Last Year End
Retained Earnings	31,940.82	37,497.61
	31,940.82	37,497.61
Plus Current Year Operating Surplus/(Deficit)	(19,682.65)	(5,556.79)
TOTAL CAPITAL FUNDS	12,258.17	31,940.82
REPRESENTED BY		
CURRENT ASSETS		
Cash checking – #03-1563-0425218-00	649.52	330.96
Cash savings – #03-1563-0425218-01	11,858.65	31,609.86
	12,508.17	31,940.82
LESS CURRENT LIABILITIES		
Accounts payable	250.00	0.00
	250.00	0.00
NET WORKING CAPITAL	12,258.17	31,940.82
FIXED ASSETS		
	0.00	0.00
NET ASSETS	12,258.17	31,940.82

RAGLAN MOUNTAIN BIKE CLUB, INC.
Profit & Loss Report for Year to Mar:2016/17

		YTD This Year	YTD Last Year
Income			
1100	Membership dues	2,210.00	515.00
1110	Refund of donation, prior year	0.00	(1,000.00)
1120	Fund raising activities	0.00	2,553.70
1140	Grants -WDC	37,147.78	0.00
1142	Grants - MBIE Crown	19,159.00	0.00
1150	Sales, t-shirt	455.00	0.00
1160	Sales, trail maps	94.00	0.00
	Total Sales	59,065.78	2,068.70
Total Cost of Sales		0.00	0.00
		59,065.78	2,068.70
Other Income			
1820	Interest Received	63.93	808.23
1822	Less res withholding tax	0.00	(110.00)
	Total Other Income	63.93	698.23
		59,129.71	2,766.93
Less: Other Expenses			
1821	Less resident withholding tax	5.00	266.72
3040	Advertising	23.00	0.00
3050	Bank Fees	0.38	0.00
3090	Consulting fees - Opus	12,629.75	5,269.30
3091	Consulting fees - Empire of dirt	59,682.00	2,205.01
3094	WDC - resource consent monitoring	589.96	0.00
3095	WRC - resource consent process	1,672.67	0.00
3110	Workshop and meetings	82.00	0.00
3120	Equipment, line trimmer	279.00	0.00
3125	Signage	1,169.55	0.00
3130	T-Shirt purchases	1,311.00	0.00
3140	Website and internet	0.00	177.47
3160	Insurance	316.80	107.80
3215	Trail map print & design	1,051.25	0.00
3260	Office expenses	0.00	179.42
3280	Travel Local	0.00	118.00
	Total Expenses	78,812.36	8,323.72
Net Surplus (Deficit)		(19,682.65)	(5,556.79)

RAGLAN MOUNTAIN BIKE CLUB, INC.

Notes to Financial Statements For the year ended March 31, 2017

Summary of Significant Accounting Policies

1. Nature of Activities

Raglan Mountain Bike Club, Inc. (the club) is an incorporated society under the Incorporated Societies Act 1908. The object of the club is to encourage mountain biking in the Raglan community.

2. Statement of Accounting Policies

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis have been used, with the exception of certain items for which specific accounting policies have been identified. These financial statements are a special purpose report for the internal management of the club and government reporting.

a) Exempt Entity

Raglan Mountain Bike Club, Inc. qualifies as an exempt entity under Financial Reporting Act 1993. These financial statements have been prepared in accordance with the Financial Reporting Act 1993 and the Financial Reporting Order 1994.

b) Goods & Services Tax

These financial statements have been prepared on a GST inclusive basis.

c) Taxation

This entity is exempt from taxation.

d) Equipment purchases and replacements are treated as an expense in the year of purchase.

3. Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

4. Subsequent Events

The club has evaluated subsequent events through 11 May 2017, the date the financial statements were issued.

5. Contingent Liabilities

The club has no contingent liabilities as at the balance sheet date.