

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 **WEDNESDAY 30 MAY 2018** commencing at **9.00am**.

Ι.	APOLOGIES AND LEAVE OF ABSENCE	
2.	CONFLICT OF INTEREST AND DISCLOSURES	
3.	CONFIRMATION OF MINUTES Meeting held on 22 February 2018	2
4.	QUARTERLY CERTIFICATE OF COMPLIANCE FOR MARCH 2018	6
5.	STATEMENT OF INTENT FOR YEAR ENDED JUNE 30 2019	8
6.	KIWI WEALTH LIMITED FUND PERFORMANCE TO 31 MARCH 2018	22
7.	APPROVED GRANTS AND PAYMENT RECONCILIATION	25
8.	GRANT DISTRIBUTION AMOUNT	52
9.	GRANT ALLOCATION FOR 2018/19	55

10. GENERAL BUSINESS

<u>MINUTES</u> of a meeting of the Community Wellbeing Trust held in the Te Piringa Boardroom, District Office, 15 Galileo Street, Ngaruawahia on <u>THURSDAY 22</u> <u>FEBRUARY 2018</u> commencing at <u>9.30am.</u>

## Present:

Cr J Church (Chairperson) Ms J Muru Ms E Bateup

## Attending:

Roger Browne (Kiwi Wealth representative via teleconference) Ms A Diaz (Finance Manager) Ms M Davis (Financial Accountant) Ms E Wilson (Minutes)

Apologies and Leave of Absence Agenda Item I

THAT an apology for lateness be received from Cr R McGuire, an apology His Worship the Mayor, Mr AM Sanson and Ms L Van den Bemd.

#### Resolved: (Ms Bateup / Ms Muru)

#### **CARRIED** on the voices

Disclosures of Interest Agenda Item 2

There were no disclosures of interest.

## **CARRIED** on the voices

<u>Confirmation of Minutes</u> Agenda Item 3

Resolved: (Ms Muru / Ms Bateup)

THAT the minutes of a meeting of the Community Wellbeing Trust held on Tuesday 19 December 2017 be confirmed as a true and correct record of that meeting.

## **CARRIED** on the voices

## WBT1802/2

WBT1802/3

## WBT1802/1

I

Meeting Framework for 2018 Calendar Year Agenda item 4

Report taken as read.

## ACTION:

Lianne and Cr Church to coordinate date for site visit in March.

## Resolved: (Ms Muru / Ms Bateup)

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

AND THAT the meeting framework is adopted for the 2018 calendar year, subject to confirmation of Trustee availability.

## **CARRIED** on the voices

## WBT1802/4

Kiwi Wealth Limited Fund Performance to 31 December 2017 Agenda item 5

Teleconference with Roger Browne from Kiwi Wealth. The fund has performed well in December considering the changes in the world market at the moment. Confirmed statement "comfortable with 90% of PIE available to markets".

## Resolved: (Cr Church / Ms Muru)

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

## **CARRIED** on the voices

## WBT1802/5

<u>Quarterly Certificate of Compliance for period ending 31 December 2017</u> Agenda item 6

Report taken as read.

## Resolved: (Cr Church / Ms Muru)

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

## **CARRIED** on the voices

## WBT1802/6

## Interim Performance Report for six months ended 31 December 2017 Agenda Item 7

Report taken as read. Made some assumptions about income earned (interest) from PIE. Report going to Council needs to note total \$283,000 includes \$150,000 grant funding that will be spent next funding round.

## ACTION:

- Ms Davis to add Committed section into future performance reports.
- Cr Church to update S&F with Committed section.

## Resolved: (Ms Bateup / Cr Church)

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

AND THAT the financial statements be provided to Waikato District Council in accordance with the Local Government Act;

AND FURTHER THAT the Trustees approve payment of \$126,247.76 to the Waikato District Council to reimburse payments made on the Waikato District Community Wellbeing Trust's behalf.

<u>Annual Investment Mandate and Fund Manager Review</u> Agenda item 9 – discussed after Item 7.

Report taken as read. Teleconference call made with Roger Browne, Kiwi Wealth representative.

Question around comfortable with 90% PIE in sharemarket; Roger said the fund has a defensive positioning holding stocks instead of cash.

Question around if the PIE our fund is in is an ethical portfolio. The Kiwi Wealth Responsible policy is included in the agenda and notes the investment managers have a zero tolerance for tobacco, child labour, labour laws, whaling and alcohol funds.

Noted that Tax doesn't come out of the PIE.

Fund manager is looking to move the growth portion of funds into PIE.

## Resolved: (Cr Church / Ms Muru)

## THAT the report from the General Manager Strategy & Support be received;

## **CARRIED** on the voices

WBT1802/9

Draft Statement of Intent for the year ended 30 June 2019 Agenda item 8 – discussed after Item 9.

## ACTION:

- Alison to change wording to "between Medium and Low" (page 30).
- Change cap from 2% to 7.5% (page 22).
- Change 'GMI' to Kiwi Wealth (page 23 & 28).

## Resolved: (Ms Muru / Cr Church)

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

AND THAT the Waikato District Community Wellbeing Trust approves the draft Statement of Intent for the year ended 30 June 2019 for release to Waikato District Council;

AND FURTHER THAT the Waikato District Community Wellbeing Trust approve the Investment Portfolio and Distribution Policy with any amendments.

## **CARRIED** on the voices

<u>General Business</u> Agenda item 10

Waimarino walkway – Came up against a consenting issue in Phase 2 of the project. This phase was not funded by the Trust. Currently working regional and group. The situation will be resolved in March. "Audit" will be performed on previous stages that we have funded.

**ACTION**: Dates for site visit to be agreed for March. NOT Tuesday's or Wednesday's. Lianne & Cr Church to confirm with members.

## Resolved: (Cr Church / Ms Muru)

## **CARRIED** on the voices

There being no further business the meeting was declared closed at 10.39am.

Minutes approved and confirmed this

Cr J Church CHAIRPERSON 2018.

day of

WBT1802/9

WBT1802/8



## Open Meeting

То	Waikato District Community Wellbeing Trust
From	Alison Diaz
	Finance Manager
Date	30 April 2018
Chief Executive Approved	Y
Reference #	CVN0102/1940836
Report Title	Quarterly Certificate of Compliance for period ending 31 March 2018

## I. EXECUTIVE SUMMARY

The Waikato District Community Wellbeing Trust's ("Wellbeing Trust") 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 since the commencement of this financial year.

## 2. **RECOMMENDATION**

## THAT the report from the Finance Manager be received.

## 3. ATTACHMENTS

Quarterly Certificate of Compliance for period ending 31 March 2018

## Waikato District Community Wellbeing Trust

## **Quarterly Certificate of Compliance**

## for period ending 31 March 2018

	Actual	Per Policy	
Benchmark Portfolio (fixed interest : equities)	45 : 55	>45 : <55	
Cap on value of single investments	Compliant	<7.5%	
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 February 2018 meeting	Annual	
Applicant accountability reports received	Yes	Required upon completion of project	

.....

Chairperson



## Open Meeting

То	Waikato District Community Wellbeing Trust		
From	Alison Diaz		
	Finance Manager		
Date	28 May 2018		
Chief Executive Approved	Y		
<b>Reference #</b>	CVN0102/1967667		
Report Title	Waikato District Community Wellbeing Trust		
	Statement of Intent for the year ended 30 June 2019		

## 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.

The only change since the draft Statement of Intent was provided was a change to the diversification of investment cap to 7.5% following discussions between the Trustees and KiwiWealth. Council has supported the Statement of Intent subject to this change (WDC1803/12).

## 2. **RECOMMENDATION**

THAT the report from the Finance Manager be received.

AND THAT the Waikato District Community Wellbeing Trust approve the final Statement of Intent for the year ended 30 June 2019 for release to Waikato District Council.

## **3. BACKGROUND**

The Trustees of the Wellbeing Trust are required to present a Statement of Intent for the year. The 2019 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 7.26 per cent which is slightly higher than in previous years (6.88 per cent). The grant distributions are based on the formula above, which reflects the discussions between trustees and KiwiWealth. Distributions will be based on a long term sustainable return of 7.26 per cent and therefore in years where the return is higher than 7.26 per cent the ditributions will not increase, this will also support distributions in years where returns are lower than 7.26 per cent or even negative. This is a continuation of the practice adopted last year.

The draft Statement of Intent was considered by the Strategy & Finance Committee at their February meeting and subject to changes following feedback from KiwiWealth on portfolio diversification the Council has supported finalisation of the 2019 Statement of Intent.

## 4. **OPTIONS CONSIDERED**

The Trustees could approve the 2019 Statement of Intent for presentation to Council, or ask for further amendments to be made prior to 30 June 2018.

## 5. CONCLUSION

The Trust is asked to consider approving the 2019 Statement of Intent for the Waikato District Community Wellbeing Trust for provison to Council.

## 6. **A**TTACHMENTS

 Waikato District Community Wellbeing Trust Draft Statement of Intent for the year ended 30 June 2019

# Waikato District Community Wellbeing Trust Statement of intent For the year ending 30 June 2019

## Waikato District Community Wellbeing Trust Statement of intent For the year ending 30 June 2019

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## 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 2019 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 I 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.

#### **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 II 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.

#### 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

- I. 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 with a 7.5% cap on the value of any single investment in the portfolio.
- 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 Kiwi Wealth Limited. The returns from the portfolio are the Trust's source of continuing revenue.

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## Prospective statement of financial performance

	FY Budget		FY Fore	ecast	
	2017/18	2017/18	2018/19	2019/20	2020/21
	\$	\$	\$	\$	\$
Revenue			_		
Finance income	52,582	102,839	61,429	62,374	63,206
Dividend income from portfolio of investments managed by					
Kiwi Wealth Limited	25,340	24,107	28,937	29,382	29,774
Realised gains on investments	-	177,135	113,718	115,467	117,007
Unrealised gains on investments	175,481	243,355	100,519	102,065	103,426
Total revenue	253,403	547,436	304,603	309,288	313,413
Expenses					
Audit fees	7,500	7,700	7,700	7,700	7,700
Portfolio management fees	24,439	23,552	26,013	26,413	26,765
Other expenditure	1,272	909	1,150	1,163	1,174
Grants	75,842	145,529	217,258	76,108	77,397
Unrealised losses on investments	-	-	-	-	
Total expenses	109,053	177,690	252,121	111,384	113,036
Surplus/(deficit) for the period	144,350	369,746	52,482	197,904	200,377

## Prospective statement of financial position

	FY Budget	FY Forecast			
	2017/18	2017/18	2019/20	9/20 2020/21	
	5	5	2018/19 \$	5	5
Assets					
Current assets					
Bank accounts and cash	308,564	326,470	290,439	245,161	343,430
Other financial assets	3,354,531	3,870,093	3,970,612	4,072,677	4,176,103
Accrued interest	-	-		-	-
Total current assets	3,663,095	4,196,563	4,261,051	4,317,838	4,519,533
Total assets	3,663,095	4,196,563	4,261,051	4,317,838	4,519,533
			.,,		
Liabilities					
Current liabilities					
Creditors and other payables	85,784	215,386	227,392	86,275	87,593
Accrued expenses	7,540	7,700	7,700	7,700	7,700
Total current liabilities	93,324	223,086	235,092	93,975	95,293
Total liabilities	93,324	223,086	235,092	93,975	95,293
Net assets	3,569,771	3,973,477	4,025,959	4,223,863	4,424,240
Equity					
Introductory fund	2,579,899	2,579,899	2,579,899	2,579,899	2,579,899
Capital maintenance fund	403,364	406,932	486,402	566,921	651,398
Accumulated funds	586,508	986,646	959,658	1,077,043	1,192,943
Total net assets / equity	3,569,771	3,973,477	4,025,959	4,223,863	4,424,240

## Prospective statement of cash flows

	FY Budget F		FY For	Y Forecast	
	2017/18	2017/18	2018/19	2019/20	2020/21
	5	\$	\$	\$	\$
Cash flows from operating activities					
Cash was received from:					
Interest receipts	52,582	102,841	61,429	62,374	63,206
Dividends received	25,340	2 <del>4</del> ,107	28,937	29,382	29,774
Cash was applied to:					
Payments to donees	(241,297)	(118,798)	(205,529)	(217,258)	(76,108)
Payments to suppliers	(33,162)	(31,744)	(34,587)	(35,245)	(35,613
Net cash flows from operating activities	(196,537)	(23,594)	(149,750)	(160,747)	(18,741)
Cash flows from investing and financing activities					
Cash was received from (applied to):					
Sale (acquisition) of investments	194,728	177,135	113,718	115,467	117,007
Net cash flows from investing and financing activities	194,728	177,135	113,718	115,467	117,007
Foreign exchange translation differences				2	3
Net increase (decrease) in cash for the year	(1,809)	153,541	(36,031)	(45,278)	98,269
add opening bank accounts and cash	310,373	172,929	326,470	290,439	245,161
Closing bank accounts and cash	308,564	326,470	290,439	245,161	343,430

## 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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## Statement of accounting policies (cont)

#### Bank accounts and cash

Bank accounts and cash comprise 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.

#### Forecast assumptions

## I. Portfolio income

KIWI WEALTH have estimated an average return on the portfolio of 7.26% per annum before expenses.

The split of the total return between interest, dividends and gains/losses is estimated using proportions calculated from an average of past results.

#### 2. Expenses

Audit fees are estimated at \$7,700 for each of the four forecast years.

Portfolio management fees are assumed at a rate of 0.61% of the opening portfolio value in each year.

Other expenditure comprises annual return fees, bank charges, custodial fees (portfolio) and audit disbursements.

## 3. Grants expenditure

It is assumed that for the current year all outstanding grants will be paid by 30 June 2018. It is further assumed that in subsequent years 80% of the maximum allowable distribution will be approved and fully paid by year end.

The maximum allowable distribution is set out in the Management of Investment Portfolio and Distribution Policy. Total grants must not exceed 50% of the accumulated net income after allowing for accumulated expenses, inflation movements and prior year distributions.

## 4. Creditors and other payables

Creditors and other payables are made up of the amount owing to Waikato District Council and the June portfolio management fee.

It is assumed that the total year-end balance owing to WDC is paid in full in the following year.

#### 5. Accrued expenses

Accrued expenses is made up of audit and bank fees.

## 6. Equity

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.

The capital maintenance fund is made up of accumulated annual charges transferred from accumulated funds to maintain the real value of the Trust fund.

The accumulated funds and capital maintenance funds together represent the total net increase in the fund value since the inception of the Trust.

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## 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:

94.7%
94.5%
97.8%
97.9%

#### Compensation

The Trustees will not seek any fees of 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.



## **Open Meeting**

То	Waikato District Community Wellbeing Trust	
From	Alison Diaz	
	Alison Diaz Finance Manager	
Date	30 April 2018	
Chief Executive Approved	Y	
Reference #	CNV0102/1940838	
Report Title	Kiwi Wealth Limited Fund Performance to 31 March 2018	

## I. EXECUTIVE SUMMARY

The investment fund performance for the quarter ended 31 March 2018 was -0.8% against a benchmark performance of -1.3%. The total return since inception is now 73.7% or 9.4% on an annualised basis.

The result for March provides a return of -1.2% against a benchmark performance of -1.0%, 0.2% lower than the benchmark.

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

Kiwi Wealth Limited Fund Performance to 31 March 2018



## **March 2018**

## Waikato District Community Wellbeing Trust

#### **Investment Mandate**

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

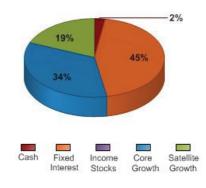
This mandate was last reviewed on 22 September 2017.

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 2018, the total value of your investment portfolio is \$4,063,347. Your net contributions since inception in January 2012 have totalled \$2,286,737 (\$2,514,278 deposits less \$227,540 withdrawals).

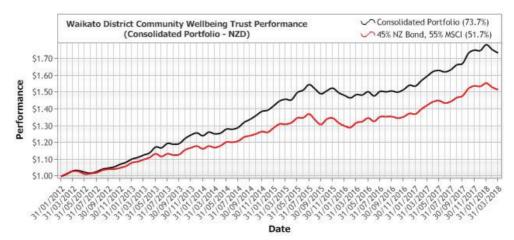
Asset Class	Actual Value	Actual Allocation
Cash	\$99,995	2.5%
Fixed Interest	\$1,816,804	44.7%
Income Stocks	\$0	0.0%
Core Growth	\$1,386,126	34.1%
Satellite Growth	\$760,423	18.7%
Total	\$4,063,347	100.0%



#### **Portfolio Performance**

The Kiwi Wealth Growth Fund (Growth PIE) fell 2.2% after tax and fees over the month, a whisker ahead of the benchmark, which declined 2.3%. In respect of benchmark relative performance, all of the strategies that are grouped within Core (Core Global, Core Direct and the alternatives funds) outperformed. Satellite was slightly behind benchmark mostly due to overweight positions in growth oriented sectors such as financials and technology.

The Kiwi Wealth Fixed Interest Fund (Fixed Interest PIE) rose 0.2% after fees and taxes in March, underperforming the New Zealand Government Bond Index, which returned 0.6%. The underperformance was mostly due to an underweight to longer-dated maturities and, to a lesser degree, wider credit spreads (the extra interest rate you get paid to own a company bond over a government bond).



Your return for the month of March was -1.2% against a benchmark of -1.0%. Your net contributions since 31 January 2012 have totalled \$2,286,737 (\$2,514,278 deposits *less* \$227,540 withdrawals). As of 31 March 2018 the total value of your portfolio is \$4,063,347. This is a simple return of 77.7%. The total return on each dollar invested at inception is 73.7% (after withholding tax, brokerage, and fees), or 9.4% p.a. on an annualised basis.

	Loss/Gain				
	Last Month	Last 3 Months	Last 12 Months	Since Inception	Annualised
Consolidated Portfolio Inception date (31/01/2012)	-1.2%	-0.8%	8.6%	73.7%	9.4%
45% NZ Bond, 55% MSCI	-1.0%	-1.3%	6.5%	51.7%	7.0%
Cash Inception date (31/01/2012)	0.1%	0.3%	1.4%	18.2%	2.7%
45% NZ Bond, 55% MSCI	-1.0%	-1.3%	6.5%	51.7%	7.0%
Fixed Interest Inception date (31/01/2012)	0.4%	0.8%	4.7%	41.4%	5.8%
100% NZ Bond	0.6%	0.2%	2.7%	15.6%	2.4%
Core Stocks Inception date (31/01/2012)	-2.2%	-2.3%	11.7%	98.4%	11.7%
MSCI	-2.3%	-2.6%	9.5%	87.6%	10.7%

#### **Investment Strategy**

#### Market Review

The risk sell-off that started in February continued in March, with the MSCI All Countries Index falling 2.1% in US dollars. The month's headlines were all about trade wars and tariffs, with a tech tantrum inspired by Facebook data leakage completing the trifecta. In the background, there were signs that the global economy is softening a little, which didn't help sentiment.

#### Portfolio Changes

In the Core Direct part of Growth, we have been reducing positions in Asia and within the Capital Goods sector, which may bear the brunt of any potential policy changes on trade. On the plus side, we have continued to increase our overweight within the Information Technology sector across a broad range of both software and hardware companies. Despite the short-term market volatility and risks around trade, Satellite remains actively invested in companies that are likely to benefit from strong thematic trends and with capabilities to monetise and generate shareholder value. We gradually down-weighted our social media theme exposure by trimming **Facebook**, and added new investments such as **Match Group**. We continue to expect our Alternatives strategies will provide a small amount of diversification to share market risk. We have been looking at a number of new strategies and funds and expect we will be ready to push go in coming months.

In Fixed Interest, our caution on credit has proven to be correct this year as credit spreads widened. Does that mean we are going in full tilt to buy company bonds now they are cheaper? The answer is: not quite yet. We believe that prices have gone from being very expensive to just expensive and don't always make sense in a world where central banks are withdrawing their extreme stimulus. While we bought bonds of healthcare giant, **Becton Dickinson** (BBB), we mostly stuck to the knitting of rolling term deposits and buying very high quality bonds e.g. AAA rated German government guaranteed, **KfW**.



## Open Meeting

То	Waikato District Community Wellbeing Trust		
From	Alison Diaz		
	Finance Manager		
Date	28 May 2018		
Prepared by	Lianne van den Bemd		
	Community Development Advisor		
Chief Executive Approved	Y		
<b>Reference #</b>	CDR0502 / 1967832		
Report Title	Approved grants and payment reconciliation May 2018		

## I. EXECUTIVE SUMMARY

This report provides a summary of unspent grants and details payments of completed projects grants. Status updates and Accountability Forms are attached to the report.

## **Unspent Grants**

Organisation	Project	Amount Funded
Glen Afton Pukemiro Communities Committee	To recite the historic Glen Afton mine monument onto Council reserve land in Glen Afton.	\$1,000.00
Raglan Community Arts Council	To build a new theatre and clay shed on the Old School site in Raglan.	\$20,000.00
Ngaruawahia RSA	To partially upgrade the building roof.	\$20,000.00
Tuakau Youth Sport Trust	To build a new skate park in Tuakau. To undertake stage one of the consultation phase with the Tuakau youth and community.	\$17,391.30 + gst
Waikato District Crime Prevention Trust	To upgrade the Huntly township existing CCTV cameras and equipment. A new Trust has been established. Staff will work with the Trust to complete the required application paper work under the new Trust name. A verbal update will be given at the meeting.	\$30,000.00

## **Project Accountability Forms**

The following groups have completed their respective projects.

Organisation	Project	Amount Funded
Te Kauwhata Events Committee, Whangamarino walkway	To build stage one of the Whangamarino walkway in Te Kauwhata. The project was completed in	\$40,000.00 Paid in two equal instalments. A site visit was undertaken by
	October 2017.	staff prior to payment.
Ngaruawahia Central Vestry (Anglican Hall)	To replace the front facing Hall window in Jesmond Street, Ngaruawahia.	\$10,016.85 Paid in one instalment. A site visit was
	The project was completed in October-November 2017.	undertaken by staff prior to payment.
St Andrews Presbyterian Church, Te Kauwhata Youth Centre	Project I – Stage II Youth Centre Ramp.	\$12,450.00 Paid in one instalment
	The project was completed in November.	A site visit was undertaken by staff prior to payment.
Menzshed Huntly	To build a new workshop premises to house the Menzshed in Huntly.	\$10,000.00 Paid in one instalment A site visit was
	The project is due for completion May 2018. Accountability not yet received.	undertaken by staff prior to payment.
Ngaruawahia Community Board – Fitness stations	To install five adult fitness stations in Ngaruawahia.	\$10,000.00 Paid in one instalment A site visit was
	The project was completed in April 2018.	undertaken by staff prior to payment.
Tamahere – Mangaone Restoration Trust	To build stage two of the Tamahere – Mangaone Gully Walkway.	\$13061.73 Paid in one instalment A site visit was undertaken by
	The project was completed in April.	staff prior to ' payment.

## 2. **RECOMMENDATION**

## THAT the report from the Finance Manager be received.

## 3. ATTACHMENTS

- I. Unspent Grants
  - Glen Afton Pukemiro Communities Committee
  - Raglan Community Arts Council
  - Ngaruawahia RSA
- 2. Project Accountability Forms
  - Te Kauwhata Events Committee
  - Ngaruawahia Central Vestry (Anglican Hall)
  - St Andrews Presbyterian Church, Te Kauwhata Youth Centre
  - Ngaruawahia Community Board Fitness stations
  - Tamahere Mangaone Restoration Trust

## Wellbeing Trust Grant Project Status Update

Applicant Name:	Project name: Glen Afton Mine Disaster Memorial
Glen Afton / Pukemiro Communities Society	
Incorporated	

Total Cost of Project	Waikato Community	Other Funding Sought: \$20,000.00
In Hand: \$8777.54 as of March 2018.	Wellbeing Trust Grant: \$1000.00	

Project Status: Full details of where your project is at to date (Please include timeframes for future progress of the project.

#### Project History and progress to Date:

Two mine endless rope haulages, Glen Afton mine and McDonald mine.

Both sited at Glen Afton mine pit top area.

To pick up, restore and re-site these two haulages in the new Glen Afton Recreation area immediately west of the Glen Afton Citizens Sports Club, (the Blue Rooms) to create a memorial to the 11 men who lost their lives underground September 1939 and others who also died in the mine at other times.

Logistics and methodology in picking these up, moving and restoring them, creating concrete plinths to remount them at memorial site. To create an information board highlighting the disaster of 1939 and showing the history of the area.

Presently the smaller Glen Afton mine haulage has been picked up and moved to a contractor's workshop where cleaning, painted with primer and restoration has been carried out.

Communication with the Council in regard to agreed memorial site, ground testing for suitability, concrete plinth design and subsequent waiver of building consent with provisos.

Provisional approval given to contractor," Terra Firma" to supply, building materials, clear and level agreed memorial site and construct concrete plinths. Just waiting on pro forma invoicing before final costs are approved and go ahead for contractor to install the plinths.

### Time Frame for completion of project:

January 2018: ...... This concrete plinths construction and placement contracted to be done

Defferred due to Contractor delays but still promising to carry out for us as soon as they can schedule in, Terra Firma <u>lincoln@terrafirma.kiwi.nz</u>

June 2018....Smaller Glen Afton haulage to be sent to painters for final colour matching and painting

2019.....Larger McDonald mine haulage to be picked up and transported to contractors workshop for similar repairs. Restoration.Cleaning, restoration and priming ready for painting and resiting on concrete plinth

2020..... re-siting of McDonald mine haulage onto newly constructed plinth

Note: If your project and funding plan have significantly changed from your original proposal we will require a written letter to the Trust explaining the reason for the change. The Trust will then make a decision as to whether the funds allocated still meet the requirement of the allocation criteria.

Full list of what funders you are applying to or have applied for funding from -including timeframes (e.g. date you applied for the funding and what date you expect to hear the outcome - decline or other otherwise).

FUNDING (to date)

FONTERRA	\$5,000.00
WAIKATO DISTRICT COUNCIL	\$3,000.00
TRUST WAIKATO	\$1,000.00
WEL ENERGY TRUST 2013	\$4,000.00
WAIKATO DISTRICT COUNCIL WTDF	
2104	\$20,000.00
WAIKATO DISTRICT COUNCIL LTP 2014	\$5,000.00

Issues i.e. consents. If you are having consenting issues that impair the project, please explain why.

Building consent exemption provided by council last year October 2017, thank you very much

2018: Contractor is having difficulty scheduling in our work, They still promise to do the work for us (or sub contract another firm to do the work for them, for us)

TERRA FIRMA can be contacted via <u>lincoln@terrafirma.kiwi.nz</u> To confirm these details

#### Staff Comments:

Please return the completed form by email to <u>funding@waidc.govt.nz</u>

## Wellbeing Trust Grant Project Status Update

Applicant Name: Raglan Community Arts Council		I	Project name: Creative Space building		ding
<b>\$</b> 506,256	506,256 <b>We</b> l		kato Community Other Funding So being Trust Grant: Fund raising continui		• •
	list of funders tached budget	\$20,000			
-	s: Full details of w ss of the project.	where your	project is at to	o date (l	Please include timeframes for
	issued (BLD0764/18				) for the project. A building consent y Shed and the Raglan Lions Shed
construction m construction an	anagement donation	in kind wil plies to be p	l achieve real s urchased at trac	avings a le prices.	ng the construction ourselves. This nd a frugal approach will lower A member is willing to make an ompleted.
The project timi	ings are:				
24 April	Commence project				
1 <sup>st</sup> June Compl 29 <sup>th</sup> June	etion and payment j		-		
29 June 18 <sup>th</sup> July	Completion Frame Completion Service	-	-	stage	
18 <sup>th</sup> August	Completion intern	••	uniong		
18 <sup>th</sup> Sept.	Completion finish				
10 <sup>th</sup> October	Target opening da	nte			
we will requir	e a written letter decision as to w	to the Trust	explaining the	e reason	d from your original proposal for the change. The Trust will meet the requirement of the
timeframes (		blied for th			for funding from —including date you expect to hear the
Sir John Logo received	ın Campbell Residuc	ary Estate -	20,000.00		

received	
Trust Waikato - approved	50,000.00
WEL Energy Trust - received	35,000.00
Raglan Community Board - received	7,500.00
Waikato District Wellbeing Trust - approved	20,000.00
Raglan Lions Club - approved	5,000.00

St Lazarus Trust - received	10,000.00
Rose & Tim Stewart - received	10,000.00
Lotteries Community Facilities Committee – received	150,000.00

All received or to be received soon.

Issues i.e. consents. If you are having consenting issues that impair the project, please explain why.

Project start was delayed by two weeks as Waikato District Council decided in March to lay a new storm water drain on the rear of the property in April. This work is due to be completed by 27 April.

#### Staff Comments:

Please return the completed form by email to <u>funding@waidc.govt.nz</u>

## Wellbeing Trust Grant Project Status Update

Applicant Name: Ngaruaw	ahia RSA <b>Project na</b>	me: Roof Repairs
Total Cost of Project In Hand:\$ 80,000.00	Waikato Community Wellbeing Trust Grant:\$	Other Funding Sought: \$
Project Status: Full detail for future progress of the	<i>.</i>	at to date(Please include timeframes
Quotes have been sourced fo	r the works required (they rang	ge from \$55,000 to \$103,000)
Funding applications have been	n sent to various Trusts (Lotter	ries, WEL Energy)
Funding applications will deter	mine the timetable, works will	not commence until funds are raised
proposal we will require	a written letter to the en make a decision as to w	ficantly changed from your original Trust explaining the reason for the hether the funds allocated still meet
	applied for the funding ar	e applied for funding from –including nd what date you expect to hear the
Waikato Community Well Be	ing – Granted \$20,000	
WEL Energy Trust – 30 <sup>th</sup> May	Applied \$30,000	
Lotteries Commission – Meet	: monthly	
Issues i.e. consents. If yo explain why.	u are having consenting is	sues that impair the project, please
Consents should not be neces	ssary as it is a repair, with like n	naterials
Staff Comments:		
Please return the complet	ted form by email to <u>fundin</u>	<u>g@waidc.govt.nz</u>

## Wellbeing Trust Grant Project Status Update

Applicant Name:Tuakau Youth SportProject name:Tuakau Skate ParkTrust

Total Cost of Project 25700+gst In Hand: \$

Waikato Community C Wellbeing Trust Grant: \$17391.30+gst

Other Funding Sought: \$

Project Status: Currently we are moving through the Stage 2 developed design phase of the Rich Landscapes quote After our 2x consultations held at the Tuakau Youth centre and have received good feedback from the Tuakau Combined Sports Trust we have made some alterations and will be presenting a updated version for further review in the next 4-6 weeks. We will also have completed the Geotech survey and have a Full site survey for stormwater trees natural features etc,

You can see photos of the consutation and some of the draft proposals on <u>https://www.facebook.com/groups/1505833826357855/</u>.

Skatepark in Tuakau Facebook page.

We are grateful for your support to get this project achieved. There is much excitement from the Youth. The Youth Centre is currently busing children to the Pukekohe Skatepark on a regular basis which has been proving popular.

Full list of what funders you are applying to or have applied for funding from -including timeframes (e.g. date you applied for the funding and what date you expect to hear the outcome - decline or other otherwise).

Having recently attended a number of community funding seminars we will be looking to start assembling applications once we have completed the stage 3 Detail design and have tenders so we know full cost of project with detail.

Issues i.e. consents. If you are having consenting issues that impair the project, please explain why.

Currently looking to understand how we liase with Council to build something on there land which has the attention of Sue O'Gorman, so expecting this to be addressed in the near future.

Staff Comments:

Please return the completed form by email to <u>funding@waidc.govt.nz</u>





# **Funding Project Accountability**

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

Grant received from: Waikato District Council Discretionary & Waikato District Community Wellbeing Trust

Organisation/ Initiative name: Te Kauwhata Events Committee

Postal address: 31 Rimu St, Te Kauwahata, 371031

Physical address: 31 Rimu St, Te Kauwhata, 371031

Contact details: Toni Grace

Name: John Cunningham

Email: john@ignitionpartner.com

## Amount of funding you received from Waikato District Council \$40,000

**How the funding received was spent** As part of the cost of developing the walkway from Saleyard Rd along the paper Rd that runs past the extension of Baird Rd. The forming and shaping of the walkway was done by contractor - Earthcare under supervision of the Walkway Committee from the TKCC.

Stage 2 of the walkway will complete the track through to Blunt Rd and metal the top to give a serviceable finish for the walkway.

## NOTE:

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

When did your event/project take place? Started May 2017 and stage 1 was completed October 2017

**Comment on the success of your project and describe the benefits to the community** (*Please provide photo documentation of project undertaken*)

The walkway gives connectivity for walking and cycling and receives many comments from people in TK. They want to see stage 2 completed – in 2018 - and Lions and the School are keen to put up information billboards, seats and plantings.

The walkway runs adjacent to the Whangamarino wetlands and therefore has points of ecological interest and health benefits from exercise on walkways and cycleways as well as connecting the community.

(continued)...

18 APR 2018

RECEIVED

Walkato District Council


#### How did your project contribute to the Waikato District Community Outcomes (See below information)

The walkway contributes to the WDC outcomes

Sustainable Waikato - gives access to wetlands without destroying them

Healthy Waikato - walking and cycling tracks to enable safe exercise

Safe Waikato - A safe walkway and walking trail that is separated from traffic.

#### Waikato District Community Outcomes

Accessible Waikato – A district where the community's access to transport infrastructure and technology meets its needs.

Sustainable Waikato – A district where growth is managed effectively and natural resources are protected and developed for future generations.

Thriving Waikato – A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

Healthy Waikato – A district with services and activities that promote a healthy community.

Safe Waikato - A district where people feel safe and supported within their communities.

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 John Cunningham

Position in organisation Walkway committee leader

Signature

Date 11/01/18

Written feedback

#### Postal Address

Waikato District Council, Private Bag 544, Ngaruawahia 3742 • Telephone 0800 492 452

Document Set ID: 1934843 Version: 1, Version Date: 19/04/2018

#### Email feedback

info@waidc.govt.nz

www.waikatodistrict.govt.nz

Your written feedback, including any personal information supplied, is made available to councillors, Council staff and the public as part of this consultation process. Copies of feedback may also be released at other times on request.

AHN LEANNED fend. WAIKATO DISTRICT COUNCIL SCANNED WAIKATO DISTRICT COUNCIL Waikato	I
Funding Project Accountability	
NICADUAWAHIA	,
All successful applicants must complete a project account ability before With the project before being eligible for further funding.	:00
Grant received from: Waikato District Council Discretionary & Waikato District Community Wellbeing Trus	st
Organisation/ Initiative name: Ngaruawahia Central Vestry (anglican H.	AL
Organisation/Initiative name: Ngaruawahia Central Vestry (Anglican Hi Postal address: C1- B.D Wills 499 Hakarmata Rd. R.D.I Huntly 3771	_
Physical address: Jesmond St Ngaruawahia	_
Contact details:	-
Name: Ber Wills.	_
Email: bev. wills @ +tra. Lo. NZ	_
Amount of funding you received from Waikato District Council \$ /0,016 - 85	
How the funding received was spent <u>A New Window put in the</u> hall all done by ainsley builders and the Council paid the money direct to them.	
NOTE:	
- Provide receipts or bank statements for all associated cost.	
- Tax invoices not acceptable.	
<ul> <li>Please make sure that all receipts are clear and readable, unclear accountability will be returned.</li> </ul>	
When did your event/project take place?	_
November 2017.	
Comment on the success of your project and describe the benefits to the community (Please provide photo documentation of project undertaken)	
better lighting no more water to clean up and the	-
It has made a huge difference to the Hall with better lighting no more water to clean up and the windows be able to be opened. Everyone has	_
Connented on the great Job.	-
	-
	-

ł	continued	)		•	

How did your project contribute to the Waikato District Community Outcomes (See below information)

Accessible Waikato

### Waikato District Community Outcomes

**Accessible Waikato** – A district where the community's access to transport infrastructure and technology meets its needs.

**Sustainable Waikato** – A district where growth is managed effectively and natural resources are protected and developed for future generations.

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Healthy Waikato - A district with services and activities that promote a healthy community.

Safe Waikato - A district where people feel safe and supported within their communities.

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Name Ber W.	ill s.	
Position in organisati	on Treasurer	
Signature	3. D wills	Date <u>20-01-2018</u>

## Written feedback

Postal Address Waikato District Council, Private Bag 544, Ngaruawahia 3742 • Telephone 0800 492 452 Document Set ID: 1885077 Version: 1, Version Date: 19/01/2018

#### Email feedback

info@waidc.govt.nz

www.waikatodistrict.govt.nz

Your written feedback, including any personal information supplied, is made available to councillors, Council staff and the public as part of this consultation process. Copies of feedback may also be released at other times on request.

499 Hakarimata Road R.D.1 Huntly 3771 28.11.2017

Secretary Waikato Wellbeing Trust Ngaruawahia

Dear Sir Or Madam,

on'y.

On behalf of the Ngaruawahia central Vestry I am writing to thank you most sincerly for the very generous grant you gave us to put in the new front window of the Anglican hall.

We have had many comments of how great it looks and no more water to clean up after the rain. Also many comments on how much lighter it is in the hall especially for the elderly as they do their crafts.

As you know it is mostly used for community events so our contribution was not very large, we have paid Ainslea builders the \$1500.00 difference.

Please find enclosed their receipt for our payment, if you need any more imformation please phone me on 8246781.

Yours Sincerly

Bev Wills Treasurer Ngaruawahia central vestry

### Bev

From:	<ainslea@xtra.co.nz></ainslea@xtra.co.nz>
Date:	Tuesday, 28 November 2017 2:50 p.m.
To:	"Bev" <bev.wills@xtra.co.nz></bev.wills@xtra.co.nz>
Subject:	Account for Ngaruawahia Hall

Hi Bev,

This email is to confirm we has received payment of \$1500.00, your portion charged for the new window at the Ngaruawahia Hall.

Payment received on the 7 November 2017.

Thank you for your custom.

## Leah Lesley

Office Administrator | Ainslea Builders Ltd

51 Callum Brae Drive, Rototuna Hamilton 3210

P 07 8505606 | M 027 4823117 Nigel| E ainslea@xtra.co.nz

On 31/10/2017, at 7:53 AM, Bev <<u>bev.wills@xtra.co.nz</u>> wrote:

Hi Nigel Can you please put the account into the council c/o Leanne Vandemburg for their amount and I have a chq for the \$1500.00 we have to pay

-----Original Message----- From: Leah and Nigel Lesley Sent: Tuesday, October 31, 2017 6:38 AM To: Bev Subject: Account for new window

Good Morning Bev

Please see an account for the new window as requested,

Cheers Nigel

## Bev

From:	"Leah and Nigel Lesley" <ainslea@xtra.co.nz></ainslea@xtra.co.nz>
Date:	Wednesday, 17 January 2018 9:34 a.m.
To:	"Bev" <bev.wills@xtra.co.nz></bev.wills@xtra.co.nz>
Subject:	WDC payment details for Ngaruawahia Hall

Hi Bev,

Following your phone conversation with Nigel today here are the details of the payment made from WDC for the work completed at the Hall. This is as it appears on our bank statement.

6 Dec 2017 WDC - DIRECT CREDIT \$10,016.85

**Kind Regards** 

## **Leah Lesley**

Office Administrator | Ainslea Builders Ltd

51 Callum Brae Drive, Rototuna Hamilton 3210

P 07 8505606 | M 027 4823117 Nigel | E ainslea@xtra.co.nz





Document Set ID: 1885077 Version: 1, Version Date: 19/01/2018

St Andrews Presbyterian Church SCANNED Po Box 50, Te Kauwhata 3741 No RECEIVED 1 2 FEB 2018 Walkato District Council Wellbeing Trust Waikato District Council Attn: Lianne van den Bend Re: CDR0503 -Please find attached: an invoice from St Andrews Presbyterian Church for The grant of \$ 12,450.00. : copy bank statement showing payment to Thorburn Builders on 20 November 2017. : completed funding project accountability form. With many Thanks for your support:-fullion Store Secretary St Andrews Presbyterian Church. Document Set ID: 1894900 Version: 2, Version Date: 12/02/2018 Kanwhata.

Document Set ID: 1894900 Version: 2, Version Date: 12/02/2018

# **St Andrews Presbyterian Church**

Making Jesus known through serving the community and believing in the future.

Postal Address: PO Box 50

Phone/Fax: 07 826 3131 E-mail: statk@xtra.co.nz **Charities Commission CC51923** 

# INVOICE

11 Scott Rd

Te Kauwhata

## GST No 10-974-070

Invoice No. 101 Date 31/01/2018 CDR0503 Your Ref

Description

Project 1 - Stage II Youth Centre Ramp

Thank you for assisting with our project

**Total Amount Funded** 

The amount may be direct credited into our bank account

03-1574-0005817-00

Waikato District Council

Private Bag 544

Ngaruawahia 3742

Te Kauwhata 3741

Amount

\$12,450.00

\$12,450.00

# **Funding Project Accountability**



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

Grant received from: Waikato District Council Discretionary & Waikato District Community Wellbeing Trust

Organisation/ Initiative name:	St Andrews Presbyterian Church, Te Kauwhata
Postal address:	P O Box 50, Te Kauwhata, 3741
Physical address:	II Scott Road, Te Kauwhata 3710
Contact details:	
Name:	Jillian Stone
Email:	statkyouthcentre@gmail.com

#### Amount of funding you received from Waikato District Council \$12,450.00

How the funding received was spent : payment of Thorburn Builders account for provision of a new ramp, door, concrete work to level ground around ramp area, weatherproof cover over the ramp and area between the buildings. Please refer bank statement attached.

NOTE:

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

### When did your event/project take place? October/November 2017

Comment on the success of your project and describe the benefits to the community (Please provide photo documentation of project undertaken)

Access to the Youth Centre has been made safer and centre users are now returning as they feel safer entering the building. The perception of a fall risk has been reduced.

Cars are now able to pull up at the foot of the ramp to allow those with limited ability easier access.

The local rest home (Aparangi) have confirmed it is now much easier for their residents who use wheelchairs and walkers to access the centre. Their van is able to pull up much closer to the Centre and residents can walk/wheel straight up the ramp.

The weatherproof cover means that users do not need to rush their entrance/exit to get out of the rain. There is also provision for mobility scooters to be parked out of the weather.

Managers of the Centre are confident that they have minimised a health and safety risk around the area.

Form Updated: December 2017

How did your project contribute to the Waikato District Community Outcomes (See below information)

Healthy Waikato – we are providing access to a Centre where members of our community can meet. Providing a venue where people can gather for various activities at minimum cost encourages groups to get together for physical and mental support.

Safe Waikato – we have minimalised a risk to Centre users. Our small community is growing very quickly and we think it important to provide members with a venue for use by support groups.

#### Waikato District Community Outcomes

Accessible Waikato – A district where the community's access to transport infrastructure and technology meets its needs.

**Sustainable Waikato** – A district where growth is managed effectively and natural resources are protected and developed for future generations.

**Thriving Waikato** – A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

Healthy Waikato – A district with services and activities that promote a healthy community.

Safe Waikato - A district where people feel safe and supported within their communities.

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	JILLIAN	STONE		
Position i	in organisation _	SECRETARY		
Signature	e	Motore	Date	5 February 2018
	$\bigcirc$			

#### Written feedback

Postal Address Waikato District Council, Private Bag 544. Ngaruawahia 3742 • Telephone 0800 492 452

### Email feedback

info@waidc.govt.nz

www.waikatodistrict.govt.nz

Your written feedback, including any personal information supplied, is made available to councillors. Council staff and the public as part of this consultation process. Copies of feedback may also be released at other times on request.



Saint Andrews Presbyterian Chu

Account number: This summary date: Summary number: 03 1574 0005817-00 30 November 2017 247

## Your transactions

TYPE	NAME OF OTHER PARTY	TRANSACTION PARTICULARS	MONEY OUT \$	MONEY IN \$	DATE	BALANCE \$
DE		Internet Payment 23944149	176.70	n an	20 Nov	an an ininanya, an ini amin'ny fisiana amin'ny fisiana amin'ny fisiana amin'ny fisiana amin'ny fisiana amin'ny
DE		Internet Payment 23903070	262.55		20 Nov	
DE		Internet Payment 23903068	311.51		20 Nov	
DE		10974070 Ded 31102017 23903073	432.16		20 Nov	
DE		Internet Payment 23943399	1,454.75		20 Nov	
DE	Wayne Beaver Builder	Internet Payment 23944140	1,849.66		20 Nov	
DE	Thorburn Builders	St Andrews INV 6004 23944138	12,989.25		20 Nov	•
DD		24339465145 171105171120	104.59		20 Nov	5,822.61
DC		T/D Maturity 0005817-0002		4,146.74	21 Nov	
٩P			1,067.03		21 Nov	8,902.32
AP				80.00	22 Nov	
				735.80	22 Nov	
		102221	200.00		22 Nov ·	9,518.12
3P				30.00	23 Nov	9,548.12
BP				50.00	24 Nov	
BP		Donation	and a second	250.00	24 Nov	9,848.12
DC				350.00	28 Nov	
AP			105.74	An and a second s	28 Nov	10,092.38
BP			1	30.00	30 Nov	
		Teller Dep WZD031574000 WZD031574000		1,028.90	30 Nov	
	Credit Interest	\$0.73 Exempt		0.73	30 Nov	
DE	1574-0005817-002	dep 5/11 Transfer 24087865	1,020.00		30 Nov	

continued on next page

CR Credit DD Direct debit OD Overdrawn DE Direct entry AP Automatic payment

BP Bill Payment

DC Direct credit

Westpac New Zealand Limited Document Set ID: 1894900 Version: 2, Version Date: 12/02/2018





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# **Funding Project Accountability**

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

Grant received from: Waikato District Council Discretionary & Waikato District Community Wellbeing Trust Board Organisation/ Initiative name: \_\_\_\_\_\_\_ immun nate Bag Dacuanatia Postal address: 1 544 WAIKATO DISTRICT COUNCIL Nagnawa Galilen **Physical address:** Contact details: 0274936392 APR 2018 Diarren Time Name: Wend Email: Nendydnz . com Amount of funding you received from Waikato District Council \$ 20 000 How the funding received was spent The locat ions OWE Or a ade DAGREBANY NOTE: Provide receipts or bank statements for all associated cost. (Paid by WPC. Tax invoices not acceptable. Please make sure that all receipts are clear and readable, unclear accountability will be returned. When did your event/project take place?\_ NUS 2018 5.30pm SHL BOH Comment on the success of your project and describe the benefits to the community (Please provide photo documentation of project undertaken) enconidati mani me Wellb lind GO PAU an man

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Form Updated: December 2017

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	(continued)
bute to the Waikato District Community Outcomes encourages when to use then et no cost encourages user of reang Cuclency to ipmit and hopefully speed make the in	(See below information)

#### Waikato District Community Outcomes

Accessible Waikato – A district where the community's access to transport infrastructure and technology meets its needs.

**Sustainable Waikato** – A district where growth is managed effectively and natural resources are protected and developed for future generations.

**Thriving Waikato** – A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

Healthy Waikato - A district with services and activities that promote a healthy community.

Safe Waikato - A district where people feel safe and supported within their communities.

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 Wer	dy Diemand		
Position in organisation	Board Member		_
Signature	Brenew	Date4 · 4 · 1&	_

#### Written feedback

Waikato District Council, Private Bag 544,

Ngaruawahia 3742 · Telephone 0800 492 452

**Postal Address** 

Email feedback

info@waidc.govt.nz

www.waikatodistrict.govt.nz

Your written feedback, including any personal information supplied, is made available to councillors, Council staff and the public as part of this consultation process. Copies of feedback may also be released at other times on request.





# Funding Project Accountability

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

Grant received from: Waikato District Council Discretionary & Waikato District Community Wellbeing Trust

langaone Organisation/ Initiative name: Kartaration ama nere Postal address: D Physical address: Contact details: 09 Name: X Tra. CO Email: Ø 13000.00 Amount of funding you received from Waikato District Council How the funding received was spent Limb COLL

being Inut mat DOMME CROWT PL aum to say that a Conheil ナット CU oro Tr NOTE: creat has per

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

-Hpmil 2018 When did your event/project take place? January

Comment on the success of your project and describe the benefits to the community (Please provide photo documentation of project undertaken) odand wa un non Mandaare īnea m Onnectiv promote th コール as one due boards mnn

Form Updated: December 2017 Document Set ID: 1940465 Version: 1, Version Date: 30/04/2018

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		 <u></u>	 	

How did your project contribute to the Waikato DistrictCommunity Outcomes (See below information)

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Waikato District Community Outcomes

Accessible Waikato- A district where the community's access to transport infrastructure and technology meets its needs.

Sustainable Waikato- A district where growth is managed effectively and natural resources are protected and developed for future generations.

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Name Position in organisation Signature Date Written feedback Your written feedback, including any personal information Email feedback supplied, is made available to councillors, Council staff and info@waidc.govt.nz

www.waikatodistrict.govt.nz

the public as part of this consultation process. Copies of

feedback may also be released at other times on request.

Postal Address Waikato District Council, Private Bag 544, Ngaruawahia 3742 • Telephone 0800 492 452

#### Document Set ID: 1940465 Version: 1, Version Date: 30/04/2018



## Open Meeting

То	Waikato District Community Wellbeing Trust
From	Alison Diaz
	Finance Manager
Date	28 May 2018
Chief Executive Approved	Y
Reference #	CVN0102 / 1967666
Report Title	Grant Distribution Amount

## I. EXECUTIVE SUMMARY

The Trustee's have agreed on a distribution formula which calculates the amount available for dispersal as 50% of the long term sustainable return of 7.26% less actual expenses and inflation, thereby protecting the real value of the fund.

The distribution formula for the previous financial year is provided below for information purposes only and was based on a long term sustainable return of 6.88%.

This year's calculation (2018/19), in line with policy distribution criteria, is as follows:

	2018/19	2017/18
Estimated total retained net income at	\$858,82I	\$816,886
30 June		
Add back grants paid	\$369,846	\$309,846
	\$1,228,667	\$1,126,732
50% available for distribution	\$614,334	\$563,366
Less grants distributed in prior year's	(\$515,374)	(\$424,846)
(paid + committed)		
Available for distribution	<b>\$98,960</b>	\$138,520

Note that the amount available for distribution in 2017/18 was higher than would ordinarily be available due to a catch up of lower distributions in prior years. To retain a distribution level similar to 2017/18 the formula would need to change. The decision from August last year from the Trustees was to retain the current formula and grow the fund based on a likely annual distribution of approximately \$80,000 in any one year.

## 2. **RECOMMENDATION**

## THAT the report from the Finance Manager be received;

# AND THAT the Trustees confirm the annual distribution amount at \$98,960 for 2018/19.

# 3. ATTACHMENTS

Grants paid and committed

## Waikato District Community Wellbeing Trust

Grants history (with estimated position as at 30 June 2018)

	Г	otals to date		2017/2	018	2016/2	2017	2015/2	016	2014/2	015	2013/2014	_
	Outstanding		Paid	Approved	Paid	Approved	Paid	Approved	Paid	Approved	Paid	Approved Paid	Grant purpose
Huntly Lions Club - Ralph Mine Memorial	-	40,000	(40,000)								(40,000)	40,000	Construction of memorial poppet head at Ralph Mine
Allan Turner Walkway	-	40,000	(40,000)								(40,000)	40,000	Matangi-Tamahere bridge connection
Taupiri Rugby Football Club	-	20,000	(20,000)							20,000	(20,000)		Construction of carpark
Te Awa River Ride Charitable Trust	-	40,000	(40,000)								(40,000)	40,000	Contribution towards the cost of developing the cycleway
North Waikato Crime Prevention Trust	-	20,000	(20,000)						(20,000)	20,000			Installation of security cameras in North Waikato townships (Tuakau)
Ngaruawahia United AFC	-	30,500	(30,500)				(15,000)		(15,500)	30,500			To upgrade the kitchen area at the Club's facility located at Centennial Park
													Ngaruawahia
Bush Tramway Club	-	31,096	(31,096)				(15,548)		(15,548)	31,096			To complete stage 3 of the extension line on the railway track leading to
													Glen Afton village
Raglan Mountain Bike Club	-	20,000	(20,000)				(20,000)			20,000			Contribution towards development of a mountain bike track
Glen Afton Pukemiro Society Inc	20,000	20,000	-							20,000			Construction of a mining memorial in Glen Afton
Te Kauwhata Events Committee Inc	-	40,000	(40,000)		(40,000)			40,000					For stage I of the Whangamarino Wetland Walkway
Onewhero Old School Building Group	-	-	-					-					To re-site original old school building to the grounds of Onewhero Area
													School
Ngaruawahia Community House	-	13,557	(13,557)			13,557	(13,557)						Towards cost of replacing original roof
Pukemokemoke Bush Trust	-	17,193	(17,193)			17,193	(17,193)						Towards cost of upgrading walking track
Taupiri Rugby Football Club	-	7,500	(7,500)			7,500	(7,500)						Towards cost of upgrading communal toilet facilities. Full amount not
													required - grant reduced from \$15,000
Turangawaewae Rugby League Club	-	15,000	(15,000)			15,000	(15,000)						Upgrade kitchen facilities
Menzshed	-	10,000	(10,000)		(10,000)	10,000							Towards cost of building new workshop
Ngaruawahia Community Board	-	10,000	(10,000)		(10,000)	10,000							Towards cost of installing adult fitness station in Ngaruawahia
Whitikahu Hall Committee	-	15,000	(15,000)			15,000	(15,000)						Towards cost of upgrading tennis courts
Tamahere-Mangaone Restoration Trust	-	13,062	(13,062)	13,062	(13,062)								Stage two - Tamahere Reserve boardwalk project
Raglan Community Arts Centre Trust	20,000	20,000	-	20,000									Towards construction of a new theatre and clay shed on the Old School
													site in Raglan.
													2nd condition removed 19-12-17
Holy Trinity Church	-	10,017	(10,017)	10,017	(10,017)								To replace front facing hall window in Jesmond St Ngaruawahia.
Ngaruawahia RSA Memorial Club Inc	۱5,975	20,000	(4,025)	20,000	(4,025)								To upgrade building roof.
St Andrews Presbyterian Church, Te	-	12,450	(12,450)	12,450	(12,450)								Project I - Stage II Youth Centre ramp.
Kauwhata Youth Centre			. ,		. ,								
Tuakau Youth Sport Trust	20,000	20,000	-	20,000									To build a new skatepark in Tuakau.
Waikato District Crime Prevention Trust	30,000	30,000	-	30,000									To upgrade the Huntly township existing CCTV cameras and equipment.
	-	-	-										
	_	-	-										
	.	-	-										
	.	-	-										
	-	_	-										
	105,975	515,374	(409,399)	125,529	(99,554)	88,250	(118,798)	40,000	(51,048)	141,596	(140,000)	120,000	•

re-application required



## Open Meeting

То	Waikato District Community Wellbeing Trust		
From	Alison Diaz		
	Finance Manager		
Date	28 May 2018		
Prepared by	L van den Bemd		
	Community Development Advisor		
Chief Executive Approved	Y		
Reference #	CVN0102 / 1967663		
Report Title	Allocation of Waikato District Community Wellbeing Trust Grants		

## I. EXECUTIVE SUMMARY

Council has approved the following projects as external projects available to be considered by the Waikato District Community Wellbeing Trust for the 2018/2019 funding round. This includes applications received via the Wellbeing Trust advertising process and projects received by Council through the LTP process.

Ref no.	Organisation	Project	Amount Requested
I	Te Kauwhata & Districts Information & Support Centre ("the Community House").	To purchase the existing Community House land and building.	\$40,000.00
2	Taupiri Rugby Club Inc. (the Club").	To install three new Panasonic heating units.	\$12,075.00
3	Ngaruawahia Squash Racquets Club ("the Club")	To upgrade the bathroom facilities.	\$15,213.33
4	Golden Beads Charitable Trust T/A Montessori ("the Trust").	To extend a weather proof area for one of the junior classrooms.	\$6,259.45
5	Bush Tramway Club Inc. ("the Club").	To extend the existing carriage storage shelter.	\$13,570.00
6	Matangi Rugby Club ("the Club").	To remedy water supply issues.	\$6,161.70
7	Waikato District Crime Prevention Camera Trust ("the Trust").	To review and upgrade all the current CCTV cameras and monitoring equipment across the Waikato District (excluding Huntly).	\$30,000.00

Ref no.	Organisation	Project	Amount Requested
8	Onewhero Residents and Ratepayers Association	BMX track	\$5,000.00
9	Onewhero Residents and Ratepayers Association	Third sports field	TBC
10	Sunset Beach Lifeguard Service	Community Hub	\$600,000.00
11	Ngaruawahia Arts and Culture Facility	Ngaruawahia Arts and Culture Facility	\$500,000.00
12	Onewhero-Tuakau Community Board	Tuakau Skate park	ТВС

Items 8 through 12 have not applied to the Trust for funding but have been supported by Council as additions to the external funding list through the Long Term Plan.

The Trustees are being asked to confirm a grant programme for the 2018/19 year based on the detailed applications attached to this report (reference 1-7). The application process resulted in funding requests totalling \$123,279.48 against an available grant distribution amount of \$98,960.

## 2. **RECOMMENDATION**

**THAT** the report from the Finance Manager be received;

AND THAT Waikato District Community Wellbeing Trust confirms the following amounts in support of these projects:

Ref No.	Funding approved Yes/No	Amount
I		
2		
3		
4		
5		
6		
7		

## 3. ATTACHMENTS

- 1. Table of listed projects for external funding 2018 2019
- 2. Funding Applications for:
  - a. Te Kauwhata & Districts Information & Support Centre ("the Community House")
  - b. Taupiri Rugby Club Inc. (the Club")
  - c. Ngaruawahia Squash Racquets Club ("the Club")
  - d. Golden Beads The Golden Beads Charitable Trust T/A Montessori ("the Trust")
  - e. Bush Tramway Club Inc. ("the Club")
  - f. Matangi Rugby Club (" the Club")

## RECEIVED

- 4 APR 2018

Waikato District Council



# **DISCRETIONARY FUNDING APPLICATION FORM**

#### Important notes for applicant:

Set No

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

Waikato District Community Wellbeing Trust Fund

Project

#### Section I - Your details

#### Name of organisation

Te Kauwhata & Jisticts

#### What is your organisation's purpose?

Ip hetc No in 0: which solvice ds 125

Address: (Postal)

xd, Te Kawhata an

Address: (Physical if different from above)

#### Contact name, phone number/s and email address

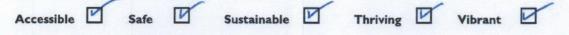
Do Mako-Managel 07 826 4303 tk. discextra. CO.NZ
Charities Commission Number: (If you have one)
Charities Commission Number: (if you have one)
Are you GST registered? No Yes GST Number 0518451008
Bank account details 03/1574/0007572/00
Bank Nestpac Branch Huntly

The following documentation is required in support of your application:

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

#### Section 2 - Community wellbeing and outcomes

Which of the five community outcomes for the Waikato district does this project contribute to? (See the guidelines sheet for more information on this section.)



#### Waikato District Community Outcomes

Accessible Waikato - A district where the community's access to transport infrastructure and technology meets its needs.

**Sustainable Waikato -** A district where growth is managed effectively and natural resources are protected and developed for future generations.

**Thriving Waikato -** A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

Healthy Waikato - A district with services and activities that promote a healthy community. Safe Waikato - A district where people feel safe and supported within their communities.

## Section 3 - Your event/project

What is your project, including date and location? (please provide full details), he would like to purchase the poperty which we have been renting since 2006 as owners have adused us that the are to sell the buildong would be very hard Brus to the an attendie the necessary accessibility Plemises, with , as the have available location and Gerrop Kd Te Kanhot atla volved? Who is involved in your project? How many volunteers are in 6 Executive members who are all up 14 Have Assistants, 8+ people Com Adussa 15 drules and 4+ V How will the wider community benefit from this project? the building will ensue the co owner al compath by o barchit ing company or proje who are solded. with impated health & wells keds of children by safe complimit ent sistan & expand our services

Page 2

## Section 4 - Funding requirements

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

GST Inclusive Costs		
\$ 393, 862.50		

Existing funds available for the project	Total A		
		-	
		\$	

Funding being sought from Waikato District Council Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	
Contrible b bilding prohase	\$ 40,000.00
	\$
	\$
	\$
	\$
	\$
Total B	\$ 49,000.00

Funding been sought from other funders?	
a) Lotby Commity Facilities	s 262, 362.50
b) WEL Energy	\$ 31,50000
o Traspaver	s 30,000.00
a) Trust Walkato	<u>s 30,000.00</u>
Total C	\$353,862.50
Total Funding Applied for	00201000

Total Funding Applied for (Add totals A, B & C together to make Total D)	Total D	\$393,862.50
Note : This total should equal the Total Cost of the Proje	ect	

Describe any donated material / resources provided for the project:

Section 5 - Previous Funding Received from Waikato District Council

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

Name of fund and project description Date Amount received mn.te 5 5 mon B

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

I confirm that an accountability statement has been completed and returned

2000 Signed Name

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

Signature:

23/3/18 Date:

73

Treasurer

Treasurer 1

Position in organisation (tick which applies)

Chairman 🖌 Secretary

Date:

Secretary

Signature:

Position in organisation (tick which applies)

Chairman

# Checklist

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

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

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

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



**Chartered Accountants & Auditors** 

### INDEPENDENT AUDITOR'S REPORT

To the Executive Committee of Te Kauwhata & Districts Information & Support Centre Inc

#### Report on the Performance Report

#### Opinion

We have audited the performance report of Te Kauwhata & Districts Information & Support Centre Inc, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 March 2017, the statement of financial position as at 31 March 2017, and the statement of accounting policies and other explanatory information.

Opinion on the entity information, statement of service performance, and financial information other than the statement of financial performance

In our opinion:

- a) The reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- b) the accompanying performance report presents fairly, in all material respects:
  - the entity information for the year then ended;
  - the statement of service performance; and
  - the financial position of Te Kauwhata & Districts Information & Support Centre Inc as at 31 March 2017, and cash flows for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

#### Qualified Opinion on the statement of financial performance

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of our report:

 a) the performance report presents fairly, in all material respects, the financial performance of Te Kauwhata & Districts Information & Support Centre Inc for the year ended 31 March 2017 in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

#### **Basis for Qualified Opinion**

As reported in the statement of financial performance on page 5, the entity has received cash revenue as reported under the donations, fundraising and other similar revenue heading, Fees, Subscriptions and Other Revenue from members heading and Revenue received from providing goods or services heading. These revenue items cannot be fully verified as being complete due to their nature and therefore remain at risk of being materially misstated. For these reasons we cannot conclude that the statement of financial performance for Te Kauwhata & Districts Information & Support Centre Inc as a whole is presented fairly in all material respects.

Please note, we have not qualified on the grant revenue listed under the above mentioned headings as there has been substantive testing performed. Freephone 0800 269 139

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Performance Report section* of our report. We are independent of Te Kauwhata & Districts Information & Support Centre Inc in accordance with Professional and Ethical Standard 1 (Revised) *Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, the Te Kauwhata & Districts Information & Support Centre Inc.

#### Responsibilities of the Executive Committee for the Performance Report

The Executive Committee are responsible for:

- (a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- (b) the preparation and fair presentation of the performance report on behalf of the entity which comprises:
  - the entity information;
  - the statement of service performance; and
  - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board, and

(c) such internal control as the Executive Committee determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Executive Committee are responsible on behalf of Te Kauwhata & Districts Information & Support Centre Inc for assessing the Te Kauwhata & Districts Information & Support Centre Inc ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Executive Committee either intend to liquidate Te Kauwhata & Districts Information & Support Centre Inc or to cease operations, or have no realistic alternative but to do so.

#### Auditor's Responsibilities for the Audit of the Performance Report

Our objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud
  or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that
  is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material
  misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve
  collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Executive Committee and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Te Kauwhata & Districts Information & Support Centre Inc ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Te Kauwhata & Districts Information & Support Centre Inc to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Executive Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

R K Owen Owen McLeod & Co 28 August 2017 Hamilton

# 2017 Performance Report

Te Kauwhata & Districts Information & Support Centre Inc.

# **Contents of Performance Report**

## For the Year Ended 31 March 2017

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**Entity Information** 

## As at 31 March 2017

Te Kauwhata & Districts Information & Support Centre Inc. is a charitable trust registered under the Charities Act 2005.

Entity's Purpose or Mission	To identify the welfare needs in our community and respond with a quality service which provides support and builds resilience. We do this by: - offering practical, financial, emotional and social support to our community; - empowering individuals and families with a strength based approach; - meeting the needs of others with empathy, discretion and an attitude of non-judgement; - providing a safe and effective Community House where all are welcome; - encouraging participation and remaining relevant to the evolving needs of our community; and - remaining accountable and further develop our funding programme to ensure our ongoing economic viability.	
Nature of Business	Community Information & Support Services	
Address	Community House 1A Waerenga Road TE KAUWHATA	
Email Address	tk.disc@xtra.co.nz	
Telephone	07 826 4303	
Facsimile	07 826 4303	
Entity Structure	We have a strong 21 year history of providing social services and support in our area and we aim to continue this well in to the future. Our legal entity remains Te Kauwhata & Districts Information & Support Centre Inc., and recently we have launched a new name and logo and we are now operating as Te Kauwhata Community House as this name is easily identified by the community as a place for support. Our governance committee have overall responsibility for all aspects of our service, they are dedicated group of community members, who provide both strategic and practical support in the running of the Te Kauwhata Community House. There are currently 6 Executive Committee members, who meet 11 times per year. Our Chairperson has the Staff Liaison portfolio, providing his support in all staff related matters as required. In addition, there is a Treasurer and Health and Safety Officer who take the lead role in these areas of the organisation.	
Main Sources of Cash and Resources	We received funding via government agencies; Ministry of Social Development, The Community Organisations Grants Scheme, NZ Lottery Grants as well as several other funding groups such as Len Reynolds Trust, WEL Energy Trust and The Trusts Community	AUDIT AUDIT

As at 31 March 2017			
Main Methods Used to Raise Funds	In May 2017 we held the first fundraising event in the history of our organisation. We were well supported at this event, with sponsors generously donating time, goods, vouchers and monetary support which enabled us to raise funds via silent and live auctions on the night.		
Entity's Reliance on Volunteers and Donated Goods or Services	Our 6 Executive Committe members are soley volunteers. In addition we have 2 volunteer Financial Mentors, 1 person who supports us at the Community House and 4 volunteer drivers for the Rural Women transport. There are 8 volunteers who prepare, cook and serve the Luncheon Club food.		
Executive Committee	SP Nelson JW Oakden C Willats G Mako WA Peach RA Baird		
Manager	J Mako		
Receptionist/Administrator	N Patterson		
Accountants	Craig Periam Limited Chartered Accountants Level 1 13 West Street PUKEKOHE		
Auditor	Owen McLeod & Co Chartered Accountants 91 Clarence Street HAMILTON		
Bankers	Westpac NZ Limited Main Street HUNTLY		
IRD Number	65-845-008		
Registered Charity Number	CC26227		
Incorporated Society Number	937109		

AUDIT

#### **Statement of Service Performance**

#### For the Year Ended 31 March 2017

#### **Charitable Trust's Outcomes:**

Building Financial Capability - Community members increase their financial literacy and are empowered to improve their situation. Strengthening Families - Coordination of agencies to support families to move forwards in a positive way. Counselling Clinic - Community Members are able to access support with Drug and Alcohol counselling as well as general counselling as

required. Foodbank - We are able to supply emergency food supplies to family's who are struggling and need help in this way. When shortage of

food is a repeat issue, people are encouraged to engage with a Financial Mentor to work through a way to seeing an improvement in their situation.

Information - We had an average of 457 enquiries or accesses to our services and/or information per month last year. We provide information to our local long term residents, new community members and visitors to our town. We manage a Local Directory of services, organisations and businesses, offer information packs to new residents and provide a varied range of other information and support services, with a policy of referring people to an appropriate organisation in situations where we can't meet their needs ourselves. Community Participation remains our focus with these services.

Hospice - We have Hospice equipment as well as various items of mobility equipment available free for our community members to utilise, enabling them to remain comfortable in their home environment.

With our CV Preparation, Job Board, Internet Access we provide ways for our community members to expand their networks and grow in confidence.

Charitable Trust's Outputs:	Actual 2017	Budget 2017	Actual 2016
Budget Service - Sessions (2016 Clients)	135		40
Strengthening Families - Families	2	2	3
Frozen Meals - Meals	45	50	42
Luncheon Club - Members	32	40	38
Counselling - Sessions	170	33	103
Children's Day - People Attended	500	450	450
Welcome In Packs - Received by People	22	23	23
CV Preparations - Completed for Clients	13	15	15
Foodbank - Food Parcels Received	103	100	115
Information - People Received Information	1329	1100	1022
Rural Women NZ Transport to Medical Appointments - Clients	299	280	282

#### **Additional Output Measures:**

We follow our guiding procedures regarding response times and meeting people's needs to ensure that we are operating in an effective way. Our total volunteer hours for the financial year were 1,305.25 hours spent supporting our community members.

#### Additional Information:

Jennie Gore retired in December 2016 after having run the Community House for the previous 17 years. We have been able to smoothly facility the change in management, to our new manager Joanne Mako with Jennie's help and support which we very much appreciated.

## **Statement of Financial Performance**

For the Year Ended 31 March 2017			
	Note	Actual 2017	Actual 2016
		\$	\$
Revenue			
Donations, fundraising and other similar revenue	2	132,877	132,139
Fees, subscriptions and other revenue from members	3	3,041	5,965
Revenue from providing goods or services	4	2,630	2,229
Interest, dividends and other investment revenue	5	195	367
Other revenue	6		341
Total Revenue		138,743	141,041
Less Expenses			
Volunteer and employee related costs	7	67,311	77,196
Costs related to providing goods or services	8	26,084	34,287
Other expenses	9	28,516	35,850
Total Expenses		121,911	147,333
Surplus/(Deficit)		16,832	(6,292)

These financial statements are to be read in conjunction with the accompanying Notes. These statements have been audited.

AUDIT 3

# Te Kauwhata & Districts Information & Support Centre Inc.

## **Statement of Financial Position**

As at 31 March 2017			
	Note	2017	2016
		\$	\$
Current Assets			
Cash & Bank Balances	10	60,931	31,751
Accounts Receivable	11	100	13,143
GST Receivable		1,426	-
Prepayments	12	715	724
Inventories	13	366	200
Total Current Assets		63,538	45,818
Non Current Assets			
Property, Plant & Equipment	14	6,504	7,565
Total Assets		70,042	53,383
Current Liabilities			
Payables & Accruals	15	5,849	5,812
GST Payable		•	209
Total Liabilities		5,849	6,021
Net Assets		64,193	47,362
Accumulated Funds			
Total Accumulated Funds		64,193	47,362
These Financial Statements are signed on behalf of the Entity by:			

Te Kauwhata & Districts Information & Support Centre

Date 26 Augur 2017

3

# Te Kauwhata & Districts Information & Support Centre Inc.

# **Statement of Cash Flows**

For the Year Ended 31 March 2017			
	Note	2017	2016
		\$	\$
Cash Flows from Operating Activities			
Cash was received from:			
Donations, fundraising and other similar receipts Interest, dividends and other investment receipts		149,721 195	129,122 367
		149,916	129,489
Goods and Services Tax		(44)	(2,800)
Cash was applied to:			
Payments to suppliers and employees		120,692	144,687
	-	120,692	144,687
Net Cash Flows from Operating Activities		29,180	(17,998)
Cash Flows from Investing and Financial Activities			
Cash was received from:			
Receipts from sale of property, plant and equipment			657
		-	657
Net Cash Flows from Investing and Financial Activities	1. 100 A		657
Net Decrease in Cash Held		29,180	(17,341)
Cash at the Beginning of the Year		31,751	49,092
Cash at the End of the Year		60,931	31,751
This is represented by:			
Cash & Bank Balances		60,931	31,751

These financial statements are to be read in conjunction with the accompanying Notes. These statements have been audited.

# Cauwhata & Districts Information & Support Centre Inc.

reciation Schedule

the Year E	inded 31 Ma	rch 2017														
	RATE & % PV1 TYPE USE		OPENING WDV	ADDITIONS	DATE of ADDITION	SALE PRICE	PARTSALE PRICE	PROFIT (LOSS)	DISPOSAL DATE		CAPITAL GAIN/LOSS	DEPN	ACC DEPN	PRIVATE DEPN	ACCUM PRIVATE	CLOSING WDV
igs																Sec. 1
e Shed	.00P	4,161	4,161		02/08/11	-	-	•		•	1. 1. 1.	-	•	-	-	4,161
		4,161	4,161	•		-		-						-		4,161
nd Equipment																
	12.00D	400	20		01/08/97						•	2	382	•	•	18
System	26.00D	400	1	•	01/08/99		•			•		1	400	•	•	•
Computer & LED	40.00P	2,220	1		29/10/13		Sec. 1			(		1	2,220		•	
terworks Laptop	40.00P	1,853	742		13/10/14		-	-		-		741	1,852		-	1
		4,873	764							1912		745	4,854			19
hings																
& Coffee Table	15.00D	173	8		01/08/97			5 d .				1	166			7
	9.50D	534	71		01/08/97	and the second		1. 10 .		1. A.		7	470			64
ig	18.00D	977	25	Willing the	01/08/97			1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		1000		4	956	•	-	21
y Screen Back	12.00D	649	208		03/05/07		•					25	466	-	-	183
ion Desk	15.60D	705	165		21/09/07							26	566		-	139
Joinery - 2 x Units	10.00D	1,826	1,548	•	30/09/14						•	155	433	•	•	1,393
lax - 10 x Chairs	16.00D	795	615		21/10/14		•				· · ·	98	278	•	•	517
		5,659	2,640			•	-	•				316	3,335		-	2,324
		14,693	7,565									1,061	8,189		-	6,504

Te Kauwhata & Districts Information & Support Centre Inc.

Notes to and forming part of the Performance Report

#### For the Year Ended 31 March 2017

#### 1 Statement of Accounting Policies

#### **Reporting Entity**

Te Kauwhata & Districts Information & Support Centre Inc. is a charitable trust, registered under the Incorporated Societies Act 1908 and registered under the Charities Act 2005.

The performance report of Te Kauwhata & Districts Information & Support Centre Inc. has been prepared according to generally accepted accounting practice in New Zealand as determined by the External Reporting Board.

Charitable trust is involved in providing community information and support services.

#### Statement of Compliance and Basis of Preparation

Te Kauwhata & Districts Information & Support Centre Inc. is eligible to apply Tier 3 PBE Accounting Standards : PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit), on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. Charitable trust has elected to report in accordance with PBE SFR-A (NFP). All transactions in the Performance Report are reported using the accrual basis of accounting.

The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Financial Performance and Statement of Financial Position on a historical cost basis are followed by charitable trust, unless otherwise stated in the Specific Accounting Policies.

The information is presented in New Zealand dollars. All values are rounded to the nearest \$.

#### **Specific Accounting Policies**

The following specific accounting policies which materially affect the measurement of the Statement of Financial Performance and Statement of Financial Position have been applied:

#### (a) Revenue Recognition

Revenue is recognised when goods are despatched to the customer or services provided to the customer. Grants and Donations are recognised when received.

(b) Inventories

Inventories are recoginsed at lower of cost and net realisable value, determined on a first-in first-out basis.

(c) Trade Receivables

Trade Receivables are recognised at estimated realisable value.

Te Kauwhata & Districts Information & Support Centre Inc.

#### Notes to and forming part of the Performance Report (continued)

#### For the Year Ended 31 March 2017

#### (d) Property, Plant & Equipment

Property, plant and equipment is recognised at cost less aggregate depreciation. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

All other repairs and maintenance are recognised as expenses in the Statement of Financial Performance in the financial period in which they are incurred.

Depreciation has been calculated using the maximum rates permitted by the Income Tax Act 2007.

The following estimated depreciation rates/useful lives have been used:

Buildings	0.0%
Plant and Equipment	7.5% to 60.0%
Furnishings	4.0% to 60.0%

Gains and losses on disposal of fixed assets are taken into account in determining the net result for the year.

#### (e) Income Tax

Under Section CW 42 of the Income Tax Act 2007, the Entity is exempt from taxation as a non profit organisation. The Entity is registered under the Charities Commission.

#### (f) Goods and Services Taxation (GST)

Revenues and expenses have been recognised in the performance report exclusive of GST except that irrecoverable GST input tax has been recognised in association with the expense to which it relates. All items in the Statement of Financial Position are stated exclusive of GST except for receivables and payables which are stated inclusive of GST. Charitable trust is registered for GST.

#### (g) Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on a basis consistent with those from previous performance report.

# Te Kauwhata & Districts Information & Support Centre Inc. Notes to and forming part of the Performance Report (continued)

# For the Year Ended 31 March 2017

Donations, fundraising and other similar revenue	2017	2016
	\$	\$
DISC		
Foodbank Donations	3,667	2,33
COGS - Operational Costs	8,000	6,000
FACS - Information	8,996	8,99
NZ Lottery Grant - Operating Costs	15,000	10,000
The Trusts Charitable Foundation - Foodbank	5,000	5,000
Trust Waikato	15,000	15,000
Waikato District Council - Rent	10,000	10,00
WEL Energy Trust - Operating Costs	12,000	8,00
Grants - Tindall Trust	1,000	0,001
Grants - Len Reynolds trust	11,000	
Norah Howell Charitable Trust		
	3,000	
Sir John Logan Campbell Residuary Estate	3,000	and the second second
Grants - CYF	10	
Donations Received	3,210	the standard
Budget Service Meremere		
Grants	· ·	1,50
FACS - Budget Service Meremere	4,406	5,27
Budget Service Te Kauwhata		
FACS - Budget Service Te Kauwhata	14,207	19,11
Children's Day		
The Trusts Community Foundation	1,500	1,500
Waikato District Council	1,000	2,000
Grants	3,406	1,50
Community Waikato - Len Reynolds Trust	500	and the second
DV Bryant Trust	500	
Te Kauwhata Lions Club	1,500	
Donations Received	389	
Counselling Clinic	505	
Grants		5,000
Holiday Youth Initiative		5,000
Donations Received		10
Waikato District Council		197
Hospice		962
Donations Received		2.22
Grants	-	2,333
	325	
Other Income	3,020	
Hub Youth Initiative		
Donations Received	•	1,200
Grants - Ministry of Youth Development	-	217
Grants - CYF	1,141	23,910
Strengthening Families		
FACS - Strengthening Families	2,100	2,100
Total Donations, fundraising and other similar revenue	132,877	132,139

These financial statements are to be read in conjunction with the accompanying Notes. These statements have been audited.

Not	es to and forming part of the Performance Report (continued)		
For	the Year Ended 31 March 2017		
3	Fees, subscriptions and other revenue from members	2017	2016
	Luncheon Club	\$	\$
	Luncheon Fees	2,328	2,51
	Raffles	713	75
	Toy Box Library		
	Raffles & Sundry		2,62
	Rentals		6
	Subscriptions		
	Total Fees, subscriptions and other revenue from members	3,041	5,96
4	Revenue from providing goods or services	2017	2016
		\$	\$
	DISC		
	Computer Training, Typing & Photocopying	63	10
	Life Skills - First Aid Course	329	
	Room Hireage	1,017	1,12
	Window Advertising Counselling Clinic		14
	Room Hireage	87	
	Frozen Meals		
	Frozen Meals - Sales	967	82
	Opening Stock	(199)	(16
	Closing Stock	366	20
	Total Revenue from providing goods or services	2,630	2,22
5	Interest, dividends and other investment revenue	2017	2016
	Interest Descined	\$	\$
	Interest Received Interest Received - IRD Use of Money	194	36
	Total Interest, dividends and other investment revenue	195	36
6	Other revenue	2017	2016
		s	\$
	Profit on Sale of Fixed Assets		34
			34
	Profit on Sale of Fixed Assets Total Other revenue	\$	

These financial statements are to be read in conjunction with the accompanying Notes. These statements have been audited.

To Kauwhata & Districts Information & Support Contro Inc.

Te Kauwhata & Districts Information & Support Centre Inc. Notes to and forming part of the Performance Report (continued)

## For the Year Ended 31 March 2017

7 Volunteer and employee related costs	2017	2016
	\$	\$
DISC		
ACC Levies	212	244
Salaries - DISC Reception Staff	61,065	57,642
Salaries - DISC Cleaner	960	1,197
Budget Service Meremere		
Wages - Meremere Budgeting	570	941
Budget Service Te Kauwhata		
Wages - TK Budgeting	1,991	3,892
Hub Youth Initiative		
Wages - Hub Youth Initiative	2,369	11,528
Strengthening Families		
Wages - Strengthening Families	144	444
Toy Box Library		
Wages - Toy Box Library		1,308
Total Volunteer and employee related costs	67,311	77,196

8	Costs related to providing goods or services	2017	2016
		\$	\$
	DISC		
	Adminstration Expenses - Meeting Training	120	588
	Adminstration Expenses - Meeting Travel	458	777
	Adminstration Expenses - Client Travel &	233	770
	Support	233	277
	Advertising & Promotion - General	645	565
	Catering for Visitors	178	252
	Electricity	1,378	1,507
	Foodbank Purchases	2,377	1,740
	Life Skills - Training	-	168
	Life Skills - Travel		120
	Life Skills - First Aid	38	96
	Repairs & Maintenance - Plant & Equipment	411	40
	Staff Training & Conferences	-	262
	Travel	37	A Margaret .
	Welcome Packs	187	116
	Budget Service Meremere		
	Foodbank Purchases	1,920	825
	Travel - Meremere Budgeting	819	797
	Budget Service Te Kauwhata		
	Advertising & Promotion	•	55
	Foodbank Purchases	1,146	3,082
	Staff Training & Conferences	1,308	552
	Staff Training - Travel Expenses		86
	Travel - TK Budgeting	621	543

Te Kauwhata & Districts Information & Support Centre Inc.	
Notes to and forming part of the Performance Report (continue	ed)

## For the Year Ended 31 March 2017

Children's Day4,509Activity Expenses - Entertainment4,509Advertising & Promotion30Venue Costs - Hall Hireage-Refreshments & Meals966Counselling Clinic-Tutor Expenses - Counselling4,400Frozen Meals828Purchases - Frozen Meals828Holiday Youth Initiative-Activity Expenses - Entertainment(37)Catering67Equipment Hire-Venue Costs - Hall Hireage-Refreshments - Food & Drinks-Transport-Hospice-Materials1,125Hub Youth Initiative-Activity Expenses - Entertainment-Equipment Hire-Catering-Effershments - Food & Drinks-Transport-Hospice-Materials1,125Hub Youth Initiative-Activity Expenses - Entertainment-Equipment Hire-Refreshments - Food & Drinks-Staff Training & Conferences-Travelling Expenses-Uncheon Club-Purchases - Food1,753Hall, Room Hireage & Venue Costs174Rafles239Strengthening Families154	016
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Activity Expenses - Entertainment       -         Equipment Hire       -         Refreshments - Food & Drinks       -         Staff Training & Conferences       -         Travelling Expenses       -         Luncheon Club       -         Purchases - Food       1,753         Hall, Room Hireage & Venue Costs       174         Raffles       239         Strengthening Families       154	
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Raffles     239       Strengthening Families     154	2,00
Raffles     239       Strengthening Families     154	5
Travel - Strengthening Families 154	24
Travel - Strengthening Families 154	
	39
Toy Box Library	
Repairs, Maintenance & Consumable Toys -	2
	34,287
Total Costs related to providing goods or services 26,084	34,

# Te Kauwhata & Districts Information & Support Centre Inc.

Notes to and forming part of the Performance Report (continued)

# For the Year Ended 31 March 2017

Other expenses	2017	2016
	\$	\$
DISC		
Accountancy Fees	3,593	3,493
Audit Fees	1,250	1,200
Bank Fees	141	145
Computer Maintenance & Expenses	126	618
Depreciation	1,061	1,995
Entertainment Expenses (GST)	189	161
General Expenses & Contingencies	388	342
Insurance	1,724	1,110
Loss on Disposal of Fixed Assets		21
Postage	111	17
Printing & Stationery	755	763
Rent & Water Rates	15,600	16,200
Security Services	784	490
Subscriptions	86	86
Telephone and Fax	1,673	2,009
Hub Youth Initiative		
Minor Equipment Purchases	-	17
Printing & Stationery		12. 1. 1.
Rent & Water Rates	870	5,870
Telephone	165	1,020
Toy Box Library		
Loss on Disposal of Fixed Assets		2
Printing & Stationery	· · ·	1
Subscriptions		100
Total Other expenses	28,516	35,850
Cash & Bank Balances	2017	2016

10	Casil & Dalik Dalalices	2017	2010
		\$	\$
	Cash Balances		
	Cash on Hand - DISC	40	21
	Cash on Hand - Luncheon Club	40	43
		80	64
	Bank Account Balance		
	Westpac - 00	60,851	31,687
	Total Cash & Bank Balances	60,931	31,751
11	Current Receivables	2017	2016
		\$	\$
	Accounts Receivable		
	Trade Debtors	100	13,143
	Total Current Receivables	100	13,143
			AND DESCRIPTION OF THE REAL PROPERTY OF THE RE

Te Kauwhata & Districts Information & Support Centre Inc. Notes to and forming part of the Performance Report (continued)

# For the Year Ended 31 March 2017

12	Prepayments	2017	2016
		\$	\$
	Prepayments	715	724
	Total Prepayments	715	724
13	Inventories	2017	2016
		\$	\$
	Stock on Hand		
	Stock on Hand - Frozen Meals	366	200
	Total Inventories	366	200

# 14 Property, Plant & Equipment

	Opening Carrying Amount	Purchases / (Sales or Disposals)	Depreciation & Impairment	Closing Carrying Amount
Property, Plant & Equipment 2017	\$	\$	\$	\$
Buildings	4,161			4,161
Plant and Equipment	764		745	19
Furnishings	2,640		316	2,324
Total Property, Plant & Equipment	7,565		1,061	6,504

	Opening Carrying Amount	Purchases / (Sales or Disposals)	Depreciation & Impairment	Closing Carrying Amount
Property, Plant & Equipment 2016	\$	\$	\$	\$
Buildings	4,161		-	4,161
Plant and Equipment	2,398	(1)	1,633	764
Furnishings	3,338	(336)	362	2,640
Toy Library Stock	24	(24)	-	-
Total Property, Plant & Equipment	9,921	(361)	1,995	7,565

# 15 Payables & Accruals

2	2
4,468	4,490
1,381	1,322
5,849	5,812
	1,381

2017

2016

Te Kauwhata & Districts Information & Support Centre Inc.

## Notes to and forming part of the Performance Report (continued)

#### For the Year Ended 31 March 2017

#### 16 Related Parties

Mrs Wallace is a member of the Te Kauwhata & Districts Information & Support Centre Inc. (DISC) Executive. The DISC pay rent and any repairs and maintenance costs for a building owned by Te Kauwhata Plumbers Ltd, of which Mrs Wallace is a director and shareholder. Mrs Wallace resigned at the Annual General Meeting in September 2016, (2016: Same).

#### 17 Commitments

The charitable trust has no commitments as at 31 March 2017, (2016 Nil).

#### 18 Contingent Liabilities and Guarantees

The charitable trust has no contingent liabilities and no guarantees as at 31 March 2017. (2016: Contingent Liabilities Nil. Guarantees Nil.)

#### 19 Events Occurring After Balance Date

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report. (Last Year - Nil).



# CERTIFICATE OF INCORPORATION

of

# THE TE KAUWHATA & DISTRICTS INFORMATION & SUPPORT CENTRE INCORPORATED (AK/937109)

This is to certify that THE TE KAUWHATA & DISTRICTS INFORMATION & SUPPORT CENTRE INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 9th day of December 1998.

Neville Hami

Neville Harris Registrar of Incorporated Societies 11 December 1998



OPTION 1			
Purchase Land & Building		\$390,000.00	RV \$370,000. GV \$355,000
Legal Fees		\$3,000.00	Paul Barris - Norris Ward McKinnon
Registered Valuation		\$862.50	Property Valuations Ltd - Paid Feb 18
Total Cost		\$393,862.50	
Funding Applications		Amount to be applied	
Lotteries Commun	ity Facilities	\$262,362.50	2/3 of total budget
	WEL Energy	\$31,500.00	-,
	Transpower	\$30,000.00	Maximum amount \$50k
	ust Waikato	\$30,000.00	Maxed at 10% of total
	trict Council	\$40,000.00	
Waikato Dis	Total	\$393,862.50	
OPTION 2			Notes
Purchase Land & Building		\$390,000.00	RV \$370,000. GV \$355,000
Legal Fees		\$3,000.00	Paul Barris - Norris Ward McKinnon
Registered Valuation		\$862.50	**Paid in Feb 18
Total Cost		\$393,862.50	
Funding Applications		Amount to be applied	
Lotteries Commun	ity Facilities	\$262,362.50	2/3 of total budget
TK DISC Contribution	ity ruenices	\$1,500.00	
Mortgage from Westpac		\$130,000.00	
	Total	\$393,862.50	
Additional Costs of	Owners		
Waikato District Council Rates		\$2,361.93	
Building Insurance		\$1,200.00	
Water Rates	-	\$300.00	
Waikato Regional Council Rates		\$250.00	
Maintenance & Upkeep		\$500.00	
		\$4,611.93	Per annum
		\$177.38	Per fortnight
Current Rent		\$600.00	Per fortnight
Less additional cost		-\$177.38	
	t	\$422.62	Per fortnight

# Te Kauwhata & Districts Information & Support Centre

1

Date: 12th February 2018



Document Set ID: 1926063 Version: 1, Version Date: 04/04/2018

## **Project summary**

The Te Kauwhata & Districts Information & Support Centre has been given the opportunity to purchase the property which we have been tenants of for some 12 years, at 1 Waerenga Road, Te Kauwhata. The owners have advised that they would like to sell this property, and we are very grateful to them for their support in allowing us the first option to do so.

Taking in to account the recent and forecast growth of the community, the shortage of appropriate alternative locations from which the Community House could operate, and the excellent "fit for purpose" which is provided by this property.

With the purchase of this property, we will have long term security around finances, as we will not be subject to rent increases and the vulnerability of losing a building to operate from. Hence it will strengthen our ability to operate and continue for another 22 years.

The Executive Committee is committed to running a strong funding campaign over the next size months, with a view to being able to source the funds required to purchase the property in full.



# **Organisation details**

Business name	Te Kauwhata & Districts Information & Support Centre Incorporated	
Trading name	Te Kauwhata Community House	
Established	1996	
Structure	Incorporated Society	
Date Incorporated	9th December 1998	
Charities Registration	CC26227	

Contact details	
Contact name	Jo Mako - Manager
Landline	07 826 4303
Mobile	0274 717 623
Email	tk.disc@xtra.co.nz
Physical address	1a Waerenga Road, Te Kauwhata, 3710

## **Organisation history**

It was started by two local women, who saw a need in the community, so they generated support from other like minded people and organisations and the Te Kauwhata & Districts Information & Support Centre was founded.

4

The Te Kauwhata & Districts Information & Support Centre is approaching 22 years as the stand alone wrap around support service in Te Kauwhata, supporting the towns community members, as well as people living in the surrounding areas Glen Murray, Waikaretu, Churchill Road, Whangamarino, Meremere, Maramarua, Kopuku, Island Block, Okarea, Waerenga, Taniwha, Mangapiko, Matahuru, Waiterimu, Ohinewai and Rangiriri.

The "DISC" was located within the Te Kauwhata Library with the support of the Waikato District Council from 1996 - 2006 and then the opportunity arose to move in to 1 Waerenga Road, Te Kauwhata and we took this opportunity as it gave privacy and independence to operate.

This building was the perfect location, size and structure to run the "Information & Support Centre", which runs today under the name of "Te Kauwhata Community House".

It is governed by the Executive Committee, which has in place a comprehensive set of rules and regulations around office and operational procedures, health and safety, employment etc which has given the Community House the strength to maintain its credibility and sound decision making, taking the organisation forward.

## **Te Kauwhata Community House**

We have been, and continue to be a very busy Community House. We have an average of 28 people per day accessing our various services, and with the growing population increase in our area as people are moving out of Auckland, we can only see this need increasing. With our rural locality, we provide an essential link with other service providers for our community members.

All of our current services have a good usage level, and we conduct regular data assessment to ensure this is the case. If new needs are identified, we also look at expanding our services to meet those needs where we can. The Community House as a source of information remains vital, and our community members know they can trust us to help them, or to make a referral to someone who can. We adapt to the needs of the community.

We are always looking to expand and meet the needs of our community when needed. Over the years some services have been added, while others have been removed as they are not longer relevant or feasible.

- We provide support for those in our community with financial struggles with budgeting, foodbank, clothing bank and emergency assistance.
- We provide company for our elderly community members who may be isolated by running a monthly luncheon club.
- We assist our community members in many ways with their needs for health and wellbeing with counselling, hospice equipment, medical transport, frozen meals etc.
- We meet the needs of children for safe community celebrations by running a Children's day each year with up to 550 children plus their Whanau.
- We provide an information service, community diary, village website and village signboard to ensure our community members have the opportunity to be engaged.
- We provide a listening ear, and assistance for community members on a daily basis that come in to the Community House with their concerns or problems.
- A full list of our services are listed on our Strategic Plan on the page following.

# **Our strategy**



#### **Our Mission**

To identify the welfare needs in our community and respond with a quality service which provides support and builds resilience.

> Integrity Empathy Reliability Empowerment

#### **Our Objectives**

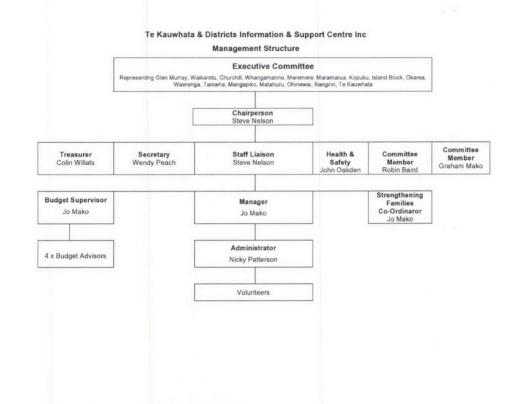
- To offer practical, financial, emotional and social support to our community.
- To empower individuals and families with a strength based approach.
- To meet the needs of others with empathy, discretion and an attitude of non-judgement.
- To provide a safe and effective Community House where all are welcome.
- To encourage participation and remain relevant to the evolving needs of our community.
- To remain accountable and further develop our funding programme to ensure our ongoing economic viability.
- Financial Mentoring
- Counselling Service
- Foodbank
- Emergency Assistance
- Frozen Meals
- Strengthening Families
- Clothing bank
- Job Board

#### **Our Services**

- Community Diary
- Support & Listening Ear
- Hall Hirage
- Fax/Copying/Typing
- Hospice Equipment
- Information
- Splash & Dash Event
- Internet/Email Access
- Luncheon Club
- Medical Transport
- Plunket Clinic
- Welcome Pack
- Mobility Equipment
- Local Directory
- CV Preparation
- Meet & Greet

TE TINO KAHA ME TE TAUTOKO NGA TANGATA

# **Organisation Structure**





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## **Property Analysis**

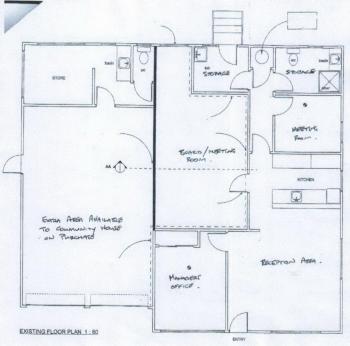
The property at 1 Waerenga Road, Te Kauwhata is a 3 bedroom property, with 2 bedrooms functioning as offices, a large bedroom used as a boardroom plus storage of clothing bank and mobility items, and the lounge as the reception and casual meeting area.

The house is warm, dry well ventilated, and in good condition both exterior and interior (more details in the Registered Valuation attached).

With it's main road location, people are able to easily access the property, there is plenty of parking, wheelchair access and good visibility from a safety perspective. Being a stand alone building, community members accessing our services are afforded their privacy with the separate rooms, and being based out of the commercial area of town.

The building is well maintained, there are no concerns around repairs needed, or alterations being required. In addition to the currant space which is tenanted, there is a large double garage, with office and toilet which will be available should the purchase be successful. This will allow greater future proofing and expansion of the Community House services moving forward, as well as opening the possibility for additional service provision, for services requiring a larger space.

It will also give us the opportunity to make changes in the future to our environment and make the building a better place for staff and clients to operate from.



## **Alternative Property Analysis**

Currently there are no properties for sale in Te Kauwhata for under \$400,000. The cheapest showing a sale price is \$485,000 which makes the agreed purchase price of \$390,000 extremely competitive.

9

There is some concern that should we not be able to secure this purchase, and the building sell to an owner occupier, our ability to continue to provide the services and environment we offer now will be greatly threatened.

## **Population forecast - from Waikato District Council**

Housing and growth figures Te Kauwhata

Current population as at 2016 1,749

Projected growth by 2026 3,500

Growth is expected to double by 2036

Currently WDC has approximately 2,000 consented sections, or land that we know will be residential.

This capacity is increased by approximately 150 country living sections.

We are expecting lodgement of a private plan change by Winton Partners Ltd, to change the zoning of Scott Rd Te Kauwhata from rural to residential. Their initial plans indicated 1,300 houses but we understand this to now be 1,800, within the next 8 years.

Te Kauwhata is identified as a growth node by WDC and the FutureProof plan. This means more emphasis will be given to residential and some commercial, but minimal industrial. This latter is expected to occur in Huntly.

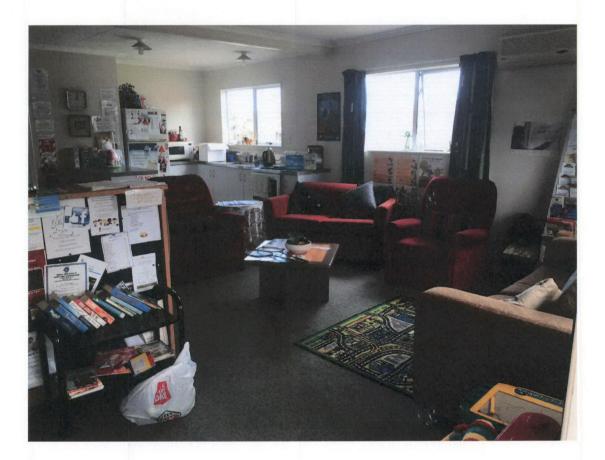
# **Project Budget**

OPTION 1 Purchase Land & Building		
	000 000 000	01/ 4220 000 01/ 4255 000
Legal Fees	\$390,000.00	RV \$370,000. GV \$355,000 Paul Barris - Norris Ward McKinnon
Registered Valuation	\$862.50	Paul Darris - Norris Ward Pickindur
Total Cost	\$393,862.50	
Funding Applications	Amount to be applied	
Lotteries Community Facilities	\$262,575.00	2/3 of \$390,000 Purhcase
		Legal Fees
	in the second	Registered Valuation
Total Lotteries Application	\$262,575.00	
WEL Energy	\$31,287.50	
Transpower	\$30,000.00	Maximum amount \$50k
Trust Walkato	\$30,000.00	Maxed at 10% of total
Waikato District Council	\$40,000.00	a state of the sta
Total applied in Funding	\$393,862.50	
OPTION 2		Notes
Purchase Land & Building	\$390,000.00	RV \$370,000. GV \$355,000
Legal Fees	\$3,000.00	Paul Barris - Norris Ward McKinnon
Registered Valuation	\$862,50	**Paid in Feb 18
Total Cost	\$393,862.50	
Funding Applications Lotteries Community Facilities	Amount to be applied \$262,575.00	2/3 of agreed purchase price Legal Fees
		Registered Valuation
Total Lotteries Application	\$262,575.00	
Remaining 1/3 of Project cost	\$131,287.50	
Less TK DISC Contribution	-\$1,287.50	
Amount required in mortgage	\$130,000.00	
Additional Costs of Owners Waikato District Council Rates	s2,361.93	
Waikato District Council Rates Building Insurance	\$1,200.00	and a state of the
Water Rates	\$1,200.00	
Waikato Regional Council Rates	\$250.00	
Maintenance & Upkeep	\$500.00	
and a shreek	\$4,611.93	Per annum
	\$177.38	Per fortnight
Current Rent	\$600.00	Per fortnight
Less additional costs of owning	-\$177.38	
Surplus available to service debt	\$422.62	Per fortnight

As per the attached letter from Westpac, we have confirmation of preapproval of a mortgage to the value of \$130,000 subject to our funding application for Lottery Community Facilities funding of \$263,862.50 being approved.

We are applying to all funders listed on the above budget under Option 1. It is our intention that any mortgage on the property be only to meet the shortfall between the project cost, and the approved funding from all providers.

We're confident in our ability to service this mortgage from Westpac if required, as well as other costs of ownership (rates, insurance, repairs and maintenance) with the use of funds currently allocated to rent currently \$600 per fortnight.



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# **Letters of Support**

24 Waerenga Road Te Kauwhata

13<sup>th</sup> February, 2018

To Whom it may concern:

Regarding the property at 1 Waerenga Road, Te Kauwhata

We, John and Denise Wallace have owned the property at 1 Waerenga Road, Te Kauwhata for 40 years.

In June 2017 we decided to sell and informed our current tenants of 12 years, Te Kauwhata & Districts Information & Support Centre, known as the Community House, who rent half the building, (the other half was our plumbing workshop) it would be placed on the market in June 2018, to give them sufficient time to find another building. The Executive Committee researched properties in the area but were unable to find a suitable building so approached us to purchase the property.

I, Denise was a past member of the Executive Committee for over 13 years, so my husband and I recognised the value of this organisation to the area and therefore wanted it to remain in our town. We have not made our intention to sell known to any other parties, but have sought information from 3 local real estate companies requesting privacy, and as a community service requesting a selling price without an agent involved. These prices have varied considerably, the Capital Value as of October 2017 is \$355,000, the agents values varied from \$450,000 to \$395,000.

We initially requested a price of \$415,000 without receiving the lower price from the third agent of \$395,000, but on viewing a Valuation Report gained by the Community House were shocked at the value of \$370,000 and reduced the asking price to \$390,000. If the building was to go on the open market we would be asking a higher price.

Yours sincerely

John & Denise Wallace

J.S. Wallen

Jan Sedgwick Whangamarino Ward Councillor Waikato District Council

#### 16 February 2018

To whom it may concern

I write this letter in support of the work done in my ward (Whangamarino) by the Te Kauwhata-based Community House ( formerly known as the DISC).

I am aware of the extensive service it offers to a wide range of people in the urban communities in Te Kauwhata and Meremere and support to the rural community.

I have had an association with the Community House in my position as Waikato District Councillor for the area over the past seven years, and also as a Te Kauwhata resident for considerably longer than that.

From a council perspective, the Community House itself fulfils an important role in the community, providing much needed pro social support to young families, newcomers, the elderly and infirm and acting as a 'traffic point' to assist in providing advice from budgeting to meals, support to information. From my own perspective, it is a very good corporate citizen of this fastgrowing North Waikato town.

The Waikato District Council does not have funding allocated in its Long-Term Plan to accommodate the Community House's aspirations for a permanent home, although I am hopeful that we will be able to assist in some meaningful way throughout the process.

My understanding is that the Community House's growth in work is reflecting the growth in the town; where we are likely to see the population of 1,400 double within the next 5 years. This will put considerable pressure on many of our facilities and services along with the issues of introducing and welcoming new families to the area.

I support this proposal on many counts: from its clear social well-being offering, through to its potential to be used as a critical component of a community-led response to a civil emergency. The location of the village, just 45 minutes between Auckland and Hamilton, and with full infrastructure, makes it a likely choice in an emergency and we would rely heavily on community organisations like this, with its networks, to provide support.

I am happy to be contacted if you would like further information. My mobile is 021 8047 49

Yours sincerely

We wish to advise that the signature inserted below is electronic.

Jan Ledgmich

Phone+64 7 826 3013: +64 21 80 47 49.

22 Moorfield Rd, Te Kauwhata RD2, Nth



Te Kauwhata Lakeside Lions Club P O Box 12 Te Kauwhata President Jane Kelland Secretary Glennis Fitzgerald



26.02.2018

To Whom it may concern,

As president of Te Kauwhata Lakeside Lions Club, I write on my behalf and that of the whole Club, in support of Te Kauwhata Community House. We are well aware of the many ways in which the wonderful staff at community House, both paid and volunteer, provide help and support to many, many members of our local community. This service has continued for over 20 years and in that time they have been an invaluable resource here in Te Kauwhata.

One of our members was one of the staff at Community house prior to her retirement and she has often spoken of the vast range of work done by the staff and the many ways in which they enhance the lives of many Te Kauwhata residents.

Our small town is growing very rapidly and with that growth will surely come a greater than ever need for the services of Community House. They are, at present having to rent premises from which to operate and this of-course means that funds which could help in the community have to be spent on rent. We fully support their efforts to raise the money to purchase their premises as this can only help them in the work that they do.

Yours sincerely Jane Kelland

President Te Kauwhata Lakeside Lions Club



## Lions Club of Te Kauwhata & Districts

President: Ray Marshall Secretary: Pat Spencer Treasurer: Bruce Lusby PO Box 54, Te Kauwhata 3741



25/02/2018

To Whom It May Concern

Te Kauwhata Community House has been part of the local community, providing social services and support within the town for the last 21 years.

Their discreet services have been invaluable for so many families and individuals who have been in need.

To give them the necessary security of keeping their current building, which is so very well placed within the Village, the Te Kauwhata & Districts Lions Club fully endorse their efforts to buy the building.

They have a committee that is dedicated to maintaining services and a presence in the District. Having ownership of the building would mean that Te Kauwhata Community House belongs to <u>Te Kauwhata</u>.

Yours Sincerely

pheer

Pat Spencer Secretary Lions Club of Te Kauwhata and Districts

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10th February 2018

#### Re: Te Kauwhata Community House

To whom it may concern,

On average Police respond to a family violence incident every 4.9 minutes and each day Police visit 299 homes in response to family violence.

Recently police have launched a whole-of-family/whānau approach that puts the risk and needs of family/whanau at the centre. This is known as the Integrated Safety Response (ISR). The ISR model brings together Oranga Tamariki, Corrections, Health, local DHBs, Justice, specialist family violence non-government organisations, and specialist kaupapa Māori services to support victims and their families.

Police cannot take on the challenges faced in our communities alone, and nongovernment organisations play an essential role in working with families to make New Zealand a safer place. The causes behind family violence incidents attended by police are often resolved by the wrap around social services like those provided by Te Kauwhata Community House.

Te Kauwhata is a fast growing community. Recent research and study completed by NZ Police to anticipate future demand shows the population of Te Kauwhata is expected to double in the next 4-5 years. North West Waikato has limited access to non-government organisations and given Te Kauwhata's growth it is already proving to be a service hub for the greater area.

Given the above, I believe there is a need for the Te Kauwhata Community House to be able to continue to provide dedicated, accessible, and long term social services in the community of Te Kauwhata and the wider area.

Regards,

Constable Gareth BARNES Sole Charge Officer Te Kauwhata Police

Te Kauwhata Police Station 5 Scott Road, PO Box 3, Te Kauwhata., New Zealand. Telephone: 07 826 0063. Fax: 07 826 0061. www.police.govt.nz



17

13<sup>th</sup> February 2018

Te Kauwhata Community House

1a Waerenga Road

Te Kauwhata 3710

Email: tk.disc@xtra.co.nz

Kia ora Steve,

#### **Re: Letter of Support**

Te Kauwhata and Districts Information and Support Centre Incorporated have been a provider for Oranga Tamariki Minnistry for Children since 12<sup>th</sup> June 1996. (Note: Ministry has had previous names, Ministry for Vulnerable Children Oranga Tamariki, Ministry of Social Development).

Te Kauwhata Districts Information and Support Centre have had similar programmes during this time to the current services they provide i.e. Building Financial Capability, Information and Advisory Services and Family support services.

I have been the Advisor for Te Kauwhata Districts Information and Support Centre Incorporated since 2015 – to date, both Jo Mako Manager and the previous Manager Jenny Gore have managed a very professional service. When monitored, the services have been delivered appropriately, within the service specifications, and all contractual obligations have been met.

The Te Kauwhata Districts Information and Support Centre Incorporated assists this Ministry to support their community.

Nga mihi nui

Jane

Jane Kerr-Bell

Advisor Partnering for Outcomes, Midlands

468 Anglesea Street, Hamilton 3204 | PO Box 9476 WMC Hamilton 3240

🖀 T: 64 7 8373554 ext 73554 | 🖀 M: 029 2006 788 | 🖾 E: Jane.KerrBell@mvcot.govt.nz

# Te Kauwhata Primary School



Primary School, Wira Street, P.O. Box 46 TE KAUWHATA 3741 Principal V. Saunders

Phone: 07 8263564 Fax: 07 8263850 www.tkp.school.nz

12 February 2018

To whom it may concern

Te Kauwhata Primary School enjoys a very positive and long-standing association with Te Kauwhata Community House.

Our town is very fortunate to have such a valuable resource available for its residents, both young and old. As a school we see first hand the outcomes of the positive interventions and support some of our parents and caregivers have received.

With the current and future population growth there will be an even greater demand for their services in the coming years, and the opportunity to extend their premises in readiness for this cannot be lost.

We therefore fully support the Community House's endeavors to raise funds for the purchase of this property that will ensure and secure its permanent place in Te Kauwhata.

Te Kauwhata Primary School wishes our Community House all the very best and thanks them for their continued efforts, dedication and relentless support for our community.

Yours sincerely

ubanders.

Vicki Saunders Principal



# TIM VAN DE MOLEN



19

16 March 2018

To whom it may concern,

I am writing in support of Te Kauwhata & Districts Information & Support Centre's (TK DISC) application for Lottery Community Funding.

We understand TK DISC have been offered a great opportunity to purchase the property they have been operating out of since 2006, at 1a Waerenga Road, Te Kauwhata.

As the only wrap around service within our community it is imperative that TK DISC are as accessible as possible. TK DISC provide vital services to those who need it most – budgeting, counselling, emergency support, food bank and so much more. Being a rural community, public transport is limited, so 1a Waerenga Road, being walking distance to the town centre, Aparangi Village and Schools is the ideal location for such a service to permanently operate from.

TK DISC have provided social services and support in our area for some 21 years and we believe this is a strong indication that there is a need for the service, and with the forecasted growth of the community there will continue to be a need for such a service.

We understand TK DISC sees an average of 28 people through their doors per day accessing the various services on offer. Throughout the 21 years of operation, TK DISC have developed a strong network in our community, surrounding businesses and organisation. It is our belief that there is a need for this Community House – TK DISC – to be able to continue its good work by providing social services to our ever growing community and a permanent location to work from can ensure that this is achievable.

Please accept our letter of support.

Kind regards?

Tim van de Molen MP

 Parliament Office

 A
 Parliament Buildings, Private Bag 18 888, Wellington, 6160

 P
 +64 4 817 6950

Electorate Offices

 E
 | Tim.vandeMolenMP@parliament.govt.nz

 Te Kauwhata Office
 P | +64.7 826.4198

 Matamata Office
 P | +64.7 888.6786

# Te Kauwhata Volunteer Fire Brigade Baird Avenue Te Kauwhata 3710



Date: 20-03-2018

Te Kauwhata Community House 1a Waerenga Road Te Kauwhata 3710

To whom it may concern,

The Te Kauwhata Community House has requested a letter of support to assist with the process of purchasing the building they currently occupy at the above address. The Community House is currently renting this premises and they are looking to raise funds in order to purchase the building.

The Te Kauwhata Fire Brigade has had first-hand experience over many years of the of the high quality work and the benefit to the community that the Community House has provided.

The current location and building type is very well suited for the nature of the work that they do – it is a relaxing and informal space, while it is easily accessible it also provides a measure of privacy.

The Fire Brigade has provided assistance to the Community House for a number of years will continue to do so as it is very apparent how valued their services are by the community.

Yours Sincerely,

Glen Whitaker Chief Fire Officer

Page 1 of 1

# Te Kauwhata Health Centre

12 Main Street Te Kauwhata

T: (07) 826 3499 F: (07) 826 3699 E: tkhealth@xtra.co.nz

22nd February 2018

To Whom It May Concern,

The Te Kauwhata Health Centre take this opportunity to endorse the Te Kauwhata & Districts Information & Support Centre's (DISC) grant applications in order to purchase their building at 1 Waerenga Road.

The DISC (now known as the Te Kauwhata Community House) is a well established service, and has been operating for over 21 years.

The Community House is an important part of our community, providing information and social services to community members both within the village and living in the surrounding districts. We have called upon the Community House services on several occasions to provide support for our people.

The Staff are very helpful, with assisting in filling out forms, and organising transport to and from our clinic, to providing hospice equipment for our palliative care clients. The Community House is always available to us as a support link.

We support the Community Houe 100%, knowing that it is a vital part of our community.

The Te Kauwhata Health Centre trust that you will give this grant your serious consideration.

Yours sincerely

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Anne Knight **Practice Manager** Te Kauwhata Health Centre

# **Te Kauwhata Community Association**

2 Main Road, Te Kauwhata

14th February 2018

Steve Nelson Chairperson Te Kauwhata Community House 1a Waerenga Road Te Kauwhata 3710

**Dear Steve** 

The Te Kauwhata Community Association fully endorse the applications you are preparing for funding to purchase the building you are working out of.

Our organisation has supported this organisation in the past by providing small amounts of funding for the Children's Day celebration they hold annually.

This organisation has built the 21 years of history on trust, caring for the people and providing services requested from the community itself.

As this organisation is the only service providing social services in this community, the opportunity to purchase this building is too good an opportunity to miss so as to lay down the foundations solidly for their future.

The location is perfect as it is accessible and visible to all but also providing privacy too. We believe that this organisation definitely has a place here in Te Kauwhata and the town & districts would be the poorer for not having this service available.

The Community House provides such a varied number of services that are inclusive to all peoples of our community and they are open to suggestions and other ideas. They provide services for families, for the elderly, for babies & toddlers, and any other need the community members may request.

We wish them well in their endeavour to purchase this building, as this will provide a solid foundation of social services available to our community, going into the future. Yours sincerely

Myne

Jennie Gore Secretary

## **Supporting Documents Attached**

- Executive Committee Minutes showing intention to purchase
- Registered Valuation
- Project Budget

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- Sale & Purchase Agreement
- Audited Accounts YE 31/03/2017
- Building Plan

## **PROPERTY VALUATIONS** LIMITED

**PROPERTY CONSULTANTS REGISTERED VALUERS** 

# Valuation Report

## 1 Waerenga Road, Te Kauwhata



Client:

Te Kauwhata Community House - Steve Nelson

**Reference:** 16845 QRS

Date of Valuation:

16 January 2018

**Prepared For:** 

Te Kauwhata Community House

21 East Street, PO Box 72 452, Papakura 2244 Ph 09 299 7406 Pukekohe Ph 09 239 0906 or 09 238 9668 Email pvloffice@pvl2004.co.nz Website www.propertyvaluationsltd.co.nz

P.H Bennett (Dir) R.H Martin (Dir) P.C Hardy Dip. VPM. A.N.Z.I.V B.Agr. A.N.Z.I.V

Dip.Urb. Val. A.N.Z.I.V S.P.I.N.Z

A.McQuire BProp. Valuer

J.Lowry BProp Valuer

**E.** Prouse BBus.Dip.Urb Val. Valuer



### **Valuation Summary**

This Valuation Summary is part of the full valuation report and must be read in conjunction with the whole report.

Address	1 Waerenga Road Te Kauwhata	
Instructed By	Steve Nelson	
Prepared For	Te Kauwhata Communi	ity House
Purpose of Valuation	To determine the cur requirements	rent market value for purchasing
Date of Inspection	16 January 2018	
Instructions Received	13 December 2017	
Report Date	16 January 2018	
<b>Brief Description</b>	A residential property situated adjacent to the Te Kauwha central business area with an estimated 1950's three bedroom dwelling with attached garage and carport togeth with general other improvements.	
Market Value	<b>\$370,000 (Three Hundred &amp; Seventy Thousand Dollars)</b> Inclusive of GST (if any) & Chattels	
Prepared By	Property Valuations L	imited
	Valuer Andrew McQuire B.Prop	Co-Signing Valuer Russell H Martin Registered Valuer <u>B. Ag ANZIV SPINZ</u>

### **SCOPE OF WORK**

### **Identification and Status of Valuer**

The valuation report has been undertaken by Andrew McQuire, a Valuer at Property Valuations Ltd who holds a Bachelor of Property from the University of Auckland and is a current member of the Property Institute. The report has been countersigned by Russell Martin ANZIV and SPINZ or Peter Bennett ANZIV and SPINZ who are Registered Valuers and Directors of Property Valuations Ltd.

The Valuers are able to provide an objective and unbiased valuation and they have no material connection with the instructing party or interest in the property and have the appropriate qualifications and experience to undertake the valuation.

### Identification of Client and Any Other Intended User

We have been commissioned and instructed by Steve Nelson on behalf of Te Kauwhata Community House to undertake the valuation. The report may only be used by the client for the purpose as described in this report. Other than the client or addressee the report may not be relied upon by any third party. We accept no liability to third parties and written consent is required for any third party wishing to rely on this report. We reserve the right to withhold that consent or to review the contents of the report if consent for third party use is sought.

### **Purpose of Valuation**

To provide a current market value assessment for the property for purchasing requirements.

### Identification of Asset or Liability to be Valued

We have been instructed to value the following property:

• 1 Waerenga Road, Te Kauwhata

### **Basis of Value**

Our basis of the valuation is current market value. Current Market Value is defined under the IVS definitions as 'the estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties had each acted knowledgably, prudently and without compulsion'.

### Valuation Date

The valuation date is the date of inspection.

### **Extent of Investigation**

A property inspection of the subject property has been undertaken both internally and externally, unless otherwise stated.

Research and analysis of market data has been undertaken in order to compile sufficient evidence to arrive at an appropriate value.

Should any information not be available it shall be reported as a special assumption within the body of the report.

We note the Valuer is not a building construction or structural expert and is therefore unable to certify the structural soundness of the improvements. Readers of this report should make their own inquiries.

The report has been prepared for valuation purposes only and is not a geotechnical or environmental survey. If any defect is found including structural defects this information could impact the value of the property.

We have not been provided with an environmental audit of the property and we are not aware of any potential environmental concerns. Our valuation and report assumes the land and buildings are unaffected by harmful contaminants or noxious materials which may impact the value.

We have not conducted a land survey of the subject property and assume all improvements lie within the title boundaries.

Our report is subject to there being no outstanding requisitions or adverse information affecting the property.

### Nature and Source of Information

Information used to prepare the valuation has been obtained from our property inspection, public records and our enquiries with industry professionals.

### **Assumptions and Special Assumptions**

The report has been prepared on the assumption that except where noted in the report:

- The building has been competently designed and built, is structurally sound and watertight.
- The building does not contain any latent or patent defects which could result in:

i. The building ceasing to be watertight.ii. Gradual decay of the building including its structure.

- Substances such as asbestos, other chemicals, toxic wastes or other potentially hazardous materials could, if present, adversely affect the value of the property. The stated estimate is on the assumption that there is no material on or in the property that would cause loss in value. No responsibility is assumed for any such conditions and the recipient of this report is advised that the Valuer is not qualified to detect such substances, quantify the impact on values or estimate the remedial cost.
- All lifts, hot and cold water systems, electrical systems, ventilating systems and other devices, fittings, installations or conveniences as are in the building are in proper working order and functioning for the purposes for which they were designed, and conform to the current building, fire and government regulations and codes.
- Where applicable, the building complies with the Building Act 2004 and the Building Code contained in the first schedule to the Building Regulations (or any amendment or substitution of the code).

All assumptions are believed to be fair and reasonable at the date of valuation. In the event that assumptions are made based on information relied upon which is later proven to be incorrect or known by the recipient to be incorrect at the date of reporting Property Valuations Ltd reserves the right to reconsider the report and if necessary reassess values.

### **Restrictions on Use, Distribution or Publication**

Use of the report is restricted to those named in the report. There is to be no distribution or publication of the report permitted without the express permission of Property Valuations Ltd.

### **Confirmation of Compliance**

We note this valuation has been carried out in accordance with International Valuation Standards (IVS) Operative 2017 and the Australia and New Zealand Property Standards 2009.

Property Valuations Ltd - Registered Valuers

### **PROPERTY DETAILS**

Identifier	SA23A/1114
Land Registration District	South Auckland
Legal Description	Lot 1 Deposited Plan South Auckland 24856
Tenure	Fee Simple
Area	395 m <sup>2</sup> more or less
<b>Registered</b> Owners	WALLACE Denise Jeanette WALLACE John Timothy
Interest (refer title)	No easements shown

This valuation is based on an unencumbered title and we have disregarded the presence of any mortgage or other financial lien pertaining to the property.

LOCAL AUTHORITY	Waikato District Council
RATEABLE VALUATION	(as at 1 <sup>st</sup> July 2017)
Value of Improvements	\$170,000
Land Value	\$185,000
Capital Value	\$355,000

### ZONING

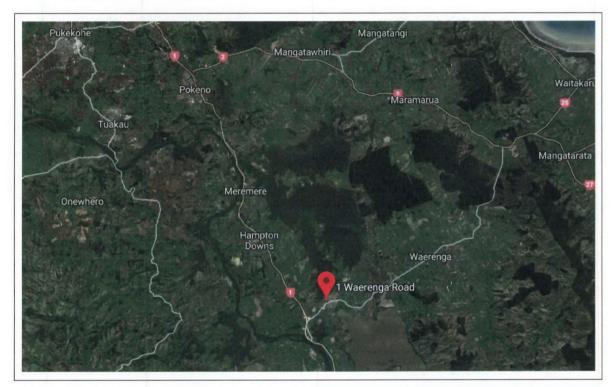
Living zone which is the main zoning for the residential area within the Village. Subdivision is a controlled activity and proposed allotments are required to have a net site area of at least 450 m<sup>2</sup>. Permitted activities include one dwelling per site and for those sites over 900 m<sup>2</sup> there is provision for a dependent persons dwelling which is to have a floor area of less than 70 m<sup>2</sup>.

### SITUATION & LOCALITY

The property is situated across the road from the eastern border of the central business area of Te Kauwhata on a corner allotment at the intersection between Waerenga Road and Wira Street. Waerenga Road has a tarsealed carriageway with concrete kerbing, channelling and footpaths. Services to the area include town water, sewerage reticulation, electricity and telecommunications.

Te Kauwhata Township has a small commercial area with a number of shops of various descriptions, a service station/garage, golf course and both primary and secondary schooling, all of which is within easy walking distance from the subject property. Those commercial/industrial and professional services that cannot be found are generally catered for in Huntly which is approximately 15 minutes drive to the south or Pukekohe which is approximately 25 minutes drive to the north.

Development within the area of the subject is generally of the 1940's through to 1980's period and presentation does vary, however most homes are neat and tidy and we note the adjacent section to the east of the subject is occupied by a church.



The subject property location is shown on the map below.

Map data ©2017 Google, MapData Sciences Pty Ltd, PSMA

### LAND DESCRIPTION

A legally defined 395 m<sup>2</sup> corner section with an easy slope generally falling in a southerly direction from the Waerenga Road frontage. There are local outlooks only. We do note the presence of an electricity transformer box adjacent to the western boundary on the road side berm of Wira Street. We further note a formed, tarsealed driveway / parking area legally occupies the Waerenga Road berm, however appears to exclusively benefit the subject property.

The subject site is shown on the map below. (Note position of parking area and a small area of the improvements not within boundary of property).



Waikato District Planning Maps



Waikato District Planning Maps

Property Valuations Ltd - Registered Valuers

### **IMPROVEMENTS**

### **Dwelling/Garage**

We suspect this was originally constructed as a shed perhaps in the 1950's and later converted into living accommodation with attached garaging. We have measured a total floor area of approximately 161 m<sup>2</sup> comprising some 99 m<sup>2</sup> of main accommodation and 62 m<sup>2</sup> of garage/rumpus area.

Construction comprises concrete block/timber jack stud foundations with a mixture of fibre cement sheet and plywood perimeter base boards. Timber plank flooring with no visible underfloor insulation. Predominantly PVC weatherboard exterior cladding with fibre cement weatherboards to the rear and to the garage portion. Aluminium window joinery and iron roofing/gutters. The dwelling features internal gypsum board lining.

Northern main entrance into an open plan kitchen/dining/living room which features a heat pump. Kitchen amenities including stainless steel benchtop/sink plus further laminated benchtops with underbench cupboards/drawers. Alcove for a refrigerator and standard oven/stove unit. Two bedrooms being accessed directly off the main living area, each being of good spacious size with built-in wardrobe space. Short southern hallway off the main living area provides access to a single sized third bedroom with no wardrobe space, bathroom, hot water cylinder cupboard and separate laundry.

The bathroom includes a toilet suite and vanity unit. Shower and/or bath amenities have been removed with a makeshift storage unit constructed in its place however existing plumbing appears to still be in place which could allow for relatively straightforward reinstatement of washing amenities. Separate laundry features supertub and rear pedestrian door.

Vinyl floor overlays to the service areas and average quality carpet in average condition to the main living and bedroom areas. Average curtains and light fittings. Relatively modern paint decoration internally and overall average modest quality amenities and fixtures.

We note that we were unable to internally inspect the garage/rumpus portion however we were able to view part of the interior from the external windows and have been informed that this part of the dwelling comprises a garage area and partitioned rumpus/office and toilet room with adjacent sink area. We understand vehicle access to the garage is via two manually operated roller doors with further side pedestrian door access. We understand the garage portion is internally unlined however there is gypsum board or similar lining to the toilet and rumpus partition. We also notice that the garage portion appears to have predominately timber flooring and a small area of concrete at the northern end. For the purposes of this report we assume an average condition internally.

A single leanto carport extends off the eastern side of the garage area with gravel floor.

Overall the improvements appear to be in above average condition taking into consideration the estimated age and they provide modest three bedroom accommodation which requires reinstatement of showering facilities. Attached garaging includes partitioned rumpus / office room and toilet amenities, however, no internal access into the main dwelling area.

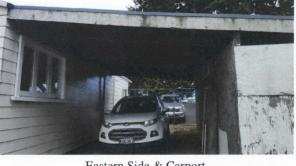


Northern Side

Western Side



Southern Side



Eastern Side & Carport



Enclosed Courtyard / Entrance



Kitchen



Main Living Area

Bathroom

### **OTHER IMPROVEMENTS**

Small plywood garden shed, lawn area and minimal chain link fencing.

We note the following improvements appear to be located outside the legal boundary of the subject property, however they do presently provide some benefit to the property. Whilst these improvements do appear to lay on council owned land (being the Waerenga Road Reserve), we have assumed the likelihood of the council needing to reclaim this portion of land in the foreseeable future as low.

- Tarsealed driveway / Parking area adjacent the northern boundary
- Semi-enclosed courtyard area adjacent the main entrance

### MARKET CONSIDERATIONS

For a number of years the general Auckland housing market has been very buoyant with high levels of market activity and rapidly increasing price levels. The Reserve Bank has introduced a number of measures designed to cool the overheated property market; such as increasing minimum equity requirements, introducing capital gains tax on properties re-sold within two years and requiring buyers to have a New Zealand bank account and IRD number. These measures were implemented gradually in stages and largely targeted speculative investors. In most cases, market activity did seem to ease temporarily whilst investors adjusted to the new restrictions, however they seemed to have little effect in the longer term.

As of the 1<sup>st</sup> October 2016, minimum equity requirements for investor purchasers were increased further to 40% and this has had a noticeable cooling effect, particularly in Auckland which has seen longer marketing periods, lower selling rates at auctions and easing price levels.

The residential market in general has been subdued over the past year due to tighter lending restrictions, resulting in much lower levels of activity in relation to previous times. Many investors have been priced out of the Auckland market due to increased equity requirements and the subsequent fall in demand has been most evident in the entry level and medium price brackets.

However, with regards to the relatively outlying location of Te Kauwhata, following a number of years of high demand and strong price growth, market activity has declined as a result of the financial regulation changes of late 2016 together with the elections and change of Government in late 2017. Enquiries with local real estate agents indicate there has been an increase in the number of listings against a general fall in buyer interest.

In assessing the value of this property we have had regard to such factors, and we do note the following for your perusal:

### Improved Property Sales



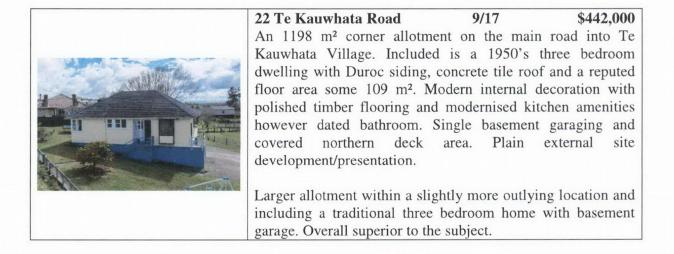
18 Mahi Road10/17\$385,000A 623 m² section with a modest 1990's twobedroomfibroplank home some 70 m² plus single detached garagingand plain external site development. Modern internaldecoration with original modest kitchen and updatedbathroom.

A larger allotment within a central location together with a traditional modest style two bedroom home and detached garaging. Overall considered superior to the subject.



26 Te Kauwhata Road10/17\$450,000A 931 m² allotment situated on the main road into TeKauwhata Village. Included is a tidy three bedroom'Lockwood' home some 80 m² with lean-to carport, detachedgaraging and tidy external landscaping/presentation. Originalinternal amenities and dated style decoration.

Larger allotment within a slightly more outlying location and including a traditional three bedroom home and detached garaging. Overall superior to the subject.



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6 Baird Avenue	6/17	\$380,000
An 1166 m <sup>2</sup> rear allotmen strip access. Located cen Village. Includes a 1940 dwelling some 109 m <sup>2</sup> with carpets and polished time bathroom amenities. Lime includes small utility buildi	trally within the 's three bedroom modern internal de- ber flooring. Dated ited external site ng.	Te Kauwhata weatherboard coration, fresh kitchen and development
Similar central location. O subject.	verall considered s	uperior to the



24 Roto Street2/17\$395,000A 735 m² regular shaped allotment with a modern modest<br/>dwelling of brick construction providing three bedroom<br/>accommodation plus good detached double garaging.

Larger section with superior improvements, however in an inferior location. Overall superior.



**81 Mahi Road** A 673 m<sup>2</sup> regular shaped independent allotment with a very good condition fibrolite weatherboard dwelling some 84 m<sup>2</sup> and providing three bedroom accommodation. Average external site development and detached garaging.

Larger section with a traditional three bedroom home, however, in a slightly outlying location. Overall superior to the subject.

### Land Sales

• **31A Rimu Street 755** m<sup>2</sup> **10/17 \$200,000** Regular shaped rear allotment with leg-in access. Inferior location.

• 58 Mahi Road 1084 m<sup>2</sup> 9/17 \$265,000 Regular shaped block of flat residential land within the Te Kauwhata village area. Superior location.

### VALUATION

In determining the market value of the subject property we have undertaken a direct sales comparison approach which involves comparing the subject property with directly comparable sales evidence and making subjective adjustments for any differences to arrive at a market value for the subject property.

In relation to the sales evidence, the location of the subject property is the closest to the central business area of Te Kauwhata, however on an unusually small section. The dwelling comprises an unusual and modest style of construction more typical of a shed and appears to have been converted to living accommodation at some stage in the past, however it appears to be in relatively sound, liveable condition apart from requiring reinstatement of showering/bathing amenities within the bathroom. In relation to the sales, we consider the subject dwelling is slightly less desirable given its unique and modest style.

The improvements on the subject property are built against the western and northern boundary with a small area appearing to be located on land legally owned by the council, being the Waerenga Road roadside berm which has been formed into a tarsealed driveway/parking area which appears to be exclusively to the benefit of the subject property.

Enquiries to town planners as to the implications of the above indicate that this is a somewhat common occurrence in the Waikato District, especially in areas with older development. With regards to the subject property, there is a potential risk that the council may in the future wish to reclaim usage of the land on which improvements utilised by the subject property lie. This aforementioned portion of council owned land forms part of an unusually wide roadside berm of Waerenga Road. Nonetheless, the boundary issues do pose some risk, however we consider it a reasonable assumption that it is unlikely the council will need to reclaim usage of affected land in the foreseeable future.

Taking the above factors into consideration we have assessed the market value as follows:

### Apportionment of Value as at the date of inspection

Dwelling/Garage/Carport		\$172,000
Other Improvements Garden Shed, Fencir	0	\$ 3,000
Total Value of Improvements		\$175,000
Land Value	395m <sup>2</sup>	\$190,000
Chattels: Carpet, Curtains, Light Fittings & Heat Pump		\$ 5,000
Current Market Value		\$370,000

The above valuation is inclusive of GST (if any).

### STATEMENT OF GENERAL VALUATION POLICIES

### **User Restriction**

This valuation is prepared on the assumption that the lender as referred to in the valuation report (and no other) may rely on the valuation for mortgage finance purposes. This valuation and all valuation services are provided by Property Valuations Limited solely for the use of the client. Property Valuations Limited does not and shall not assume any responsibility to any person other than the client for any reason whatsoever including breach of contract, negligence (including negligent misstatement) or wilful act or default of itself or others by reason of or arising out of the provision of this valuation or valuation services. Any person, other than the client, who uses or relies on this valuation does so at their own risk.

### **Basis of Valuation**

This valuation has been prepared on the basis of a willing seller / willing buyer concept, with reference to comparable sales evidence. It reflects, in our opinion, the current market value as at the date of the property inspection. The valuation may not reflect the situation that could occur should the property be sold under forced sale conditions.

### Purpose

This valuation has been completed for the specific purpose stated in this report. No responsibility is accepted in the event that this report is used for any other purpose.

### **Market Value**

This valuation provides our assessment of the market value. Market Value is defined as:

"The estimated amount for which the property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's length transaction, after proper marketing, wherein the parties had each acted knowledgeably, prudently and without compulsion."

Future assessments may vary from that shown in this report due to changed market conditions and/or structural and/or presentation changes to the improvements.

### **Valuation Date**

This report is relevant as at the date of preparation and to circumstances prevailing at that time. However, within a changing economic environment, returns on investment and values can be susceptible to variation – sometimes over a relatively short time scale. We therefore strongly recommend that before any action is taken involving acquisition, disposal, borrowing, restructuring or any other transaction that you consult us.

### Publication

Neither the whole nor any part of any valuation report, or any reference to the same may be included in any published document, circular or statement without our written approval as to the form and context in which it may appear.

### Hazardous & Toxic Substances

A visual site inspection and any inquiries have not revealed any obvious pollution or contamination. Nevertheless, we are not experts in the detection or quantification of environmental problems and accordingly have not carried out a detailed environmental investigation. Therefore this valuation is made on the assumption that there are no actual or potential contamination issues affecting;

- The value or marketability of the property or;
- The site (as applicable)

Verification that the property is free from contamination and has not been affected by pollutants of any kind may be obtained from a suitably qualified expert. Should subsequent investigation show that the site is contaminated this valuation may require revision.

### **Building & Site Survey**

This report has been prepared for valuation purposes only and is not intended to be a structural, engineering or geotechnical survey.

If you intend to purchase the property or lend money secured on it we recommend that you instruct a suitably qualified professional to survey the property for defects before you proceed further.

We have undertaken a visual inspection in respect of any building valued, but must advise that we have not inspected unexposed or inaccessible portions of any building and are therefore unable to certify that these are free from defect. Any elements of deterioration apparent during our consideration of the general state of repair of building/s has been noted or reflected in our valuation.

We have not made a survey of the property and its boundaries and assume no responsibility in connection with such matters. Unless otherwise stated it is assumed that all improvements lie within the Title boundaries. Any sketch, plan or map in this report is included to assist the reader in visualising the property and should not be relied upon as being definitive.

This report is prepared on the assumption that except where noted in this report:

- 1. The building has been competently designed and built, is structurally sound and watertight.
- 2. The building does not contain any latent or patent defects which could result in:
  - a. The building ceasing to be watertight.
  - b. Gradual decay of the building including its structure.

In preparing the valuation it has been assumed that all lifts, hot and cold water systems, electrical systems, ventilating systems and other devices, fittings, installations or conveniences as are in the building are in proper working order and functioning for the purposes for which

they were designed, and conform to the current building, fire and government regulations and codes.

### Local Authority & Legislative Compliance

In preparing this report and unless otherwise stated, services to the subject property have not been tested nor has a Land Information Memorandum been obtained from the Local Authority.

The valuation has been assessed on the basis that the property and all buildings comply (except as detailed herein) with Local Authority and Relevant Legislative requirements. Should this not be the case for any reason, then this valuation is conditional upon compliance by the owner.

### **International Valuation Standards – Compliance Statement**

This valuation has been performed in accordance with the ethical and professional requirements of the International Valuation Standards Code of Conduct, and we confirm the following;

- The statements of fact presented in the report are correct to the best of the Valuers knowledge;
- The analyses and conclusions are limited only by the reported assumptions and conditions;
- The Valuer has no interest in the subject property;
- The Valuers fee is not contingent upon the determination of value;
- The valuation was performed in accordance with an ethical code and performance standards;
- The Valuer has satisfied professional education requirements;
- The Valuer has experience in the location and category of the property being valued;
- The Valuer has made a personal inspection of the property; and
- No one, except those specified in the report, has provided professional assistance in preparing the report.

### **PINZ and NZIV Compliance**

We confirm that the above property valuation has been determined by a Registered Valuer, holding a current Annual Practicing Certificate, who is a member of the Property Institute of New Zealand.

The above valuation complies with the International Valuation Standards 2017 and the New Zealand and Australian Valuation and Property Standards.

### **Professional Indemnity Insurance**

We certify that Property Valuations Ltd holds current professional indemnity insurance.

Note: The counter signatory has not viewed the property but has perused the report and reviewed the market evidence.

We thank you for your instruction and should any further details be required please do not hesitate to contact the writer.

Yours faithfully, PROPERTY VALUATIONS LIMITED

Russell H Martin Director Registered Valuer B. Ag ANZIV SPINZ

AndrenMilline

Andrew McQuire Valuer B. Prop



### COMPUTER FREEHOLD REGISTER UNDER LAND TRANSFER ACT 1952



Guaranteed Search Copy issued under Section 172A of the Land Transfer Act 1952

IdentifierSA23A/1114Land Registration DistrictSouth AucklandDate Issued27 January 1978

**Prior References** SA421/106

EstateFee SimpleArea395 square metres more or lessLegal DescriptionLot 1 Deposited Plan South Auckland<br/>24856

### **Proprietors**

John Timothy Wallace and Denise Jeanette Wallace

### Interests

H485024.3 Mortgage to Bank of New Zealand - 7.9.1983 at 11.25 am

Transaction Id Client Reference Quickmap Transaction Id Client Reference Quickmap



Document Set ID: 1926063 Version: 1, Version Date: 04/04/2018

and/or nominee

## AGREEMENT FOR SALE AND PURCHASE OF REAL ESTATE

This form is approved by the Real Estate Institute of New Zealand Incorporated and by Auckland District Law Society Incorporated.

### DATE:

VENDOR: John Timothy Wallace and Denise Jeanette Wallace

PURCHASER: Te Kauwhata and Districts Information and Support Centre Incorporated

The vendor is registered under the GST Act in respect of the transaction Na evidenced by this agreement and/or will be so registered at settlement: Yeemo PROPERTY Address: 1 Waerenga Road, Te Kauwhata FEE SIMPLE Estate. TEASEHOLD STRATUM IN PREEHOLD STRATUM IN LEASEHOLD CROSSLEASE (FEE SIMPLE) CROSSLEASE (LEASEHOLD) (fee simple if none is deleted) Legal Description: Area (more or less): Lot/Flat/Unit: DP: Unique Identifier or CT: 395m2 1 24856 SA23A/1114 & Real Estate etyinc S PAYMENT OF PURCHASE PRICE stric Law . Plus GST (if any) OR inclusive of GST (if any) If neither is deleted, the purchase price includes GST (if any). Purchase price: \$390,000.00 GST date (refer clause 14.0): November 201 President and bright Deposit (refer clause 2.0): \$ Nil Balance of purchase price to be paid or satisfied as follows: (1) By payment in cleared funds on the settlement date which is 4 weeks after unconditional date or earlier by agreement. OR Interest rate for late settlement: 12 (2) In the manner described in the Further Terms of Sale. % p.a. **CONDITIONS (refer clause 10.0)** LIM required: (refer clause 10.2) **Finance condition** Yes/No Building report required: (refer clause 10.3) Yes/No Lender: OIA Consent required: (refer clause 10.4) Yes/No Amount required: Finance date: 20 July 2018 Land Act/OIA date: TENANCIES (if any) Name of tenant: Existing Bond: Rent: Term: **Right of renewal:** SALE BY: Licensed Real Estate Agent under Real Estate Agents Act 2008 It is agreed that the vendor sells and the purchaser purchases the property, and the chattels listed in Schedule 2, on the terms set out above and in the General Terms of Sale and any Further Terms of Sale. Release date: 14 November 2017 1

### **GENERAL TERMS OF SALE**

1.0 Definitions, time for performance, notices, and interpretation

- Definitions 11
  - Unless the context requires a different Interpretation, words and phrases not otherwise defined have the same meanings ascribed to those words and phrases in the Goods and Services Tax Act 1985, the Property Law Act 2007, the Resource Management Act 1991 or the Unit Titles Act 2010.
     "Agreement" means this document including the front page, these General Terms of Sale, any Further Terms of Sale, and any schedules and attachments.
     "Building Act" means the Building Act 1991 and/or the Building Act 2004.

  - (4) "Building warrant of fitness" means a building warrant of fitness supplied to a territorial authority under the Building Act. "Cleared funds" means:

  - (a) An electronic transfer of funds that has been made strictly in accordance with the requirements set out in the PLS Guidelines; or (b) A bank cheque, but only in the circumstances permitted by the PLS Guidelines and only if it has been paid strictly in accordance with the requirements set out in the PLS Guideline
  - (6) "Default GST" means any additional GST, penalty (civil or otherwise), interest, or other sum imposed on the vendor (or where the vendor is or was a member of a GST group its representative member) under the GST Act or the Tax Administration Act 1994 by reason of non-payment of any GST payable in respect of the supply made under this agreement but does not include any such sum levied against the vendor (or where the vendor is or was a member of a GST
  - "Electronic instrument" has the same meaning as ascribed to that term in the Land Transfer (Computer Registers and Electronic Lodgement) Amendment Act (7) 2002
  - (8) "GST" means Goods and Services Tax arising pursuant to the Goods and Services Tax Act 1965 and "GST Act" means the Goods and Services Tax Act 1985
  - "Landonline Workspace" means an electronic workspace facility approved by the Registrar-General of Land pursuant to the provisions of the Land Transfer (Computer Registers and Electronic Lodgement) Amendment Act 2002. (9)
  - (10) "LIM" means a land information memorandum issued pursuant to the Local Government Official Information and Meetings Act 1987. (11) "LINZ" means Land Information New Zealand.

  - (12) "Local authority" means a territorial authority or a regional council.
     (13) "OIA Consent" means consent to purchase the property under the Overseas Investment Act 2005.
     (14) "PLS Guidelines" means the most recent edition, as at the date of this agreement, of the Property Transactions and E-Dealing Practice Guidelines prepared by the Property Law Section of the New Zeatand Law Society. (15) "Property" means the property described in this agreement. (16) "Purchase price" means the total purchase price stated in this agreement which the purchaser has agreed to pay the vendor for the property and the chattels

  - included in the sale

  - (17) "Regional council means a regional council within the meaning of the Local Government Act 2002.
     (18) "Remote settlement" means settlement of the sale and purchase of the property by way of the purchaser's lawyer paying the moneys due and payable on the settlement date directly into the trust account of the vendor's lawyer, in consideration of the vendor agreeing to meet the vendor's obligations under subclause 3.8(2), pursuant to the protocol for remote settlement recommended in the PLS Guidelines.

  - (19) "Secure web document exchange" means an electronic messaging service enabling messages and electronic documents to be posted by one party to a secure website to be viewed by the other party immediately after posting.
    (20) "Settlement date" means the date specified as such in this agreement.
    (21) "Settlement statement" means a statement showing the purchase price, plus any GST payable by the purchaser in addition to the purchase price, less any deposition of ther payments or allowances to be credited to the purchaser, together with apportionments of all incomings and outgoings apportioned at the purchaser in addition. settlement date.
  - (22) "Territorial authority" means a territorial authority within the meaning of the Local Government Act 2002.
    (23) "Unit title" means a unit title under the Unit Titles Act 2010.

  - (24) The terms "principal unit", "accessory unit", "owner", "unit plan", and "unit" have the meanings ascribed to those terms in the Unit Titles Act 2010.
  - (25) The term "rules" includes both body corporate rules under the Unit Titles Act 1972 and body corporate operational rules under the Unit Titles Act 2010.
    (25) The terms "building", "building consent", "code compliance certificate", "compliance schedule", "household unit", and "commercial on-seller" have the meanings ascribed to those terms in the Building Act.
  - (27) The term "title" includes where appropriate a computer register within the meaning of the Land Transfer (Computer Registers and Electronic Lodgement)
  - Amendment Act 2002.

  - Amenoment Act 2002.
    (28) The terms 'going concern', 'goods', 'principal place of residence', 'recipient', 'registered person', 'registration number', 'supply', and 'taxable activity' have the meanings ascribed to those terms in the GST Act.
    (29) The terms 'tax information' and 'tax statement' have the meanings ascribed to those terms in the Land Transfer Act 1952.
    (30) The terms 'associated person', 'conveyancer', 'residential land purchase amount', 'offshore RLWT person', "RLWT certificate of exemption' and 'RLWT rules' have the meanings ascribed to those terms in the Income Tax Act 2007.
    (31) The term 'Commissioner' has the meaning ascribed to that term in the Tax Administration Act 1994.

  - (31) The term "Commissioner" has the meaning ascribed to that term in the Tax Administration Act 1994.
    (32) "Working day" means any day of the week other than:

    (a) Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, and Labour Day;
    (b) if Waitangi Day or Anzac Day falls on a Saturday or Sunday, the following Monday;
    (c) a day in the period commencing on the 24th day of December in any year and ending on the 5th day of January (or in the case of subclause 10.2(2) the 15th day of January) in the following year, both days inclusive; and
    (d) the day observed as the anniversary of any province in which the property is situated.
    A working day shall be deemed to commence at 9.00 am and to terminate at 5.00 pm.

    (33) Unless a contrary intention appears on the front page or elsewhere in this agreement:

    (a) the interest rate for late settlement is equivalent to the Interest rate for late settlement is payable, plus 5% per annum; and
    (b) a party is in default if did not do what it has contracted to do to enable settlement to occur. regardless of the cause of subclause.
    - (b) a party is in default if it did not do what it has contracted to do to enable settlement to occur, regardless of the cause of such failure

#### 1.2 Time for Performance

- Where the day nominated for settlement or the fulfilment of a condition is not a working day, then the settlement date or the date for fulfilment of the condition shall be the last working day before the day so nominated.
   Any act done pursuant to this agreement by a party, including service of notices, after 5.00 pm on a working day, or on a day that is not a working day, shall
- be deemed to have been done at 9.00 am on the next succeeding working day.
   (3) Where two or more acts done pursuant to this agreement, including service of notices, are deemed to have been done at the same time, they shall take effect in the order in which they would have taken effect but for subclause 1.2(2).

#### 13 Notices

- The following apply to all notices between the parties relevant to this agreement, whether authorised by this agreement or by the general law: (1) All notices must be served in writing.
- (2) Any notice under section 28 of the Property Law Act 2007, where the purchaser is in possession of the property, must be served in accordance with section 353 of that Act.
- All other notices, unless otherwise required by the Property Law Act 2007, must be served by one of the following means: (a) on the party as authorised by sections 354 to 361 of the Property Law Act 2007, or (3)
  - on the party or on the party's lawyer. (b)

    - (i) by personal delivery; or(ii) by posting by ordinary mail; or
    - (iii) by facsimile; or
    - (iv) by email: or
- in the case of the party's lawyer only, by sending by document exchange or, if both parties' lawyers have agreed to subscribe to the same secure (V) web document exchange for this agreement, by secure web document exchange.
   (4) In respect of the means of service specified in subclause 1.3(3)(b), a notice is deemed to have been served:

  - (a) in the case of posting by ordinary mail, on the third working day following the date of posting to the address for service notified in writing by the party or to the postal address of the lawyer's office;
     (b) in the case of posting by ordinary mail, on the third working day following the date of posting to the address for service notified in writing by the party or to the postal address of the lawyer's office;
  - in the case of facsimile transmission, when sent to the facsimile number notified in writing by the party or to the facsimile number of the lawyer's office; in the case of email, when acknowledged by the party or by the lawyer orally or by return emails or otherwise in writing, except that return emails generated automatically shall not constitute an acknowledgement; (C) (d)

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- (e) in the case of sending by document exchange, on the second working day following the date of sending to the document exchange number of the lawyer's office;

- (f) in the case of sending by secure web document exchange, at the time when in the ordinary course of operation of that secure web document exchange, a notice posted by one party is accessible for viewing or downloading by the other party.
  (5) Any period of notice required to be given under this agreement shall be computed by excluding the day of service.
  (6) In accordance with section 222 of the Contract and Commercial Law Act 2017, the parties agree that any notice or document that must be given in writing by one party to the other may be given in electronic form and by means of an electronic communication, subject to the rules regarding service set out above. Interpretation

### 1.4

- if there is more than one vendor or purchaser, the liability of the vendors or of the purchasers, as the case may be, is joint and several.
   Where the purchaser executes this agreement with provision for a nominee, or as agent for an undisclosed or disclosed but unidentified principal, or on behalf of a company to be formed, the purchaser shall at all times remain liable for all obligations on the part of the purchaser.
- If any inserted term (including any Further Terms of Sale) conflicts with the General Terms of Sale the inserted term shall prevail.
- Headings are for information only and do not form part of this agreement.
- References to statutory provisions shall be construed as references to those provisions as they may be amended or re-enacted or as their application is (5) modified by other provisions from time to time.

#### 2.0 Deposit

- 21 The purchaser shall pay the deposit to the vendor or the vendor's agent immediately upon execution of this agreement by both parties and/or at such other time as is specified in this agreement
- If the deposit is not paid on the due date for payment, the vendor may at any time thereafter serve on the purchaser notice requiring payment. If the purchaser fails to pay the deposit on or before the third working day after service of the notice, time being of the essence, the vendor may cancel this agreement by serving notice of cancellation on the purchaser. No notice of cancellation shall be effective if the deposit has been paid before the notice of cancellation is served. 22
- The deposit shall be in part payment of the purchase price. 23 24
  - The person to whom the deposit is paid shall hold it as a stakeholder until:
- the requisition procedure under clause 6.0 is completed without either party cancelling this agreement; and
   where this agreement is entered into subject to any condition(s) expressed in this agreement, each such condition has been fulfilled or waived; and
   where the property is a unit title:

  - (a) a pre-settlement disclosure statement, certified correct by the body corporate, under section 147 of the Unit Titles Act 2010; and
     (b) an additional disclosure statement under section 148 of the Unit Titles Act 2010 (if requested by the purchaser within the time prescribed in section 148(2)).
  - have been provided to the purchaser by the vendor within the times prescribed in those sections or otherwise the purchaser has given notice under section
    - 149(2) of the Unit Titles Act 2010 to postpone the settlement date until after the disclosure statements have been provided; or this agreement is cancelled pursuant to subclause 6.2(3)(c) or avoided pursuant to subclause 10.8(5) or, where the property is a unit title and the purchaser having the right to cancel this agreement pursuant to section 151(2) of the Unit Titles Act 2010 has cancelled this agreement pursuant to that section, or has (4) waived the right to cancel by giving notice to the vendor, or by completing settlement of the purchase.

#### 3.0 Possession and Settlement

#### Possession

- 3.1
- Unless particulars of a tenancy are included in this agreement, the property is sold with vacant possession and the vendor shall so yield the property on the settlement date. If the property is sold with vacant possession, then subject to the rights of any tenants of the property, the vendor shall permit the purchaser or any person authorised by the purchaser in writing, upon reasonable notice: 32
  - (1) to enter the property on one occasion prior to the settlement date for the purposes of examining the property, chattels and fodures which are included in the sale; and sale; and
  - (2) to re-enter the property on or before the settlement date to confirm compliance by the vendor with any agreement made by the vendor to carry out any work on the property and the chattels and the fixtures
- Possession shall be given and taken on the settlement date. Outgoings and incomings in respect of the settlement date are the responsibility of and belong to the 3.3 vendor.
- On the settlement date, the vendor shall make available to the purchaser keys to all exterior doors that are locked by key, electronic door openers to all doors that 34 are opened electronically, and the keys and/or security codes to any alams. The vendor does not have to make available keys, electronic door openers, and security codes where the property is tenanted and these are held by the tenant. 0

#### ement

- ment The vendor shall prepare, at the vendor's own expense, a settlement statement. The vendor shall tender the settlement statement to the purchaser or the purchaser's lawyer a reasonable time prior to the settlement date. The purchaser's lawyer shall: (1) within a reasonable time prior to the settlement date create a Landonline Workspace for the transaction, notify the vendor's lawyer of the dealing number 3.5
- 36
  - allocated by LINZ, and prepare in that workspace a transfer instrument in respect of the property; and
  - (2) prior to settlement: (a) lodge in that workspace the tax information contained in the transferee's tax statement; and
  - (b) certify and sign the transfer instrument.
- The vendor's lawyer shall: 37
  - (1) within a reasonable time prior to the settlement date prepare in that workspace all other electronic instruments required to confer title on the purchaser in terms of the vendor's obligations under this agreement; and
    - (2) prior to settlement:
      - (a) lodge in that workspace the tax information contained in the transferor's tax statement; and
      - (b) have those instruments and the transfer instrument certified, signed and, where possible, pre-validated.
- On the settlement date: 3.8
  - the balance of the purchase price, interest and other moneys, if any, shall be paid by the purchaser in cleared funds or otherwise satisfied as provided in this agreement (credit being given for any amount payable by the vendor under subclause 3.12 or 3.14);
     the vendor's lawyer shall immediately thereafter.
  - (a) release or procure the release of the transfer instrument and the other instruments mentioned in subclause 3.7(1) so that the purchaser's lawyer can then
    - (b) pay to the purchaser's lawyer the LINZ registration fees on all of the instruments mentioned in subclause 3.7(1), unless these fees will be invoiced to the vendor's lawyer by LINZ directly; and
    - (c) deliver to the purchaser's lawyer any other documents that the vendor must provide to the purchaser on settlement in terms of this agreement.
  - All obligations under subclause 3.8 are interdependent.
- 3.10 The parties shall complete settlement by way of remote settlement, provided that where payment by bank cheque is permitted under the PLS Guidelines, payment may be made by the personal delivery of a bank cheque to the vendor's lawyer's office, so long as it is accompanied by the underlaking from the purchaser's lawyer required by those Guidelines.
- Last Minute Settlement

39

- 3.11 If due to the delay of the purchaser, settlement takes place between 4.00 pm and 5.00 pm on the settlement date ("last minute settlement"), the purchaser shall pay the vendor.
  - (1) one day's interest at the interest rate for late settlement on the portion of the purchase price paid in the last minute settlement; and
     (2) If the day following the last minute settlement is not a working day, an additional day's interest (calculated in the same manner) for each day until, but excluding, the next working day.

Purchaser Default: Late Settlement

- 3.12 If any portion of the purchase price is not paid upon the due date for payment, then, provided that the vendor provides reasonable evidence of the vendor's ability to perform any obligation the vendor is obliged to perform on that date in consideration for such payment: (1) the purchaser shall pay to the vendor interest at the interest rate for late settlement on the portion of the purchase price so unpaid for the period from the due
  - (1) The purchaser shall pay to the vendor interest at the interest rate or rate settlement on the portion or the purchaser price so unpaid for the period from the period from the period for the period from the period from the period for the period from the period for the period from the period from the period for the period from the pe

  - the purchaser shall be responsible for the outgoings relating to the property during the default period; or (b) retain such incomings in lieu of receiving interest from the purchaser pursuant to subclause 3.12(1).
- 3.13 Where subclause 3.12(1) applies and the parties are unable to agree upon any amount claimed by the vendor for additional expenses and damages: (1) an interim amount shall on settlement be paid to a stakeholder by the purchaser until the amount payable is determined;
  - (2)
  - the interim amount must be a reasonable sum having regard to all of the circumstances; if the parties cannot agree on the interim amount, the interim amount shall be determined by an experienced property lawyer appointed by the parties. The appointee's costs shall be met equally by the parties. If the parties cannot agree on the appointee, the appointment shall be made on the application of either
  - party by the president for the time being of the New Zealand Law Society; (4) the stakeholder shall lodge the interim amount on Interest-bearing call deposit with a bank registered under the Reserve Bank of New Zealand Act 1989 in the pint names of the vendor and the purchaser,
  - (5) the interest earned on the interim amount net of any withholding tax and any bank or legal administration fees and commission charges shall follow the destination of the interim amount;

  - If the amount determined to be payable shall not be limited by the interim amount; and If the parties cannot agree on a stakeholder, the interim amount shall be paid to a stakeholder nominated on the application of either party by the president for the time being of the New Zealand Law Society. n
- Vendor Default: Late Settlement or Failure to Give Possession
- 3.14 (1) For the purposes of this subclause 3.14:
  - (a) the default period means
    - (i) In subclause 3.14(2), the period from the settlement date until the date when the vendor is able and willing to provide vacant possession and the purchaser takes possession; and

    - purchaser takes possession; and
      (ii) in subclause 3.14(3), the period from the date the purchaser takes possession until the date when settlement occurs; and
      (iii) in subclause 3.14(5), the period from the settlement date until the date when settlement occurs; and
      (b) the vendor shall be deemed to be unvilling to give possession if the vendor does not offer to give possession.
      (c) If this agreement provides for vacant possession but the vendor is unable or unvilling to give vacant possession on the settlement date, then, provided that the purchaser provides reasonable evidence of the purchaser's ability to perform the purchaser's obligations under this agreement:
      (a) the vendor shall pay the purchaser, at the purchaser's election, either.
      (i) compensation for any reasonable costs incurred for temporary accommodation for persons and storage of chattels during the default period; or
      (ii) an amount equivalent to interest at the interest rate for late settlement on the entire purchase or ownight deposits lodged in the purchaser's lawyer's trust bank account on such portion of the purchase price (including any deposit) as is payable under this agreement on or by the settlement date but remains unpaid during the default period less:
      (i) any withholding tar, and
      - any withholding tax; and

      - (ii) any bank or legal administration fees and commission charges; and
         (iii) any interest payable by the purchaser to the purchaser's lender during the default period in respect of any mortgage or loan taken out by the purchaser in relation to the purchase of the property.
    - (3) If this agreement provides for vacant possession and the vendor is able and willing to give vacant possession on the settlement date, then, provided the purchaser provides reasonable evidence of the purchaser's ability to perform the purchaser's obligations under this agreement, the purchaser may elect to take possession in which case the vendor shall not be liable to pay any interest or other moneys to the purchaser but the purchaser shall pay the vendor the same amount as that specified in subclause 3.14(2)(b) during the default period. A purchaser in possession under this subclause 3.14(3) is a licensee only.
       (4) Notwithstanding the provisions of subclause 3.14(3), the purchaser may elect not to take possession when the purchaser is entitled to take it. If the purchaser are the same amount as that specified in subclause 3.14(3), the purchaser may elect not to take possession when the purchaser is entitled to take it. If the purchaser is a site of the purchaser is a site of
    - elects not to take possession, the provisions of subclause 3.14(2) shall apply as though the vendor were unable or unwilling to give vacant pos session on the settlement date.
    - If this agreement provides for the property to be sold tenanted then, provided that the purchaser provides reasonable evidence of the purchaser's ability to perform the purchaser's obligations under this agreement, the vendor shall on settlement account to the purchaser for incomings which are payable and received in respect of the property during the default period less the outgoings paid by the vendor during that period. Apart from accounting for such incomings, the vendor shall not be liable to pay any other moneys to the purchaser but the purchaser shall pay the vendor the same amount as that specified in subclause 3.14(2)(b) during the default period. The provisions of this subclause 3.14 shall be without prejudice to any of the purchaser's rights or remedies including any right to claim for any additional
    - (6) expenses and damages suffered by the purchaser.

    - (7) Where the parties are unable to agree upon any amount payable under this subclause 3.14: (a) an interim amount shall on settlement be paid to a stakeholder by the party against whom it is claimed until the amount payable is determined;
      - (b) the interim amount shall be the lower of:
        - the amount claimed: or
      - (i) an amount equivalent to interest at the interest rate for late settlement for the relevant default period on such portion of the purchase price (including any deposit) as is payable under this agreement on or by the settlement date. (c) the stakeholder shall lodge the interim amount on interest-bearing call deposit with a bank registered under the Reserve Bank of New Zealand Act 1989
      - (d) the interest earned on the interim amount net of any withholding tax and any bank or legal administration fees and commission charges shall follow the
      - destination of the interim amount;

      - the amount determined to be payable shall not be limited by the interim amount; and If the parties cannot agree on a stakeholder the interim amount shall be paid to a stakeholder nominated on the application of either party by the president for the time being of the New Zealand Law Society. m

Deferment of Settlement and Possession

- 3 15 H
  - this is an agreement for the sale by a commercial on-seller of a household unit; and (1)
  - (2) a code compliance certificate has not been issued by the settlement date in relation to the household unit,

then, unless the parties agree otherwise (in which case the parties shall enter into a written agreement in the form (if any) prescribed by the Building (Forms) Regulations 2004), the settlement date shall be deferred to the fifth working day following the date upon which the vendor has given the purchaser notice that the code compliance certificate has been issued (which notice must be accompanied by a copy of the certificate).

- In every case, if neither party is ready, willing, and able to settle on the settlement date, the settlement date shall be deferred to the third working day following the date upon which one of the parties gives notice it has become ready, willing, and able to settle. 3 16
- 3.17

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- (1) the property is a unit title;
- (2) the settlement date is deferred pursuant to either subclause 3.15 or subclause 3.16; and
- (3) the vendor considers on reasonable grounds that an extension of time is necessary or desirable in order for the vendor to comply with the warranty by the vendor in subclause 9.2(3),
- (4) then the vendor may extend the settlement date:
  - (a) where there is a determent of the settlement date pursuant to subclause 3.15, to the tenth working day following the date upon which the vendor gives the purchaser notice that the code compliance certificate has been issued, provided the vendor gives notice of the extension to the purchaser no later than the second working day after such notice; or
  - where there is a deferment of the settlement date pursuant to subclause 3.16, to the tenth working day following the date upon which one of the parties gives notice that it has become ready, willing, and able to settle, provided the vendor gives notice of the extension to the purchaser no later than the second working day after such notice

New Title Provision

- 3 18 (1) Where

  - (a) the transfer of the property is to be registered against a new title yet to be issued; and
     (b) a search copy, as defined in section 172A of the Land Transfer Act 1952, of that title is not obtainable by the tenth working day prior to the settlement date
    - then, unless the purchaser elects that settlement shall still take place on the agreed settlement date, the settlement date shall be deterred to the tenth working day following the later of the date on which: (C)
    - (i) the vendor has given the purchaser notice that a search copy is obtainable; or
       (ii) the requisitions procedure under clause 6.0 is complete.
  - (2) Subclause 3.18(1) shall not apply where it is necessary to register the transfer of the property to enable a plan to deposit and title to the property to issue.

#### 4.0 Residential Land Withholding Tax

- If the vendor does not have a conveyancer or the vendor and the purchaser are associated persons, then:
  - (1) the vendor must provide the purchaser or the purchaser's conveyancer, on or before the second working day before the due date for payment of the first residential land purchase amount payable under this agreement, with:
    - (a) sufficient information to enable the purchaser or the purchaser's conveyancer to determine to their reasonable satisfaction whether section 54C of the Tax Administration Act 1994 applies to the sale of the property, and
       (b) if the purchaser or the purchaser's conveyancer determines to their reasonable satisfaction that section 54C of the Tax Administration Act 1994 does
    - apply, all of the information required by that section and either an RLWT certificate of exemption in respect of the sale or otherwise such other information that the purchaser's conveyancer may reasonably require to enable the purchaser's conveyancer to determine to their reasonable satisfaction the amount of RLWT that must be withheld from each residential land purchase amount;

  - reasonable satisfaction the amount of RLWT that must be withheld from each residential land purchase amount;
    (2) the vendor shall be liable to pay any costs reasonably incurred by the purchaser or the purchaser's conveyancer in relation to RLWT, including the cost of obtaining professional advice in determining whether there is a requirement to withhold RLWT and the amount of RLWT that must be withheld, if any; and
    (3) any payments payable by the purchaser on account of the purchase price shall be deemed to have been paid to the extent that:

    (a) RLWT has been withheld from those payments by the purchaser or the purchaser's conveyancer as required by the RLWT rules; and
    (b) any costs payable by the vendor under subclause 4.1(2) have been deducted from those payments by the purchaser or or the vendor does not have a conveyancer or the vendor and the purchaser are associated persons and if the vendor fails to provide the information required under subclause 4.1(1), then the purchaser may:
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  - (1) defer the payment of the first residential land purchase amount payable under this agreement (and any residential land purchase amount that may subsequently fail due for payment) until such time as the vendor supplies that information; or
     (2) on the due date for payment of that residential land purchase amount, or at any time thereafter if payment has been deferred by the purchaser pursuant to
  - this subclause and the vendor has still not provided that information, treat the sale of the property as if it is being made by an offshore RLWT person where there is a requirement to pay RLWT.
- 4.3
- If pursuant to subclause 4.2 the purchaser treats the sale of the property as if it is being made by an offshore RLWT person where there is a requirement to pay RLWT, the purchaser or the purchaser's conveyancer may: (1) make a reasonable assessment of the amount of RLWT that the purchaser or the purchaser's conveyancer would be required by the RLWT rules to withhold from any residential land purchase amount if the sale is treated in that manner, and (2) withhold that amount from any residential land purchase amount and pay it to the Commissioner as RLWT.
- Any amount withheid by the purchaser or the purchaser's conveyancer pursuant to subclause 4.3 shall be treated as RLWT that the purchaser or the purchaser's conveyancer is required by the RLWT rules to withhold. 4.4
- 4.5 purchase price of.

purchase price of: (1) the costs payable by the vendor under subclause 44(2) that the purchaser or the purchaser's conveyancer intends to deduct; and the amount of RLWT that the purchaser or the purchaser's conveyancer intends to withhold a

#### 5.0 Risk and insurance

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  The property and chattels shall remain at the risk of the vendor until possession is given and taken.
  if, prior to the giving and taking of possession, the property is destroyed or damaged, and such destruction or damage has not been made good by the settlement date, then the following provisions shall apply:
  (1) If the destruction or damage, has been sufficient to render, the property unternantable and it is unternantable on the settlement date, the purchase ray:
  (a) complete the purchase at the purchase price, less a sum equal to any insurance moneys received or receivable by or on behalf of the vendor in respect of such destruction or damage, provided that no reduction shall be made to the purchase price if the vendor is insurance company has agreed to reinstate to return to the purchaser into the extent of the vendor in which case the vendor shall return to the purchaser immediately the deposit and any other moneys paid by the purchaser, and neither pairly shall have any right or claim against the other arising from this agreement or its cancellation;
  (2) If the property is not unternatable on the settlement date the purchaser shall complete the purchase to the amount of the demost to the destruction in value of the property which, to the extent that the destruction or damage to shall be deemed to be
- the diminution in value of the property which, to the extent that the destruction of damage to the property can be made good, shall be deemed to be equivalent to the reasonable cost of reinstatement or repair, "2001 c 2001 (3) in the case of a property zoned for rural purposes under an operative District Plan, damage to the property shall be deemed to have rendered the property
- untenantable where the diminution in value exceeds an amount equal to 20% of the purchase price; and (4) if the amount of the diminution in value is disputed, the parties shall follow the same procedure as that set out in subclause 8.4 for when an amount of
- compensation is disputed.
- The purchaser shall not be required to take over any insurance policies held by the vendor.

#### 6.0 Title, boundaries and requisitions

- The vendor shall not be bound to point out the boundaries of the property except that on the sale of a vacant residential lot which is not limited as to parcels the vendor shall ensure that all boundary markers required by the Cadastral Survey Act 2002 and any related rules and regulations to identify the boundaries of the property are present in their correct positions at the settlement date.
  - (1) The purchaser is deemed to have accepted the vendor's title except as to objections or requisitions which the purchaser is entitled to make and notice of which the purchaser serves on the vendor on or before the earlier of:
    - (a) the tenth working day after the date of this agreement; or (b) the settlement date.
    - Where the transfer of the property is to be registered against a new title yet to be issued, the purchaser is deemed to have accepted the title except as to such (2) objections or requisitions which the purchaser is entitled to make and notice of which the purchaser serves on the vendor on or before the fifth working day following the date the vendor has given the purchaser notice that the title has been issued and a search copy of it as defined in section 172A of the Land Transfer Act 1952 is obtainable
    - If the vendor is unable or unwilling to remove or comply with any objection or requisition as to title, notice of which has been served on the vendor by the purchaser, then the following provisions will apply: (a) the vendor shall notify the purchaser ("a vendor's notice") of such inability or unwillingness on or before the fifth working day after the date of service of
      - the purchaser's notice:
      - (b) if the vendor does not give a vendor's notice the vendor shall be deemed to have accepted the objection or requisition and it shall be a requirement of
  - (b) If the ventor opes not give a ventor's notice the ventor shall be complied with before settlement;
    (c) if the purchaser does not on or before the fifth working day after service of a vendor's notice notify the vendor that the purchaser waives the objection or requisition, either the vendor or the purchaser may (notwithstanding any intermediate negoliations) by notice to the other, cancel this agreement.
    (4) In the event of cancellation under subclause 6.2(3), the purchaser shall be entitled to the immediate return of the deposit and any other moneys paid under this agreement by the purchaser and neither party shall have any right or claim against the other arising from this agreement or its cancellation. In particular, the purchaser shall not be entitled to any interest or to the expense or investigating the title or to any compensation whatsoever.
  - (1) If the title to the property being sold is a cross lease title or a unit title and there are:
     (a) in the case of a cross lease title:
    - - (i) alterations to the external dimensions of any leased structure; or

    - (i) anctauous to the external offnersions of any reased structure; or
      (ii) buildings or structures not intended for common use which are situated on any part of the land that is not subject to a restricted user covenant;
      (b) in the case of a unit title, encroachments out of the principal unit or accessory unit title space (as the case may be):
      then the purchaser may requisition the title under subclause 6.2 requiring the vendor.
      (c) in the case of a cross lease title, to deposit a new plan depicting the buildings or structures and register a new cross lease or cross leases (as the case may be) and any other ancillary dealings in order to convey good title; or
    - In the case of a unit title, to deposit an amendment to the unit plan, a redevelopment plan or new unit plan (as the case may be) depicting the principal and/or accessory units and register such transfers and any other ancillary dealings in order to convey good title. (d) WA 5

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- Ninth Edition 2012 (7)
- (2) The words "attenations to the external dimensions of any leased structure" shall only mean attenations which are attached to the leased structure and enclosed.
- Except as provided by sections 36 to 42 of the Contract and Commercial Law Act 2017, no error, omission, or misdescription of the property or the title shall 64 enable the purchaser to cancel this agreement but compensation, if claimed by notice before settlement in accordance with subclause 8.1 but not otherwise, shall be made or given as the case may require.
- The vendor shall not be liable to pay for or contribute towards the expense of erection or maintenance of any fence between the property and any contiguous land of the vendor but this proviso shall not enure for the benefit of any subsequent purchaser of the contiguous land; and the vendor shall be entitled to require the 6.5 inclusion of a fencing covenant to this effect in any transfer of the property.

#### 7.0 Vendor's warranties and undertakings

- The vendor warrants and undertakes that at the date of this agreement the vendor has not:
- (1) received any notice or demand and has no knowledge of any requisition or outstanding requirement:
  - (a) from any local or government authority or other statutory body; or (b) under the Resource Management Act 1991; or

  - (C) from any tenant of the property; or
- (d) from any other party; or given any consent or waiver.

which directly or indirectly affects the property and which has not been disclosed in writing to the purchaser.

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- (1) The vendor warrants and undertakes that at settlement:
  (2) The chattels and all plant, equipment, systems or devices which provide any services or amenities to the property, including, without limitation, security, heating, cooling, or alr-conditioning, are delivered to the purchaser in reasonable working order, but in all other respects in their state of repair as at the date of this agreement (fair wear and tear excepted) but failure so to deliver them shall only create a right of compensation.
  (2) All electrical and other installations on the property are free of any charge whatsoever.
  (3) There are no arrears of rates, water rates or charges outstanding on the property.
  (4) Where an allowance has been made by the vendor in the settlement statement for incomings receivable, the settlement statement correctly records those allowances including, in particular, the dates up to which the allowances have been made.
  (5) Where the vendor has done or caused or normality of the property are write:

  - (5) Where the vendor has done or caused or permitted to be done on the property any works:
     (a) any permit, resource consent, or building consent required by law was obtained; and
     (b) to the vendor's knowledge, the works were completed in compliance with those permits or consents; and

    - (c) where appropriate, a code compliance certificate was issued for those works.
       Where under the Building Act, any building on the property sold requires a compliance schedule:
       (a) the vendor has fully complied with any requirements specified in any compliance schedule issued by a territorial authority under the Building Act in respect of the building; the building has a current building warrant of fitness; and
      - (b)
  - the vendor is not aware of any reason, that the vendor has not disclosed in writing to the purchaser, which would prevent a building warrant of fitness (C) from being supplied to the territorial authority when the building warrant of fitness is next due. Since the date of this agreement, the vendor has not given any consent or waiver which directly or indirectly affects the property. Any notice or demand received by the vendor, which directly or indirectly affects the property, after the date of this agreement.

  - (a) (b) from any local or government authority or other statutory body; or under the Resource Management Act 1991; or
  - (C) from any tenant of the property; or

(6)

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(d) from any other party, has been delivered forthwith by the vendor to either the purchaser or the purchaser's lawyer, unless the vendor has paid or complied with such notice or demand. If the vendor fails to so deliver or pay the notice or demand, the vendor shall be liable for any penalty incurred. (9) Any chattels included in the sale are the unencumbered property of the vendor.

- (a) Any obtaines includes includes part only of a building, the warranty and undertaking in subclause 7.2(6) does not apply. Instead the vendor warrants and undertakes at the date of this agreement that, where under the Building Act the building of which the property forms part requires a compliance schedule:
   (1) to the vendor's knowledge, there has been full compliance with any requirements specified in any compliance schedule issued by a territorial authority under the Building Act in respect of the building;

  - (2) the building has a current building warrant of fitness; and
  - (3) the vendor is not aware of any reason, that the vendor has not disclosed in writing to the purchaser, which would prevent a building warrant of fitness from being supplied to the territorial authority when the building warrant of fitness is next due.
  - The vendor warrants and undertakes that on or immediately after settlement:
  - If the water and wastewater charges are determined by meter, the vendor will have the water meter read and will pay the amount of the charge payable pursuant to that reading; but if the water supplier will not make special readings, the water and wastewater charges shall be apportioned.
     Any outgoings included in the settlement statement are paid in accordance with the settlement statement and, where applicable, to the dates shown in the

  - settlement statement, or will be so paid immediately after settlement.
     (3) The vendor will give notice of sale in accordance with the Local Government (Rating) Act 2002 to the territorial authority and regional council in whose district the land is situated and will also give notice of the sale to every other authority that makes and levies rates or charges on the land and to the supplier of water. the land is situated and will also give notice of the sale to every other authority that makes and levies rates or charges on the land and to the supplier of water. (4) Where the property is a unit title, the vendor will notify the body corporate in writing of the transfer of the property and the name and address of the purchaser.
- If the purchaser has not validly cancelled this agreement, the breach of any warranty or undertaking contained in this agreement does not defer the obligation to settle but that obligation shall be subject to the rights of the purchaser at law or in equity, including any rights under subclause 6.4 and any right of equitable set-75

#### 8.0 Claims for compensation

- If the purchaser claims a right to compensation either under subclause 6.4 or for an equilable set-off: 8.1
  - (1) the purchaser must serve notice of the claim on the vendor on or before the last working day prior to settlement; and
  - (2) the notice must:
    - (a) in the case of a claim for compensation under subclause 6.4, state the particular error, omission, or misdescription of the property or title in respect of (a) In the case of a claim to an equitable set-off, state the particular matters in respect of which compensation is claimed;
       (b) In the case of a claim to an equitable set-off, state the particular matters in respect of which compensation is claimed;

    - comprise a genuine pre-estimate of the loss suffered by the purchaser, and
- (d) be particularised and quantified to the extent reasonably possible as at the date of the notice.
   8.2 For the purposes of subclause 8.1(1), "settlement" means the date for settlement fixed by this agreement unless, by reason of the conduct or omission of the vendor, the purchaser is unable to give notice by that date, in which case notice may be given on or before the last working day prior to the date for settlement fixed by a valid settlement notice served by either party pursuant to subclause 11.1.
- If the amount of compensation is agreed, it shall be deducted on settlement. 83
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- if the amount of compensation is disputed:
  if the amount of compensation is disputed:
  in interim amount shall be deducted on settlement and paid by the purchaser to a stakeholder until the amount of the compensation is determined;
  the interim amount must be a reasonable sum having regard to all of the circumstances;
  if the parties cannot agree on the interim amount, the interim amount shall be determined by an experienced property lawyer appointed by the parties. The appointee's costs shall be met equally by the parties. If the parties cannot agree on the appointee, the appointment shall be made on the application of either parties up to the impension of the law Zacland.
  - party by the president for the time being of the New Zealand Law Society, (4) the stakeholder shall lodge the interim amount on interest-bearing call deposit with a bank registered under the Reserve Bank of New Zealand Act 1989 in the
  - joint names of the vendor and the purchaser, (5) the interest earned on the interim amount net of any withholding tax and any bank or legal administration fees and commission charges shall follow the destination of the Interim amount;
  - the amount of compensation determined to be payable shall not be limited by the interim amount; and
  - if the parties cannot agree on a stakeholder, the interim amount shall be paid to a stakeholder nominated on the application of either party by the president for the time being of the New Zealand Law Society. (7)
- The procedures prescribed in subclauses 8.1 to 8.4 shall not prevent either party taking proceedings for the specific performance of the contract. 8.5

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### 9.0 Unit title and cross lease provisions

Unit Titles

- If the property is a unit title, sections 144 to 153 of the Unit Titles Act 2010 ("the Act") require the vendor to provide to the purchaser a pre-contract disclosure statement, a pre-settlement disclosure statement and, if so requested by the purchaser, an additional disclosure statement. 9.1
- 92
- If the property is a unit title, the vendor warrants and undertakes as follows: (1) The information in the pre-contract disclosure statement provided to the purchaser was complete and correct. (2) Apart from regular periodic contributions, no contributions have been levied or proposed by the body corporate that have not been disclosed in writing to the

  - (2) Apart non regular periods contributions to the tender will provide:
     (3) Not less than five working days before the settlement date, the vendor will provide:
     (a) a certificate of insurance for all insurances effected by the body corporate under the provisions of section 135 of the Act; and
     (b) a pre-settlement disclosure statement from the vendor, certified correct by the body corporate, under section 147 of the Act. Any periodic contributions to
     (b) a pre-settlement disclosure statement from the vendor, certified correct by the body corporate. There shall be an approximated of contributions to any periodic contributions to any section 147 of the Act. the operating account shown in that pre-settlement disclosure statement shall be apportioned. There shall be no apportionment of contributions to any long-term maintenance fund, contingency fund or capital improvement fund.

  - There are no other amounts owing by the owner under any provision of the Act or the Unit Titles Act 1972. There are no unsatisfied judgments against the body corporate and no proceedings have been instituted against or by the body corporate. No order or declaration has been made by any Court against the body corporate or the owner under any provision of the Act or the Unit Titles Act 1972. The vendor has no knowledge or notice of any fact which might give rise to or indicate the possibility of:

  - (a) the owner or the purchaser incurring any other liability under any provision of the Act or the Unit Titles Act 1972; or
     (b) any proceedings being instituted by or against the body corporate; or
     (c) any order or declaration being sought against the body corporate or the owner under any provision of the Act or the Unit Titles Act 1972. The vendor is not aware of proposals to pass any body corporate resolution relating to its rules nor are there any unregistered changes to the body corporate rules which have not been disclosed in writing to the purchaser.
  - (8)
  - (9) No lease, licence, easement, or special privilege has been granted by the body corporate in respect of any part of the common property which has not been disclosed in writing to the purchaser.

(10) No resolution has been passed and no application has been made and the vendor has no knowledge of any proposal for.
 (a) the transfer of the whole or any part of the common property;
 (b) the addition of any land to the common property;

- - (c) the cancellation of the unit plan; or
- (d) the deposit of an amendment to the unit plan, a redevelopment plan, or a new unit plan in substitution for the existing unit plan, which has not been disclosed in writing to the purchaser.
- (11) As at settlement, all contributions and other moneys payable by the vendor to the body corporate have been paid in full. 93
- If the property is a unit title, in addition to the purchaser's rights under sections 149 and 150 of the Act, and if the vendor does not provide the certificates of insurance and the pre-settlement disclosure statement under section 147 in accordance with the requirements of subclause 9.2(3), the purchaser may: (1) postpone the settlement date until the fifth working day following the date on which that information is provided to the purchaser, or
  - elect that settlement shall still take place on the settlement date.

- (2) elect that settlement shall still take place on the settlement date.
  9.4 If the property is a unit title, each party specifies that:

  (1) the facsimile number of the office of that party's lawyer shall be an address for service for that party for the purposes of section 205(1)(d) of the Act; and
  (2) if that party is absent from New Zealand, that party's lawyer shall be that party's agent in New Zealand for the purposes of section 205(2) of the Act.

  9.5 If the property is a unit title, any costs owing by the purchaser on settlement pursuant to section 148(5) of the Act for providing an additional disclosure statement shall be included in the moneys payable by the purchaser on settlement pursuant to subclause 3.8(1). Such costs may be deducted from the deposit if the purchaser becomes entitled to a refund of the deposit upon cancellation or avoidance of this agreement.
  Unauthorised Structures Cross Leases and Unit Titles
  9.6 (1) Where structures (not stated in clause 6.0 to be regularitionable) have been eracted on the property without:

  (a) in the case of a cross lease title, any required lessors' consent; or
  (b) in the case of a unit title, any required body corporate consent, the purchaser may demand within the period expiring on the earlier or:
  (i) the tenth working day after the date of this agreement; or
  (ii) the settlement date,
- - - - (ii) the settlement date,

(ii) the settlement date, that the vendor obtain the written consent of the current lessons or the body corporate (as the case may be) to such improvements ("a current consent") and

### 10.0 Conditions and mortgage terms

- Particular Conditions
- provide the purchaser with a copy of such consent on or before the settlement date.
  (2) Should the vendor be unwilling or unable to obtain a current consent then the procedure set out in subclauses 6.2(3) and 6.2(4) shall apply with the purchaser's demand under subclause 9.6(1) being deemed to be an objection and requisition?
  conditions and mortgage terms
  current consent on or before the settlement date.
  conditions
  if particulars of any finance condition(s) are inserted on the front page of this agreement, this agreement is conditional upon the purchaser arranging finance in terms of those particulars on or before the finance date. 10.1
- terms or mose particulars on or before the finance date.
  10.2 (1) If the purchaser has indicated on the front page of this agreement that a LIM is required:

  (a) that LIM is to be obtained by the purchaser at the purchaser's cost;
  (b) the purchaser is to request the LIM on or before the fifth working day after the date of this agreement; and
  (c) this agreement is conditional upon the purchaser approving that LIM provided that such approval must not be unreasonably or arbitrarily withheld.
  (2) If, on reasonable grounds, the purchaser does not approve the LIM. If the purchaser is nespect of which approval is withheld and, if those matters are capable of remedy, what the purchaser reasonably requires to be done to remedy those matters. If the purchaser's notice the purchaser's notice the purchaser's notice the purchaser's notice the the date of this agreement is be done not before the fifteenth working day after the date of the to remedy those matters. be deemed to have approved the LIM. If through no fault of the purchaser, the LIM is not available on or before the fitteenth working day after the date of the agreement and the vendor does not give an extension when requested, this condition shall not have been fulfilled and the provisions of subclause 10.8(5) shall apply

  - (3) The vendor shall give notice to the purchaser ("the vendor's notice") on or before the fifth working day after receipt of the purchaser's notice advising whether or not the vendor is able and willing to comply with the purchaser's notice by the settlement date.
    (4) If the vendor does not give a vendor's notice, or if the vendor's notice advises that the vendor is unable or unwilling to comply with the purchaser's notice, and if the purchaser does not, on or before the tenth working day after the date on which the purchaser's notice is given, give notice to the vendor that the purchaser does not, on or before the tenth working day after the date on which the purchaser's notice is given, give notice to the vendor that the purchaser waives the objection to the LIM, this condition shall not have been fulfilled and the provisions of subclause 10.8(5) shall apply.
    (5) If the vendor gives a vendor's notice advising that the vendor is able and willing to comply with the purchaser's notice, this condition is deemed to have been fulfilled, and it shall be a requirement of settlement that the purchaser's notice shall be complied with, and also, if the vendor must carry out work on the property, that the vendor shall obtain the approval of the territorial autority to the work done, both before settlement.
- 10.3 If the purchaser has indicated on the front page of this agreement that a building report is required, this agreement is conditional upon the purchaser obtaining at the purchaser's cost on or before the tenth working day after the date of this agreement a report on the condition of the buildings and any other improvements on the property that is satisfactory to the purchaser, on the basis of an objective assessment. The report must be prepared in good faith by a suitably-qualified building inspector in accordance with accordance with accordance and minimum states of an objective assessment. The report inters to properly, the vendor shall allow the building inspector to inspect the properly at all reasonable times upon reasonable nolice for the purposes of preparation of the properly. The vendor shall allow the building inspector may not carry out any invasive testing in the course of inspection without the vendor's prior written consent. If the purchaser avoids this agreement for non-futfilment of this condition pursuant to subclause 10.8(5), the purchaser must provide the vendor immediately upon request with a copy of the building inspector's report.
- 10.4 (1) If the purchaser has indicated on the front page of this agreement that OIA Consent is required, this agreement is conditional upon OIA Consent being obtained on or before the Land Act/OIA date shown on the front page of this agreement, the purchaser being responsible for payment of the application fee. (2) If the purchaser has indicated on the front page of this agreement that OIA Consent is not required, or has failed to indicate whether it is required, then the purchaser warrants that the purchaser does not require OIA Consent.
- 10.5 If this agreement relates to a transaction to which the Land Act 1948 applies, this agreement is subject to the vendor obtaining the necessary consent by the Land Act/OIA date shown on the front page of this agreement.
- 10.6 If the Land Act/OIA date is not shown on the front page of this agreement that date shall be the settlement date or a date 65 working days from the date of this agreement whichever is the sooner.
- If this agreement relates to a transaction to which section 225 of the Resource Management Act 1991 applies then this agreement is subject to the appropriate condition(s) imposed by that section. 10.7

#### **Operation of Conditions**

10.8 If this agreement is expressed to be subject either to the above or to any other condition(s), then in relation to each such condition the following shall apply unless otherwise expressly provided:

- The condition shall be a condition subsequent.
- The party or parties for whose benefit the condition has been included shall do all things which may reasonably be necessary to enable the condition to be (2) fulfilled by the date for fulfilment.
- Time for fulfilment of any condition and any extended time for fulfilment to a fixed date shall be of the essence. The condition shall be deemed to be not fulfilled until notice of fulfilment has been served by one party on the other party. (4)
- (5) If the condition is not fulfilled by the date for fulfilment, either party may at any time before the condition is fulfilled or waived avoid this agreement by giving notice to the other. Upon avoidance of this agreement, the purchaser shall be entitled to the immediate return of the deposit and any other moneys paid by the purchaser under this agreement and neither party shall have any right or claim against the other arising from this agreement or its termination.
- (6) At any time before this agreement is avoided, the purchaser may waive any finance condition and either party may waive any other condition which is for the sole benefit of that party. Any waiver shall be by notice.

### Mortgage Terms

- 10.9 Any mortgage to be arranged pursuant to a finance condition shall be upon and subject to the terms and conditions currently being required by the lender in respect of loans of a similar nature.
- 10.10 If the vendor is to advance mortgage moneys to the purchaser then, unless otherwise stated, the mortgage shall be in the appropriate "fixed sum" form currently being published by Auckland District Law Society Incorporated.

#### 11.0 Notice to complete and remedies on default

- 11.1
- If the sate is not settled on the settlement date, either party may at any time thereafter serve on the other party a settlement notice.
   The settlement notice shall be effective only if the party serving it is at the time of service either in all material respects ready, able, and willing to proceed to settle in accordance with this agreement or is not so ready, able, and willing to settle only by reason of the default or omission of the other party.
   If the purchaser is in possession, the vendor's right to cancel this agreement will be subject to sections 28 to 36 of the Property Law Act 2007 and the settlement notice may incorporate or be given with a notice under section 28 of that Act complying with section 29 of that Act.
- 11.2 Subject to subclause 11.1(3), upon service of the settlement notice the party on whom the notice is served shall settle:
  - on or before the twelfth working day after the date of service of the notice; or
     on the first working day after the 13th day of January if the period of twelve working days expires during the period commencing on the 6th day of January
  - and ending on the 13th day of January, both days inclusive, time being of the essence, but without prejudice to any intermediate right of cancellation by either party.
- 11.3 (1) If this agreement provides for the payment of the purchase price by instalments and the purchaser falls duly and punctually to pay any instalment on or within In this agreement provides for the payment of the purchase price by instalments and the purchaser fails out and punctually to pay any instalment on or within one month from the date on which it fell due for payment then, whether or not the purchaser is in possession, the vendor may immediately give notice to the purchaser calling up the unpaid balance of the purchase price, which shall upon service of the notice fail immediately due and payable. The date of service of the notice under this subclause shall be deemed the settlement date for the purposes of subclause 11.1. The vendor may give a settlement notice with a notice under this subclause.

  - (4) For the purpose of this subclause a deposit is not an instalment.
- 11.4 If the purchaser does not comply with the terms of the settlement notice served by the vendor then, subject to subclause 11.1(3):
  - Without prejudice to any other rights or remedies available to the vendor at law or in equily, the vendor may:

     (a) sue the purchaser for specific performance; or
    - (b)
      - cancel this agreement by notice and pursue either or both of the following remedies namely:
    - (i) forfeit and refain for the vendor's own benefit the deposit paid by the purchaser, but not exceeding in all 10% of the purchase price; and/or
       (ii) sue the purchaser for damages.
  - (2) Where the vendor is entitled to cancel this agreement, the entry by the vendor into a conditional or unconditional agreement for the resale of the property or any part thereof shall take effect as a cancellation of this agreement by the vendor if this agreement has not previously been cancelled and such resale shall be deemed to have occurred after cancellation.
  - The damages claimable by the vendor under subclause 11.4(1)(b)(ii) shall include all damages claimable at common taw or in equity and shall also include (but shall not be limited to) any loss incurred by the vendor on any bona fide resale contracted within one year from the date by which the purchaser should have settled in compliance with the settlement notice. The amount of that loss may include: (a) interest on the unpaid portion of the purchase price at the interest rate for late settlement from the settlement date to the settlement of such resale; and (b) all costs and expenses reasonably incurred in any resale or attempted resale; and

  - (c) all outgoings (other than interest) on or maintenance expenses in respect of the property from the settlement date to the settlement of such resale.
     (4) Any surplus money arising from a resale as aforesaid shall be retained by the vendor.
- If the vendor does not compty with the terms of a settlement notice served by the purchaser, then, without prejudice to any other rights or remedies available to the purchaser at law or in equity the purchaser may: 11.5

  - sue the vendor for specific performance; or
     cancel this agreement by notice and require the vendor forthwith to repay to the purchaser any deposit and any other money paid on account of the purchase price and interest on such sum(s) at the interest rate for late settlement from the date or dates of payment by the purchaser until repayment.
- 11.6 The party serving a settlement notice may extend the term of the notice for one or more specifically stated periods of time and thereupon the term of the settlement notice shall be deemed to expire on the last day of the extended period or periods and it shall operate as though this clause stipulated the extended period(s) of notice in lieu of the period otherwise applicable; and time shall be of the essence accordingly. An extension may be given either before or after the expiry of the period of the notice
- 11.7 Nothing in this clause shall preclude a party from suing for specific performance without giving a settlement notice.
- 11.8 A party who serves a settlement notice under this clause shall not be in breach of an essential term by reason only of that party's failure to be ready and able to settle upon the expiry of that notice.

#### 12.0 Non-merger

- The obligations and warranties of the parties in this agreement shall not merge with: (1) the giving and taking of possession; 121

  - settlement: (2)
  - (3)
  - (4)
  - delivery of the chattels (if any); or registration of the transfer of title to the property. (5)

#### 13.0 Agent

- 13.1 If the name of a licensed real estate agent is recorded on this agreement, it is acknowledged that the sale evidenced by this agreement has been made through that agent whom the vendor appoints as the vendor's agent to effect the sale. The vendor shall pay the agent's charges including GST for effecting such sale.
- 13.2 The agent may provide statistical data relating to the sale to the Real Estate Institute of New Zealand Incorporated.

#### 14.0 Goods and Services Tax

- 14.1 If this agreement provides for the purchaser to pay (in addition to the purchase price stated without GST) any GST which is payable in respect of the supply made (1) the agreement then:
  (1) the purchaser shall pay to the vendor the GST which is so payable in one sum on the GST date;
  (2) where the GST date has not been inserted on the front page of this agreement the GST date shall be the settlement date;
  (3) where any GST is not so paid to the vendor, the purchaser shall pay to the vendor.

  - (a) interest at the interest rate for late settlement on the amount of GST unpaid from the GST date until payment; and
     (b) any default GST;
  - (4) It shall not be a defence to a claim against the purchaser for payment to the vendor of any default GST that the vendor has failed to mitigate the vendor's damages by paying an amount of GST when it fell due under the GST Act; and
     (5) any sum referred to in this clause is included in the moneys payable by the purchaser on settlement pursuant to subclause 3.8(1). (4)
- 14.2 If the supply under this agreement is a taxable supply, the vendor will deliver a tax invoice to the purchaser on or before the GST date or such earlier date as the purchaser is entitled to delivery of an invoice under the GST Act.
- 14.3 The vendor warrants that any dwelling and curtilage or part thereof supplied on sale of the property are not a supply to which section 5(16) of the GST Act applies.

DW wlitts

- 14.4 (1) Without prejudice to the vendor's rights and remedies under subclause 14.1, where any GST is not paid to the vendor on or within one month of the GST date, then whether or not the purchaser is in possession, the vendor may immediately give notice to the purchaser calling up any unpaid balance of the purchase price, which shall upon service of the notice fall immediately due and payable. The date of service of the notice under this subclause shall be deemed the settlement date for the purposes of subclause 11.1.
  - (3) The vendor may give a settlement notice under subclause 11.1 with a notice under this subclause
- 15.0 Zero-rating
  - 15.1 The vendor warrants that the statement on the front page regarding the vendor's GST registration status in respect of the supply under this agreement is correct at the date of this agreement.
  - 15.2 The purchaser warrants that any particulars stated by the purchaser in Schedule 1 are correct at the date of this agreement.
  - 15.3 Where the particulars stated on the front page and in Schedule 1 indicate that: (1) the vendor is and/or will be at settlement a registered person in respect of the supply under this agreement;
    - (2) the recipient is and/or will be at settlement a registered person;

    - (3) the recipient intends at settlement to use the property for making taxable supplies; and
       (4) the recipient does not intend at settlement to use the property as a principal place of residence by the recipient or a person associated with the recipient under section 2A(1)(c) of the GST Act,
    - GST will be chargeable on the supply under this agreement at 0% pursuant to section 11(1)(mb) of the GST Act.
  - If GST is chargeable on the supply under this agreement at 0% pursuant to section 11(1)(mb) of the GST Act, then on or before settlement the purchaser will provide the vendor with the recipient's name, address, and registration number if any of those details are not included in Schedule 1 or they have attered. 15.4
  - 15.5 If any of the particulars stated by the purchaser in Schedule 1 should atter between the date of this agreement and settlement, the purchaser shall notify the vendor of the altered particulars and of any other relevant particulars in Schedule 1 which may not have been completed by the purchaser shall notify the vendor of the altered particulars and of any other relevant particulars in Schedule 1 which may not have been completed by the purchaser as soon as practicable and in any event no later than two working days before settlement. The purchaser warrants that any altered or added particulars will be correct as at the date of the purchaser's notification. If the GST treatment of the supply under this agreement should be altered as a result of the altered or added particulars, the vendor shall prepare and deliver to the purchaser's lawyer an amended settlement statement if the vendor has already tendered a settlement statement, and a credit note or a debit note, as the case may be, if the vendor has already issued a tax invoice.
  - 15.6
    - the particulars in Schedule 1 state that part of the property is being used as a principal place of residence at the date of this agreement; and
       that part is still being so used at the time of the supply under this agreement,

    - the supply of that part will be a separate supply in accordance with section 5(15)(a) of the GST Act.
  - 15.7 If
    - (1) the particulars stated in Schedule 1 indicate that the recipient intends to use part of the property as a principal place of residence by the recipient or a person

    - (1) the particular stated in Screedule 1 indicate that the recipient inters to be property as a principal place of residence by the recipient of a person associated with the recipient under section 2A(1)(c) of the GST Act; and
       (2) that part is the same part as that being used as a principal place of residence at the time of the supply under this agreement, then the references in subclauses 15.3 and 15.4 to "the property" shall be deemed to mean the remainder of the property excluding that part and the references to "the supply under this agreement" shall be deemed to mean the supply under this agreement of that remainder.

#### 16.0 Supply of a Going Concern

- 16.1 If there is a supply under this agreement to which section 11(1)(mb) of the GST Act does not apply but which comprises the supply of a taxable activity that is a going concern at the time of the supply, then, unless otherwise expressly stated herein:

  (1) each party warrants that it is a registered person or will be so by the date of the supply;
  (2) each party agrees to provide the other party by the date of the supply with proof of its registration for GST purposes;
  (3) the parties agree that they intend that the supply is of a taxable activity that is capable of being cancern on which GST is chargeable at 0%.

  (4) the parties agree that the supply made pursuant to this agreement is the supply of a going concern on which GST is chargeable at 0%.
- If it subsequently transpires that GST is payable in respect of the supply and if this agreement provides for the purchaser to pay (in addition to the purchase price without GST) any GST which is payable in respect of the supply made under this agreement, then the provisions of clause 14.0 of this agreement shall apply. 16.2 (1)

#### 17.0 Limitation of Liability

- 17.1 If any person enters into this agreement as trustee of a trust, then:
  - That person warrants that (1)
    - (a) the person has power to enter into this agreement under the terms of the trust;

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- (a) the person has power to enter into this agreement under the terms of the frust;
  (b) the person has properly signed this agreement in accordance with the terms of the frust;
  (c) the person has the right to be indemnified from the assets of the trust and that right has not been lost or impaired by any action of that person including entry into this agreement; and
  (c) all of the persons who are trustees of the trust have approved entry into this agreement.
  (d) all of the person has no right to or interest in any assets of the trust except in that person's capacity as a trustee of the trust, that person's liability under this agreement will not be personal and unlimited but will be limited to the actual amount recoverable from the assets of the trust from time to time ('the limited to the beneform the assets of the trust of the trust independent will not be personal and unlimited but will be limited to the actual amount recoverable from the assets of the trust from time to time ('the limited but will be limited to the actual amount recoverable from the assets of the trust from time to time ('the limited to the trust except in that person's capacity as a trustee of the trust from time to time ('the limited to the actual amount recoverable from the assets of the trust from time to time ('the limited to the trust except in that person's capacity as a trustee of the trust from time to time ('the limited to the trust except in the trust of the trust except in the trust of the trust except in the trust except in the trust except in the assets of the trust except in the trust except in the trust except in the assets of the trust from time to time ('the limited to the actual amount recoverable from the assets of the trust from time to time ('the limited to the trust except in th amount"). If the right of that person to be indemnified from the trust assets has been lost or impaired, that person's liability will become personal but limited to the extent of that part of the limited amount which cannot be recovered from any other person.

#### 18.0 Counterparts

18.1 This agreement may be executed in two or more counterparts, all of which will together be deemed to constitute one and the same agreement. A party may enter into this agreement by signing a counterpart copy and sending it to the other party, including by facsimile or e-mail.

## FURTHER TERMS OF SALE

### SCHEDULE 1

### (GST Information - see clause 15.0)

This Schedule must be completed if the vendor has stated on the front page that the vendor is registered under the GST Act in respect of the transaction evidenced by this agreement and/or will be so registered at settlement. Otherwise there is no need to complete it.

n 1	
The vendor's registration number (If already registered): Not Registered	
Part of the property is being used as a principal place of residence at the date of this agreement. That part is: (e.g. "the main farmhouse" or "the apartment above the shop")	
The purchaser is registered under the GST Act and/or will be so registered at settlement.	
The purchaser intends at settlement to use the property for making taxable supplies.	
	The vendor's registration number (if already registered): Not Registered Part of the property is being used as a principal place of residence at the date of this agreement. That part is: (e.g. "the main farmhouse" or "the apartment above the shop") The purchaser is registered under the GST Act and/or will be so registered at settlement.

### If the answer to either or both of questions 3 and 4 is "No", go to question 7

5.	(a)	The purchaser's details are as follows: Full name: Te Kauwhata and Districts Information and Support Centre Incorporated	
	(b)	Address: 1 Waerenga Road, Te Kauwhata	
	(c)	Registration number (if already registered): 65-845-008	
6.		The purchaser intends at settlement to use the property as a principal place of residence by the purchaser or by a person associated with the purchaser under section 2A(1)(c) of the GST Act (connected by blood relationship, marriage, civil union, de facto relationship or adoption). OR The purchaser intends at settlement to use part of the property (and no other part) as a principal place of residence by the purchaser or by a person associated with the purchaser under section 2A(1)(c) of the GST Act. That part is: (e.g. "the main farmhouse" or "the apartment above the shop")	<del>Yes</del> /No <del>Yes</del> /No
7.		The purchaser intends to direct the vendor to transfer title to the property to another party ("nominee").	<del>Yes</del> /No

If the answer to question 7 is "Yes", then please continue. Otherwise, there is no need to complete this Schedule any further. Section 2

-	The purchaser expects the nominee at settlement to use the property for making taxable supplies	-
8.	. The nominee is registered under the GST Act and/or is expected by the purchaser to be so registered at settlement.	

If the answer to either or both of questions 8 and 9 is "No", there is no need to complete this Schedule any further.

10. (a)	The nominee's details (if known to the purchaser) are as follows: Full name:	
(b)	Address:	
(c)	Registration number (if aiready registered):	
11.	The purchaser expects the nominee to intend at settlement to use the property as a principal place of residence by the nominee or by a person associated with the nominee under section 2A(1)(c) of the GST Act (connected by blood relationship, marriage, civil union, de facto relationship or adoption). OR The purchaser expects the nominee to intend at settlement to use part of the property (and no other part) as a	Yes/No Yes/No
	principal place of residence by the nominee or by a person associated with the nominee under section 2A(1)(c) of the GST Act. That part is:	183/140
_	(e.g. "the main farmhouse" or "the apartment above the shop").	
	$\cap$	

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	List all chatte	CHEDULE 2 els included in f t or add as applicab		
Stove	Fixed floor coverings	Blinds	Curtains	Light fittings

WARNING (This warning does not form part of this agreement)

This is a binding contract. Read the information set out on the back page before signing.

### Acknowledgements

Where this agreement relates to the sale of a residential property and this agreement was provided to the parties by a real estate agent, or by a licensee on behalf of the agent, the parties acknowledge that they have been given the guide about the sale of residential property approved by the Real Estate Agents Authority.

Where this agreement relates to the sale of a unit title property, the purchaser acknowledges that the purchaser has been provided with a pre-contract disclosure statement under section 146 of the Unit Titles Act 2010.

Signature of Purchaser(s):

CHARPERSON

Director/ Trustee / Authorised Signatory / Attorney Delete the options that do not apply If no option is deleted, the signatory is signing in their personal capacity

Director / Trustee / Authorised Signatory / Attorney\* Delete the options that do not apply If no option is deleted, the signatory is signing in their personal capacity Signature of Vendor(s):

Director Trustee / Authorised Signatory / Attorney Delete the options that do not apply If no option is deleted, the signatory is signing in their personal capacity

Director / Trustee / Authorised Signatory / Attorney\* Delete the options that do not apply If no option is deleted, the signalory is signing in their personal capacity

\*If this agreement is signed under:

- a Power of Attorney please attach a Certificate of non-revocation (available from ADLS: 4098WFP or REINZ); or (1)an Enduring Power of Attorney - please attach a Certificate of non-revocation and non-suspension of the enduring (11)
- power of attorney (available from ADLS: 4997WFP or REINZ).

Also insert the following wording for the Attorney's Signature above: Signed by [full name of the donor] by his or her Attorney [attorney's signature].

- He

### **BEFORE SIGNING THE AGREEMENT**

- It is recommended both parties seek professional advice before signing. This is especially so if:
  - o there are any doubts. Once signed, this will be a bind contract with only restricted rights of termination.
  - property such as a hotel or a farm is being sold. The agreem is designed primarily for the sale of residential and commercial property.
  - o the property is vacant land in the process of being subdivideo there is a new unit title or cross lease to be issued. In the cases additional clauses may need to be inserted.

  - there is any doubt as to the position of the boundaries.
     the purchaser wishes to check the weathertightness a soundness of construction of any dwellings or other buildings the land.
- The purchaser should investigate the status of the property und the Council's District Plan. The property and those around it a affected by zoning and other planning provisions regulating th use and future development.
- The purchaser should investigate whether necessary permi consents and code compliance certificates have been obtain from the Council where building works have been carried out. Th investigation can be assisted by obtaining a LIM from the Council
- The purchaser should compare the title plans against the physic location of existing structures where the property is a unit title cross lease. Structures or alterations to structures not shown the plans may result in the title being defective.
- In the case of a unit title, before the purchaser enters into t agreement:
  - the vendor must provide to the purchaser a pre-contra 0 disclosure statement under section 146 of the Unit Titles / 2010:
  - o the purchaser should check the minutes of the past meetings the body corporate, enquire whether there are any issu affecting the units and/or the common property, check the bo corporate's long term maintenance plan and enquire wheth the body corporate has imposed or proposed levies for a lo term maintenance fund or any other fund for the maintenan of, or remedial or other work to, the common property.
- The vendor should ensure the warranties and undertakings clauses 7.0 and 9.0:
  - are able to be complied with; and if not 0
  - the applicable warranty is deleted from the agreement and a 0 appropriate disclosure is made to the purchaser.
- Both parties should ensure the chattels list in Schedule 2 accurate.
- Before signing this agreement, both parties should se professional advice regarding the GST treatment of the transaction This depends upon the GST information supplied by the parti and could change before settlement if that information changes.

THE ABOVE NOTES ARE NOT PART OF THIS AGREEME AND ARE NOT A COMPLETE LIST OF MATTERS WHICH A IMPORTANT IN CONSIDERING THE LEGAL CONSEQUENC OF THIS AGREEMENT.

PROFESSIONAL ADVICE SHOULD BE SOUGHT REGARDIN THE EFFECT AND CONSEQUENCES OF ANY AGREEMENT ENTERED INTO BETWEEN THE PARTIES.

THE PURCHASER IS ENTITLED TO A COPY OF ANY SIGNE OFFER AT THE TIME IT IS MADE.

### Ninth Edition 2012 (7) AGREEMENT FOR SALE AND PURCHASE OF REAL ESTATE

This form is copyright to the Real Estate Institute of New Zealand Incorporated and Auckland District Law Society Incorporated

ing	DATE: 26/2/2018
cial	VENDOR:
or	John T. nothy + Denix Jeonette
ese	Contact Details:
and	24 Waerenge Road
on	24 Waerenge Road Te Kouwhota
ler	ph 07 8263779
ire	ph 07 619 836
eir	VENDOR'S LAWYERS:
ts,	Firm: D. M. Stuart
ed nis	Individual Acting:
	Contact Details:
or	PO Box 114
on	WAIHI ph 07 8637530
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	Manager:
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# DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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

## Waikato District Community Wellbeing Trust Fund

Project

### Section I – Your details Name of organisation

Taupiri Rugby Football Club Incorporated

### What is your organisation's purpose?

Purpose of Taupiri Rugby Football Club Inc is to foster, encourage and support amateur rugby in the small Waikato community of Taupiri. Providing a facility that assists and promotes active involvement in sports at an affordable level in a fair play sporting environment provides massive health benefits to families and cohesiveness within the community.

### Address: (Postal)

c/- Farmsource Taupiri, 1 Railway Road, Taupiri, Waikato 3721

### Address: (Physical if different from above)

60 Murphy Lane, Taupiri, Waikato 3721

### Contact name, phone number/s and email address

Ainsley Leslie – Phone: (021) 02245311 Email: am.leslie@xtra.co.nz

Charities Commission Number: (If you have one)

Are you GST registered?		ed? No 🛛 Yes 🗹 GST Number <u>1914321671</u>
Bank acc	count details	121349210029451101
Bank	ASB	Branch Morrinsville

The following documentation is required in support of your application:

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

### Section 2 – Community wellbeing and outcomes

Which of the five community outcomes for the Waikato district does this project contribute to? (See the guidelines sheet for more information on this section.)



### Waikato District Community Outcomes

**Accessible Waikato -** A district where the community's access to transport infrastructure and technology meets its needs.

**Sustainable Waikato -** A district where growth is managed effectively and natural resources are protected and developed for future generations.

**Thriving Waikato -** A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

**Healthy Waikato** - A district with services and activities that promote a healthy community. **Safe Waikato** - A district where people feel safe and supported within their communities.

### Section 3 – Your event/project

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

We are requesting financial assistance to install adequate heating within the Taupiri Rugby Football Club clubrooms based in Murphy Lane, Taupiri. Quotations by heating suppliers McAlpine Hussman (preferred) and TB Electrical have recommended the installation of three x underceiling Panasonic heating units with wired wall controllers.

This project is desperately required due to the inadequacy of the heating currently available in the Taupiri Rugby Clubrooms. During the winter months, the clubrooms can be particularly cold and with the increased usage of the clubrooms for business meetings and other community events (due to the lack of a Taupiri Community Hall), the need has become paramount. The Club currently has three small bar heaters mounted to the walls which are well over 40 years in age, not energy efficient at all and do not heat the space adequately.

As soon as funds have been secured, the aim is to install these heatpumps immediately (ideally by June 2018). This project will provide an efficient means of converting energy to heat for the size of the facility and ultimately save costs for the Club rather than using the old inefficient and expensive mode of heating currently in existence.

### How many volunteers are involved? Who is involved in your project?

Driving this project is the volunteer committee of 13 core members. They have support with this project from a club member who can assist in providing a crane/scissor lift to install the heating systems at no charge to help save costs. The rest of the member base has been involved in holding fundraising functions to raise necessary funds to contribute to the project.

### How will the wider community benefit from this project?

- Increase thermal comfort for the wider community utilising the facility for meetings and other functions eg Taupiri and surrounding area businesses and general community individuals/families/whanau.
- Ensure that the all members of the community (particularly the elderly) that use the clubrooms are cared for and kept warm (provide health benefits to the community).
- A grant will assist in limiting the financial requests continually directed towards businesses for assistance with completing such projects. Whilst Taupiri RFC is lucky to have a supportive sponsor base, it is limited In such a small community base.

## Section 4 – Funding requirements

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

GST Inclusive Costs
\$26,850.20

Existing funds available for the project Total A		
Club's own fundraising initiatives (10% of project cost)	\$2,700.20	

Funding being sought from Waikato District Council Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	
45% of project cost	\$12,075
	\$
	\$
	\$
	\$
	\$
Total B	\$

Funding been sought from other funders?	
a) WEL Energy Trust (45% of project cost)	\$12,075
b)	\$
c)	\$
d)	\$
Total C	\$12,075

<b>Total Funding Applied for</b> (Add totals A, B & C together to make Total D)	Total D	\$26,850.20
Note : This total should equal the Total Cost of the Proje	ect	

resources provided for the project:
a crane/scissor lift to assist with the installation of the heating system

# Section 5 - Previous Funding Received from Waikato District Council

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

Name of fund and project description	Amount received	Date
Bathroom Upgrade – Wellbeing Trust	\$7,500	2016

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

I confirm that an accountability statement has been completed and returned

Signed:	Name: Reter AGVIIS
I certify that the funding information provide	ed in this application is correct. Date: $27/3/18$
Position in organisation (tick which applies)	Chairman Secretary Treasurer
Signature: Position in organisation (tick which applies)	Chairman I Secretary Treasurer

Describe any donated m	aterial / resources	s provided for the project:	
------------------------	---------------------	-----------------------------	--

A club member can kindly provide a crane/scissor lift to assist with the installation of the heating systems.

## Section 5 – Previous Funding Received from Waikato District Council

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

Name of fund and project description	Amount received	Date
Bathroom Upgrade – Wellbeing Trust	\$7,500	2016

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

I confirm that an accountability statement has been completed and returned			
111	Name: Peter 1	1	
Signed:	Name: 10101	I CALLE 7	
/			
I certify that the funding information provid	ed in this application	n is correct.	1
11.			11
Signature:		Datas 25	1/3/18
Signature:		Date	· , ,
Position in organisation (tick which applies)	Chairman 🗍	Secretary	Transurar
rosition in organisation (ack which applies)		Secretary	
Signature:		Date:	
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Position in organisation (tick which applies)	Chairman 🗖	Secretary	Treasurer
rosition in organisation (uck which applies)		Secretary	

# Checklist

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

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

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

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

Taupiri Rugby Football Club (Inc) Financial Statements for the Year Ended 30 September 2017

# Contents of Financial Statements

# For the Year Ended 30 September 2017

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## **Report on the Engagement to Compile Financial Statements**

### For the Year Ended 30 September 2017

### COMPILATION REPORT TO THE MEMBERS OF THE COMMITTEE

#### **Reporting Scope**

On the basis of information that you provided we have compiled, in accordance with "Service Engagement Standard Number 2: Compilation of Financial Information", the Financial Statements of Taupiri Rugby Football Club (Inc) for the year ended 30 September 2017 as set out on the following pages.

These statements have been prepared in accordance with the principles contained in current income tax legislation as described in Note 1 to the Financial Statements.

These are special purpose financial statements and as such are intended for internal use only and should not be relied upon for any other purpose.

#### Responsibilities

You are solely responsible for the information contained in the financial statements and have determined that the financial reporting basis stated above is appropriate to meet your needs and for the purpose that the financial statements were prepared. The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

#### No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information that you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

#### Ownership of work papers

Material that you provided to us remains yours and will be returned to you when the engagement is completed. Work papers that we create remain our property. However if your affairs at some time in the future are handled by another Chartered Accountant, we will make available, as required by the code of ethics, such information regarding your affairs that is essential to enable your new Chartered Accountant to perform the services we previously provided.

### Disclaimer

As mentioned earlier in our report, we have compiled the financial information based on information provided to us. We have not performed an audit or review engagement on the financial statements and therefore neither we nor our employees accept any responsibility for the accuracy of the material from which the financial statements have been prepared. Further, the financial statements have been prepared at the request of, and for the purposes of, our client and neither we nor any of our employees accept any responsibility on any ground whatever, including liability in negligence, to any person.

Cowley, Stanich & Co Limited Chartered Accountants 22 November 2017

# Directory

As at 30 September 2017	
Nature of Business	Sports Club
Address	18 Te Putu Street TAUPIRI
Telephone	078246720
Partners	Taupiri Rugby Football Club (Inc) - 100%
Accountants	Cowley, Stanich & Co Limited Chartered Accountants 7 Hakanoa Street HUNTLY
RD Number	019-432-671

## **Statement of Financial Performance**

## For the Year Ended 30 September 2017

	Note	2017	2016
		\$	\$
Operating Revenue			
Sales		20,939	19,689
Less Cost of Sales			
Opening Stock		2,378	1,598
Purchases		19,181	19,683
		21,559	21,281
Closing Stock		(2,378)	(2,378)
Total Cost of Sales		19,181	18,903
Total Gross Surplus		1,758	786
Operational Income			
Seniors Subs		-	783
Ecolab & Agrisea Sales		-	1,000
500 Club		11,326	6,000
Sale of Donated Cattle		21,504	26,252
Prizegiving Ticket Sales		-	730
Sale of Year End Photos		104	-
IRD Use of Money Interest		-	31
Interest and Dividends Received		13	211
Venue Hire		6,460	4,661
Grants		43,751	33,468
027 Tower Lease		6,738	13,544
Sponsorship & Advertising		62,732	33,339
Player Sponsors		-	7,687
WRU - Club Disbursement - no GST		682	
Total Operational Income		153,310	127,706
Gross Surplus after Other Revenue		155,068	128,492
Less Expenses			
Administration Expenses			
Accountancy Fees		1,000	1,100
Club Manager		18,433	-
Waste Disposal		1,294	1,392
Postage and Stationery		-	97
Security Expenses		1,463	668
Catering		6,414	5,004
Telephone & Tolls		559	610
		29,163	8,871

## Statement of Financial Performance (continued)

# For the Year Ended 30 September 2017

	Note 2017	2016	
Overhead Expenses	\$	\$	
	11 700	43.300	
Coaching - Non GST Registered Calf Night	11,729 2,622	13,320 2,900	
Cleaning and Laundry	2,022	1,146	
Electricity & Gas	2,886	2,902	
General Expenses	2,000	444	
Game Day Expenses	215	2,169	
Insurance	4,647	5,10	
7's Tournament	800	0,10.	
Bar Licences	452	401	
Physio & Medical Supplies	5,660	9,888	
Player Reimbursements	5,000	10,956	
Uniforms	26,315	23,47	
Travel	4,346	2,13	
Prizegiving	1,217	500	
Player Recruitment	29,787	500	
Signage	934	660	
Training Expenses	3,500	00	
Valuation Fees	5,500	17	
Valuation rees			
	97,269	76,167	
Finance Expenses			
Bank Fees & Charges	485	476	
Interest	377	335	
Interest - IRD Use of Money	3	-	
	865	811	
Repairs and Maintenance			
Grounds		586	
Plant & Equipment	250	59	
Buildings	3,900	6,187	
Durango	4,150	6,832	
Fixed Costs	4,150	0,032	
	700	704	
Eftpos Rental	736	791	
Rates	5,684	4,012	
Rent	5,600		
	12,020	4,803	
Non Cash Expenses			
Depreciation	11,997	8,842	
Non Deductible Expenses			
Other Non Deductible Expenses	42		
Total Expenses	155,506	106,326	
et (Deficit) Surplus	(438)	22,166	
or (Bonon) ourplus	(450)	22,100	

**Distributed as follows:** 

Taupiri Rugby Football Club (Inc)

## Statement of Financial Performance (continued)

## For the Year Ended 30 September 2017

Note	2017	2016
	\$	\$
	(438)	22,166
	(438)	22,166

# **Statement of Financial Position**

# As at 30 September 2017

	Note 2017	2016
	\$	\$
Current Assets		
Cash on Hand	120	966
ASB 00 - U19's	43	42
ASB 01 - Seniors	29	29
ASB 0029451-50	223	14,214
ASB 0029451-01	-	2,158
Accounts Receivable	7,606	2,100
Withholding Tax Receivable	428	424
GST Receivable		1,674
Prepayments	3,439	3,124
Bar Stock	2,378	2,378
Ecolab Product	2,000	2,000
Bowers Product	2,500	2,500
Total Current Assets	18,766	31,609
Non-Current Assets		
Property, Plant & Equipment	857,767	847,916
Total Assets	876,533	879,525
Current Liabilities		
ASB 0029451-00	3,425	3,449
ASB 0029451-01	1,593	
Accounts Payable	12,519	6,884
Income Received in Advance	2,116	14,189
GST Payable	2,315	-
Total Liabilities	21,968	24,522
Net Assets	854,565	855,003
General Funds		
Total Partners' Advance Accounts	854,565	855,003
Total General Funds	854,565	855,003
		000,000

# Statement of Partners' Advance Accounts

## For the Year Ended 30 September 2017

	2017	2016
	\$	\$
Taupiri Rugby Football Club (Inc)		
Opening Balance	855,003	832,838
Plus:		
Share of (Deficit) Surplus	(438)	22,165
Closing Balance	854,565	855,003
Total of Partners' Advance Accounts	854,565	855,003

# **Depreciation Schedule**

# For the Year Ended 30 September 2017

	RATE & % PVT TYPE USE	Cost on HAND	OPENING WDV	ADDITIONS	DATE of ADDITION	SALE PRICE	PARTSALE PRICE	PROFIT (LOSS)	DISPOSAL DATE	Cost	CAPITAL GAIN/LOSS	DEPN	ACC DEPN	PRIVATE DEPN	ACCUM PRIVATE	CLOSING WDV
Buildings - At valuation														DEFN		
Land	.00D	35,000	35,000		31/05/96											35,0
Club House	2.50P	92,520	25,443		31/05/96							2,313	69,390			23,1
Lounge	2.50P	3,705	1,111		31/05/96	-	-					93	2,687			1,0
Revaluation	.00P	663,280	663,280		31/05/96											663,2
Shed 6 x 6	3.00P	3,462	1,333		01/04/96		-	-				104	2,233			1,2
Renovations	.00P	1,223	1,223		26/08/03								-		-	1,2
Land Revaluation	.00D	45,000	45,000		30/09/05			-						-	-	45,0
Kitchen Upgrade	10.00D	16,779	13,844		07/12/14							1,384	4,319		-	12,4
Carpark	4.00D	25,576	23,977		17/03/15							959	2,558			23,0
Bathroom Upgrade	10.00D	36,177	18,208	17,500	26/07/16	-	-			-		3,422	3,891			32,2
		922,720	828,417	17,500				· ·		•		8,275	85,078			837,6
Plant & Equipment																
Ground Lighting	10.00D	2,491	127		31/05/96							13	2,377			1
Water Tank	10.00D	290	14		31/05/96							1	277			
Safe	10.00D	110	5		31/05/96							1	106			
Lights	10.00D	8,899	575		31/05/96							58	8,382			5
Pie Warmer	10.00D	550	40		31/05/96					-		4	514			
Raffle Box	10.00D	218	19		31/05/96							2	201			
Gym Equipment	10.00D	1,779	150		31/05/96							15	1,644		-	1:
Scrum Machine	12.50D	8,950	526	-	31/05/96							66	8,490			4
Ground Lighting	15.00D	3,118	192		12/08/99			-				29	2,955		-	1
Glass Washing Machine	21.60D	2,236	65	-	11/03/02			-				14	2,185			
Storage Container	9.50D	1,820	428		02/04/02							41	1,433		-	3
Hot Water Cylinder	14.40D	1,739	226		29/08/03		-					33	1,546			1
Pump	14.40D	739	98		01/03/04							14	655			1
Shower System	19.20D	12,794	1,667		20/03/07			-				320	11,447			1,34
Gas Stove	15.60D	1,689	368		24/10/07							57	1,378	-	-	3
Tables and Chairs	24.00D	7,158	796	-	01/10/07							191	6,553	-		60
Bar Leaners (6)	24.00D	1,850	244		27/05/09							59	1,665			18
Gas Bottle Cage	10.00D	1,053	474		19/03/09	-		-				47	626			4:

# **Depreciation Schedule (continued)**

# For the Year Ended 30 September 2017

		PVT Cost SE on HAND	OPENING WDV	ADDITIONS	DATE of ADDITION	SALE	PARTSALE PRICE	PROFIT (LOSS)	DISPOSAL DATE	Cost	CAPITAL GAIN/LOSS	DEPN	ACC DEPN	PRIVATE DEPN	ACCUM PRIVATE	CLOSING WDV
Training field lighting	8.00D	5,513			28/06/11	-	PRICE -	(LUSS)	DATE	-	GAIN/LUSS	283	2,259	DEPN -	-	3,254
F&P 367L Refrigerator	25.00D	1,477	307		26/04/11							77	1,247	-		230
Armourguard Security System	20.00D	1,735	616		29/02/12					-		123	1,242	-	-	493
Rheem Integrity Water Heater (Kitchen)	13.00D	2,315	1,601		27/02/14							208	922			1,393
Clubrooms & Carpark Lighting	8.00D	2,826	2,280		27/03/14							182	728			2,098
Bar Security Screen	13.00D	771	527	-	08/01/14							69	313			458
Calnar Casio TE2400 Cash Register	40.00D	1,695	467		10/03/14							187	1,415			280
Armourguard CCTV Detection System	20.00D	2,509	1,552		29/08/14							310	1,267			1,242
Honours Board	10.00D	750	663		20/08/15							66	153			597
Bar Leaner (3) & Tables (4)	20.00D	2,231	1,935		25/02/16							387	683			1,548
		79,304	19,498									2,857	62,663			16,641
Motor Vehicles																
2006 Toyota Camry	30.00D	4,348		4,348	07/02/17							865	865			3,483
		4,348	•	4,348		•	•			•	•	865	865		•	3,483
TOTAL		1,006,373	847,916	21,848							•	11,997	148,606		•	857,767

### Notes to and forming part of the Financial Statements

### For the Year Ended 30 September 2017

### 1 Statement of Accounting Policies

#### **Reporting Entity**

These financial statements have not been prepared for external use. They are prepared for Club purposes only and should not be relied on for any other purpose. They are therefore defined as special purpose reports. These accounts have been prepared on an historical cost basis unless otherwise stated.

The entity is an Incorporated Society and is a non-profit organisation.

#### Statement of Compliance and Basis of Preparation

The financial statements have been prepared in accordance with taxation principles contained in the Income Tax Act 2007.

The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Financial Performance and Statement of Financial Position on a tax value basis are followed by the club, unless otherwise stated in the Specific Accounting Policies.

The information is presented in New Zealand dollars. All values are rounded to the nearest \$.

#### **Going Concern**

The club is dependent upon the continued support of its lenders including partner advances. The going concern basis assumes continued support of these parties in following financial periods. The members of the Committee in determining that the financial statements be prepared on a going concern basis have taken into account events subsequent to balance date.

#### **Specific Accounting Policies**

The following specific accounting policies which materially affect the measurement of the Statement of Financial Performance and Statement of Financial Position have been applied:

(a) Goods and Services Taxation (GST)

Revenue and expenses have been recognised in the financial statements exclusive of GST except that irrecoverable GST input tax has been recognised in association with the expense to which it relates. All items in the Statement of Financial Position are stated exclusive of GST except for receivables and payables which are stated inclusive of GST.

(b) Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on a basis consistent with those from previous financial statements.



# **CERTIFICATE OF INCORPORATION**

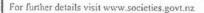
# TAUPIRI RUGBY FOOTBALL CLUB INCORPORATED

213273

This is to certify that TAUPIRI RUGBY FOOTBALL CLUB INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 18th day of March 1965.

Mandy McDonald

Registrar of Incorporated Societies 28th day of January 2016





Certificate printed 28 Jan 2016 10:01:15 NZT

Preferred Quote

McAlpine Hussmann Limited 1A Mainstreet Place Hamilton P O Box 20013, Hamilton Hamilton New Zealand Tel 64-7-849 1051 Fax 64-7-849 7426 Mobile 64-27-2844 853 Darryl\_casley@hussmann.com

1

# MC ALPINE HUSSMANN

# **Equipment Quotation**

Prepared for:	Taupiri Rugby Club						
Date:	7 March 2018		ubmitted by:	Darryl Casley			
Quote Number:	QH7080		Job Site:	Club rooms			
Site ID Number:	NA		Call Number:	NA			

Subject: Install Under Ceiling Units x 3

**General Job Description and Site Impact:** 

We would like to thank you for the opportunity to quote for this project and are pleased to forward our proposal.

Our proposal generally complies with the intent of the specifications subject to the clarifications/ notes as listed below.

We trust our proposal meets with your immediate requirement however, please feel free to contact us, should you require any further clarifications on our proposal.

## Basis of Proposal:

Site visit and measure by McAlpine Hussmann

## **Equipment Quoted:**

3 x Panasonic S/U-140PT2R5A underceiling units on R410a, with wired wall controllers

## Scope of Work:

- Install indoor units at high level on east wall
- Outdoor units to be mounted on Monkey Toe mounts on single storey roof
- Run power feeds from switch board to units.
- Evacuate and commission system

MC/ALPINE HUSSMANN

**McAlpine Hussmann Limited** 1A Mainstreet Place Hamilton P O Box 20013, Hamilton Hamilton New Zealand Tel 64-7-849 1051 Fax 64-7-849 7426 Mobile 64-27-2844 853 Darryl\_casley@hussmann.com

**Quoted Price for the Work:** 

\$23,348 + GST (\$26,850.20 inc 6ST)

The following is included within our quotation:

The completion of all works to be carried out during normal business hours unless otherwise stated.

The following is excluded from our quotation:

Scaffolding.

Any additional work found during repairs not previously mentioned in this quotation. This quotation is GST exclusive.

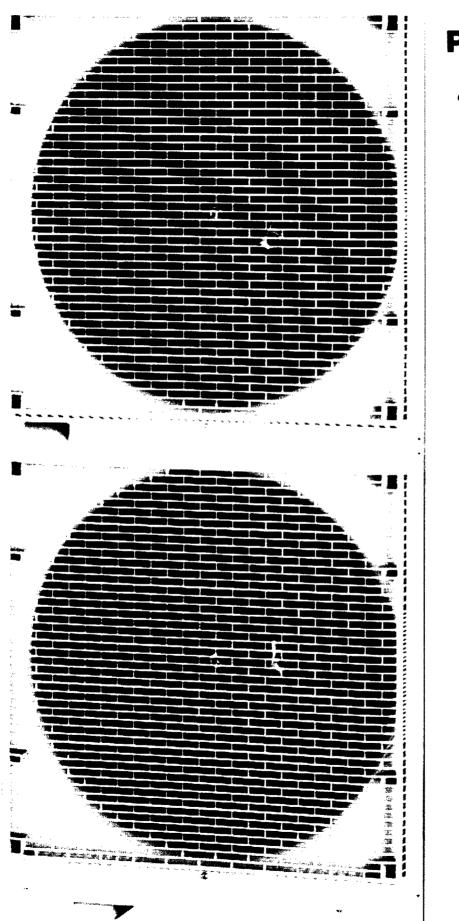
Validity:

This quotation is valid for a period of 30 days from the date of this quote and is subject to McAlpine Hussmann Limited standard terms and conditions.

We await your further instructions regarding this matter.

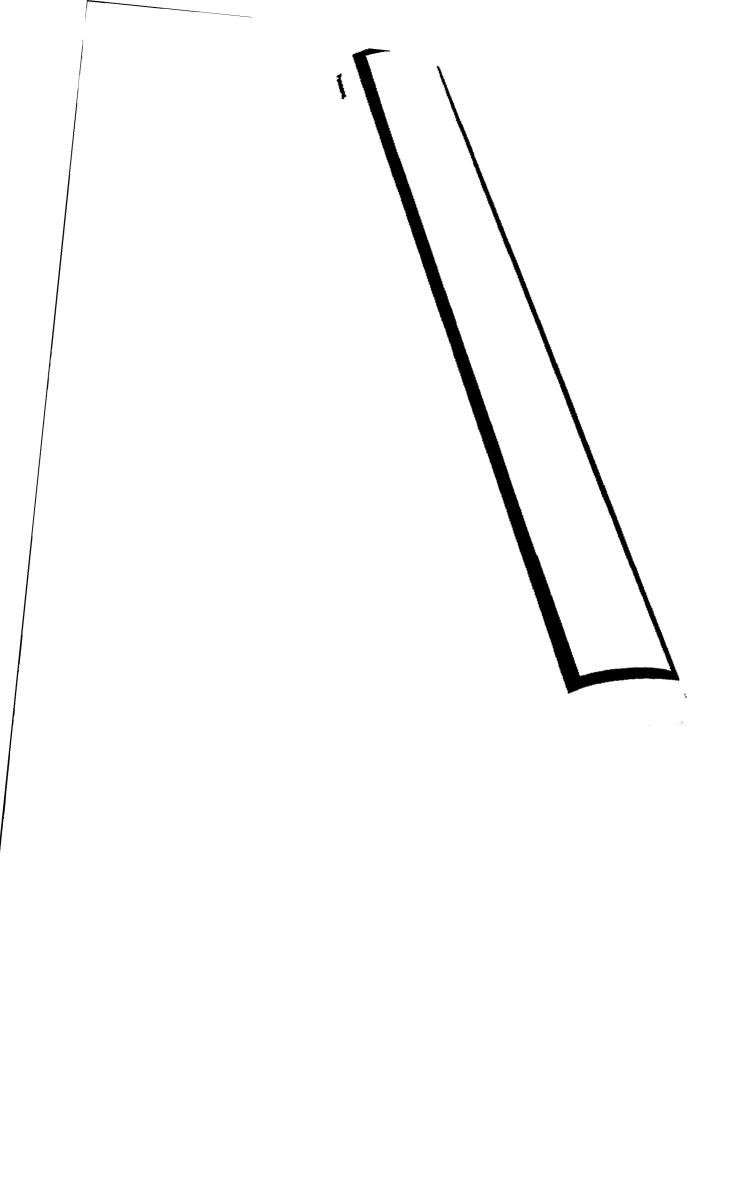
Thank you

**Darryl Casley** 



Panasonic





# Lianne Van Den Bemd

To:Ainsley LeslieSubject:RE: Taupiri Rugby Football Club - Well Being Trust Application

-----Original Message-----From: Janet Gibb <<u>Janet.Gibb@waidc.govt.nz</u>> Sent: Tuesday, 24 April 2018 9:07 AM To: <u>am.leslie@xtra.co.nz</u> Subject: Taupiri Rugby Football Club - Well Being Trust Application

I have been asked by the President of the Taupiri Rugby Club Lance McLaggan if I would support in writing, their application to the WDC Well Being Trust in order to purchase heat pumps for installing into the club rooms.

I first wish to declare that I have a non financial interest in the organisation as my husband is a past president and currently a member of the committee.

I fully support this application as I know there is a need to improve the heating in the clubrooms for comfort of any guests and members as well as a health and safety aspect - to host people in a warm and dry environment.

The Taupiri Rugby Club is not only the hub for local rugby and opposition teams when they come to play, but also junior rugby, local community events, events held by outside organisations e.g. Fonterra as well as a funeral, wedding, 21st etc venue for many local families.

I fully support the request.

Regards,

Cr. Janet Gibb Waikato District Council P 07 824 6737 M 027 4753397 Private Bag 544, Ngaruawahia 3742 <u>www.waikatodistrict.govt.nz<http://www.waikatodistrict.govt.nz/</u>> <http://www.waikatodistrict.govt.nz/

[webkit-fake-url://8f54e8f2-6bc3-483f-9f12-dfef6760660b/imagepng]

# Lianne Van Den Bemd

To: Subject: Ainsley Leslie RE: Taupiri Rugby Football Club - Well Being Trust Application

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[webkit-fake-url://8f54e8f2-6bc3-483f-9f12-dfef6760660b/imagepng]

## **Ainsley Leslie**

From: Sent: To: Subject: Ainsley Leslie <am.leslie@xtra.co.nz> Tuesday, 27 March 2018 5:44 PM am.leslie@xtra.co.nz FW: Taupiri RFC Heatpumps

From: Casley, Darryl <darryl\_casley@hussmann.com> Sent: Tuesday, 27 March 2018 8:56 AM To: Ainsley Leslie <am.leslie@xtra.co.nz> Subject: RE: Taupiri RFC Heatpumps

**Hi Ainsley** 

As per your below email the Panasonic Units I quoted have a life expectancy of 15+ years.

Note: there are some good articles on the consumer website regarding Heat Pump (air conditioning) life expectancy.

#### Thanks

Darryl Casley Service Supervisor McAlpine Hussmann 1A Mainstreet PI PO Box 20013 Hamilton 3241

 Phone:
 +64 7 8491051

 DDI:
 +64 7 850 0291

 Fax:
 +64 7 849 7426

 Mobile:
 +64 272 844853

 Email:
 darryl\_casley@hussmann.com

 Website:
 www.mcalpinehussmann.co.nz

From: Ainsley Leslie [mailto:am.leslie@xtra.co.nz] Sent: Monday, 26 March 2018 4:55 p.m. To: Casley, Darryl Subject: Taupiri RFC Heatpumps

WARNING: You should only open attachments or links from sources you trust.

HI Darryl

Per my phone call can you please email through something in writing to confirm the life span of the air conditioning units you've quoted on for funding application purposes.

Really appreciate your assistance in this matter to substantiate our application.

Kind regards Ainsley Leslie Funding Co-ordinator (on behalf of Taupiri RFC) The information contained in this message is privileged and intended only for the recipients named. If the reader is

not a representative of the intended recipient, any review, dissemination or copying of this message or the



**Taupiri Rugby Club** Murphy Lane Taupiri, 3721

## **Thomas Baker Electrical Limited**

310 Seifert Road Tauhei, 3375 thomas@tbelectrical.co.nz 0278056040

Job Number: GST Number: Site Address:

Quote Date:

Valid Until:

#320 116766132 Murphy Lane Taupiri, 3721 19th Mar 2018 18th May 2018

# **Quote | Air Conditioning**

Name	Quantity	
Installation		
Supply 3 x 14 kw under ceiling Panasonic air conditioning units crane hire to lift outdoor units onto roof 6 x wall brackets for mounting Indoor/outdoor units 3 x wall controllers 3 x separate power supply's from switchboard protected by ind Electrical certificate of compliance on completion of job 5 year warranty		
pipe and fittings	3.00	
Labour tradesman	72.00	
Panasonic wall controllers	3.00	
Wall Brackets	6.00	
Crane Hire	1.00	
Panasonic 14kw	3.00	
		\$25,193.04

 Subtotal
 \$25,193.04

 GST Amount
 \$3,778.96

 Total
 \$28,972.00



60 Murphy Lane, RD1, Taupiri, Waikato 3721 Phone: 07 824 6660

# **CLUB INFORMATION**

### Background

Taupiri Rugby Football Club is a long-standing community based rugby club catering for the North Waikato region. Officially founded in 1928, the club is steeped in history and provides a crucial hub and meeting point for the rural farming community and surrounding townships. Members past and present don their yellow and black playing and supporting strip with immense pride. The Club can be proud of its notable players which include All Blacks Has Catley, Warren Gatland, Steve Gordon, Royce Willis, Aaron Hopa and Keith Robinson.

### Geographic Coverage

Club members are drawn from the surrounding small local rural farming communities and Ngaruawahia, Huntly, Glen Massey, Orini, Te Kowhai and Gordonton townships. Club growth is evident due to the North Hamilton population spread and the installation of new roading developments making the area more accessible from both the north and south. The Club provides a community focal point for the area with its facilities serving as the local community hall, used by many different organisations for meetings, functions and events during the year such as Fonterra, Anexa Vets, Waikato District Council, Dairy Woman's Network, various local Huntly and Ngaruawahia whanau groups and community individuals for anniversaries, weddings, funerals and birthdays.

### Members

Presently the Club caters for junior and senior rugby codes.

- The 2017 season saw 180 junior registered members creating 11 junior teams ranging from 6<sup>th</sup> through to 12<sup>th</sup> Grade. 2018 registrations are currently being finalised.
- 60 registered members make up the senior side of the club with the two teams competing in the Division 1 and Division 1B grades for 2017 and again for 2018.
- A seven's rugby programme was established in 2017 for the first time in over 10 years.
- The future of the club is looking positive with the addition of a Women's team in 2018.

## **Community Benefit**

Taupiri Rugby Football Club provides a vital link and networking support base for the many farming families in the district who can be relatively isolated on a day-to-day basis. Some of the surrounding townships are of a low socio-economic status so to provide a well-run sporting base at an affordable level is a paramount goal of the Club. Providing a facility that also assists and promotes active involvement in sports in a fair play sporting environment provides massive health benefits to families and the community as a whole.

## The Future

Whilst the Club runs fundraising events to support its financial viability, it also actively targets sponsorship and subscriptions from it's valued members and community. The community business base is very small to continually draw upon, so it means extra funding is required to meet the demand, ongoing costs and adequately service the needs the community.

Although the Club relies heavily on volunteer labour, a number of paid positions have been deemed necessary for its ongoing functioning. A Rugby Development Officer has been recently employed, the Club has also contracted positions for Head Coaches whilst seeking to also contract a part-time Club Administrator.





60 Murphy Lane, RD1, Taupiri, Waikato 3721 Phone: 07 824 6660

## **PROJECT PROPOSAL**

#### PURPOSE

Funding assistance is being sought to install adequate heating (3 x heatpumps) within the Taupiri Rugby Football Club clubrooms.

#### **PROJECT SPECIFICS**

Quotations by heating suppliers (McAlpine Hussman and TB Electrical) have recommended the installation of 3 x underceiling Panasonic heating units with wired wall controllers. These units have an expected lifespan of 15+ years so can be considered as a major capital works project (validated per email received from McAlpine Hussman).

This project fits into the Waikato District Community Outcomes of a "Healthy Waikato" – Taupiri Rugby Football Club Inc is a non-profit entity within the district that provide accessible services and activities that promote a healthy and engaged community.

#### PROJECT AIM AND COMMUNITY BENEFIT

This project is desperately required due to the inadequacy of the heating currently available in the Taupiri Rugby Clubrooms. During the winter months, the clubrooms can be particularly cold and with the increased usage of the clubrooms for business meetings and other community events (due to the lack of a Taupiri Community Hall), the need has become paramount. The Club currently has three small bar heaters mounted to the walls which are well over 40 years in age, not energy efficient at all and do not heat the space adequately.

Since the Taupiri RFC clubrooms serve as the local hall facility for the area, aside from the 450 actual rugby club members, the local business community such as Fonterra, Anexa vets, Dairy Women's Network, Waikato District Council and other community individuals that utilise the clubrooms for meetings and other events such as birthdays, anniversaries, weddings, Xmas functions will benefit from the provision of this heating (approximating 3,000 people in total).

The impact and benefit for the Club and surrounding community =

- Increase thermal comfort for members and community utilising the facility.
- Provide an efficient means of converting energy to heat for the size of the facility and ultimately save costs rather than using the old inefficient and expensive mode of heating currently in existence.
- Provide the ability to cool the facility in summer months also if required.
- Ensure that the all members of the community (particularly the elderly) that use the clubrooms are cared for and kept warm (provide health benefits to the community).
- A grant will assist in limiting the financial requests continually directed towards businesses for assistance with completing such projects. In such a small community, there are limitations to the continued requests.

#### TIMEFRAME

The aim is to complete this project as soon as funds are obtained (ideally by 30 June 2018). The need is paramount especially with the winter months fast approaching.

### FUNDING REQUEST

The preferred quote is from McAlpine Hussmann at \$23,348 + GST. Funding requests are directed towards: Waikato District Council Wellbeing Trust Fund – \$10,500 + GST (45% of project cost) WEL Energy Trust - \$10,500 + GST (45% of project cost) Club own fundraising initiatives - \$2,348 + GST (10% of project cost)



RECEIVED

- 3 APR 2018

Waikato District Council

60 Murphy Lane, RD1, Taupiri, Waikato 3721 Phone: 07 824 6660

# APPLICATION TO: Waikato District Council Wellbeing Trust Fund

PURPOSE OF APPLICATION: Clubroom Heating Project

28 March 2018

# INDEX

Cover Letter Project Proposal Application 2017 Annual Accounts Deposit Slip Certificate of Incorporation Quotes

## Lianne Van Den Bemd

Subject:

FW: Taupiri Rugby Football Club Letter of Support

From: Ross Periam <<u>Ross.Periam@fonterra.com</u>> Sent: Tuesday, 24 April 2018 10:21 AM To: Ainsley Leslie <<u>am.leslie@xtra.co.nz</u>> Subject: Taupiri Rugby Club

To Whom It May Concern

I can confirm that Fonterra is a regular user of the facilities offered by the Taupiri Rugby Club.

There is limited options locally of a venue large enough to accommodate the number of attendees, the Fonterra events generate.

We use Taupiri RC for Director Meetings, Business & Industry Updates, Social events such as Christmas BBQ's – so a minimum of 6 times per year.

Attendees range from 40 – 275 people & these are generally night meetings, so any additional heating in such a large venue would be welcomed.

Fonterra is a proud sponsor of the Rugby Club via Farm Source, given its standing in the local community & great facilities.

Regards

Ross Periam Area Manager Huntly/Taupiri

Fonterra Farm Source ross.periam@fonterra.com direct +64 7 824 6758 mobile +64 21 542939 Fonterra Co-operative Group Limited, C/- Farm Source Store, Corner Greenlane & Railway Roads, Taupiri, 3721 New Zealand nzfarmsource.co.nz fonterra.com



## Lianne Van Den Bemd

 To:
 Ainsley Leslie

 Subject:
 RE: Taupiri Rugby Football Club - Well Being Trust Application

-----Original Message-----From: Janet Gibb <Janet.Gibb@waidc.govt.nz> Sent: Tuesday, 24 April 2018 9:07 AM To: am.leslie@xtra.co.nz Subject: Taupiri Rugby Football Club - Well Being Trust Application

I have been asked by the President of the Taupiri Rugby Club Lance McLaggan if I would support in writing, their application to the WDC Well Being Trust in order to purchase heat pumps for installing into the club rooms.

I first wish to declare that I have a non financial interest in the organisation as my husband is a past president and currently a member of the committee.

I fully support this application as I know there is a need to improve the heating in the clubrooms for comfort of any guests and members as well as a health and safety aspect - to host people in a warm and dry environment.

The Taupiri Rugby Club is not only the hub for local rugby and opposition teams when they come to play, but also junior rugby, local community events, events held by outside organisations e.g. Fonterra as well as a funeral, wedding, 21st etc venue for many local families.

I fully support the request.

Regards,

Cr. Janet Gibb Waikato District Council P 07 824 6737 M 027 4753397 Private Bag 544, Ngaruawahia 3742 www.waikatodistrict.govt.nz<http://www.waikatodistrict.govt.nz/> <http://www.waikatodistrict.govt.nz/

[webkit-fake-url://8f54e8f2-6bc3-483f-9f12-dfef6760660b/imagepng]





# **DISCRETIONARY FUNDING APPLICATION FORM**

#### Important notes for applicant:

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

## Waikato District Community Wellbeing Trust Fund

Project

## Section I - Your details

#### Name of organisation

Ngaruawahia Squash Racquet Club

#### What is your organisation's purpose?

To provide a facility and the opportunity for members and the community to play squash and meet socially. Hold well organised tournaments, competitions and matches. To welcome new people into the sport and to guide support community members.

### Address: (Postal)

Lower Waikato Esplanade Ngaruawahia

### Address: (Physical if different from above)

### Contact name, phone number/s and email address

Rodica Barton-Wellington 021 203 9871

Charities Commission Number: (If you have one)

Are you GST registered? No	4
----------------------------	---

Yes 🔲 GST Number \_\_\_/\_\_\_ /\_\_\_\_ /\_\_\_\_

Bank account details \_03\_/\_1571\_/\_0008617\_/\_000\_

Bank \_\_\_\_\_Westpac\_\_\_ Branch \_\_\_

The following documentation is required in support of your application:

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

A copy of any documentation verifying your organisations legal status

## Section 2 - Community wellbeing and outcomes

Which of the five community outcomes for the Waikato district does this project contribute to? (See the guidelines sheet for more information on this section.)



## Waikato District Community Outcomes

**Accessible Waikato -** A district where the community's access to transport infrastructure and technology meets its needs.

**Sustainable Waikato** - A district where growth is managed effectively and natural resources are protected and developed for future generations.

**Thriving Waikato -** A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

**Healthy Waikato -** A district with services and activities that promote a healthy community. **Safe Waikato -** A district where people feel safe and supported within their communities.

## Section 3 – Your event/project

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

Upgrade areas of the club facility.

The Ngaruawahia Squash Racquets Club was established in 1967 and is located on the riverside at The Point park/reserve in Ngaruawahia.

We have 38 financial members at the moment and wanting to triple that membership by uplifting the club facility with a well overdue upgrade. Our toilets and changing rooms down stairs is our first priority and hoping to start this upgrade as soon as we are able to secure the funds.

#### How many volunteers are involved? Who is involved in your project?

We have a very committed committee, club members and also lifetime members that are dedicated and passionate. We have had previous members donate time, services and materials. One of our *retired* lifetime members have donated his time to paint the inside of the club upstairs and down stairs (excluding changing rooms). Our current members have also donated small items to make the club look cared for and loved eg. Nice mirrors in toilets, flower arrangements, couches, coffee tables and more. As a club we have tried to make do with what we have but it is evident that the bigger jobs need to be done if we want to lift the club membership up to where the membership was in its prime days previously. We welcome new individuals and/or whanau wanting to give squash a go.

#### How will the wider community benefit from this project?

With all our new residential areas forming and our little town growing we are hopeful our club is going to grow every season. We are having a big push this year with our new membership launch; also we have helped a local new business River rider's (E-Bikes) by letting them use a portion of our down stairs space until they get on their feet. We have also had new members arise from the River Riders customers so it has been a win for both of us.

This year we are focusing on our junior membership and have already started working with our local schools and having training sessions arranged with them. We have had fantastic feedback from the schools and have a junior coach amongst our committee which will be taking juniors twice a week.

Our club membership gives you a great opportunity for a Community member to play competitively, play for fitness, learn a new skill/sport and socialise with a fantastic club whanau. We have a whanau orientated atmosphere and have always encouraged all ages to participate.

## Section 4 – Funding requirements

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

All fields must be completed in the following sections	GST Inclusive Costs
Total cost of the project/event	\$15,213.33

Existing funds available for the project	Total A	
		\$ 8

	g sought from Waikato Di temised costs of funding being sough			
If there is insufficient space below please provide a breakdown of costs on an additional sheet. Van Dyks Flooring-Flooring for changing rooms				
		\$2,990.00		
		patter a	\$4,025.00	
Effects-Painting	of changing rooms			
Ngaruawahia El	ectrical ltd- Lighting improveme	ents in changing rooms	\$1,484.19	
North end Plun	nbing-Toilet and shower upgrac	les	\$6,714.14	
			\$	
			\$	
		Total B	\$15,213.33	

Funding been sought from other funders?	
a)	\$
b)	\$
c)	\$
d)	\$
Το	al C \$

<b>Total Funding Applied for</b> (Add totals A, B & C together to make Total D)	Total D	\$15,213.33	
Note : This total should equal the Total Cost of the Pro	ject		

**Describe any donated material / resources provided for the project:** Working bee-Clearing out the club had 4 trailer loads of rubbish-Fee for dumping was donated by a club member. New LED court lights- Valued at \$2,500.00- Donated by a club member.

Installation of the LED lights- Valued at \$850.00- Donated by a previous club member

Signage decal with new club logo- \$175 donated by a current member.

## Section 5 - Previous Funding Received from Waikato District Council

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

Name of fund and project description	Amount received	Date

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

I confirm that an accountability statement has been completed and returned

Signed:	Name:

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

Signature: Date:	04/04/18			
Position in organisation (tick which applies) Signature: Melling	Chairman 🗖	Secretary D	Treasurer 🗹	
Position in organisation (tick which applies)	Chairman 🕢	Secretary	Treasurer 🗖	Page

Page 4

# Checklist

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

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

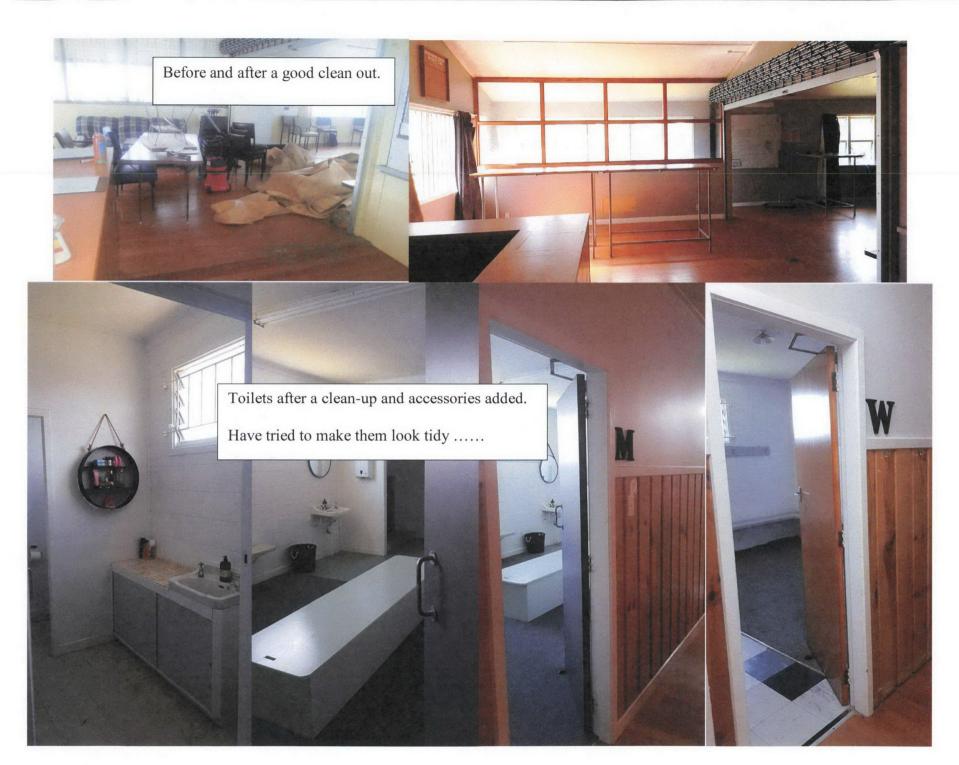
Items Required	Enclosed ✓
Read and understood the guidelines for funding applications document	
Discussed your application with the Waikato District Council community	
development co-ordinator	
Nominated the fund you are applying for	
Completed Section I – Your details	
Enclosed a full copy of the last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

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



Successful Tournaments





Document Set ID: 1933308 Version: 3, Version Date: 02/05/2018



Document Set ID: 1933308 Version: 3, Version Date: 02/05/2018



2 King Street Hamilton Ph: (07) 846 6122

# FLOORING TRA

March 5, 2018

CJM Builders Attn: Chris cjmbuilders@hotmail.com

*Re: Ngaruawahia Squash Club* Lower Waikato Esplanade Ngaruawahia

Greetings !

We have pleasure in submitting our proposal for the transformation of the above premises with new flooring as follows:

#### **CARPET: CHANGING ROOM 1**

#### Your complete Van Dyks Price is \$995.00 Inc. GST

Note: Additional floor prep may be required upon uplift of existing floor coverings.

Preparation:	To uplift existing carpet + Scuff existing vinyl for new carpet installed direct stuck.
Carpet:	To supply and install new <b>Godfrey Hirst 'Tucson – Colour TBA'</b> direct stuck with door bars where required and vacuuming on completion.
Areas:	Changing area 1 - Carpet area as per attached plan.
Availability:	To be confirmed upon colour selection.

The above prices are based on a deposit of **\$700.00 Inc. GST** which is required to secure the order of materials and installation date, and the balance of **\$295.00 Inc. GST** to be paid immediately after completion of installation.

#### VINYL: CHANGING ROOM 1

Your complete Van Dyks Price i <mark>s \$1,495.00 Inc. GST</mark>								
Preparation:	To uplift and dispose of existing vinyl + supply and install new hardboard overlay ready for new vinyl.							
Note: Additional floor prep may be required upon uplift of existing floor coverings.								
Vinyl:	To supply and install new Tarkett 'Eclipse Premium Classic – Colour TBA' vinyl with door bars where required.							
Areas:	Changing Room 1 – Vinyl area as per attached plan.							

Availability: To be confirmed upon colour selection.

No other floor preparation has been allowed for in the above service proposal other than listed. The client is responsible for the moisture content of the floor to be no higher than 75% Relative Humidity.

The above prices are based on a deposit of **\$1,050.00 Inc. GST** which is required to secure the order of materials and installation date, and the balance of **\$445.00 Inc. GST** to be paid immediately after completion of installation.

Van Dyks Flooring Xtra Hamilton direct credit account number for deposit is: BNZ 02 0408 0098849 02 Please use "ham(your name)" as a reference when making payments. Payment by finance card will incur an additional 2% surcharge.

#### Please ensure you have read our terms & conditions prior to acceptance

#### X<sup>3</sup> GUARANTEES

At Van Dyks Flooring Xtra we believe in our  $X^3$  Guarantee, this ensures our clients have the assurance to purchase today, live tomorrow and have security in the future. Come and see for yourself  $X^3$  is fully inclusive in this proposal and it's free!

#### Best Price Guarantee

At Van Dyks Flooring Xtra we believe we can provide our clients with the best possible "service proposal". If you find or receive a better price on an identical product and service we will not only match that price but we will beat it.

#### Product Guarantee

At Van Dyks we source our materials from reputable and reliable suppliers, where possible engaging in environmental and sustainable manufacturing practices with local NZ companies. We provide a "life time of the product" guarantee on all materials we supply to install floor coverings in your home.

#### Installation Guarantee

Our installers are qualified tradesmen and our team provides a 100% guarantee on the installation of floor coverings in your home. Have the confidence and assurance that your flooring will be installed to the best possible standards and practices in New Zealand.

Thank you for the opportunity to assist you with your project – we look forward to its successful completion. If there is any aspect of this proposal that you would like to discuss, please phone on (07) 8466122

**Yours Sincerely** 

Lee Reynolds Floor Covering Specialist

VAN DYKS FLOORING XTRA 2 King Street, Hamilton Ph: 07 846 6122 Email: leer@vandyks.co.nz www.flooringxtra.co.nz



#### **Terms & Conditions**

#### **Prior to Installation Day:**

#### Uplifting & Disposal:

You can complete the uplifting of existing floor coverings in your home. If you choose to do so please ensure that ALL old flooring, staples and nails are removed (existing smoothedge may be left in place where new carpet is to be fitted)

If you are unable to lift your existing flooring, please advise us at time of proposal acceptance to arrange for this to be done (this will incur an additional labour charge)

As part of Flooring Xtra's commitment to recycling, we will dispose of your old carpet in an environmentally responsible way, at no charge. All we ask is that you have your old carpet under cover, folded or rolled for our installer to remove.

#### **Building Trades:**

If your project involves other trades people, it is our experience that most trades are optimistic with their expected completion dates, which means that almost invariably delays occur. In order for Van Dyks Flooring Xtra to deliver the best service to all our clients, we respectfully ask that you ensure that all other trades people will be finished prior to the date of our booking.

We require all installation areas to be clear, clean & swept.

#### Access/Power/Water:

Please ensure that there is easy and safe access to the installation area, and that our installers will have clear access to power and water on the scheduled date of installation.

#### **Appliances:**

Any appliance i.e. hard wired oven/dishwasher/toilet/supertub etc. that needs to be plumbed or wired is your responsibility and should be removed/reinstalled by a qualified tradesperson. If your new flooring is to be installed underneath these appliances, please arrange to have them removed **prior** to our installer's arrival.

If we have to prepare the floor with overlay, we require the toilet to be removed before installers arrive on site.

The vinyl adhesive can take 48 hours to cure and harden properly, therefore the vinyl is more vulnerable to damage during this period – care must be taken when replacing appliances.

After your new flooring has been installed, we recommend using a mat or something similar when moving fridges and ovens on new vinyl.

The cost of plumbers, electricians or other trades that may be required prior to installation is not included in our proposal

#### **Electronic Equipment:**

Our installers are flooring professionals not TV/Audio/Computer specialists, so we ask that any/all electronic equipment is to be removed prior to our arrival.

#### Furniture:

Unless specifically stated in your proposal, **NO** allowance has been made to shift furniture. Please ensure all furniture is removed and wardrobes emptied prior to the installer's arrival. Any additional time spent shifting furniture will incur a charge of \$55 per room. Any furniture shifting is undertaken on the basis of "all care and no responsibility".

#### **Installation Day:**

#### Floor Preparation:

While every care has been taken in assessing the type of floor preparation required, it is very possible that we may find that additional work is needed before any new flooring is installed.

The cost of any such work will be additional to the agreed price, but please be assured that we will discuss this with you prior to commencement.

#### Doors:

It is possible that your doors may need to be removed and trimmed because of the increased height of your new floor coverings.

This is **not** a service that we or our installers offer, but we may be able to advise a local tradesman who can complete this for you.

#### Paintwork:

After completion of your painting, please allow 5-7 days to allow paint to fully cure and harden (winter months may require more time). During the installation process, our equipment will come into contact with paintwork on skirtings, architraves, walls etc. All reasonable care is taken to ensure there is no damage to paintwork.

Without exception, any such damage that occurs to the paintwork is caused by either poor preparation of the painted surface, or insufficient time for the paint to harden.

Van Dyks Flooring Xtra will not be liable for any damage to paintwork.

#### **Children & Pets:**

Current Health & Safety legislation requires Van Dyks Flooring Xtra to ensure the safety of all people in our workplace. During the installation process, we require all children and pets to be kept away from the installation area and under very strict supervision.

#### Hazards & Hazardous Substances:

Current Health & Safety legislation requires Van Dyks Flooring Xtra to ensure the safety of all people in our workplace. We require you to notify us of any hazards or hazardous substances, particularly those that are not clearly visible e.g. residential rental properties have been identified as "high risk" for methamphetamine contamination.

#### **After Installation:**

#### **Carpet Seams:**

In order to properly install your new flooring, cutting and seaming are quite common. Today's heat bond seams are very strong. The thickness of this tape may cause seams to peak by 2-3mm, but this will settle down over time as the seam beds into the underlay. Our installers pride themselves in making these seams as inconspicuous as possible, however as with all products (Formica, wallpaper etc), no seam is invisible.

#### Shading:

Cut pile carpets, particularly those that are plush or near plush, may develop lighter or darker areas depending on the angles from which they are viewed. This phenomenon is generally referred to as "Shading" or "Watermarking". The causes of shading are not understood, and it cannot be accurately predicted or prevented. Shading does not affect the durability of the carpet and is not caused by the manufacturing process - it is not a fault in the carpet.

#### **Textured Carpets:**

It is common to find that the texture lines (both in length and width) may be slightly irregular. These irregularities are not a manufacturing flaw, but appear naturally in the production of these products.

#### Vinyl:

Rubber Migration (also known as Plasticizer Migration) is a condition that can cause vinyl to discolour. It is caused by the rubber or latex products e.g. rubber or latex-soled slippers, shoes and rubber backed mats, coming into contact with the vinyl over a constant period of time. It is not a manufacturing fault or an installation fault, and therefore is not covered by our warranties. In our experience, this has mainly occurred in lighter coloured vinyls, but is not restricted to just light colours.

#### Cork & Coloured Cork Tiles:

Van Dyks Flooring Xtra insists on using only high or premium density cork, as these qualities provide the best dimensional stability. However, both of these qualities are still subject to dimensional tolerance of "plus or minus 5%". Similarly, as cork is a natural product, there will be colour variation – please be aware that the cork tiles may not match perfectly at each junction.

#### Proposal Expiry:

This proposal is valid for 30 days OR at the conclusion of the current promotion whichever is the earlier.

#### Payment:

The price you have been quoted is based on a deposit being paid to secure your order and installation date.

The balance of payment in full is due immediately after completion of installation. Any unpaid account will be passed on to a Debt Collection agency and the customer will be liable for any associated costs.

#### **PROPOSAL / QUOTE ACCEPTANCE**

I/We confirm that my selected carpet is .....

I/We confirm that my selected vinyl/laminate/wood plank is.....

I/We confirm that the accepted contract price is \$.....

I/We have read the above terms & conditions & agree that these terms are acceptable to my/our contract with Van Dyks Flooring Xtra.

Signed: .....

Print Name: .....

Dated .....

#### Please complete and return the Proposal/Quote Acceptance to Van Dyks Flooring Xtra

The above terms and conditions are in place to ensure we can provide you with the best possible service and installation of your chosen floor covering. Your satisfaction is important to us at all times. Thank you.



2 King Street Hamilton Ph: (07) 846 6122

March 5, 2018

CJM Builders Attn: Chris cjmbuilders@hotmail.com

*Re: Ngaruawahia Squash Club* Lower Waikato Esplanade Ngaruawahia

Greetings !

We have pleasure in submitting our proposal for the transformation of the above premises with new flooring as follows:

#### **CARPET: CHANGING ROOM 2**

#### Your complete Van Dyks Price is \$900.00 Inc. GST

Note: Additional floor prep may be required upon uplift of existing floor coverings.

Preparation:	To uplift existing carpet + Scuff existing vinyl for new carpet installed direct stuck.
Carpet:	To supply and install new <b>Godfrey Hirst 'Tucson – Colour TBA'</b> direct stuck with door bars where required and vacuuming on completion.
Areas:	Changing area 2 - Carpet area as per attached plan.
Availability:	To be confirmed upon colour selection.

The above prices are based on a deposit of **\$700.00 Inc. GST** which is required to secure the order of materials and installation date, and the balance of **\$200.00 Inc. GST** to be paid immediately after completion of installation.

#### VINYL: CHANGING ROOM 2

#### Your complete Van Dyks Price is \$1,495.00 Inc. GST

**Preparation:** To uplift and dispose of existing vinyl + supply and install new hardboard overlay ready for new vinyl.

Note: Additional floor prep may be required upon uplift of existing floor coverings.

- Vinyl:
   To supply and install new Tarkett 'Eclipse Premium Classic Colour TBA' vinyl with door bars where required.

   Areas:
   Changing Room 2 Vinyl area as per attached plan.
- Availability: To be confirmed upon colour selection.

No other floor preparation has been allowed for in the above service proposal other than listed. The client is responsible for the moisture content of the floor to be no higher than 75% Relative Humidity.

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Lee Reynolds Floor Covering Specialist

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#### **Terms & Conditions**

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We require all installation areas to be clear, clean & swept.

#### Access/Power/Water:

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#### **Installation Day:**

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This is **not** a service that we or our installers offer, but we may be able to advise a local tradesman who can complete this for you.

#### Paintwork:

After completion of your painting, please allow 5-7 days to allow paint to fully cure and harden (winter months may require more time). During the installation process, our equipment will come into contact with paintwork on skirtings, architraves, walls etc. All reasonable care is taken to ensure there is no damage to paintwork.

Without exception, any such damage that occurs to the paintwork is caused by either poor preparation of the painted surface, or insufficient time for the paint to harden.

Van Dyks Flooring Xtra will not be liable for any damage to paintwork.

#### **Children & Pets:**

Current Health & Safety legislation requires Van Dyks Flooring Xtra to ensure the safety of all people in our workplace. During the installation process, we require all children and pets to be kept away from the installation area and under very strict supervision.

#### Hazards & Hazardous Substances:

Current Health & Safety legislation requires Van Dyks Flooring Xtra to ensure the safety of all people in our workplace. We require you to notify us of any hazards or hazardous substances, particularly those that are not clearly visible e.g. residential rental properties have been identified as "high risk" for methamphetamine contamination.

#### After Installation:

#### **Carpet Seams:**

In order to properly install your new flooring, cutting and seaming are quite common. Today's heat bond seams are very strong. The thickness of this tape may cause seams to peak by 2-3mm, but this will settle down over time as the seam beds into the underlay. Our installers pride themselves in making these seams as inconspicuous as possible, however as with all products (Formica, wallpaper etc), no seam is invisible.

#### Shading:

Cut pile carpets, particularly those that are plush or near plush, may develop lighter or darker areas depending on the angles from which they are viewed. This phenomenon is generally referred to as "Shading" or "Watermarking". The causes of shading are not understood, and it cannot be accurately predicted or prevented. Shading does not affect the durability of the carpet and is not caused by the manufacturing process - it is not a fault in the carpet.

#### **Textured Carpets:**

It is common to find that the texture lines (both in length and width) may be slightly irregular. These irregularities are not a manufacturing flaw, but appear naturally in the production of these products.

#### Vinyl:

Rubber Migration (also known as Plasticizer Migration) is a condition that can cause vinyl to discolour. It is caused by the rubber or latex products e.g. rubber or latex-soled slippers, shoes and rubber backed mats, coming into contact with the vinyl over a constant period of time. It is not a manufacturing fault or an installation fault, and therefore is not covered by our warranties. In our experience, this has mainly occurred in lighter coloured vinyls, but is not restricted to just light colours.

#### Cork & Coloured Cork Tiles:

Van Dyks Flooring Xtra insists on using only high or premium density cork, as these qualities provide the best dimensional stability. However, both of these qualities are still subject to dimensional tolerance of "plus or minus 5%". Similarly, as cork is a natural product, there will be colour variation – please be aware that the cork tiles may not match perfectly at each junction.

#### Proposal Expiry:

This proposal is valid for 30 days OR at the conclusion of the current promotion whichever is the earlier.

#### Payment:

The price you have been quoted is based on a deposit being paid to secure your order and installation date.

The balance of payment in full is due immediately after completion of installation. Any unpaid account will be passed on to a Debt Collection agency and the customer will be liable for any associated costs.

### **PROPOSAL / QUOTE ACCEPTANCE**

I/We confirm that my selected carpet is .....

I/We confirm that my selected vinyl/laminate/wood plank is.....

I/We confirm that the accepted contract price is \$.....

I/We have read the above terms & conditions & agree that these terms are acceptable to my/our contract with Van Dyks Flooring Xtra.

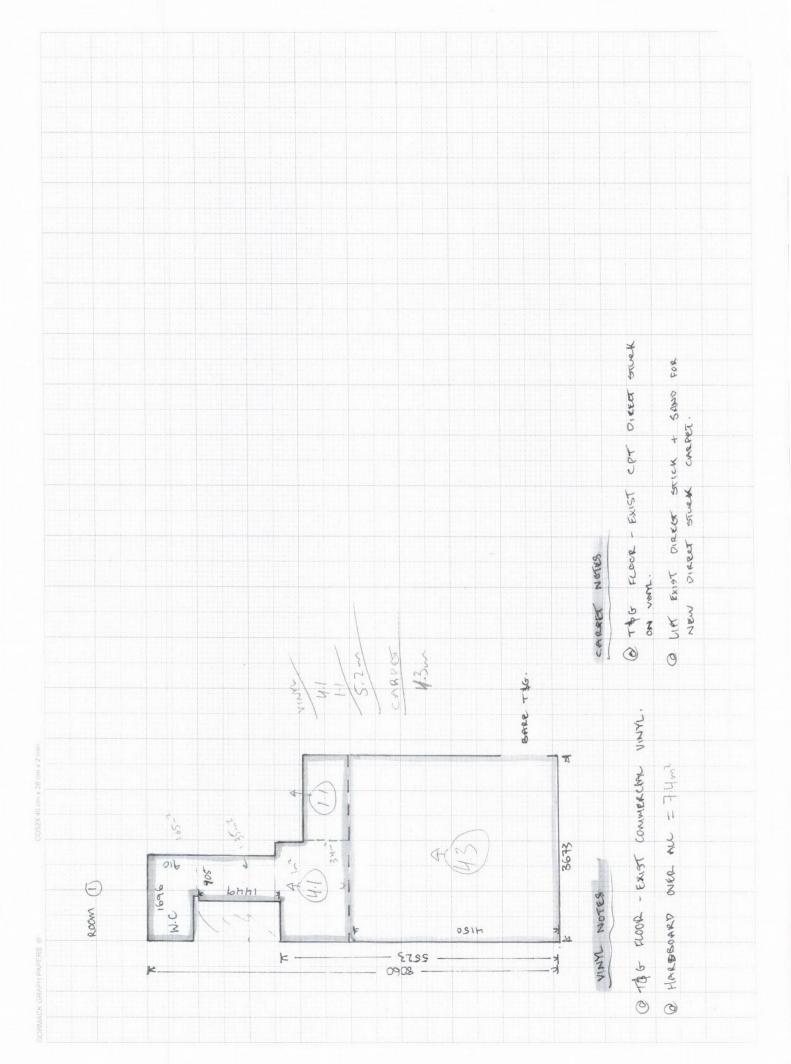
Signed: .....

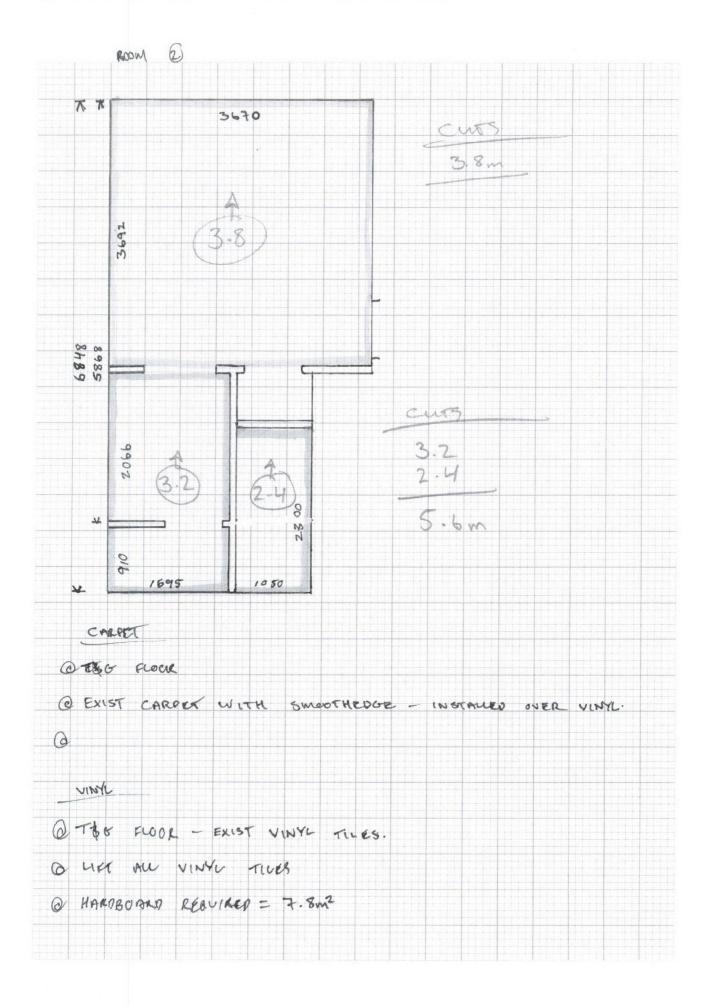
Print Name: .....

Dated .....

#### Please complete and return the Proposal/Quote Acceptance to Van Dyks Flooring Xtra

The above terms and conditions are in place to ensure we can provide you with the best possible service and installation of your chosen floor covering. Your satisfaction is important to us at all times. Thank you.







painting and decorating ltd. Phone: 027 536 3630, 021 497 798 Email: effectspainting@xtra.co.nz

-

27 Northcrest, Aparangi Village TE KAUWHATA 3710 27 FEBRUARY 2018

### QUOTE

<u>To</u> Ngaruawahia Squash Club

For painting Ladies and Mens changing rooms and floors of showers as discussed:

 TOTAL
 \$3,500.00

 Plus GST
 \$525.00

TOTAL

\$4,025.00

# Ngaruawahia Electrical Ltd

P.O. Box 54 –Ngaruawahia 3742 – New Zealand Phone 07 8247361 or 0274 956335 E-mail nga-elect@xtra.co.nz

03/03/2018

CJM Builders

Ngaruawahia Squash Club

Hi Chris Our price to supply and install ten new LED button lights in the hallway, men's and ladies bathrooms is:

> \$1290.60 <u>GST 193.59</u> \$1484.19

If you have any queries please do not hesitate to contact me.

Regards

Case van den Bemd

# NORTHEND PLUMBING I GAS FITTING I DRAIN LAYING

Ngaruawahia squash club

#### North End Plumbing Limited

14a Rangimarie Road Ngaruawahia, 3720 david@northendplumbing.co.nz 0274954270

Job Number:NEP-15GST Number:116087128Site Address:Quote Date:16th Mar 2018Valid Until:15th May 2018

# Quote | Bathroom Upgrade

Replace mens vanity with 750mm to floor vanity with new tap. replace Felton shower mixers and face plates. replace toilet seat and cistern as pans are vented and cannot get on roof to cap off vents.

replace 2 shower mixers in womens and shower roses. replace vanity with 1200mm vanity in womens. Replace toilet seat and cistern.

Name	Quantity	Price	Total
replace mens vanity			
LABOUR	2.00	\$70.00	\$140.00
materials	1.00	\$140.00	\$140.00
562629 MIXER SINK ECHO MEDBURY 64-01002 CP MET	1.00	\$142.31	\$142.31
750 vanity	1.00	\$400.00	\$400.00
			\$822.31
<b>REPLACE 4 X SHOWER MIXERS</b>			
LABOUR	2.00	\$70.00	\$140.00
512371 WALLSET DESIGNER II CWSD2 CP FEL	4.00	\$122.65	\$490.60
512335 VALVE MIXER SHWR UNEQUAL DESIGNER 86 FMU FEL BLUE	4.00	\$127.00	\$508.00
			\$1,138.60
REPLACE TOILET CISTERN AND SEAT			
MATERIAIS	2.00	\$93.80	\$187.60
LABOUR	3.00	\$70.00	\$210.00
571344 CISTERN & SEAT MARSDEN MAR001W	2.00	\$188.00	\$376.00
			\$773.60
LADYS SHOWERS			
MATERIALS	1.00	\$67.00	\$67.00
LABOUR	4.00	\$70.00	\$280.00
512436 HEAD SHWR DESIGNER II CSHD2 FEL CP	2.00	\$87.88	\$175.76
FELTON LEAVER MIXERS	2.00	\$261.80	\$523.60

Quote NEP-15 (Version 1)

ame	Quantity	Price	Total
			\$1,046.36
LADYS VANITY			
MATERIALS	1.00	\$140.00	\$140.00
562629 MIXER SINK ECHO MEDBURY 64-01002 CP MET	1.00	\$142.31	\$142.31
LABOUR	4.00	\$70.00	\$280.00
1200 VANITY	1.00	\$1,495.20	\$1,495.20
			\$2,057.51

Subtotal \$5,838.38 GST Amount \$875.76 Total \$6,714.14

Quote is valid for 30 days after the date of quote.

30% deposit is required before commencement of work. Payment is due in full at completion of job unless otherwise arranged. All materials are owned by North end Plumbing until bill is paid for in full. They can be removed / Repossessed if payments are late or overdue.

Any debt collection cost will be passed on to client if bills are late or overdue.

If any digging is involved any services hit that are not marked out by owner will be billed to owner.

By accepting this quote and paying deposit you agree to these terms and conditions.

Payment to be made to ANZ 06-0266-0182067-00

Quote NEP-15 (Version 1)

## Ngaruawahia Squash Racquets Club Income and Expenditure Account 1 November 2016 to 31 October 2017

Revenue	
Subscriptions	4858.33
Gross Profit from Trading	24269.43
IRD Return	45.51
Interest	0.32
Total	29173.59
<u>Expenditure</u>	
Electicity	2421.17
Phone	701.40
Paymark	325.35
Finance Now Ltd Eftpos machine hire	512.40
To Savings	0.00
IRD	134.92
Bar stock	4917.81
Kitchen	508.99
General Expenses	1580.28
Squash Waikato	1666.25
Squash NZ	1741.83
Waikato District Council	4248.89
NZ Post	175.00
Firetal Ltd	563.50
Payment Failed fee	0.00
Dishonour Cheque	0.00
Unauthorised overdraft	0.00
Debit Interest	0.00
Tournament prize money	4980.00
Insurance	2608.48
CoveKinlock Building - WOF inspection	402.50
Member reinbursment	1360.88
Donation	261.00
Total	29110.65

Excess Income over Exprnditure

62.94

	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Totals	
ncome					100									
Subs	40.00	20.00	185.00	205.00	270.00	1940.00	1015.00	390.00	140.00	583.33	40.00	30.00	4858.33	
ftpos	374.000	20.000	86.000	351.50	664.500	4049.000	906.000	4973.000	1420.50	2322.500	676.00	209.50	16052.50	Gross trading pro
PayNplay					81.6								81.60	24269.43
Cash out	332.40		150.00	265.13	399.84	1151.59	499.93	1068.10	475.10	1217.19	93.95		5653.23	
Cash Deposit			1050.00								975.00	420.00	2445.00	
IRD Return			45.51										45.51	
Interest						0.01	0.27			0.04			0.32	
Fundraising						37.1							37.10	
Totals	746.40	40.00	1516.51	821.63	1415.94	7177.70	2421.20	6431.10	2035.60	4123.06	1784.95	659.50	29173.59	29173.59
							5 . S							
Outgoings														
Electicity	209.09	187.43	190.28	202.50	196.59		260.65	282.82	217.71	218.75	263.44	191.91	2421.17	
Phone	58.45	58.45	58.45	58.45	58.45	58.45	58.45	58.45	58.45	58.45	58.45	58.45	701.40	
Paymark	26.97	26.97	26.97	26.97	26.97	26.97	26.97	26.97	26.97	27.54	27.54	27.54	325.35	
Finance Now Ltd Eftpos ma	42.70	42.70	42.70	42.70	42.70		85.40	42.70	42.70	42.70	42.7	42.70	512.40	
To Savings													0.00	
IRD	35.84			99.08									134.92	
Bar stock			152.43	265.18	531.33	862.55	483.93	984.9	475.10	1068.44	93.95		4917.81	
Kitchen						277.04		83.2		148.75			508.99	
General Expenses					11.90	12.00	126			1430.38			1580.28	
Squash Waikato		40.00					400	926.25			300		1666.25	
Squash NZ								1282.48		459.35			1741.83	
Waikato District Council					834.85		2872.58			72.40	469.06		4248.89	
NZ Post					175.00								175.00	
Firetal Ltd	112.70				112.70		112.70		112.70			112.7	563.50	
Payment Failed fee													0.00	
Dishonour Cheque													0.00	
Unauthorised overdraft													0.00	
Debit Interest													0.00	
Tournament prize money						1720.00		1880		1380.00			4980.00	
Tournament prizes													0.00	
Insurance-Crombie Lockwood	4										2608.48		2608.48	
CoveKinlock Building - WOF in							402.5						402.50	
Member reinbursment						854.70	506.18						1360.88	
Donation						000	261						261.00	
							201						0.00	
													0.00	
Totals	485.75	355.55	470.83	694.88	1990.49	3811.71	5596.36	5567.77	933.63	4906.76	3863.62	433.30	29110.65	29110.65
01015	103.75	555.55	470.05	004.00	100.40	5011.71	3550.50	5507.77	555.05	4500.70	5005.02	435.50	23110.05	62.94

Letter of Support for Ngaruawahia Squash Racquets Club.

17/04/18

Life Time Members of Ngaruawahia Squash Racquets Club. Toni & Trevor Barton 9 Pond Street Ngaruawahia 0211818692

To whom it may concern,

We are writing this letter in support of the Ngaruawahia Squash Racquets Club and the Clubs endeavour to upgrade the facility and revitalise the culture and wellbeing of the club.

We have been members of the club for 35 years and was rewarded a lifetime membership in 2013.

We are both born and bred in Ngaruawahia and the Squash club has been a big part of the Ngaruawahia Community alongside other long standing clubs which we all have great community connectivity and support each other where we can.

We are excited to learn that our active club committee want to upgrade the facilities which is well over due, but eager to see the results and thrilled about what this could do for our culture of the club and increase our membership.

We strongly support our club and are hopeful that they will receive the support they need and keep it running at full capacity in our great little community.

Kind regards

Toni & Trevor Barton. Bala Barton

Life Time Members of Ngaruawahia Squash Racquets Club





## **DISCRETIONARY FUNDING APPLICATION FORM**

#### Important notes for applicant:

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

Waikato District Community Wellbeing Trust Fund

Project

#### Section I - Your details

#### Name of organisation

charitable Trust T/A Waikato Montessoni Education Centre Golden Beads

#### What is your organisation's purpose?

To	provole	quality	Montessori	education	for	children	aged
3-	12 years.						

Address: (Postal)

267 Newell Rd, RD3, Hamilton 3283

Address: (Physical if different from above)

monique	moore	monique	e Qgolden beads. Org. nz
07 858	3563		0
<b>Charities Com</b>	mission Nu	mber: (If you have	e one)
CC 2980	18		,
Are you GST	registered?	No 🗆	Yes GST Number 9 917141778
Bank account	details <u>0</u>	3103	18108577681000
Bank West	toa c		Branch tlom. 140-

The following documentation is required in support of your application:

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

### Section 2 - Community wellbeing and outcomes

Which of the five community outcomes for the Waikato district does this project contribute to? (See the guidelines sheet for more information on this section.)

Accessible Safe Sustainable Thriving Vibrant
<ul> <li>Waikato District Community Outcomes</li> <li>Accessible Waikato - A district where the community's access to transport infrastructure and technology meets its needs.</li> <li>Sustainable Waikato - A district where growth is managed effectively and natural resources are protected and developed for future generations.</li> <li>Thriving Waikato - A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.</li> <li>Healthy Waikato - A district with services and activities that promote a healthy community.</li> <li>Safe Waikato - A district where people feel safe and supported within their communities.</li> </ul>
What is your project, including date and location? (please provide full details)
We wish to create an enclosed awning for
our 6-8 year old classroom (chiaravalle). In term 3
we will have 35 chidren in this class and there
is not enough room inside the classroom for the
Children to work, or to eat lunch.
· · · · · · · · · · · · · · · · · · ·
How many volunteers are involved? Who is involved in your project?
Diane Bhana (Head of School) and supplier.
How will the wider community benefit from this project?
Adding this awning will expand the usable classroom
area for winter and summer when it is raining.
We also use this space for events such as
community lunches, concerts and cultural fair.

#### Section 4 – Funding requirements

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

All fields must be completed in the following sections	GST Inclusive Costs
Total cost of the project/event	\$ 16/ DE 1
	\$ 18,854.42.

Existing funds available for the project	Total A		
		\$ 8,682.44	

Funding being sought from Waikato District Council Project	
Breakdown (itemised costs of funding being sought)	
If there is insufficient space below please provide a breakdown of costs on an	
additional sheet.	
Caropy	\$ 6,259.45
	\$
	A MARKET AND A MARKET
	\$
	\$
	\$
	\$
Total B	\$ 6,259.45

Funding been sought	from other funders?	
a) Harcourts	Foundation	\$ 3,912.53
b)		\$
c)		\$
d)		\$
	Total C	\$ 3,912.53

Total Funding Applied for(Add totals A, B & C together to make Total D)Total D	\$ 18,854.44
Note : This total should equal the Total Cost of the Project	

Describe any donated material / resources provided for the project:	

#### Section 5 - Previous Funding Received from Waikato District Council

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

Name of fund and project description	Amount received	Date
Discretionary + Funding	\$1,000.00	8th August 2016

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

I confirm that an accountability statement has been completed and returned

Signed: Moore Name: Monique Moore

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

Signature: Moore		Date:27	3/18	
<b>Position in organisation</b> (tick which applies)	Chairman 🗖	Secretary 🗖	Treasurer	affice Admin assistant
Signature: DBu	/	Date:	7318	_
Position in organisation (tick which applies)	Chairman 🗹	Secretary 🗖	Treasurer 🗌	
				Page 4

### Checklist

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

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

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

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





# **CERTIFICATE OF INCORPORATION**

### GOLDEN BEADS CHARITABLE TRUST 2124703

GOLDEN BEADS CHARITABLE TRUST is incorporated under the Charitable Trusts Act 1957 this 28th day of April 2008.

Neville Hami

Neville Harris Registrar of Incorporated Societies





# Certificate of Registration

**Golden Beads Charitable Trust** 

Registration number: CC29898

This is to certify that Golden Beads Charitable Trust was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.

Chair

Gar **Chief Executive** 

Document Set ID: 1925342 Version: 2, Version Date: 02/05/2018



14 Mar 2018

Waikato Montessori Early Education Centre Newell Road Hamilton

Dear Monique

Thank you for the opportunity to provide a quotation for a Rolled Canopy. This quote is valid for three months.

#### Job Description:

Duncan's Canvas would install a structure made from powder coated galvanised steel measuring approximately 11m x 4m to cover your outdoor classroom area.

It would form an arched canopy and be covered in top quality Ferrari 502 PVC which is designed for use on tensioned structures. The fabric is UV stabilised and fire retardant with a 10 year Ltd UV warranty.

Guttering is built into the canopy and water discharged via the legs.

There will be no roof penetrations as soffit brackets and posts are used for support.

Engineering and Consent fees (if required) are not included.

Price:

Our price is \$12,518.90 incl GST which is \$10,886.00 plus GST

Should you accept our quote, a 50% deposit of \$6,259.45 is required for us to go ahead, and the balance due on completion.

Our bank account number is: 020316-0029563-00

Thanks again and we look forward to hearing from you.

Yours faithfully

. Colo

**Jeff Bailey** 



14 Mar 2018

Waikato Montessori Early Education Centre Newell Road Hamilton

**Dear Monique** 

Thank you for the opportunity to provide a quotation for a Clear Tracked Screen. This quote is valid for three months.

#### Job Description:

Duncan's Canvas would supply and fit 7 screens made from high clarity clear PVC to enclose your proposed extended canopy area.

Awning track would be fitted for attaching the screens. The screens would have rope sewn in to the PVC borders and the rope would be threaded through the awning track for installation. The effect of this is a longer lasting screen because there is no specific loading stress point.

There would zips at each side to allow the screens to be opened. A range of colours is available for the borders.

#### Price:

Our price is \$4,845.97 incl GST which is \$4,213.89 plus GST

Should you accept our quote, a 50% deposit of \$2,422.99 is required for us to go ahead, and the balance due on completion.

Our bank account number is: 020316-0029563-00

Thanks again and we look forward to hearing from you.

Yours faithfully

Jala

Jeff Bailey



Choices Flooring by Charteris 7 Devon Road Hamilton 3243 Ph: 078476430 www.choicesflooring.co.nz

The floor you've been searching for	The	floor	you've	been	search	ing	for
-------------------------------------	-----	-------	--------	------	--------	-----	-----

Page 1	ESTIMA	ATE	MO	2003878
Sold To		Ship To		
MONTESSORI EDUCATION 267 NEWELL ROAD TAMAHERE 3283	CENTRE	MONTESSORI EDU 267 NEWELL ROAD TAMAHERE 3283		
Quote Number	Quote Date	Telephone 1	PO Nur	nber
	22/03/18	0272853001		
Style/Item	Color/Descrip	tion	Units	
DECORD STORM GREY CARPET INSTALL, AUT		MGREY	LM LM	
t gives us much pleasure to su To supply and install Autex Decord, c N : B - estimate only. Prices subject to Area -Outside Deck.	olour storm grey (stock) by dire		to your property.	
BALANCE DUE 20TH MONTH FOLL	OWING INVOICE			
			Total Inc GST: Deposit Paid:	1,489.5 0.0
Iles Representative(s): MARK IRVING			BALANCE DUE:	\$1,489.5
PAYMENT METHODS	Acceptance	Form	Quote #:	MQ00387
Cash Visa Cheque Mastercard EFT	Bank Account Details: Murray Ch ANZ 06-0313-0227863-00 GST Number: 115-573-381	arteris Flooring Specialists Ltd	MONTESSORI EDUC CENTRE 267 NEWELL ROAD TAMAHERE 3283	ATION
Card Number:      /			BALANCE DUE:	\$1,489.5



# **Performance Report**

## **Golden Beads Charitable Trust**

For the Year Ended 31 December 2016

1.



## **Performance Report**

## For the Year Ended 31 December 2016

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#### Entity Information As at 31 December 2016

Legal Name of Entity	Golden Beads Charitable Trust
Entity Type and Legal Basis Incorporation Date: Incorporation Number:	Incorporated Charitable Trust 28 April 2008 2124703
Charities Registration Number	CC29898
Physical Address	267 Newell Road RD 3 Hamilton 3283
Postal Address	PO Box 10161 Te Rapa Hamilton 3241
Phone Website	(07) 858 3563 goldenbeads.org.nz
Board	Diane Bhana Shayne Fickey
Auditor	Mark Campbell B. Com CA Campbell & Campbell Accounting Consultants
Entity Structure	Hamilton

Golden Beads Charitable Trust is a not for profit organisation governed by its Trustees.

#### **Purpose/Mission**

To support delivery of programs, education and training in accordance with the Montessori Philosophy and Method

#### Main Sources of Cash & Resources

Donations and Fees

#### **Reliance on Volunteers**

Volunteers are a welcome supplement for this organisation. They assist mainly in areas with specific expertise that cannot be provided by employed staff. Parents and families from a variety of cultures and professional backgrounds can supplement the classroom programmes for the direct benefit of the children. Other technical assistance is gratefully accepted for maintenance of school property.

**Statement of Service Performance** 

#### For the Year Ended 31 December 2016

#### **Golden Beads Charitable Trust outcomes**

- To advance understanding of the Montessori philosophy
- To establish schooling using the Montessori method
- To support delivery of programs, education and training in accordance with the Montessori Philosophy and Method

CAMPBELL & CAMPBELL

AUDIT

#### Nature and scope of activities undertaken in 2016

	<u>Actual</u> <u>This Year</u>	Actual Last Year
<ul> <li>Students in 3-6 years</li> </ul>	48	55
• Students in 6-12 years	48	43

Two classrooms of 3-6yr old children operated during 2016 with a full and active Montessori programme. The programme commenced in 2006 and has celebrated 10 years of operation.

The 6-12 years programme commenced in 2012 and continues to evolve as we develop the resources and environment. Significant investment in training was made in 2015 and 2016 to ensure staff continue to maintain our faithful approach to Montessori education.

We now offer a seamless programme for 3-12year old children and are the only Montessori Primary school in the Waikato.

## **Statement of Financial Performance - Early Childhood**

#### For the Year Ended 31 December 2016

	Notes	<u>2016</u>	2015
Revenue		\$	<u>\$</u>
Donations and fundraising			
Donations		143,159	137,212
		143,159	137,212
Revenue from providing goods and services			
Enrolment Fees		1,500	2,200
MOE Funding		445,189	440,332
		446,689	442,532
Interest, dividends & other investment income			
Interest Income		55	77
Total Revenue		589,903	579,821
Expenses			
Employee related payments			
ACC Levies		2,020	2,839
Salaries and wages		358,922	400,325
Training and professional development		1,633	1,542
Other		2,116	1,077
		364,691	405,783
Costs relating to providing goods and services			
Classroom expenses - resources		2,163	2,650
Cleaning		12,257	13,649
Rent & property costs		91,911	91,593
Other		20,710	22,620
		127,041	130,512
Amortisation Expense		1,420	1,420
Depreciation		15,087	18,134
Donations		687	460
Other Expenses		17,722	25,676
Total expenses		526,648	581,985
Surplus /(Deficit) for the year		63,255	(2,164)



#### **Statement of Financial Performance - Primary**

#### For the Year Ended 31 December 2016



	Notes	<u>2016</u>	2015
Revenue		<u>\$</u>	\$
Donations and fundraising			
Donations - Waikato Montessori Charitable Trust		16,924	15,217
Donations and Grants		2,368	,=
		19,292	15,217
Revenue from providing goods and services		,	
Enrolment Fees		2,250	1,500
Attendance Fees		200,188	157,353
MOE Subsidies		44,821	40,600
		247,259	199,453
Interest, dividends & other investment income			
Interest income		-	-
Total Revenue		266,551	214,670
Expenses			
Employee related payments			
ACC Levies		454	1,217
Salaries and wages		206,421	207,024
Training and professional development		27,184	55,062
Other		842	592
		234,901	263,895
Costs relating to providing goods and services			
Classroom expenses - trips & outdoor activities		5,365	3,805
Cleaning		12,257	10,491
Rent & property costs		91,910	44,347
Other		25,487	15,909
		135,019	74,552
Depreciation		18,877	23,406
Other Expenses		15,559	5,827
Total expenses		404,356	367,680
Surplus /(Deficit) for the year		(137,805)	(153,010)

#### **Statement of Financial Performance - Consolidated**

#### For the Year Ended 31 December 2016

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	Notes	<u>2016</u>	2015
Revenue		\$	\$
Donations and fundraising		162,451	152,429
Revenue from providing goods and services		693,948	641,985
Interest, dividends & other investment income		55	77
Total Revenue		856,454	794,491
Expenses			
Employee related payments		599,592	669,678
Costs relating to providing goods and services		262,060	205,064
Amortisation Expense		1,420	1,420
Depreciation	2.7	33,964	41,540
Donations		687	460
Other Expenses		33,281	31,503
Total expenses		931,004	949,665
Surplus /(Deficit) for the year		(74,550)	(155, <mark>174</mark> )

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CAMPBELL & CAMPBELL AUDIT



#### **Statement of Financial Position**

#### As at 31 December 2016

	Notes	2016	2015
		\$	\$
Current Assets			
Bank accounts and cash	2.1	5,601	150
Receivables and prepayments	2.2	50,976	58,963
Inventory - Uniforms		1,244	877
		57,821	59,990
Non-Current Assets			
Goodwill	2.3	2,840	4,260
Property, plant and equipment	2.7	206,373	216,077
		209,213	220,337
Total assets		267,034	280,327
Current Liabilities			
Accounts payable & sundry accruals	2.4	50,821	73,341
Income received in advance	2.5	51,652	57,788
		102,473	131,129
Non-Current Liabilities			
Loans	2.6	444,782	354,869
Total Liabilities		547,255	485,998
Net Assets		(280,221)	(205,671)
Accumulated Funds	4.0		
Accumulated Surpluses / (deficits)		(280,221)	(205,671)
TOTAL EQUITY		(280,221)	(205,671)

Trustee

Date



#### **Statement of Cash Flows**

#### For the Year Ended 31 December 2016

	2016
	\$
Cash flows from Operating Activities	
Cash was received from:	100 151
Donations, fundraising and other similar activities	162,451
Fees, Subscriptions and Other Receipts from members	-
Receipts from Providing Goods and Services	686,192
Interest, dividends and other investment receipts	55
	848,698
Cash was applied to:	
Payments to Suppliers and Staff	(908,327)
Donations or grants paid	(000,021)
	(908,327)
	(000,011)
Net cash flows from operating activities	(59,629)
Cash flows from investing & financing activities	
Cash was received from:	
Receipts from Sale of property, plant and equipment	-
Receipts from Sale of Investments	
Funds from funds borrowed (loans)	89,913
Capital contributed from owners or members	-
	89,913
Cash was applied to:	
Purchase of property, plant and equipment	(24,833)
Payments to purchase investments	0
Capital repaid to owners or members	-
Other	-
	(24,833)
Net Cash flows from investing & financing activities	65,080
ver cash nows from investing a mancing activities	03,000
Net Increase / (decrease) in cash	
and cash equivalents	5,451
or the sect Or she Free business of Paralamian of Verse	450
Cash and Cash Equivalents at Beginning of Year	150
Cash and Cash Equivalents at End of Year	5,601
This is represented by:	
This is represented by: Bank accounts and cash	5,601

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#### Statement of Accounting Policies For the Year Ended 31 December 2016

#### **1. Statement of Accounting Policies**

#### 1.1 Basis of Preparation

Golden Beads Charitable Trust has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

#### 1.2 Revenue

Revenue is recognised to the extent that it is probable that the economic benefit will flow to this entity and revenue can be reliably measured.

Revenue is measured at the fair value of the consideration received. The following specific recognition criteria must be met before revenue is recognised.

#### Donations

Donations are recognised as revenue upon receipt.

#### Grants

Grant revenue is recognised when the conditions to the grant has been complied with. Where there are unfulfilled conditions attaching to the grant, the amount relating to the unfulfilled condition is recognised as a liability and released to income as the conditions are fulfilled.

<u>Revenue from providing goods and services</u> This entity receives revenue from School Fees which are billed annually.

#### Interest

Interest is recognised as it accrues, using the effective interest method.

#### 1.3 Income Tax

This entity is registered as a charitable entity under the Charities Act 2005 and is exempt from income tax under the income tax legislation.

#### 1.4 Goods and Services Tax (GST)

This entity is registered for GST. The financial statements are therefore prepared on a GST exclusive basis. Receivables and payables are stated as GST Inclusive.

#### 1.5 Bank accounts and cash

Bank accounts and cash are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.



#### Statement of Accounting Policies For the Year Ended 31 December 2016

#### 1.6 Property, plant and equipment

Items of property, plant and equipment are measured at cost less accumulated depreciation and impairment losses.

Cost includes expenditure attributable to the acquisition of the asset. Where an asset is donated to the entity, its cost is measured at its current value as at the date of acquisition.

Depreciation is charged at rates calculated to allocate the cost or valuation of the asset less any residual value over its remaining useful life, except for land which is not depreciated.

Depreciation methods, useful lives and residual values are reviewed at each reporting date and are adjusted if there is a change in the expected pattern of consumption of future economic benefits or service potential embodied in the asset.

#### 1.7 Leases

Payments on operating lease agreements, where the lessor retains substantially the risk and rewards of ownership of an asset, are recognised as an expense on a straight-line basis over the lease term.

#### 1.8 Changes in Accounting Policies

There have been no changes in accounting policies during the year. All policies adopted at the commencement date have been consistently applied during the period.

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#### Notes to the Financial Statements For the Year Ended 31 December 2016

.

2.1	Bank accounts and cash		2016	2015
			\$	\$
	Bank - Current Account		5,601	150
			5,601	 150
2.2	Receivables and Prepayments			
	Accounts Receivable - General		12,541	14,051
	Accounts Receivable - Ministry of Education		30,199	26,121
	Staff Loan		6,055	9,184
	Sundry Receivables		2,181	 -
			50,976	49,356
	Prepayments		-	9,607
			50,976	 58,963
2.3	Goodwill		\$	\$
	Original Balance		14,200	14,200
	Opening Balance		4,260	5,680
	Current Year Amortisation		1,420	 1,420
	Closing Value		2,840	 4,260
2.4	Accounts payable & sundry accruals		\$	\$
	Accounts Payable - General		39,874	24,589
	Accounts Payable - Trustees		-	32,603
	GST Payable		10,947	 16,149
			50,821	 73,341
2.5	Income Received in Advance Fees received in advance		9,979	
	Ministry of Education - Advance payments		41,673	57,788
			51,652	 57,788
2.6	Loans	Rate		
	Westpac Floating loan	5.75%	195,182	119,719
	Business Loan Trustee	0%	249,600	235,150
			444,782	 354,869
	Loan security			

Loan security Westpac Floating loan Business Loan Trustee

Guarantee by R & D Bhana None

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#### Notes to the Financial Statements For the Year Ended 31 December 2016

2.7	Property Plant and Equipmen					
	2016	Opening Value	Purchases	<u>Sales</u> (Disposals)	Current Year Depreciation &	Closing Value
				1	Impairment	
		<u>\$</u>	\$	\$	\$	\$
	Ground Development	36,599	3,186	-	4,316	35,469
	Landuse Consent	24,416	-	-	2,442	21,974
	Primary (Furniture & Equipment)	109,886	8,457	(573)		98,893
	Preschool (Furniture & Equipment)	45,176	13,190	-	8,329	50,037
		216,077	24,833	(573)	33,964	206,373
					<u>2016</u> \$	<u>2015</u> \$
2.8	Related Parties					
	<u>a) Trustees</u> Included Salaries and Wages a Shayne Frickey	e payments m Salary Receiv		es for work per	rformed;	
	Shayner nekey	Calary Receiv	cu			
		Payable owing to I oan Owing to I		na	249,600	32,603 235,150
	<u>b) Bhana Family Trust</u> Diane Bhana a trustee of the Go	olden Beads Cl	naritable Trus	t and also of t	he Bhana Family T	rust.
	Lease of Premises	Annual Rent Rent owing at	31 Decembe	r 2016	179,600 17,211	
2.9	Lease of Property / Premises					
	Landlord	Bhana Family				
	Amount	\$179,600pa e				
	Term			al for 3 further	terms.	
	Commencement Date:	29th January	2016			
2.1	Contingent Liabilities There are no Contingent Liabilit	es at balance o	date (last vea	r Nil)		
		oo at balance t				
2.11	Capital Commitments There are no Capital Commitme	ents at balance	date (last ve	ar Nil)		
				ar runy.		
3.0	Events after Balance Date There were no significant transa	ctions after ba	lance date.			
3.1	Correction of Errors There are no significant errors r	elating to the p	ast periods th	at required co	rrecting.	
		-				
		Pa	ge 11			



#### Notes to the Financial Statements For the Year Ended 31 December 2016

#### 3.2 Assets used as security

No assets held by the Trust are held as security for liabilities.

#### 3.3 Significant grants and donations with conditions

There have been no significant grants and donations with conditions which have not been recorded as a liability.

3.4	Accumulated Funds	2016	2015
		\$	\$
	General Reserves		
	Opening Balance	(205,671)	(50,497)
	Surplus / (Deficit)	(74,550)	(155,174)
	Closing Balance	(280,221)	(205,671)

Campbell & Campbell Accounting Consultants

## Independent Auditor's Report Golden Beads Charitable Trust For the year ending 31 December 2016

To the Board of Golden Beads Charitable Trust

#### **Opinion**

I have audited the performance report. The performance report provides information about the past financial performance of Golden Beads Charitable Trust and its financial position as at 31 December 2016.

#### In my opinion, the accompanying performance report

- complies with Public Benefit Entity Simple Format Reporting Accrual (Not-For-Profit) in New Zealand.
- gives a true and fair view of the financial position of Golden Beads Charitable Trust as at 31 December 2016 and its financial performance for the year ended on that date.

#### The performance report in the above opinion includes:

- the statement of financial position as at 31 December 2016.
- the entity statement, the service performance, statement of financial performance, statement of cash flows, statement of accounting policies and notes to the performance report for the year ending 31 December 2016.

#### Additionally, In my opinion

• the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable.

#### **Basis of Opinion**

I conducted my audit in accordance with International Standards on Auditing (New Zealand). My responsibilities under those standards are further described in the Auditor's Responsibility section of this audit report.

Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the performance report is free from material mis-statement.

Other than my capacity as auditor I have no relationship with, and am independent of Golden Beads Charitable Trust

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### **Responsibilities of the Board**

The Board is responsible for the preparation of the performance report that give a true and fair view of the matters to which they relate and in accordance with Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) in New Zealand and for such internal control as it determines is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report the Board is responsible on behalf of Golden Beads Charitable Trust for assessing the ability of Golden Beads Charitable Trust to operate as a going concern, disclosing as applicable, matters relates to going concern and using the going concern basis of accounting.

Campbell & Campbell Accounting Consultants

#### Auditor's Responsibility

My objective is to obtain reasonable assurance about whether the performance report as a whole is free from material misstatement whether due to fraud or error, and to issue an auditor's report that includes my opinion.

Reasonable assurance is a high level of assurance, but not a guarantee that an audit conducted in accordance with International Standard on Auditing (New Zealand) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decision of users taken on the basis of the performance report.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the performance report. The procedures selected depend on the auditor's judgement, including the assessment of risks of material mis-statement of the performance report, whether due to fraud or error.

In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the performance report that give a true and fair view of the matters to which they relate in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

The audit includes performing procedures to obtain evidence about evaluating whether the reported outcomes and outputs and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

An audit includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represent the underlying transactions and events in a manner that achieves fair presentation.

I conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, determine whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern.

I communicate with management and the governing body regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during the audit.

Mayth,

Mark Campbell CA, B Com Campbell and Campbell Accounting Consultants Hamilton

9 May 2017

#### 1/05/2018

RE: Letter of support - Waikato Montessori Education Centre

To whom it may concern,

We are Hineata and Leighton Ngawaka, parents to three wonderful children who currently attend Waikato Montessori Education Centre (WMEC). We wish to submit our full support for WMEC grant application. We have had a long standing relationship with WMEC through the years as parents and Māori representatives and have seen first-hand the significant impact they have made in the lives of children, their families, and each of their respective communities.

Over the years WMEC have shown a resolute commitment to help each child and family in a manner that would benefit them long-term. Their desire to see each child thrive and grow to their full potential is unparalleled. As a result, the communities from which these children, and families, hail have grown and been improved.

Funding at this time would no doubt allow the wonderful people associated with WMEC another opportunity to enrich the lives of the community.

We fully believe and support WMEC and their conviction to provide a wholesome and sustainable environment for their guides, children, families and community.

We are and will remain more than happy to attest to WMEC's suitability for this grant.

Yours sincerely,

Jenta M

Hineata & Leighton Ngawaka Ngawakal8n@gmail.com 0212059090

AHA-C

To Whom it May Concern,

I am writing this letter in support of the application from Waikato Montessori Education Centre for a grant to help fund the coveringin of the veranda of one of the classrooms. I have seen how well this has worked for the other classroom where this was done, and believe it would be very advantageous to the children in the other primary classroom also.

Waikato Montessori provides a model of education that cannot be found anywhere else in the Waikato in the primary years. It is wonderful that more children are now able to benefit from this excellent method of learning, and I believe that the school and its tamariki would be very worthy recipients of this grant.

Thank you for your consideration,

Sincerely,

**Rosemary Roberts (parent)** 





ATTATA NO	
SCANNED Set No	2 6 MAR 2018 Waikat
	Time. 3.55. Initials.
DISCRETIONARY	FUNDING APPLICATION FORM
Important notes for applicant:	0 1
	ng your application, you contact the Waikato District Council's commur
development co-ordinator, on 07 824 863	33 or 0800 492 452, to discuss your application requirements and confi
<ul> <li>that your application meets the eligibility of Please read the Guidelines for Funding Application</li> </ul>	plications document to assist you with completing this application form.
<ul> <li>Please note that incomplete applications completed and all supporting information</li> </ul>	WILL NOT be considered. All parts of the application MUST
• All applications must be on this application	on for funding form. We will not accept application forms that have be
<ul> <li>altered.</li> <li>The checklist on page 5 MUST be co</li> </ul>	ompleted.
Waikato District Community Wellbei	Project
Contract Manufacture	
Section I - Your details	
Name of organisation	
BUSH TRAMWAY CLL	18 INICAROARATED
Post intrinteri Ch	(INCOLLOCATED)
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What is your organisation's purpose?	
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A copy of any documentation verifying your organisations legal status

Section 2 - Community wellbeing and outcomes

Which of the five community outcomes for the Waikato district does this project contribute to? (See the guidelines sheet for more information on this section.)

Accessible	Safe	Sustainable	Thriving	Vibrant	
Accessible	Jaie	Justamable	i ili iving	Vibranc	

#### Waikato District Community Outcomes

Accessible Waikato - A district where the community's access to transport infrastructure and technology meets its needs.

**Sustainable Waikato** - A district where growth is managed effectively and natural resources are protected and developed for future generations.

**Thriving Waikato** - A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

Healthy Waikato - A district with services and activities that promote a healthy community. Safe Waikato - A district where people feel safe and supported within their communities.

#### Section 3 – Your event/project

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

TO EXTEND THE EXISTING CARRIAGE SHELTER AT PUKEMIRO JUNCTION STATION SO AS TO ACCOMODATE A NEWLY RESTORED 1913 VINTAGE RAILWAY CARRIAGE & PROTECT IT FROM THE WEATHER.

How many volunteers are involved? Who is involved in your project?

TOTALSPAN (BASED IN TE RAPA) WILL ERECT THE STRUCTURE. OUR 25 REGULAR VOLUNTEERS WILL DO PREPARATORY WORK ON THE TRACK, GROUND How will the wider community benefit from this project? THE MAJORITY OF VISITORS ON OUR OPEN DAYS COME FROM THE WAIKATD. THEY WILL BENEFIT FROM OUR NEWLY RESTORED CARRIAGE BEING KEPT IN GOOD CONDITION BY IT BEING STORED UNDERCOVER (WHEN THEY RIDE IN IT, VIEW IT IN INCLEMENT WEATHER ETC.). THE RESTORATION & PRESERVATION OF THE CARRIAGE IS IMPORTANT FROM THE POINT OF VIEW OF PRESERVING Page 2 NEW ZEALAND'S RAILWAY HERITAGE FOR FUTURE GENERATIONS.

#### Section 4 – Funding requirements

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

All fields must be completed in the following sections	GST Inclusive Costs
Total cost of the project/event	\$ 13,570.00

Existing funds available for the project	Total A		
		s O	
		• 0	

Funding being sought from Waikato District Council Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an	
SUPPLY & ERECTION OF CARRIAGE SHELTER BY TOTALSPAN	\$ 13,570.00
	\$
	\$
	\$
	\$
	\$
Total B	\$ 13, 570.00

Funding been sought from other funders?	. NIL
a) b)	\$
c)	\$
d)	\$
Total C	\$ 0

<b>Total Funding Applied for</b> (Add totals A, B & C together to make Total D)	Total D	s 13,	570.00	
Note : This total should equal the Total Cost of the Pro	ject			

Page 3

Describe any donated material / resources provided for the project: VOLUNTEER LABOUR WILL BE USED TO PREPARE THE GROUND AND TRACKWORK INSIDE THE SHELTER.

#### Section 5 - Previous Funding Received from Waikato District Council

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

Name of fund and project description GLEN AFTON TRACK EXTENSION	Amount received \$31,096	Date 4/16
		ANNOUNCED BY MAYOR 12/15

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

I confirm that an accountability statement has been completed and returned

RICHARD ELLIS Name: Signed:

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

Signature:	14th		Date: 26/3/18
Position in organi	isation (tick which applies)	Chairman 🗖	Secretary Treasurer
Signature:	Elliot	Baptist	Date: 25/3/18
Position in organi	sation (tick which applies)	Chairman 🗹	Secretary Treasurer

Page 4

#### Checklist

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

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

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

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

## The Bush Tramway Club Inc. POSTAL: Box C10, Glen Afton, R.D. 1, HUNTLY 3771

Virginite Learning

EMAIL: secretary@bushtramwayclub.comPHONE: 07 828 4851

## Supporting Information regarding extending the BTC Carriage Shelter at Pukemiro Junction 2018

#### 1. Preamble

The Bush Tramway Club heritage railway volunteers have spent thousands of hours restoring a carriage A1319 "Mary", built in 1913 by NZ Railways. This will be used to carry our visitors, who mainly come from the Waikato, on our heritage line to Glen Afton thus giving them an insight into vintage carriage travel on rural branch lines in the past. It would be a shame if we had no available shelter for this carriage, as being timber bodied, it will deteriorate rapidly if left in the open. Our existing carriage shelter is already full, hence our application for a grant to extend the shelter. Visitors to our railway on non-running days will benefit from being under cover when they view the carriage "Mary", which has been entered for an award at the upcoming Federation of Railway Organisations of NZ (FRONZ) conference in Wellington in June 2018.



A1319 "Mary" in November 2014



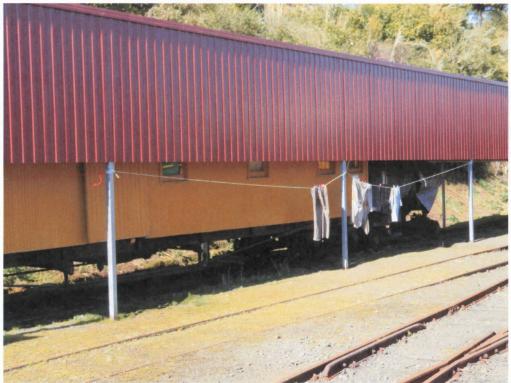
A1319 "Mary" on a recent trial run...it will enter service in July 2018



A1319 "Mary" interior after restoration

## 2. Existing Shelter – and its extension

The existing shelter is a long all "Colorsteel" steel shelter with partly clad walls sufficient to protect the BTC carriages from the weather. It was erected by Totalspan of Hamilton a few years ago with ground preparation done by our volunteers. The grant sought is to extend the shelter sufficient for it to accommodate A1319 "Mary" by engaging Totalspan again to extend the structure with similar ground preparation by members.



The existing carriage shelter.....extending it will make it long enough to accommodate A1319 "Mary"



The carriage shelter is on the left, opposite the old Rotowaro station (now located at Pukemiro Junction

#### 3. Benefits to the Community

- a) A historic railway carriage, 105 years old, will be protected by the shelter thus helping the preservation of New Zealand heritage for future generations.
- b) Current generations will be able to enjoy a ride in a pristine vintage vehicle, kept away from adverse weather when in storage which would deteriorate it seriously if it is not kept under cover
- c) Currently the A1319 carriage is being kept under cover in the BTC Woodwork workhop as there is nowhere else to store it, thus hampering our volunteers progress on the next project, A1477 as we cannot get both carriages into the workshop at once. Our volunteers are largely from the local community, so it would benefit them, the BTC & thus the community if the carriage shelter is extended.
- d) The Bush Tramway Club (Glen Afton line) is the principal tourist attraction in the Huntly area. Helping the endeavours of the BTC to present a smart, clean train to tourists helps the local economy significantly (motel rooms booked, meals purchased in cafes, petrol purchased at local service stations etc.).
- e) The Community at Glen Afton will shortly benefit from the BTC extending its line to Glen Afton, a real likelihood not a "pie-in-the-sky" hypothetical. This should put Glen Afton on the map and encourage visitors to the area. To do this, the BTC needs to expand its carriage fleet, hence our actions restoring A1319 (and, to come, our restoration of A1477 carriage). These carriages need shelter.

Richard Ellis, Hon. Secretary, Bush Tramway Club Inc

#### Lianne Van Den Bemd

From: Sent: To: Subject: The Bush Tramway Club <bushtramwayclub@gmail.com> Monday, 23 April 2018 9:07 p.m. Funding Re: Wellbeing Trust

Hello Lianne,

We do not have any letters of support specifically for the extension of the carriage shelter. However support for our heritage railway and its aims can be seen by (for example) studying our Facebook page (<u>https://www.facebook.com/TheBushTramwayClubInc/</u>) and the 5 star reviews of our Open Days from the General Public who have attended our Open Days:

(<u>https://www.facebook.com/pg/TheBushTramwayClubInc/reviews/?ref=page\_internal</u>). A few of these are as follows (there are more):



Catherine Mason reviewed The Glen Afton Line - Heritage Railway - 5 star

March 5 ·

I think if anyone likes trains diesel or steam should go and have a wonderful day. There's food drinks and even a bbq. Also lovely friendly people that were able to answer all your questions. Thanks so much for a wonderful day. I definitely recommend this as a good day out.

2)

×

Lisa Pescini reviewed The Glen Afton Line - Heritage Railway — <u>5 star</u>

February 4 ·

An awesome experience had by all especially my 2 year old. Perfect weather and lovely track.

3)

.

Lisa Pescini reviewed The Glen Afton Line - Heritage Railway — <u>5 star</u> February 4 ·

Janine Scott reviewed The Glen Afton Line - Heritage Railway — <u>5 star</u> April 2, 2017 ·

#### **Nicole Burmester** reviewed The Glen Afton Line - Heritage Railway — <u>5 star</u> June 4, 2017 ·

3)



Janine Scott reviewed The Glen Afton Line - Heritage Railway — <u>5 star</u> April 2, 2017 ·

Thanks to all the volunteers for making this train ride ...awesome Hubby & I loved it! Stunning spot, super friendly staff & yummylish sausage sizzle with the works Magic day!!!



×

Nicole Burmester reviewed The Glen Afton Line - Heritage Railway — June 4, 2017 ·

# Awesome family friendly day out. Kids loved sitting in the front of the Jigger.

5)



Nampu Akira reviewed The Glen Afton Line - Heritage Railway — <u>5 star</u> March 5 ·

Lovely day for ride a train วันสบายๆกับรถไฟสายกรีนอัฟตันไล

Our visitor numbers are increasing substantially year-on-year. The carriage shelter extension will protect the heritage carriages these visitors ride in thus helping to maintain them in a condition fit for use.

Regards

Richard Ellis Secretary

On 23 April 2018 at 08:30, Funding <<u>funding@waidc.govt.nz</u>> wrote:

Hello Richard

Thank you for supplying the photos and information from the Club regarding the project.

#### **Bush Tramway Facebook reviews**

Catherine Mason

· 4 March 2018

I think if anyone likes trains diesel or steam should go and have a wonderful day. There's food drinks and even a bbq. Also lovely friendly people that were able to answer all your questions. Thanks s... See more

Lisa Pescini • 3 February 2018 An awesome experience had by all especially my 2 year old. Perfect weather and lovely track.

Janine Scott

· 1 April 2017

Thanks to all the volunteers for making this train ride ..awesome :) Hubby & I loved it! Stunning spot, super friendly staff & yummylish sausage sizzle with the works :D Magic day!!!

Nicole Burmester · 3 June 2017 Awesome family friendly day out. Kids loved sitting in the front of the Jigger.

Nampu Akira • 4 March 2018 Lovely day for ride a train วันสบายๆกับรถไฟสายกรีนอัฟดันไล

Total Holdings Ltd Totalspan Hamilton/King Country 639 Te Rapa Rd, Hamilton PO Box 2060 Te Rapa 3241, New Zealand Phone: 07 967 3888 Email: hamilton@totalspan.co.nz totalspan.co.nz REF: TSW6326

November 30, 2017

The Bush Tramway Club Pukemiro

Thank you for your enquiry & the opportunity to extend your Totalspan steel shelter. Please find below a specification and quotation for the fully erected structure, 300mm higher than the existing building.

#### Specification:

- 3.6m span × 11.76m length × 4.2m stud height steel shelter, roofed with 7 rib lengthwise run scoria coloursteel (Rated for high wind zone),
- 2m part wall to each side,
- Four 75mm x 75mm legs set in concrete piles,
- Assembly of carport including gutters with downpipe to ground,
- · Delivery to site.

The building is to be erected in accordance with our engineers drawings and producer statement of durability. Also included is a 25yr structural guarantee and 5yr guarantee for all other materials and workmanship. All workmanship is inspected on site on completion & our quality assurance program guarantees your satisfaction.

Your Investment/Quotation: \$ 13,570.00 incl GST

This quotation is valid for 14 days.

Our price includes free on site consultancy to discuss your requirements & positioning of the building. I will also draw all the plans necessary for a Permit and submit the proposal to Council on your behalf.



**Bush Tramway Club** Financial Statements For the Year Ended 31st December 2017

#### **Bush Tramway Club**

**Compilation Report** For the Year Ended 31st December 2017

Compilation Report to the Members of Bush Tramway Club

#### Scope

On the basis of information you provided we have compiled, in accordance with Service Engagement Standard No. 2: Compilation of Financial Information, the financial statements of Bush Tramway Club for the period ended 31 December 2017. As described in Note 1 to the financial statements, these financial statements are a special purpose report, for internal management and taxation purposes only.

#### Responsibilities

You are solely responsible for the information contained in the financial statements and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

#### No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

#### **Departure from Reporting Framework**

The accounting policies adopted are not in conformity with generally accepted accounting practice. Accordingly the financial statements should only be relied on for the expressly stated purpose.

#### Disclaimer

As mentioned earlier in our report, we have compiled the financial information based on information provided to us which has not been subject to an audit or review engagement. Accordingly, neither we, nor any of our employees accept any responsibility for the reliability, accuracy or completeness of the compiled financial information nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on the compiled financial information.

Accounting Concepts Limited Accountant 68 Main Street HUNTLY

..... / ..... / 2018

## **Bush Tramway Club**

· \* · \*

## Directory As at 31st December 2017

Nature of Business	Operate & maintain bush tramways or railways
Accountants	Accounting Concepts Limited 68 Main Street HUNTLY
Bankers	ASB

The accompanying notes form part of these financial statements. These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.

• .

# **Bush Tramway Club** Statement of Financial Performance For the Year Ended 31st December 2017

GROSS SURPLUS/(LOSS) FROM TRADING       3,882       (1,477         SUNDRY INCOME       1,675       1,577         Subscriptions       1,675       1,577         Grants Received       3,657       3,771         Donations       3,885       5,045         Rent Received       6,784       3,322         Sundry Income       33,914       28,681         Total Income       84,798       81,471         Less Expenses       400       400         Accountancy Fees       400       400         Advertising       545       -         Bank Charges       583       580         Insurance       3,649       2,022         Legal Expenses       -       126         Licences & Registrations       365       1,204         Light Power & Heating       3,914       3,237         Fuel, Coal, Oil & Gas       4,123       717         Printing, Stamps & Stationery       1,562       607         Rates       131       -         Subscriptions       685       1,614         Subscriptions       685       1,614         Subscriptions       685       1,619         Total Expenses		2017	2016
Sales       7,161       1,291         Total Sales       7,161       1,291         LESS COST OF SALES       3,279       2,768         Purchases       3,279       2,768         GROSS SURPLUS/(LOSS) FROM TRADING       3,882       (1,477         SUNDRY INCOME       31,000       40,541         Subscriptions       1,675       1,577         Grants Received       3,657       3,711         Donations       3,885       5,045         Rent Received       6,784       3,332         Sundry Income       33,914       28,681         Total Income       84,798       81,471         Less Expenses       400       400         Accountancy Fees       400       400         Advertising       545       -         Bank Charges       583       580         Insurance       3,649       2,022         Legal Expenses       -       126		\$	\$
Total Sales7,1611,291LESS COST OF SALES Purchases3,2792,768GROSS SURPLUS/(LOSS) FROM TRADING3,882(1,477SUNDRY INCOME Subscriptions1,6751,577Grants Received3,6573,711Donations3,8855,045Rent Received6,7843,332Sundry Income33,91428,681Total Income84,79881,471Less Expenses Accountancy Fees400400Advertising545-Bank Charges1,6651,204Light Powres3,6492,002Legal Expenses-126Light Coal, Oil & Gas4,123717Printing, Stamps & Stationery1,562607Rates131-Repairs & Maintenance58,22855,264Subscriptions6851,161Total Expenses75,14966,192Net Surplus Before Depreciation9,64815,279Less Depreciation as per Schedule10,2379,929(Deficit)/Surplus Before Beneficiary Distributions(589)5,350	REVENUE		
LESS COST OF SALES Purchases3,2792,768GROSS SURPLUS/(LOSS) FROM TRADING3,882(1,477)SUNDRY INCOME Subscriptions1,6751,577Grants Received31,00040,541Interest Received3,6573,771Donations3,8855,045Rent Received6,7843,322Sundry Income33,91428,681Total Income84,79881,471Less Expenses400400Accountancy Fees400400Advertising545-Bank Charges583580Insurance3,654-Light Power & Heating3,9143,237Fuel, Coal, Ol & Gas4,123717Printing, Stamps & Stationery1,562607Rates131-Repairs & Maintenance58,22855,264Subscriptions6851,161Telephone, Tolls & Internet966874Total Expenses75,14966,192Net Surplus Before Depreciation9,64815,279Less Depreciation as per Schedule10,2379,929(Deficit)/Surplus Before Beneficiary Distributions(589)5,350	Sales	7,161	1,291
Purchases3,2792,768GROSS SURPLUS/(LOSS) FROM TRADING3,882(1,477)SUNDRY INCOME3,682(1,477)Subscriptions1,6751,577Grants Received3,6573,771Donations3,8855,045Rent Received6,7843,332Sundry Income33,91428,681Total Income84,79881,471Less Expenses400400Accountancy Fees400400Advertising545-Bank Charges583580Insurance3,6492,022Legal Expenses-126Licences & Registrations3651,204Light Power & Heating3,9143,237Fuel, Coal, Oil & Gas4,123717Printing, Stamps & Stationery6851,161Rates131-Repairs & Maintenance58,22855,264Subscriptions6851,161Subscriptions6851,161Vet Surplus Before Depreciation9,64815,279Less Depreciation9,64815,279Less Depreciation as per Schedule10,2379,929(Deficit)/Surplus Before Beneficiary Distributions(589)5,350	Total Sales	7,161	1,291
GROSS SURPLUS/(LOSS) FROM TRADING3,882(1,477SUNDRY INCOME Subscriptions1,6751,577Grants Received31,00040,541Interest Received3,6573,771Jonations3,8855,045Rent Received6,7843,332Sundry Income33,91428,681Total Income84,79881,471Less Expenses400400Advertising545-Bank Charges583580Insurance3,6492,022Legal Expenses-126Licences & Registrations3651,204Light Power & Heating3,9143,237Fuel, Coal, Oil & Gas4,123717Printing, Stamps & Stationery Rates582,22855,264Subscriptions6851,161Telephone, Tolls & Internet Total Expenses966874Total Suprese75,14966,192Net Surplus Before Depreciation9,64815,279Less Depreciation as per Schedule10,2379,929(Deficit)/Surplus Before Beneficiary Distributions(589)5,350			
SUNDRY INCOME         1,675         1,577           Subscriptions         31,000         40,541           Interest Received         3,657         3,771           Donations         3,885         5,045           Rent Received         6,784         3,33914         28,681           Sundry Income         33,914         28,681         704           Total Income         84,798         81,471           Less Expenses         400         400           Accountancy Fees         400         400           Advertising         545         -           Bank Charges         583         580           Insurance         3,649         2,022           Legal Expenses         -         126           Licences & Registrations         365         1,204           Light Power & Heating         3,914         3,237           Fuel, Coal, Oil & Gas         4,123         717           Printing, Stamps & Stationery         1,562         607           Rates         131         -         131           Repairs & Maintenance         58,228         55,264           Subscriptions         685         1,611           Telephone, Tolls & Interne	Purchases	3,279	2,768
Subscriptions       1,675       1,577         Grants Received       31,000       40,541         Interest Received       3,657       3,771         Donations       3,885       5,045         Rent Received       6,784       3,3914       28,681         Sundry Income       33,914       28,681       704         Total Income       84,798       81,471         Less Expenses       400       400         Accountancy Fees       400       400         Advertising       545       -         Bank Charges       583       580         Insurance       3,649       2,022         Legal Expenses       -       126         Licences & Registrations       365       1,204         Light Power & Heating       3,914       3,237         Fuel, Coal, Oil & Gas       4,123       717         Printing, Stamps & Stationery       1,562       607         Rates       131       -       -         Repairs & Maintenance       58,228       55,264         Subscriptions       685       1,161         Telephone, Tolls & Internet       966       874         Total Expenses       75,149	GROSS SURPLUS/(LOSS) FROM TRADING	3,882	(1,477
Grants Received       31,000       40,541         Interest Received       3,657       3,771         Donations       3,885       5,045         Rent Received       6,784       3,332         Sundry Income       33,914       28,681         Total Income       84,798       81,471         Less Expenses       400       400         Accountancy Fees       400       400         Advertising       545       -         Bank Charges       583       580         Insurance       3,649       2,022         Legal Expenses       -       126         Licences & Registrations       365       1,204         Light Power & Heating       3,914       3,237         Fuel, Coal, Oil & Gas       4,123       717         Printing, Stamps & Stationery       1,562       607         Rates       131       -         Repairs & Maintenance       58,228       55,264         Subscriptions       685       1,611         Telephone, Tolls & Internet       966       874         Total Expenses       75,149       66,192         Net Surplus Before Depreciation       9,648       15,279			
Interest Received       3,657       3,771         Donations       3,885       5,045         Rent Received       6,784       3,332         Sundry Income       33,914       28,681         Total Income       84,798       81,471         Less Expenses       400       400         Accountancy Fees       400       400         Advertising       545       -         Bank Charges       583       580         Insurance       3,649       2,022         Legal Expenses       -       126         Licences & Registrations       365       1,204         Light Power & Heating       3,914       3,237         Fuel, Coal, Oil & Gas       -       126         Doscriptions       365       1,204         Rates       131       -         Repairs & Maintenance       58,228       55,264         Subscriptions       685       1,161         Telephone, Tolls & Internet       966       874         Total Expenses       75,149       66,192         Net Surplus Before Depreciation       9,648       15,279         Less Depreciation       9,648       15,279         Depreciation			
Donations       3,885       5,045         Rent Received       6,784       3,332         Sundry Income       33,914       28,681         Total Income       84,798       81,471         Less Expenses       400       400         Accountancy Fees       400       400         Advertising       545       -         Bank Charges       583       580         Insurance       3,649       2,022         Legal Expenses       -       126         Licences & Registrations       365       1,204         Light Power & Heating       3,914       3,237         Fuel, Coal, Oil & Gas       4,123       717         Printing, Stamps & Stationery       1,562       607         Rates       131       -         Subscriptions       685       1,161         Total Expenses       75,149       66,192         Net Surplus Before Depreciation       9,648       15,279         Less Depreciation       9,648       15,279         Less Depreciation       9,648       15,279         Querticition as per Schedule       10,237       9,929         (Deficit)/Surplus Before Beneficiary Distributions       (589)       <			
Rent Received       6,784       3,332         Sundry Income       33,914       28,681         Total Income       84,798       81,471         Less Expenses       400       400         Accountancy Fees       400       400         Advertising       545       -         Bank Charges       583       580         Insurance       3,649       2,022         Legal Expenses       -       126         Licences & Registrations       365       1,204         Light Power & Heating       3,914       3,237         Fuel, Coal, Oil & Gas       4,123       717         Printing, Stamps & Stationery       1,562       607         Rates       131       -         Repairs & Maintenance       58,228       55,264         Subscriptions       685       1,161         Telephone, Tolls & Internet       966       874         Total Expenses       75,149       66,192         Net Surplus Before Depreciation       9,648       15,279         Less Depreciation       9,648       15,279         Less Depreciation       9,648       15,279         Less Depreciation       10,237       9,929			
Sundry Income         33,914         28,681           Total Income         84,798         81,471           Less Expenses         400         400           Accountancy Fees         400         400           Advertising         545         -           Bank Charges         583         580           Insurance         3,649         2,022           Legal Expenses         -         126           Licences & Registrations         365         1,204           Light Power & Heating         3,914         3,237           Fuel, Coal, Oil & Gas         4,123         717           Printing, Stamps & Stationery         1,562         607           Rates         131         -           Repairs & Maintenance         58,228         55,264           Subscriptions         685         1,161           Telephone, Tolls & Internet         966         874           Total Expenses         75,149         66,192           Net Surplus Before Depreciation         9,648         15,279           Less Depreciation         9,648         15,279           Less Depreciation         10,237         9,929           (Deficit)/Surplus Before Beneficiary Distributions <td></td> <td></td> <td></td>			
Total Income       84,798       81,471         Less Expenses       400       400         Accountancy Fees       400       400         Advertising       545       -         Bank Charges       583       583       580         Insurance       3,649       2,022       Legal Expenses       -       126         Licences & Registrations       365       1,204       Light Power & Heating       3,914       3,237         Fuel, Coal, Oil & Gas       4,123       717       Printing, Stamps & Stationery       1,562       607         Rates       131       -       -       -       -         Repairs & Maintenance       58,228       55,264       Subscriptions       685       1,161         Telephone, Tolls & Internet       966       874       -       -       -         Net Surplus Before Depreciation       9,648       15,279       -       -       -         Less Depreciation       9,648       15,279       -       -       -       -       -         Less Depreciation as per Schedule       10,237       9,929       -       -       -       -       -       -       -         Depreciation as per Schedule			
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Accountancy Fees       400       400         Advertising       545       -         Bank Charges       583       580         Insurance       3,649       2,022         Legal Expenses       -       126         Licences & Registrations       365       1,204         Light Power & Heating       3,914       3,237         Fuel, Coal, Oil & Gas       4,123       717         Printing, Stamps & Stationery       1,562       607         Rates       131       -         Repairs & Maintenance       58,228       55,264         Subscriptions       685       1,161         Telephone, Tolls & Internet       966       874         Total Expenses       75,149       66,192         Net Surplus Before Depreciation       9,648       15,279         Less Depreciation       9,648       15,279         Less Depreciation       9,237       9,929         (Deficit)/Surplus Before Beneficiary Distributions       (589)       5,350	Total Income	84,798	81,471
Advertising       545       -         Bank Charges       583       580         Insurance       3,649       2,022         Legal Expenses       -       126         Licences & Registrations       365       1,204         Light Power & Heating       3,914       3,237         Fuel, Coal, Oil & Gas       4,123       717         Printing, Stamps & Stationery       1,562       607         Rates       131       -         Repairs & Maintenance       58,228       55,264         Subscriptions       685       1,161         Telephone, Tolls & Internet       966       874         Total Expenses       75,149       66,192         Net Surplus Before Depreciation       9,648       15,279         Less Depreciation       9,648       15,279         Less Depreciation       9,648       15,279         Depreciation as per Schedule       10,237       9,929         (Deficit)/Surplus Before Beneficiary Distributions       (589)       5,350			
Bank Charges       583       580         Insurance       3,649       2,022         Legal Expenses       -       126         Licences & Registrations       365       1,204         Light Power & Heating       3,914       3,237         Fuel, Coal, Oil & Gas       4,123       717         Printing, Stamps & Stationery       1,562       607         Rates       131       -         Repairs & Maintenance       58,228       55,264         Subscriptions       685       1,161         Telephone, Tolls & Internet       966       874         Total Expenses       75,149       66,192         Net Surplus Before Depreciation       9,648       15,279         Less Depreciation       9,648       15,279         Less Depreciation       9,648       15,279         Depreciation as per Schedule       10,237       9,929         (Deficit)/Surplus Before Beneficiary Distributions       (589)       5,350			400
Insurance3,6492,022Legal Expenses-126Licences & Registrations3651,204Light Power & Heating3,9143,237Fuel, Coal, Oil & Gas4,123717Printing, Stamps & Stationery1,562607Rates131-Repairs & Maintenance58,22855,264Subscriptions6851,161Telephone, Tolls & Internet966874Total Expenses75,14966,192Net Surplus Before Depreciation9,64815,279Less Depreciation9,64815,279Depreciation as per Schedule10,2379,929(Deficit)/Surplus Before Beneficiary Distributions(589)5,350			-
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Fuel, Coal, Oil & Gas4,123717Printing, Stamps & Stationery1,562607Rates131-Repairs & Maintenance58,22855,264Subscriptions6851,161Telephone, Tolls & Internet966874Total Expenses75,14966,192Net Surplus Before Depreciation9,64815,279Less Depreciation9,64815,279Depreciation as per Schedule10,2379,929(Deficit)/Surplus Before Beneficiary Distributions(589)5,350			
Printing, Stamps & Stationery1,562607Rates131-Repairs & Maintenance58,22855,264Subscriptions6851,161Telephone, Tolls & Internet966874Total Expenses75,14966,192Net Surplus Before Depreciation9,64815,279Less Depreciation9,64815,279Depreciation as per Schedule10,2379,929(Deficit)/Surplus Before Beneficiary Distributions(589)5,350	-	-	
Rates131Repairs & Maintenance58,228Subscriptions58,228Subscriptions685Telephone, Tolls & Internet966Total Expenses75,149Net Surplus Before Depreciation9,648Depreciation9,648Depreciation as per Schedule10,2379,929(Deficit)/Surplus Before Beneficiary Distributions			
Repairs & Maintenance58,22855,264Subscriptions6851,161Telephone, Tolls & Internet966874Total Expenses75,14966,192Net Surplus Before Depreciation9,64815,279Less Depreciation9,64815,279Depreciation as per Schedule10,2379,929(Deficit)/Surplus Before Beneficiary Distributions(589)5,350			607
Subscriptions6851,161Telephone, Tolls & Internet966874Total Expenses75,14966,192Net Surplus Before Depreciation9,64815,279Less Depreciation9,64810,2379,929(Deficit)/Surplus Before Beneficiary Distributions(589)5,350			
Telephone, Tolls & Internet966874Total Expenses75,14966,192Net Surplus Before Depreciation9,64815,279Less Depreciation10,2379,929(Deficit)/Surplus Before Beneficiary Distributions(589)5,350			
Total Expenses75,14966,192Net Surplus Before Depreciation9,64815,279Less Depreciation Depreciation as per Schedule10,2379,929(Deficit)/Surplus Before Beneficiary Distributions(589)5,350	-		
Net Surplus Before Depreciation9,64815,279Less Depreciation Depreciation as per Schedule10,2379,929(Deficit)/Surplus Before Beneficiary Distributions(589)5,350			
Less Depreciation         Depreciation as per Schedule         10,237       9,929         (Deficit)/Surplus Before Beneficiary Distributions       (589)	Total Expenses	75,149	66,192
Depreciation as per Schedule10,2379,929(Deficit)/Surplus Before Beneficiary Distributions(589)5,350	Net Surplus Before Depreciation	9,648	15,279
(Deficit)/Surplus Before Beneficiary Distributions (589) 5,350			
	Depreciation as per Schedule	10,237	9,929
<b>NET SURPLUS/(DEFICIT)</b> (\$589) \$5,350	(Deficit)/Surplus Before Beneficiary Distributions	(589)	5,350
	NET SURPLUS/(DEFICIT)	(\$589)	\$5,350

The accompanying notes form part of these financial statements. These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.

**Bush Tramway Club** Statement of Movements in Equity For the Year Ended 31st December 2017

	Note	2017 \$	2016 \$
EQUITY AT START OF YEAR		415,183	409,833
<b>REVENUE</b> Net Deficit for the Year		(589)	5,351
Total Recognised Revenues and Expenses for the Year	-	(589)	5,351
EQUITY AT END OF YEAR	-	\$414,595	\$415,183

The accompanying notes form part of these financial statements. These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.

Document Set ID: 1922618 Version: 2, Version Date: 30/04/2018

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# **Statement of Financial Position** As at 31st December 2017

	Note	2017	2016
		\$	\$
CURRENT ASSETS			
Bank - Cheque Account		4,000	3,654
Bank - Savings account		33,532	25,00
Float		570	570
GST Refund Due		6,615	8,68
<b>Fotal Current Assets</b>		44,717	37,912
NON-CURRENT ASSETS			
Fixed Assets as per Schedule		303,878	312,03
Investments			
ASB Term Deposit 84		22,000	22,00
ASB Term Deposit 85		22,000	22,00
ASB Term Deposit 86		22,000	22,00
		66,000	66,000
Total Non-Current Assets		369,878	378,037
TOTAL ASSETS		414,595	415,948
CURRENT LIABILITIES			
Income in Advance		-	76:
FOTAL LIABILITIES		-	76:
NET ASSETS		\$414,595	\$415,183
Represented by;			
EQUITY Retained Earnings		414,595	415,183
TOTAL EQUITY		\$414,595	\$415,182
		ØT14,373	\$413,10.

The Financial Statements have not been audited. The accompanying notes form part of these Financial Statements and should be read in conjunction with the reports contained herein.

For and on behalf of the Members:

Elliot Baptist

Chairperson 25/3/18

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# Depreciation Schedule For the Year Ended 31st December 2017

Asset	Private Use	Cost Price	Book Value 01/01/2017	Additions Disposals	Gain/Loss on Disposal	Capital Profit Mt	Depreci Rate	ation \$	Accum Deprec 31/12/2017	Book Value 31/12/2017
LAND										
Land Titles at Cost		15,011	15,011				0.0%DV	0	0	15,011
Fences		1,068	1,068				0.0% DV	0	0	1,068
Road - Development		4,047	4,047			12	0.0%DV	0	0	4,047
Platform - Jctn		7,754	2,191			12	10.0% DV	219	5,782	1,972
Terminus Development - Rotowaro		12,772	12,772			12	0.0%DV	0	0	12,772
Terminus Development - Glen Afton		32,393	32,393			12	0.0%DV	0	0	32,393
Terminus Development - Glen Afton		3,145	3,145			12	0.0%DV	0	0	3,145
Track - Passenger Carrying		12,305	12,305			12	0.0%DV	0	0	12,305
Terminus Development - Glen Afton		6,838	6,838			12	0.0%DV	0	0	6,838
Track - Passenger Carrying		2,060	2,060			12	0.0%DV	0	0	2,060
Land Development		16,117	16,117			12	0.0%DV	0	0	16,117
Land Development 2007		2,856	2,856			12	0.0%DV	0	0	2,856
Terminus Development - Glen 2008		3,865	3,865			12	0.0%DV	0	0	3,865
Sub-Total		120,231	114,668			n an an Aleman ann an t-rinn ann a' transminneachan		219	5,782	114,449
BUILDINGS										
Buildings - Storage		996	611			12	4.0% DV	24	409	587
Carriage Shelter		2,522	1,545			12		62	1,039	1,483
Crane		361	222			12		9	148	213
Engine Shed		7,368	4,514			12		181	3,035	4,333
Jigger Shed		191	117			12		5	79	112
Engineering Workshop		15,571	9,540			12		382	6,413	9,158
Welding Workshop		4,187	2,566			12		103	1,724	2,463
Pukemiro Jctn Station		38,143	23,370			12		935	15,708	2,405
Recreation Shop		12,801	7.843			12		314	5,272	7,529
Shanty & Annex		4,800	2,940			12		118	1,978	2,822
			6,914			12		277	4,646	6,637
Toilets		11,283								

The accompanying notes form part of these financial statements. These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.

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# **Bush Tramway Club** Depreciation Schedule For the Year Ended 31st December 2017

	Private	Cost	Book Value	Additions	Gain/Loss on	Capital		Depreci	ation	Accum Deprec	Book Value
Asset	Use	Price	01/01/2017	Disposals	Disposal	Profit	Mth		\$	31/12/2017	31/12/2017
Workshop 2006		72,318	46,156				12	4.0%DV	1,846	28,008	44,310
Workshop 2007		21,345	14,191				12	4.0%DV	568	7,722	13,623
Shed		200	127				12	4.0%DV	5	78	122
Mains Switchboard 2008		664	268				12	9.6%DV	26	422	242
Pit Extension 2008		604	458				12	3.0%DV	14	160	444
Loco Lean To		2,739	2,350				12	4.0%DV	94	483	2,256
Carraige Shelter		36,027	36,027				12	0.0%DV	0	0	36,027
Lean To E Loco Shed		963	963				12	0.0%DV	0	0	963
Sub-Total		233,734	161,138						4,980	77,576	156,158
MOTOR VEHICLES											
Locomotive 401		89	89				12	0.0%DV	0	0	89
Locomotive 402		89	89					0.0%DV	0	0	89
Loco - TR 217 & TR33		1,627	1,627					0.0%DV	0	0	1,627
Locomotive - Steam F185		203	203					0.0%DV	0	0	203
Peckett		2,410	2,410					0.0%DV	0	0	2,410
CB		1,525	1,525					0.0%DV	0	0	1,525
Tractor		1,067	1,067					0.0%DV	0	0	1,067
Low Loader		560	560					0.0%DV	0	0	560
Diesel 402 Improvement		26,501	9,458					16.0% DV	1,513	18,556	7,945
Coal Wagon Floor		3,629	2,547					8.0%DV	204	1,286	2,343
Sub-Total	-	37,700	19,575					01070207	1,717	19,842	17,858
FURNITURE & FITTINGS											
		311	22				10	20.0% DV	4	202	10
Fridge Chairs		52	18					20.0% DV	4 2	293	18
Sub-Total	-	363	40				12	10.0% DV		36	16
Jub- I Vial		303	40						6	329	34

The accompanying notes form part of these financial statements. These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.

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# **Bush Tramway Club** Depreciation Schedule For the Year Ended 31st December 2017

Asset	Private Use	Cost Price	Book Value 01/01/2017	Additions Disposals	Gain/Loss on Disposal	Capital Profit	Deprecia Mth Rate	stion	Accum Deprec 31/12/2017	Book Value 31/12/2017
OFFICE EQUIPMENT										
Filing Cabinet		27	2				12 20.0% DV	0	25	2
Sponsored Postage 2005		90	6				12 20.0% DV	1	85	5
Acer Laptop 2011		503	9				12 50.0% DV	5	499	4
Sub-Total		620	17					6	609	11
PLANT & EOUIPMENT										
Water Tanks 2004		3,418	235				12 20.0% DV	47	3,230	188
Water Tanks 2007		150	17				12 20.0% DV	3	136	14
Signs		2,152	969				12 9.5% DV	92	1,275	877
Waterblaster & Sand Blast Attach		840	58				12 20.0% DV	12	794	46
Tools - Other 2004		1,259	86				12 20.0% DV	17	1,190	69
Tools - Other 2007		514	86				12 20.0% DV	17	445	69
Tools - Other 2009		259	43				12 20.0% DV	9	225	34
RT System		103	7				12 20.0% DV	1	97	6
Pipe Vice		155	11				12 20.0% DV	2	146	9
Ladders x 2		295	21				12 20.0% DV	4	278	17
Compressor 2004		2,000	137				12 20.0% DV	27	1,890	110
Compressor 2004		800	55				12 20.0% DV	11	756	44
Crane		2,273	156				12 20.0% DV	31	2,148	125
Glen Afton Line		2,600	179				12 20.0% DV	36	2,457	143
Plant Sundry 2004		7,777	534				12 20.0% DV	107	7,350	427
Plant Sundry 2006		1,719	147				12 20.0% DV	29	1,601	118
Plant Sundry - 2007		1,594	171				12 20.0% DV	34	1,457	137
Water Tank 2008		889	365				12 9.6%DV	35	559	330
Reversible Drill 2009		706	141				12 20.0% DV	28	593	113
Stihl FS85 Bull Bar Brushcutter		814	472				12 13.0% DV	61	403	411
Panasonic 342L Fridge		671	493				12 25.0% DV	123	301	370
Devan Water Tank 30 000L		3,043	2,420				12 16.0% DV	387	1,010	2,033
Water Tank Stand		2,065	1,812				12 10.0% DV	181	434	1,631
					The second	ing notes form no	and of these formated statements	14		

The accompanying notes form part of these financial statements. These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.

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**Bush Tramway Club** Depreciation Schedule For the Year Ended 31st December 2017

Asset	Private Use	Cost Price	Book Value 01/01/2017	Additions Disposals	Gain/Loss on Disposal	Capital Profit	Mth	Deprecia Rate	ation \$	Accum Deprec 31/12/2017	Book Value 31/12/2017
Devan Water Tank 25 000L 2015 Stiga Tornago 2198H Stihl KM94RC-EZ Combi Engine Stumec Track Tamper Cut Off Saw Sub-Total	_	2,695 2,696 1,565 2,000 45,052	2,203 2,516 1,382 1,883	2,078 2,078			12 1 12 1 12 1	6.0% DV 20.0% DV 20.0% DV 10.0% DV 57.0% DV	352 503 276 188 696 3,309	844 683 459 305 696 31,762	1,85 2,011 1,100 1,692 1,383 15,365
TOTAL	-	437,700	312,037	2,078					10,237	135,900	303,87
					The accompany	ing notes form pa	rt of these	financial statemer	1 <i>15.</i>		
			These finan	cial statements have ne - 10		udit or review, and	l should be	e read in conjuncti	on with the attach	ed Compilation Rep	ort.

Document Set ID: 1922618 Version: 2, Version Date: 30/04/2018

Notes to the Financial Statements For the Year Ended 31st December 2017

> 2017 2016 \$

\$

# 1. STATEMENT OF ACCOUNTING POLICIES

These financial statements are for Bush Tramway Club. Bush Tramway Club is engaged in the business of Operating & maintaining bush tramways or railways.

These financial statements are of special purpose and have been prepared for taxation purposes on the principles contained in the Income Tax Act 2007 and internal management purposes.

The accounting policies adopted are not in conformity with generally accepted accounting practice. Accordingly, the financial statements should only be relied on for the expressly stated purpose.

The financial statements of Bush Tramway Club have been prepared in accordance with Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by Chartered Accountants of Australia and New Zealand.

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.

### **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.

## **Specific Accounting Policies**

In the preparation of these financial statements, the specific accounting policies are as follows:

# (a) Property, Plant & Equipment

The entity has the following classes of Property, Plant & Equipment;

Land	0%	DV	
Buildings	3 - 9.6%	DV	
Motor Vehicles	0 - 16%	DV	
Furniture & Fittings	10 - 20%	DV	
Office Equipment	20 - 50%	DV	
Plant & Equipment	9.5 - 20%	DV	

All property, plant & equipment except for land is stated at cost less depreciation.

Depreciation has been calculated in accordance with rates permitted under the Income Tax Act 2007.

### (b) Goods & Services Tax

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

# Notes to the Financial Statements For the Year Ended 31st December 2017

	2017	2016
	\$	\$
(c) Taxation		
No provision for income tax has been made as the	re is no current or deferred tax payabl	le.
(d) <b>Revenue</b>		
Sales of goods are recognised when they have bee Interest income is recognised using the effective i	A P	omer.
(e) Going Concern		
	the basis that the club is a going conc	ern.
These Infanceur Statements have been prepared on		
CONTINGENT LIABILITIES	ies (2016. \$0) Bush Tramway Club h	as not
<b>CONTINGENT LIABILITIES</b> At balance date there are no known contingent liability		as not
CONTINGENT LIABILITIES		as not
<b>CONTINGENT LIABILITIES</b> At balance date there are no known contingent liability	by any other party whatsoever.	
<b>CONTINGENT LIABILITIES</b> At balance date there are no known contingent liabili granted any securities in respect of liabilities payable	by any other party whatsoever.	2016
<b>CONTINGENT LIABILITIES</b> At balance date there are no known contingent liabilitigranted any securities in respect of liabilities payable <b>OPERATING REVENUE</b>	by any other party whatsoever. 2017 \$	2016 \$
<b>CONTINGENT LIABILITIES</b> At balance date there are no known contingent liabili granted any securities in respect of liabilities payable	by any other party whatsoever.	2016
<b>CONTINGENT LIABILITIES</b> At balance date there are no known contingent liabilitigranted any securities in respect of liabilities payable <b>OPERATING REVENUE</b>	by any other party whatsoever. 2017 \$	2016 \$
CONTINGENT LIABILITIES At balance date there are no known contingent liability granted any securities in respect of liabilities payable OPERATING REVENUE Sales	by any other party whatsoever. 2017 \$ 7,161	<b>2016</b> \$ 1,2
CONTINGENT LIABILITIES At balance date there are no known contingent liability granted any securities in respect of liabilities payable OPERATING REVENUE Sales Subscriptions	by any other party whatsoever. 2017 \$ 7,161 1,675	<b>2016</b> \$ 1,2 1,5
CONTINGENT LIABILITIES At balance date there are no known contingent liability granted any securities in respect of liabilities payable OPERATING REVENUE Sales Subscriptions Grants Received	by any other party whatsoever. 2017 \$ 7,161 1,675 31,000	<b>2016</b> <b>\$</b> 1,2 1,5 40,5 3,7
CONTINGENT LIABILITIES At balance date there are no known contingent liability granted any securities in respect of liabilities payable OPERATING REVENUE Sales Subscriptions Grants Received Interest Received	by any other party whatsoever. 2017 \$ 7,161 1,675 31,000 3,657	<b>2016</b> \$ 1,2 1,5 40,5
CONTINGENT LIABILITIES At balance date there are no known contingent liability granted any securities in respect of liabilities payable OPERATING REVENUE Sales Subscriptions Grants Received Interest Received Donations	by any other party whatsoever. 2017 \$ 7,161 1,675 31,000 3,657 3,885	<b>2016</b> <b>\$</b> 1,2 1,5 40,5 3,7 5,0
CONTINGENT LIABILITIES At balance date there are no known contingent liability granted any securities in respect of liabilities payable OPERATING REVENUE Sales Subscriptions Grants Received Interest Received Donations Rent Received	by any other party whatsoever. 2017 \$ 7,161 1,675 31,000 3,657 3,885 6,784	<b>2016</b> <b>\$</b> 1,2 1,5 40,5 3,7 5,0 3,3

There were no transactions with related parties requiring disclosure.

# 5. SECURITIES AND GUARANTEES

There was no overdraft as at balance date nor was any facility arranged.

Notes to the Financial Statements For the Year Ended 31st December 2017

5. TAXATION	2017	2016
Operating deficit before taxation	\$ (589)	<b>\$</b> 5,351
operating denote before taxation	(565)	5,551
. PROPERTY, PLANT & EQUIPMENT		
	2017	2016
X	\$	\$
Land	120 221	100 001
At cost Less accumulated depreciation	120,231 (57,410)	120,231
Less accumulated depreciation	62,821	(57,191) 63,040
	02,821	03,040
Current year depreciation	219	243
	219	243
Buildings		
At cost	233,734	233,734
Less accumulated depreciation	(25,948)	(20,968)
	207,786	212,766
Current year depreciation	4,980	5,184
	4,980	5,184
Motor Vehicles		
At cost	37,700	37,700
Less accumulated depreciation	(19,842)	(18,125)
	17,858	19,575
Current year depreciation	1,717	2,023
Jan III	1,717	2,023
Furniture & Fittings		
At cost	363	363
Less accumulated depreciation	(329)	(323)
	34	40
Current year depreciation	6	7
	6	7
Office Equipment		
At cost	620	620
Less accumulated depreciation	(609)	(603)
	11	17
Current year depreciation	6	12
	6	12

# **Bush Tramway Club** Notes to the Financial Statements For the Year Ended 31st December 2017

Plant & Equipment		
At cost	47,130	45,052
Less accumulated depreciation	(31,762)	(28,453)
	15,368	16,599
Current year depreciation	3,309	2,460
	3,309	2,460
Total Property, Plant & Equipment	\$303,878	\$312,037
Total Depreciation for the year	\$10,237	\$9,929

# Bush Tramway Club Financial Reports For the Year Ended 31st December 2017

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# The Bush Tramway Club (Incorporated)

This is to certify that The Bush Tramway Club (Incorporated) was registered as a charitable entity under the Charities Act 2005 on 27 April 2010.

Registration number: CC44075

Sid Ashton Chair

Trevor Garrett Chief Executive



# CERTIFICATE OF INCORPORATION

# THE BUSH TRAMWAY CLUB (INCORPORATED)

222327

This is to certify that BUSH TRAMWAY CLUB (INC) was incorporated under the Incorporated Societies Act 1908 on the 14th day of December 1975 and changed its name to THE BUSH TRAMWAY CLUB (INCORPORATED) on the 12th day of June 1991.

Registrar of Incorporated Societies 25th day of March 2012

For further details visit www.societies.govt.nz



Certificate printed 25 Mar 2012 16:26:35 NZT

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# **DISCRETIONARY FUNDING APPLICATION FORM**

Set No

#### Important notes for applicant:

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

# Waikato District Community Wellbeing Trust Fund

Project

# Section I - Your details

#### Name of organisation

Matangi Hillcrest Sports Club Incorporated

#### What is your organisation's purpose?

Primary Purpose – promote sports both amateur and professional, ensure access to sports grounds for the entire community.

Secondary Purpose - promotion of arts & culture, health & nutrition and support for social issues.

### Address: (Postal)

1133 Tauranga Rd, RD3 Matamata

# Address: (Physical if different from above)

643 Tauwhare Rd, Hamilton.

Bank Kiwibank

# Contact name, phone number/s and email address

Lance Rapana (President)	
0274138706	
lance@tehauora.co.nz	
Charities Commission Number: (If you have	e one)
213661 Matangi Hillcrest Sports Club Incorpora	,
Are you GST registered? No 🗹	<b>Yes</b> GST Number/ //
Bank account details 38190	04109843861000

The following documentation is required in support of your application:

A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club

Branch Matamata

- Encoded deposit slip to enable direct credit of any grant payment made
- A copy of any documentation verifying your organisations legal status

# Section 2 - Community wellbeing and outcomes

Which of the five community outcomes for the Waikato district does this project contribute to? (See the guidelines sheet for more information on this section.)

Accessible	Safe	Sustainable	N	Thriving	Ø	Vibrant	
	 -une	Jascamabie	-	1	_	vibranc	

# Waikato District Community Outcomes

**Accessible Waikato -** A district where the community's access to transport infrastructure and technology meets its needs.

**Sustainable Waikato -** A district where growth is managed effectively and natural resources are protected and developed for future generations.

**Thriving Waikato -** A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

Healthy Waikato - A district with services and activities that promote a healthy community. Safe Waikato - A district where people feel safe and supported within their communities.

# Section 3 - Your event/project

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

Unfortunately, we have entered the new year with a serious 'water' problem at our club... Our water well is no longer providing enough water to support the activities of the club.

We have met with Council to discuss this issue and the solution that we have identified is to now join the club to 'town supply'.

This project will include the costs to;

- 1. Dig the trench for the water supply and lay pipes.
- 2. Connect to town supply outside the club.
- 3. Plumb the town supply pipes to our water tank,

We would begin the project as soon as funding is confirmed.

How many volunteers are involved? Who is involved in your project?

Our rugby team and club members will volunteer time to dig trenches.

Volunteers (30 participants)

### How will the wider community benefit from this project?

We are a community body/group. Our facilities are utilised by the community whether they are rugby players or not. We allow the club facilities to be used by youth groups, cultural groups, schools and we have convened an annual festival at the club every easter weekend for the 4-5 years.

By investing into building and services improvements at the club - the community benefits.

# Section 4 – Funding requirements

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

All fields must be completed in the following sections	GST Inclusive Costs
Total cost of the project/event	\$6,161.70

Existing funds available for the project	Total A	·····
		\$

Funding being sought from Waikato District Council Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	
Connection Fee – to join town supply	\$2,971.60
Plumberman quote – pipe water from boundary Line to the pump & tank (80-100mtrs) and plumb Into tank & pump.	\$3,190.10
Total B	\$6,161.70
Total B	\$6,161.70

Funding been sought from other funders?	····	
a)		\$
b)		\$
c)		\$
d)	·······	\$
	Total C	\$N/A

Total Funding Applied for         (Add totals A, B & C together to make Total D)         Total D	\$ 6,161.70
Note : This total should equal the Total Cost of the Project	

# Describe any donated material / resources provided for the project: A team of volunteers with a range of skills

Describe any donated material / resources provided for the proje
--

- A team of volunteers with a range of skills
- We have access to different resources which will help to be costs to a minimum.

# Section 5 - Previous Funding Received from Waikato District Council

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

Name of fund and project description	Amount received	Date
N/A		

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

I confirm that an accountability statement has been completed and returned

hle Name: Lance Rapanas Signed:

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

Signature: Lane Kon	Date: 02.04.2018
Position in organisation (tick which applies)	Chairman 🗹 Secretary 🗖 Treasurer 🗖
Signature: Kan Raupsta	Date: 02/04/2018
Position in organisation (tick which applies)	Chairman D Secretary D Treasurer D

# Lance

From: Sent: To: Subject: Karl Pavlovich <Karl.Pavlovich@waidc.govt.nz> Tuesday, 10 April 2018 11:24 AM Lance; Lianne Van Den Bemd; Rob Mcguire RE: Well Trust Fund

Hi Lance,

I have the details

2971-60 .

The total cost for connection is \$2,584.00. This includes:

- o a connection fee of \$1,416.00
- o a development contribution of \$1,168.00

A flow restrictor will be installed to reduce the usage to 1.8m<sup>3</sup>/day.

I am working with Lianne.

Cheers

Karl

Kind regards,

Karl Pavlovich Waters Manager





Waikato District Council • P 027 836 5031 F 07 824 8091 • Call Free 0800 492 452 • Private Bag 544, Ngaruawahia 3742 www.waikatodistrict.govt.nz

Please consider the environment before printing this e-mail

From: Lance [mailto:Lance.Rapana@tehauora.co.nz] Sent: Tuesday, 10 April 2018 10:35 a.m. To: Karl Pavlovich; Lianne Van Den Bemd; Rob Mcguire Subject: Well Trust Fund

Kia ora Cllr Mcguire, Lianne & Karl,

I'm sure Karl has kept you all updated. Karl contacted me last night to inform me that he would be organising costings today.

Karl please make sure all costs are incorporated.

Thank you both Rob & Lianne for keeping this fund open for us, as soon as Karl sends me the invoice/quote I will finalise the application and send to you both.

# Checklist

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

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

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

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

# Lance

From:	brent@plumbermanhamilton.co.nz
Sent:	Wednesday, 11 April 2018 4:27 PM
To:	Lance
Subject:	Quote from Brent - Plumberman Hamilton

Dear Lance

We are pleased to present our quote for the new trickle feed watermain from the front boundry to the water tank as required.

TOTAL PRICE \$2774 Plus GST

In this price I have allowed:

http://scanmail.trustwave.com/?c=7632&d=vo7N2rCKwT3YRra6nsk3s00zzhRxdq8kLDwOxp30lw&s=43&u=http%3a %2f%2f1%2eTo trench from the front boundry down the left hand side of the property to the water tank at the back of the building.

2. We will connact to the council water supply and to a gate valve and inlet control valve at the existing water tank

3. We will back fill the trench and complete the work in a tradesman like manner

We have not allowed for back flow prevention of the council requires it as part of this work

We have allowed to remove all excess rubbish pertaining to our work and leave the site clean and tidy.

\*\*Please note this does not include any charges for time spent on the job so far.

We have not allowed for any of the following:

Building work or council consents if required. Any issues that may arise from existing poor workmanship, or deterioration, and or other items not visible at the time of site inspection. If any issues are found they will be bought to the attention of the client and no remedial work will be carried out without approval.

If you have any questions regarding this quote please don't hesitate to give me a call on 021-928-251.

Thank you for the opportunity of pricing this job and we look forward to being able to carry out this work for you. Please call us on 07-848-2053 to book in a time.

For our terms and conditions of our sales, please refer to our website http://scanmail.trustwave.com/?c=7632&d=vo7N2rCKwT3YRra6nsk3s00zzhRxdq8kLDtdk8aklw&s=43&u=http%3a% 2f%2fwww%2eplumbermanhamilton%2eco%2enz

Yours faithfully,

Brent Hallam Plumberman

----- powered by

http://scanmail.trustwave.com/?c=7632&d=vo7N2rCKwT3YRra6nsk3s00zzhRxdq8kLGgHlpeilw&s=43&u=http%3a%2 f%2fwww%2esoeasy%2eco%2enz ------



**Kiwibank Limited** 

7-27 Waterloo Quay Wellington Phone: 0800 11 33 55

16 June 2016

Dear Sir / Madam

# Re: Balance of bank account(s) and address details

This letter is to confirm the details of the following account(s) held at Kiwibank:

Name:	Matangi Hillcrest Sports Club Incorporated
Address:	40 Carroll Street, Waharoa 3401
Name of account: Bank account number:	Matangi Hillcrest Sports Club Incorporated 38-9004-0984386-00

Yours sincerely

Dan Kiwibank Representative

Details above confirmed (if not changed in any respect)

Dan

Operator ID

PostShop name/PBU

2 8 JUN 2016 Actioned

# Lance

 From:
 Karl Pa

 Sent:
 Tuesd

 To:
 Lance;

 Subject:
 RE: Water

Karl Pavlovich <Karl.Pavlovich@waidc.govt.nz> Tuesday, 10 April 2018 11:24 AM Lance; Lianne Van Den Bemd; Rob Mcguire RE: Well Trust Fund

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Cheers

Karl

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Karl Pavlovich Waters Manager





Waikato District Council P 027 836 5031 F 07 824 8091 Call Free 0800 492 452 Private Bag 544, Ngaruawahia 3742 www.waikatodistrict.govt.nz

Please consider the environment before printing this e-mail

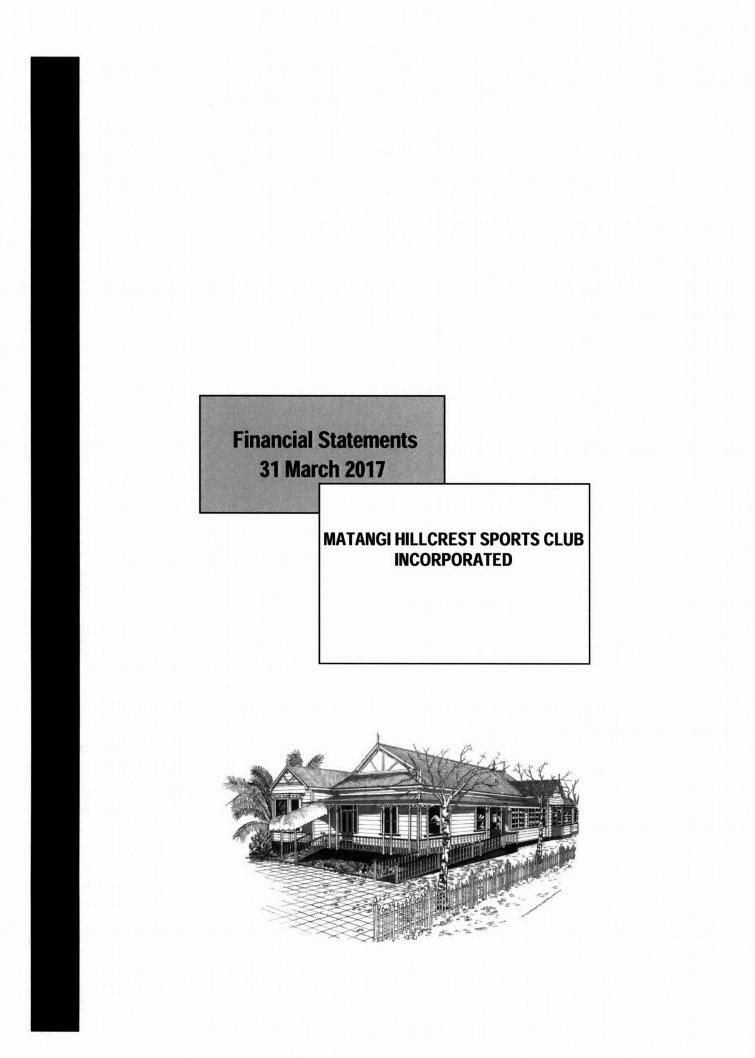
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# **Contents of Financial Statements**

# For the Year Ended 31 March 2017

Contents of Financial Statements	1
Compilation Report	2
Directory	3
Statement of Financial Performance	4
Statement of Movements in Equity	5
Statement of Financial Position	6
Notes to and forming part of the Financial Statements	7 - 8

# **Report on the Engagement to Compile Financial Statements**

# For the Year Ended 31 March 2017

# **COMPILATION REPORT TO THE MEMBERS OF THE COMMITTEE**

## **Reporting Scope**

On the basis of information that you provided we have compiled, in accordance with "Service Engagement Standard Number 2: Compilation of Financial Information", the Financial Statements of MATANGI HILLCREST SPORTS CLUB INCORPORATED for the year ended 31 March 2017 as set out on the following pages.

These are special purpose financial statements and as such are intended for the purposes of meeting the company's income tax requirements and internal management use and should not be relied upon for any other purpose.

### Responsibilities

You are solely responsible for the information contained in the financial statements and have determined that the financial reporting basis stated above is appropriate to meet your needs and for the purpose that the financial statements were prepared. The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

## No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information that you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

### **Disclaimer of Liability**

As mentioned above in our report, we have compiled the financial information based on information provided to us which has not been subject to an audit or review engagement. Accordingly, neither we nor any of our employees accept any responsibility for the reliability, accuracy, or completeness of the compiled financial information nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on the compiled financial information.

Herbert Marken Ltd.

Herbert Morton Limited Chartered Accountants Cambridge 7 March 2018

Directory	
As at 31 March 2017	
Entity's Purpose or Mission	Sporting Club
Nature of Business Address	650 Tauwhare Rd Matangi Pukemoremore
Incorporated Society Number	213661
Accountants	Herbert Morton Limited Chartered Accountants 19 Victoria Street Cambridge 3450
Bankers	Kiwibank
IRD Number	019-590-163

# **Statement of Financial Performance**

# For the Year Ended 31 March 2017

	Note	2017	2016
Income		\$	\$
Clubroom Hire		2,380.00	100.00
Netball Subscriptions		-	100.00
Grants & Donations		6,512.00	
Touch Module Hire		-	100.00
Bar Income		3,561.03	5,368.60
Rugby Subscriptions		299.00	2,255.00
Sundry Income		1,100.00	
Total Gross Profit		13,852.03	7,923.60
Less Expenses			
Operating Expenses			and the second second
Bar Purchases & Supplies		1,165.63	1,732.02
Liquor Licence Fee		63.25	320.00
Electricity & Gas		2,556.48	3,413.00
Catering		-	400.00
Sports Uniforms		2,250.00	837.80
Rugby Fees		57.50	-
		6,092.86	6,702.82
Repairs & Maintenance			
Buildings		4,992.73	-
Sports Equipment		-	1,100.00
Waste & Rubbish Removal		279.00	322.60
		5,271.73	1,422.60
Administration Expenses			
Bank Charges		54.00	81.71
Eftpos Terminal Hire		1,414.96	635.00
Licences & Registrations		205.00	
Printing & Stationery	_	-	35.00
		1,673.96	751.71
Standing Charges Expenses			
Interest		-	0.65
Total Expenses		13,038.55	8,877.78
Net Profit (Loss)	-	813.48	(954.18)

# **Statement of Movements in Equity**

# For the Year Ended 31 March 2017

	2017	2016
	\$	\$
Revenues and Expenses		
Net Profit (Loss)	813.48	(954.18)
Total Recognised Revenues and Expenses	813.48	(954.18)
Equity at the Beginning of the Year	50.76	1,004.94
Equity at the End of the Year	864.24	50.76
Movements in Retained Earnings		
Opening Balance	50.76	1,004.94
Plus:		
Net Profit	813.48	
Less:		
Net Deficit	-	954.18
Retained Earnings Closing Balance	864.24	50.76

# **Statement of Financial Position**

As at 31 March 2017			
	Note	2017	2016
		\$	\$
Current Assets			
Kiwibank 00 (General Account)		867.96	46.45
Kiwibank 06 (Funding Account)		0.40	0.80
Kiwibank 05 (Sponsorship Account)		2.86	2.86
Kiwibank 04 (Social Club Account)		0.65	0.65
Total Assets	_	871.87	50.76
Current Liabilities			
Kiwibank 02 (Bar Purchases Account)	2	7.63	
Total Liabilities		7.63	
Net Assets		864.24	50.76
Equity			
Retained Earnings		864.24	50.76
Total Equity		864.24	50.76

# Notes to and forming part of the Financial Statements

# For the Year Ended 31 March 2017

# **1** Statement of Accounting Policies

# **Reporting Entity**

MATANGI HILLCREST SPORTS CLUB INCORPORATED is an incorporated society, registered under the Incorporated Societies Act 1908.

The special purpose financial report was authorised for issue in accordance with a resolution of directors dated 07 March 2018.

# **Statement of Compliance and Basis of Preparation**

The financial statements have been prepared in accordance with A Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by the New Zealand Institute of Chartered Accountants.

The financial statements have been specifically prepared for the purposes of meeting the company's income tax requirements and internal use.

The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Financial Performance and Statement of Financial Position on a historical cost basis are followed by the incorporated society, unless otherwise stated in the Specific Accounting Policies.

The information is presented in New Zealand dollars. All values are rounded to the nearest \$.

# **Specific Accounting Policies**

The following specific accounting policies which materially affect the measurement of the Statement of Financial Performance and Statement of Financial Position have been applied:

(a) Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, to the extent it is probable that the economic benefits will flow to the incorporated society and revenue can be reliably measured.

(b) Expenses

Expenses have been classified by their business function.

(c) Income Tax

The incorporated society has charitable status and is exempt from income tax.

(d) Financial Instruments

Financial instruments are recognised in the Statement of Financial Position when the incorporated society becomes party to a financial contract. They include cash balances, deposits, bank overdraft, payables, receivables and intercompany balances.

All of the financial instruments of the incorporated society are initially recorded at cost and subsequently carried at amortised cost using the effective interest method. Due allowance is made for impaired receivables (credit losses).

# Notes to and forming part of the Financial Statements (continued)

# For the Year Ended 31 March 2017

# (e) Goods and Services Taxation (GST)

Revenue and expenses have been recognised in the financial statements inclusive of GST. The incorporated society is not registered for GST.

# (f) Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on a basis consistent with those from previous financial statements.

2 Bank Overdraft	2017	2016
	\$	\$
Bank Account Balance		
Kiwibank 02 (Bar Purchases Account)	7.63	the second second
Total Bank Overdraft	7.63	



\*10063798350\*



# Declaration of Revocation of Dissolution of Incorporated Society

Section 28(3) Incorporated Societies Act 1908

I, Helena Aperila, an Assistant Registrar of Incorporated Societies at Auckland, solemnly and sincerely declare that I am satisfied MATANGI HILLCREST SPORTS CLUB INCORPORATED 213661 was carrying on its operations on the 17th day of February 2009, the date of its dissolution, and accordingly its dissolution ought to be and is hereby revoked.

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Declared at Auckland this 26th day of May 2016 before me:

David Josland Solicitor of the High Court of New Zealand